



Grand Valley State University **FINANCE SELF-SERVICE**



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Introduction

This guide is designed for Grand Valley State University employees to enable them to access and navigate within the Banner Finance Self-Service system and learn the query and approval functions. Upon completion, employees will be able to obtain information regarding budgets, revenues, expenditures, commitments, and available balances within their area of fiscal responsibility.

Banner introduces many new terms and concepts which are important to understanding and making effective use of the system. In this section, the Chart of Accounts and its elements, referred to as “FOAP” will be explained as well as the different screens used for making queries and displaying documents, and the different columns to get the information needed.

What is Banner?

Banner is a web-based software application developed specifically for higher education institutions by a company called SunGard SCT. Banner provides an online environment that will allow GVSU to perform computing functions in a highly efficient manner as all data will now be totally integrated and shared among different departments across the University.

Banner Finance comes in two distinct options: Banner Admin and Self-Service. Employees working heavily in Finance will be using the Banner Admin option. Self-Service is a more user-friendly interface that only allows a specific set of processes to be completed. It is more intuitive and less intensive than that of Admin; however, not all Banner processes can be completed with Self-Service.

What is Finance Self-Service?

Finance Self-Service is the web interface that will allow GVSU employees to perform designated financial operations and procedures in a more user-friendly environment than that of Banner Admin. It allows GVSU employees to approve requisitions, and query accounts for encumbrances, payments, and budget.

Quick Review

Chart of Accounts

The **Chart of Accounts** is the numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting. The Chart of Accounts structure in Banner is composed of six elements (**FOAPAL**):

Fund	Program
Organization	Activity
Account	Location

Quick Tip

GVSU only uses four of the six elements in the Chart of Accounts at this time. Those elements are Fund, Organization, Account, and Program (FOAP).

FOAP

Fund

A fund is a six-character code that identifies the **source** from which the money is being drawn.

Fund Types:

110000 – General	12xxxx - Designated	3xxxxx - Auxiliary
2xxxxx - Restricted	6xxxxx - Endowment	8xxxxx - Agency

Organization

A five-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define **WHO** spends the money.

Examples of Organizations:

40625 – AWRI Annis Water Resources

57105 – Accounting Office

Account

A four-character code that identifies general ledger (assets, liabilities, control, fund balances) and operating ledger accounts (income, expenditures, transfers). Revenue account codes identify the type of revenue received, such as tuition or auxiliary sales revenue. Expenditure account codes identify the type of expenditure, such as salaries or supplies.

Account Code ranges:

5xxx – REVENUES	7xxx – CSSM & EQUIPMENT EXPENSES
6xxx – SALARIES, WAGES & FRINGES	8xxx – MANDATORY/NON-MANDATORY TRANSFERS

Program

This is a three-character code that identifies a function and enables the institution to establish a method of classifying transactions across an organization. Program codes were designed to correlate to the Higher Education Institutional Data Inventory (HEIDI) reporting scheme used primarily by the Budget Office.

Examples of Program Codes:

100 – Instruction	400 – Academic Support	700 – Operation and Maintenance of Physical Plant
200 – Research	500 – Student Services	800 – Scholarships and Fellowship
300 – Public Service	600 – Institutional Support	900 – Auxiliary Enterprises

Logging into Finance Self-Service

Finance Self-Service is a web-based program. To use it, open an Internet Browser and log into Finance Self-Service. (Browsers include Chrome, Firefox , etc.)

1. **Open** an internet browser
2. **Type:** <http://banner.gvsu.edu> <press enter>

Finance Self-Service is used to view actual fiscal year University financial activities.

3. **Click** on Banner Self-Service (including E-print) using GVSU Central Login Service
4. **Enter GVSU network ID**
5. **Enter GVSU network password**
6. **Click** Login button



Banner Self-Service has a 30-minute timeout limit.

To reset your Network password please use the following link
<http://www.gvsu.edu/it/helpdesk/gvsu-accounts-59.htm>

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your password; Customize your directory profile.

Student

Register, View your academic records, Apply to Graduate, Financial Aid and Student Account Information

Financial Aid

Apply for Financial Aid, review status and loans

Employee

Paystubs, direct deposit allocations, W2, W4 data and ebilling.

Finance

Create or review financial documents, budget information, approvals.

Parking Services; Permits, Citations and Appeals

Additional information available at www.gvsu.edu/parking

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7. At Main Menu, **Click Finance**

Finance Self-Service menu appears

Finance

[Budget Queries](#)
[Encumbrance Query](#)
[Approve Documents](#)
[View Document](#)
[e~Print Finance Reports \(PROD\)](#)

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [e~Print Finance Reports \(PROD\)](#)]

RELEASE: 8.8.2.1

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8. From the Finance Main Menu, click on the type of transaction you wish to complete.



Quick links to the menu items above are also available at the bottom of each screen as illustrated here.

Budget Queries

Budget Status by Account Query

Budget Status by Account Query is used to look up budget information for one organization or grant. It does not allow for hierarchy roll up, but is the quickest way to get details on transactions.

To complete a budget status by account query:

- 1. Click **Budget Queries** on the Finance Main Menu
- 2. Choose **Budget Status** by Account from drop-down menu

Create a New Query

Type

Budget Status by Account

Create Query

Retrieve Existing Query

Saved Query

None

Retrieve Query

- 3. Click **Create Query** button
- 4. Click desired data column titles (headers) to display. Each item checked will create a column of data.

For a **general fund budget** (110000 xxxxx), select the following columns:

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Continue

See Appendix item “Banner Finance Self Service Terminology for definitions of these column titles

For **designated funds** (12xxxx) and **agency funds** (8xxxxx), select the following columns:

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Continue

- 5. Click **Continue** button

updated 11/07/18

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SSB Finance User Manual

6. Supply the following information:

- Fiscal year
- Fiscal period
- Chart of Accounts
(Chart of Accounts will always be G for GVSU)
- Fund
- Organization

 **Quick Tip**

Fiscal year: 2005 **Fiscal period:** 14
Comparison Fiscal year: None **Comparison Fiscal period:** None
Commitment Type: All
Chart of Accounts: G
Fund: 110000
Organization: 57700
Grant:
Account:
Program:
Index:
Activity:
Location:
Fund Type:
Account Type:
☐ **Include Revenue Accounts**
Save Query as:
☐ **Shared**

Can't remember a code? It's okay, click on the look-up button and search for it. See appendix for wildcard instructions.

7. Click **Submit Query** button

8. View results:

Organization Budget Status Report				
By Account				
Period Ending Jun 30, 2005				
As of Feb 02, 2006				
Chart of Accounts	G	Grand Valley State University	Commitment Type	All
Fund	110000	General Expenditure Fund	Program	All
Organization	57700	Budget / Financial Analysis Admin	Activity	All
Account	All		Location	All

Data displayed is for the FOAP elements entered on the previous screen.

Notice that this budget report displays only the columns selected previously.

Query Results

Account	Account Title	FY05/PD14 Accounted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
6101	EAP - Exec	119,651.00	104,404.66	0.00	0.00	15,246.34
6102	EAP - Other	434,860.00	75,502.84	0.00	0.00	359,357.16
6151	Adj AP w/ Benefits	(22,000.00)	12,423.09	0.00	0.00	(34,423.09)
6152	Adj AP No Benefits	25,000.00	0.00	0.00	0.00	25,000.00
6455	Vacation Time	0.00	108.59	0.00	0.00	(108.59)
6510	Labor - Auxiliary Overhead	(69,219.00)	(34,219.00)	0.00	0.00	(35,000.00)
6610	Employee Fringe Benefits	75,000.00	124,058.62	0.00	0.00	(49,058.62)
7001	CSSM Budget Pool	49,652.00	0.00	0.00	0.00	49,652.00
7002	CSSM - Auxiliary Overhead	(2,000.00)	(1,073.00)	0.00	0.00	(927.00)
7003	Supplies	0.00	554,724.10	0.00	2,745.00	(557,469.10)
7004	Supplies - Administrative	0.00	495.51	0.00	0.00	(495.51)
7005	Supplies - Books, Periodicals, Broc	0.00	11.00	0.00	0.00	(11.00)

To Create a Budget Status Query for one specific account code:

1. Complete steps 1 – 6 above
2. Enter specific account code into Account field
3. Click the **Submit Query** button

Fiscal year: 2005
 Comparison Fiscal year: None
 Commitment Type: All
 Chart of Accounts: G
 Fund: 110000
 Organization: 57700
 Grant:
 Account: 7003
 Program:
☐ Include Revenue Accounts
 Save Query as:
☐ Shared
 Submit Query

4. View results.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2005			
As of Feb 02, 2006			
Chart of Accounts	G	Grand Valley State University	Commitment Type All
Fund	110000	General Expenditure Fund	Program All
Organization	57700	Budget / Financial Analysis Admin Activity	All
Account	7003	Supplies	Location All

Query Results

Account	Account Title	FY05/PD14 Accounted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
7003	Supplies	0.00	554,724.10	0.00	2,745.00	(557,469.10)
Report Total (of all records)		0.00	554,724.10	0.00	2,745.00	(557,469.10)

5. To quickly start another query, scroll to the bottom and click the **Another Query** button.

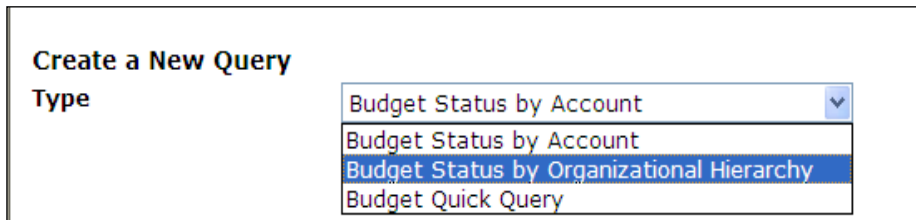
Another Query

Budget Status by Organizational Hierarchy Query

The Budget Status by Organizational Hierarchy Query provides budget information of organizations for the Fiscal Period and Year-to-Date by Hierarchical Structure, Specific Funds, High-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

To complete a budget status by organizational hierarchy query:

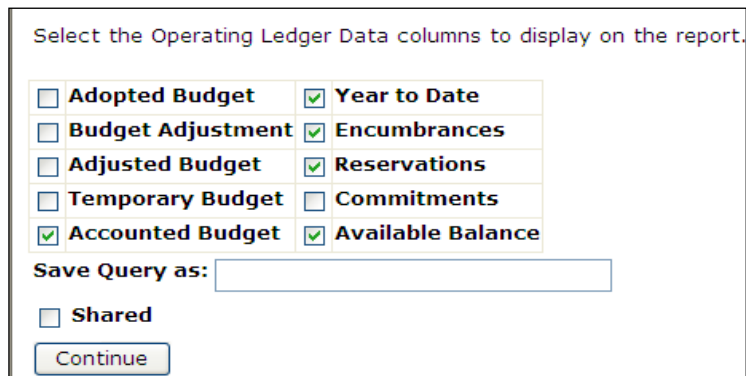
1. Click **Budget Queries**
2. Choose **Budget Status by Organizational Hierarchy** from drop-down menu



3. Click **Create Query** button
4. Click desired data column titles (headers) to display

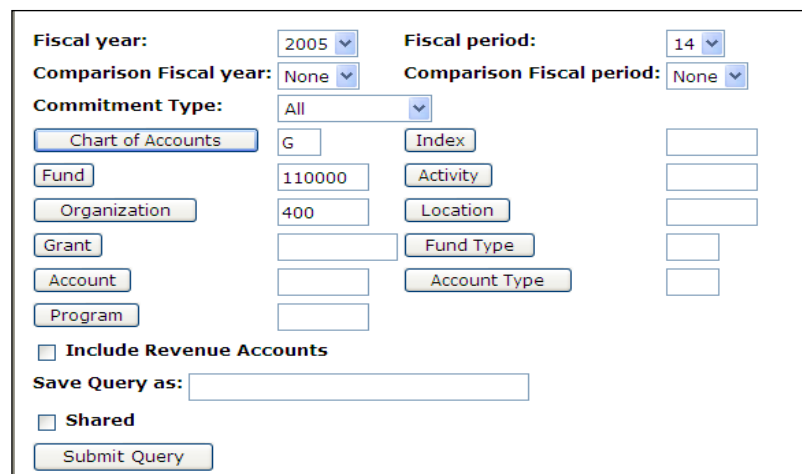


See Appendix item "Banner Finance Self Service Terminology for definitions of these column titles"



5. Click **Continue** button
6. Supply the following information:

- Fiscal year
- Fiscal period
- Chart of Accounts (Chart of Accounts will always be G for GVSU)
 - Fund
 - Organization



7. Click **Submit Query** button

8. View results:

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Jun 30, 2005

As of Feb 02, 2006

Chart of Accounts: G Grand Valley State University Commitment Type: All

Fund: 110000 General Expenditure Fund Program: All

Organization: 400 College Liberal Arts and Sciences Activity: All

Account: All Location: All

Query Results

Organization	Organization Title	FY05/PD14 Accounted Budget	FY05/PD14 Year to Date	FY05/PD14 Encumbrances	FY05/PD14 Reservations	FY05/PD14 Available Balance
400	College Liberal Arts and Sciences					
4000	CLAS Deans Office	2,284,986.00	(250.00)	0.00	1,350.00	2,283,886.00
4005	CLAS AD - Art and Design Office	2,196,505.00	0.00	0.00	0.00	2,196,505.00
4008	CLAS Lab Supervision					
4010	CLAS MUS - Music Office	2,833,345.00	0.00	0.00	0.00	2,833,345.00
4013	CLAS Advising Center					
4015	CLAS CLA - Classics Office	500,773.00	0.00	0.00	0.00	500,773.00
4020	CLAS COM School of Communications	2,875,492.00	0.00	0.00	0.00	2,875,492.00
4022	CLAS ENG - English	3,529,583.00	0.00	0.00	0.00	3,529,583.00

Data displayed is for the FOAP elements entered on the previous screen.

Notice that this budget report displays results by organization code at higher levels of the organization structure.

Quick Tip

Calculate user-defined columns for the query by making selections from the Compute Additional Columns pull-down lists.

4032	CLAS WRT - Writing Office	2,148,166.00	0.00	0.00	0.00	2,148,166.00
4035	CLAS BIO - Biology Office	3,044,451.00	0.00	0.00	0.00	3,044,451.00
4037	CLAS Cell Molecular Biology Office	80,246.00	0.00	0.00	0.00	80,246.00
Screen total		25,862,174.00	(250.00)	0.00	1,350.00	25,861,074.00
Running total		25,862,174.00	(250.00)	0.00	1,350.00	25,861,074.00
400 Rollup		46,625,228.00	(750.00)	0.00	1,350.00	46,624,628.00

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

Save Query as:

☐ Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY05/PD14 Adopted Budget	plus	FY05/PD14 Adopted Budget	FY05/PD14 Adopted Budget	

Perform Computation

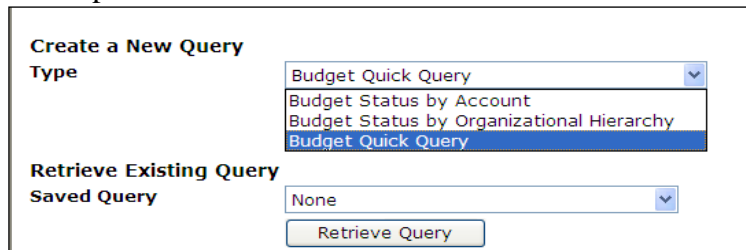
Another Query

Budget Quick Query

This process provides a fast Query by Account Code and displays similar information to the Budget Status by Account query. The columns are already defined. The report cannot be drilled down in a Quick Query.

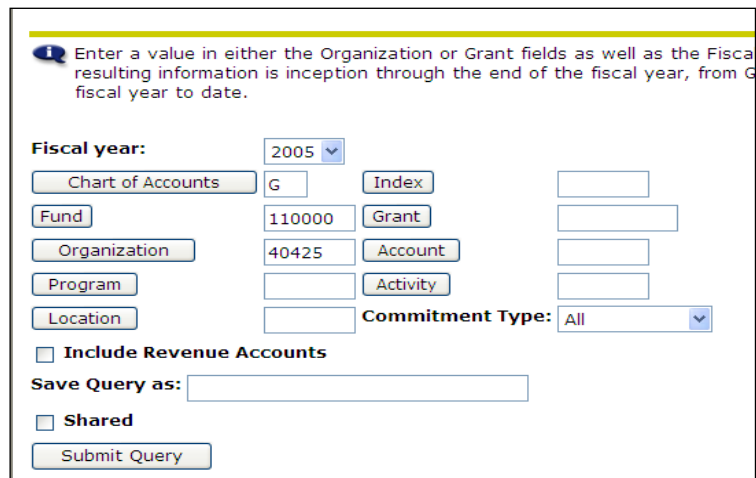
To complete a budget quick query:

1. Click **Budget Queries**
2. Choose **Budget Quick Query** from drop-down menu



3. Click **Create Query** button
4. Supply the following information:

- Fiscal year
- Fiscal period
- Chart of Accounts
(Chart of Accounts will always be G for GVSU)
 - Fund
 - Organization



5. Click **Submit Query** button
6. **View results**

Report Parameters					
Organization Budget Status Report					
By Account					
Period Ending Jun 30, 2005					
As of Feb 03, 2006					
Chart of Accounts	G Grand Valley State University	Commitment Type	All		
Fund	110000 General Expenditure Fund	Program	All		
Organization	40425 CLAS CHM - Chemistry Admin	Activity	All		
Account	All	Location	All		
Query Results					
Account	Account Title	Adjusted Budget Year to Date	Commitments	Available	Balance
6001	Faculty - Tenured	1,106,820.00	0.00	0.00	1,106,820.00
6002	Faculty - Tenure Track	869,238.00	0.00	0.00	869,238.00
6003	Faculty - Visitor	141,100.00	0.00	0.00	141,100.00
6004	Faculty - Affiliate	62,400.00	0.00	0.00	62,400.00
6051	Adj/Overload - Tenured	44,895.00	0.00	0.00	44,895.00
6052	Adj/Overload - Tenure Track	24,160.00	0.00	0.00	24,160.00
6053	Adj/Overload - Non Tenure Track	132,494.00	0.00	0.00	132,494.00
6102	EAP - Other	47,915.00	0.00	0.00	47,915.00
6152	Adj AP No Benefits	11,600.00	0.00	0.00	11,600.00
6201	COT - Full-time Clerical	37,613.00	0.00	0.00	37,613.00
6202	COT - Full-time Technical	22,819.00	0.00	0.00	22,819.00
6451	Overtime	23.00	0.00	0.00	23.00
6610	Employee Fringe Benefits	86,834.00	0.00	0.00	86,834.00
6801	Student Wage Budget Pool	27,239.00	0.00	0.00	27,239.00
7001	CSSM Budget Pool	133,384.00	0.00	0.00	133,384.00

Quick Tip

Quick Queries do not provide for drilling down of specific data and does not allow for choosing columns for the report

Encumbrance Query

An Encumbrance Query displays encumbrance information by account for specified FOAP parameters (Fund, Organization, Account, and Program).

To complete an encumbrance query:

1. Click **Encumbrance Query**

2. Supply the following information:

- Fiscal Year
- Fiscal Period
- Chart of Accounts
- Fund
- Organization

3. Click **Submit Query** button

Existing Query: None

Fiscal year: 2005 Fiscal period: 14

Encumbrance Status: Open

Commitment Type: All

Chart of Accounts: Y Index:

Fund: 111000 Activity:

Organization: 199999 Location:

Grant:

Account:

Program:

Fund Type:

Account Type:

Save Query as:

☐ Shared

Chart of Accounts will always be G

4. View results

Query Results

Account Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
7110 P0000041	AT&T	75,000.00		.00	.00	75,000.00	.00	U
7110 P0000042	AT&T	2,500.00		.00	.00	2,500.00	.00	U
7710 P0000043	CF	1,000.00		.00	.00	1,000.00	.00	U
	Motorfreight							
Report Total (of all records)		78,500.00		.00	.00	78,500.00	.00	

Viewing (and Searching) for a Document

Viewing a Document

This process displays the details of documents, such as Requisitions, Purchase Orders, Invoices, Direct Cash Receipts and Journal Vouchers.

To view a document:

1. **Click** View Document on the Finance Self Service Main Menu
2. **Choose** document type from drop-down menu



Other document types include: requisition, purchase order, invoice, journal voucher, encumbrance, and direct cash receipt.

Choose type: Journal Voucher
Document Number:
Submission#: Change Seq#:

3. **Type:** Document Number (if known) in Document Number field textbox (see next section if Document Number is unknown)

4. **Click** View Document button

Choose type: Journal voucher
Document Number: J0000188
Submission#: 0
Change Seq#:

Display Accounting Information

☒ Yes ☐ No

Display Document Text

☐ All ☒ Printable ☐ None

5. **View results**

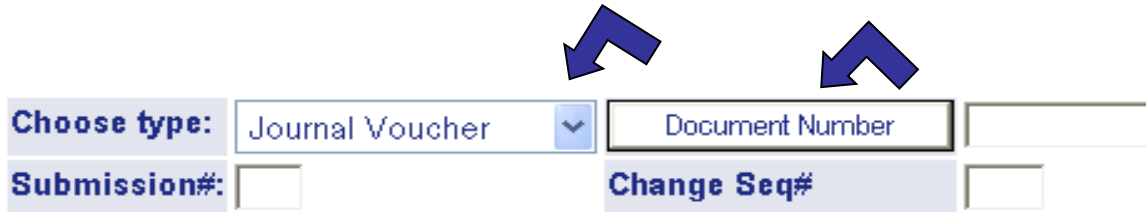
Journal Voucher Header																		
Journal	Sub#	Status	Trans date	Activity date	User ID	Doc	Total											
J0000013	0	Posted	Apr 06, 2005	Apr 06, 2005	DJWAINIO		1,000.00											
Document Text:																		
Journal Voucher Accounting																		
Seq#	Description						BudPd	Curr	Doc	Ref	Acrr	Bank	Deposit					
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSF	Ovr	NSF	Status
1	Supplies to Equipment								01									
	Y	05	10	BD04		111000	140703	701100	10				500.00	-		N		
2	Supplies to Equipment								01									
	Y	05	10	BD04		111000	140703	701730	10				500.00	+		Y		
Total of displayed sequences:													1,000.00					


Searching for a Document



The document numbers field is a searchable feature!

To find a document that you do not have a number for:

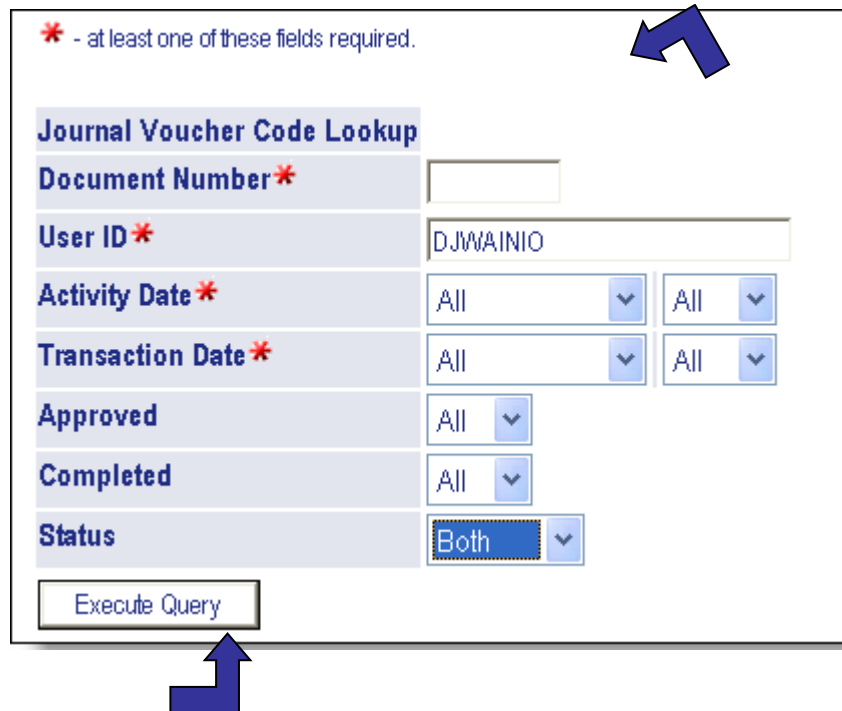
1. **Choose** document type from drop-down menu
2. **Click** Document Number button



Choose type: Journal Voucher  Document Number 


Submission#:  Change Seq# 


3. **Determine** search options







* - at least one of these fields required.


Journal Voucher Code Lookup


Document Number* 


User ID* DJWAINIO 


Activity Date* All  All 

Transaction Date* All  All 

Approved All 

Completed All 

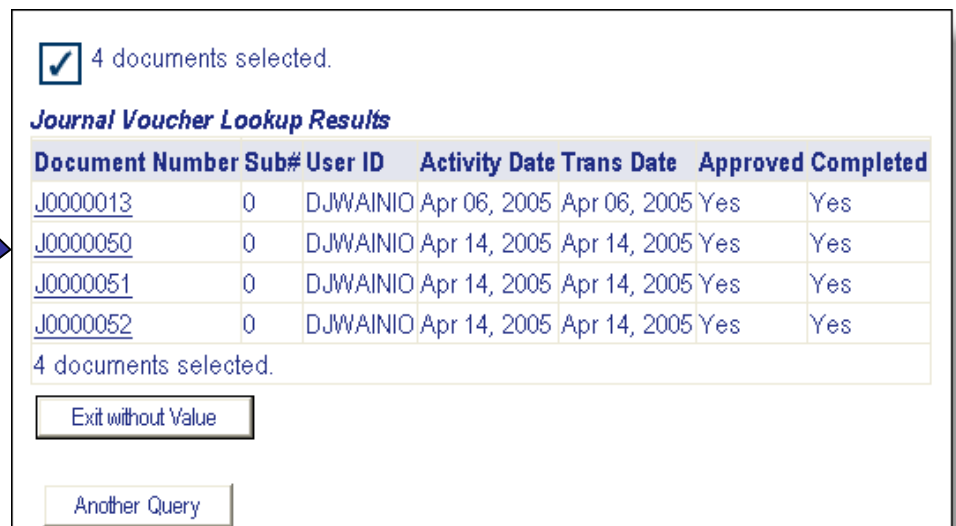
Status Both 

Execute Query 

4. **Click** Execute Query

5. **View** results

6. **Click** Document Number to view





☒ 4 documents selected.

Journal Voucher Lookup Results

Document Number	Sub#	User ID	Activity Date	Trans Date	Approved	Completed
J0000013	0	DJWAINIO	Apr 06, 2005	Apr 06, 2005	Yes	Yes
J0000050	0	DJWAINIO	Apr 14, 2005	Apr 14, 2005	Yes	Yes
J0000051	0	DJWAINIO	Apr 14, 2005	Apr 14, 2005	Yes	Yes
J0000052	0	DJWAINIO	Apr 14, 2005	Apr 14, 2005	Yes	Yes

4 documents selected.

Exit without Value 

Another Query 

Approving Documents

Certain documents, such as Requisitions, may require approval before they can be fully processed.

To approve documents:

1. Click the **Approve Documents** menu item (or quick link at the bottom of the screen)

2. Your User ID appears in the User ID field
3. Determine documents to view
 - Documents for which you are the next approver
 - All documents which you may approve
4. Click **Submit Query** button

Approve Documents

Enter Approval Parameters

User ID: MCCONCH

Document Number:

☒ Documents for which you are the next approver

☐ All documents which you may approve

Submit Query

Document Number:	
Documents Shown: Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ					FTRAN04	45.00	DOC		R0000328	History	Approve	Disapprove
Y	REQ					MOMBERT	9.38	DOC		R0000341	History	Approve	Disapprove
Y	REQ					KLOOSTRH	90.74	DOC		R0000343	History	Approve	Disapprove
Y	REQ					FTRAN34	60.00	DOC		R0000517	History	Approve	Disapprove
Y	REQ					FTRAN25	40.79	DOC		R0000570	History	Approve	Disapprove
Y	REQ					FTRAN40	29.95	DOC		R0000587	History	Approve	Disapprove
Y	REQ					FTRAN37	29.95	DOC		R0000590	History	Approve	Disapprove

5. Click on the **Document number** link to display the details of the document:

View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000590	Oct 27, 2005	Oct 27, 2005	Oct 28, 2005		29.95
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Schoofs, Robert	34101	Library Resources		
	616331-2636	schoofsr@gvsu.edu			
Accounting:	Document Level				
Ship to:	Grand Valley State University				
	Central Receiving				
	SER				
	Allendale, MI 49401-9403 United States of America				
Attention:	Pat Roek 101B DeVos				
Contact:			616-331-3858		
Vendor:	G00010583 5th 3rd Bank				
	PO Box 11100				
	Grand Rapids, MI 49503				
Phone:		Fax:			
Phone:		Fax:			

Requisition Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount	
		Disc	Addl	Tax	Cost	
1	History of banking in Grand Rapids EA	1	29.95	29.95		
		.00	.00	.00	29.95	
2	deliver & charge to fed ex EA	1	0	.00		
		.00	.00	.00	.00	
Total:					29.95	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	G	06		110000	34101	7444	441				N	N	N	14.97
2	G	06		110000	34101	7445	441				N	N	N	14.98
Total of displayed sequences:														29.95

- Click on the Back browser and then on the History link to display the approval history of the document:

View Document

Document Identification

Document Number	R0000590	Type	Requisition
Originator:	FTRAN37	Training, Thirty Seven	

Approvals required

Queue	Description	Level	Approvers
CALL	CATCH ALL QUEUE	10	
			Burns, Ester
			Hernandez, Chris
			Rhodes-Sorrelle, Valerie
			Smalligan, Kip

☒ No approvals have been recorded for this document

- Click on the Back browser arrow and then on the Approve link to approve the document

Approve Document

Document Information
Document Number: R0000516 Type: REQ
Change Seq# Sub#
Amount: 1,225.00
Comment: This document has been approved.

Approve Document Cancel

8. Either leave the default approval comment or type a new one in the Approval field
9. Click **Approve Document**.
10. Confirmation of the document approval is displayed.
11. Click the **Continue** button to complete the transaction and to proceed to the next document.

Document Pending Approval

☒ Document R0001135 has your approval.

Continue

To Disapprove documents:

1. Complete the previous process through step 4 above
2. Click **Disapprove** link
3. Either leave the default disapproval comment or enter a new one in the Comment field
4. Click **Disapprove Document** button



Please indicate the reason for disapproval in the comment field to facilitate proper disposition of the document.

Disapprove Document

Document Information
Document Number: R0000516 Type: REQ
Change Seq# Sub#
Amount: 1,225.00
Comment: Approval has been denied.

Disapprove Document Cancel

5. Confirmation of the document disapproved is displayed

6. Click the **Continue** button to proceed with the next document.

Document Pending Approval

☒ Document R0001146 has been disapproved by you.

Continue

e-Print Reports

The e-Print Reporting feature is designed to be used as a monthly reporting tool. These reports represent a statement of account, or snapshot of financial data at a specific date and time. The budget reports are generated after each month is “closed” by the accounting staff, generally the 6th business day following the calendar month-end date.

1. Click the **e~Print Finance Reports** menu item (or quick link at the bottom of the screen).

 **Quick Tip**

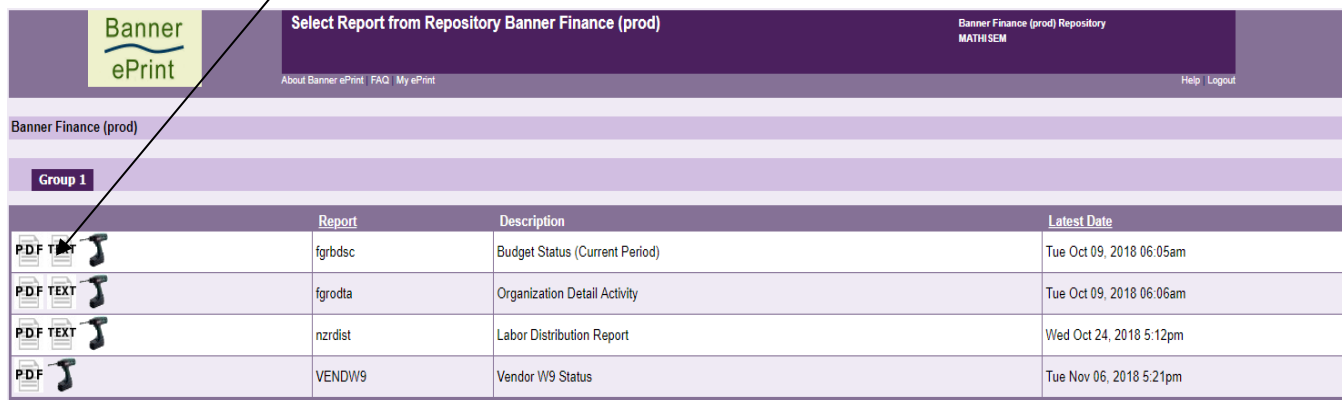
2. Determine which report to view:

- Budget Status (Current Period) report - a month-end summary budget status report by specific fund and organization codes.
- Organization Detail Activity report – a month-end detail budget status report by specific fund and organization codes.
- Labor Distribution report – a period-end (bi-weekly or semi-monthly) report for detailed labor transactions by specific fund and organization codes.








Click on the **TEXT** link to display the report within a browser.

3. To view the Budget Status (Current Period) report:

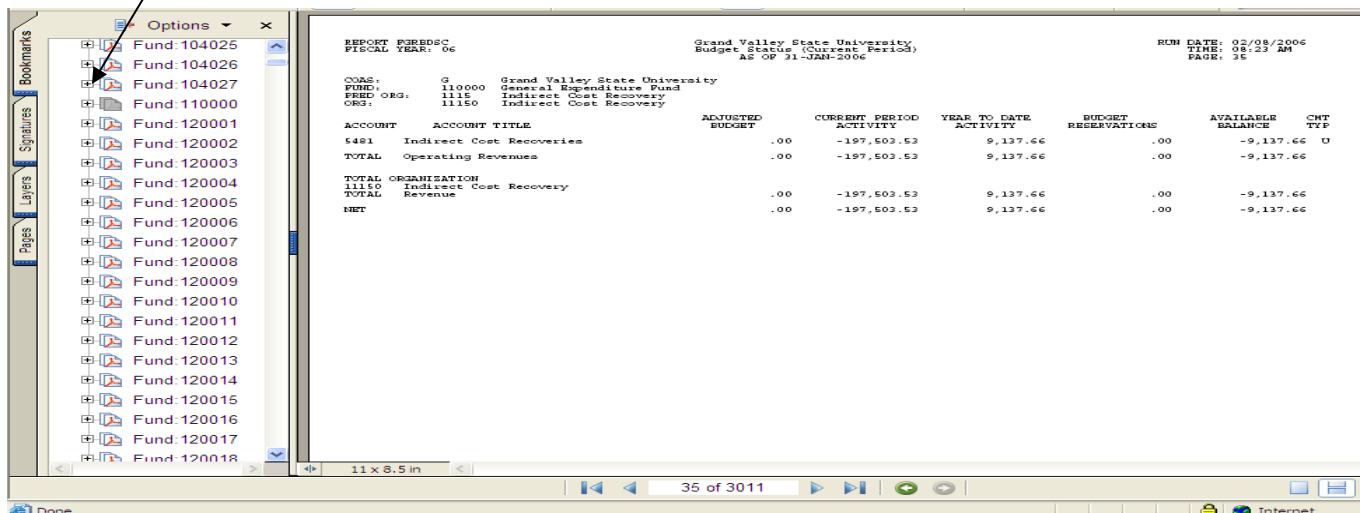
- Click on the **PDF** link to view the most current report



The screenshot shows the Banner ePrint interface. At the top, there's a header with the Banner ePrint logo and navigation links. Below that, a table lists available reports. An arrow points from the instruction 'Click on the PDF link to view the most current report' to the PDF icon in the first row of the table.

	Report	Description	Latest Date
 	fgbrdsc	Budget Status (Current Period)	Tue Oct 09, 2018 06:05am
 	fgrodta	Organization Detail Activity	Tue Oct 09, 2018 06:06am
 	nzrdist	Labor Distribution Report	Wed Oct 24, 2018 5:12pm
	VENDW9	Vendor W9 Status	Tue Nov 06, 2018 5:21pm

- Click on the + sign next to the fund code on which to report

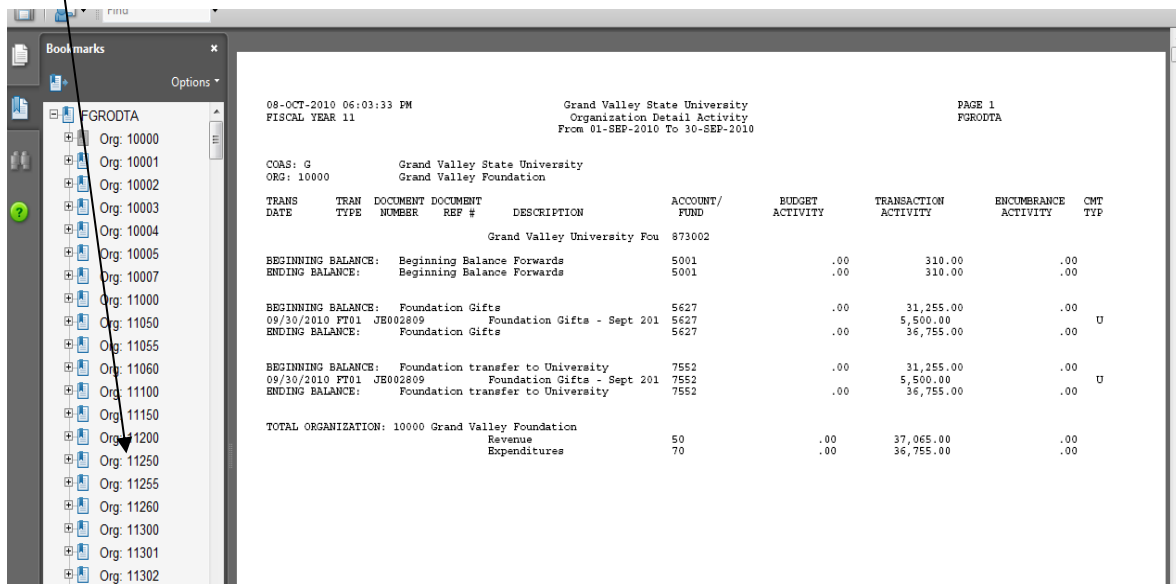


The screenshot shows the Banner ePrint interface displaying a report for Fund 120018. The left sidebar shows a list of funds with expand/collapse icons. The main area displays the report details, including account titles, adjusted budget, current period activity, year to date activity, budget reservations, and available balance. An arrow points from the instruction 'Click on the + sign next to the fund code on which to report' to the expand icon next to Fund 120018 in the sidebar.

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
5481	Indirect Cost Recoveries	.00	-197,503.53	9,137.66	.00	-9,137.66	U
TOTAL	Operating Revenues	.00	-197,503.53	9,137.66	.00	-9,137.66	
TOTAL ORGANIZATION							
11150	Indirect Cost Recovery Revenue	.00	-197,503.53	9,137.66	.00	-9,137.66	
TOTAL		.00	-197,503.53	9,137.66	.00	-9,137.66	
NET							

4. To view the **Organization Detail Activity** report, follow the same steps as outlined in step 3 above beginning with the desired organization code on which to report, then select the fund to display the report.

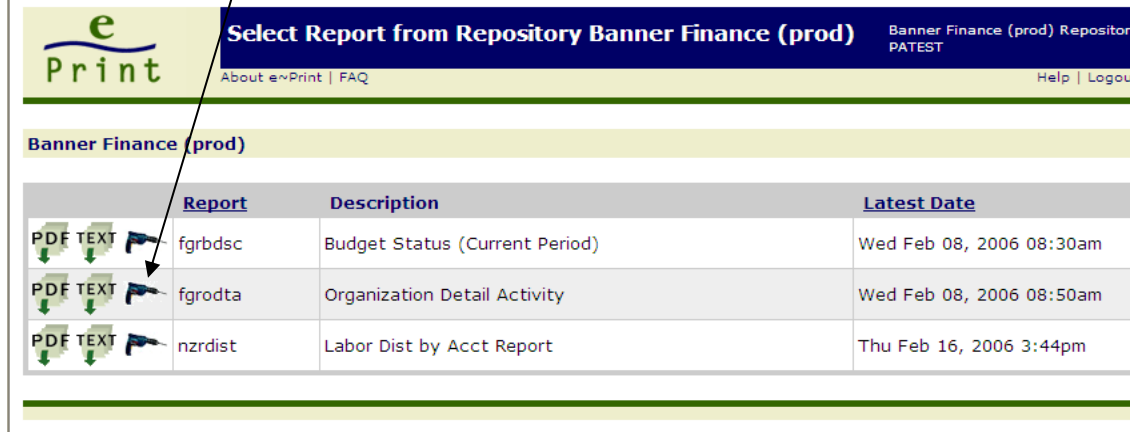
Click on the organization code to display the report:



The screenshot shows the Banner Finance (prod) report menu. On the left, a list of organization codes is displayed, with 'Org: 11000' selected. The main area shows the 'fgrotda' report selected, with a 'Print' button next to it. The report title is 'Organization Detail Activity'.

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Grand Valley State University									
Grand Valley Foundation									
Grand Valley University Fou 873002									
BEGINNING BALANCE:		Beginning Balance Forwards			5001	.00	310.00	.00	
ENDING BALANCE:		Beginning Balance Forwards			5001	.00	310.00	.00	
BEGINNING BALANCE:		Foundation Gifts			5627	.00	31,255.00	.00	U
09/30/2010 FT01 JE002809		Foundation Gifts - Sept 201			5627	.00	5,500.00	.00	
ENDING BALANCE:		Foundation Gifts			5627	.00	36,755.00	.00	
BEGINNING BALANCE:		Foundation transfer to University			7552	.00	31,255.00	.00	U
09/30/2010 FT01 JE002809		Foundation Gifts - Sept 201			7552	.00	5,500.00	.00	
ENDING BALANCE:		Foundation transfer to University			7552	.00	36,755.00	.00	
TOTAL ORGANIZATION: 10000 Grand Valley Foundation									
		Revenue			50	.00	37,065.00	.00	
		Expenditures			70	.00	36,755.00	.00	

- Click on the back browser arrow to return to the report menu
- Click on the drill to display a list of previous month-end budget status reports:




The screenshot shows the Banner Finance (prod) report menu. The 'fgrotda' report is selected, and the 'Print' button is visible. The report title is 'Organization Detail Activity'.

Report	Description	Latest Date
PDF TEXT fgrbdsc	Budget Status (Current Period)	Wed Feb 08, 2006 08:30am
PDF TEXT fgrotda	Organization Detail Activity	Wed Feb 08, 2006 08:50am
PDF TEXT nzrdist	Labor Dist by Acct Report	Thu Feb 16, 2006 3:44pm

Click on the magnifying glass to narrow the report search by fund or organization codes

Banner Finance (prod) : FGRBDSC

	Title	Date
  	Budget Status (Current Period) AS OF 31-JAN-2006	Wed Feb 08, 2006 08:30am
  	Budget Status (Current Period) AS OF 31-DEC-2005	Tue Jan 10, 2006 08:10am
  	Budget Status (Current Period) AS OF 30-NOV-2005	Thu Dec 08, 2005 08:30am
  	Budget Status (Current Period) AS OF 31-OCT-2005	Wed Nov 16, 2005 11:54am
  	Budget Status (Current Period) AS OF 31-OCT-2005	Tue Nov 08, 2005 08:25am

Page Key: Org
 Pick Values Manually



 Range: to

Quick Tip

Enter Organization or Fund code in the Search box and Click on the GO button to narrow the desired report criteria.

5. To view Labor Distribution Reports, follow the same steps as outlined in step 3 above. Note that system security will filter these reports to those for which the user has been granted viewing authority only. (By clicking on the drill next to the labor distribution report option, a list of current and previous reports is displayed as shown below.)

Banner Finance (prod) : NZRDIST

	Title	Date
  	Labor Dist by Acct Report FISCAL 2006 FUND 103000 ORGANIZATION 33500 Payroll: 2006 FS 4	Thu Feb 16, 2006 3:44pm
  	Labor Dist by Acct Report FISCAL 2006 FUND 103000 ORGANIZATION 33500 Payroll: 2006 FS 3	Thu Feb 16, 2006 3:39pm
  	Labor Dist by Acct Report FISCAL 2006 FUND 103000 ORGANIZATION 33500 Payroll: 2006 FS 1	Thu Feb 16, 2006 3:35pm
  	Labor Dist by Acct Report FISCAL 2006 FUND 103000 ORGANIZATION 33500 Payroll: 2006 SM 3	Thu Feb 16, 2006 3:32pm
  	Labor Dist by Acct Report FISCAL 2006 FUND 103000 ORGANIZATION 33500 Payroll: 2006 SM 2	Thu Feb 16, 2006 3:28pm
  	Labor Dist by Acct Report FISCAL 2006 FUND 103000 ORGANIZATION 33500 Payroll: 2006 SM 1	Thu Feb 16, 2006 2:44pm

Quick Tip

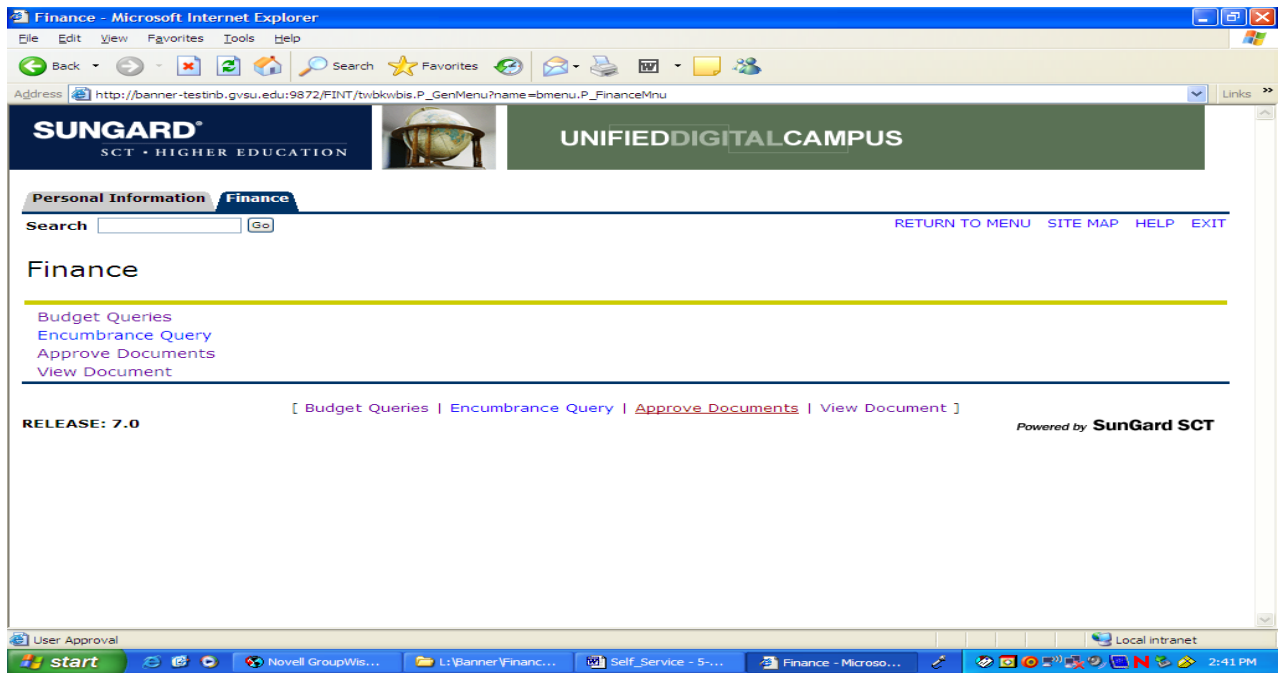
Labor distribution reports are generated for bi-weekly pay-periods (denoted by FS) and semi-monthly pay-periods (denoted by SM)

How to Exit Banner Self-Service

This process explains the procedure to exit out of the system correctly. Remember, there is a 30 minute timeout limit.

To Exit Banner:

1. **Click** Exit icon
2. **Click** Browser close icon



APPENDIX

Banner Finance Self-Service - Terminology

Example of screen in Finance Self-Service displaying the various options as defined below.

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Adopted Budget	<u>Original</u> budget allocation given at the beginning of the fiscal year.
Budget Adjustment	Any additions or reductions made to the budget since the original allocation. Includes both working and base budget adjustments.
Adjusted Budget	Original budget plus or minus any Budget Adjustments. This is a system-generated column, which does not allow for “drilling” down to details.
Temporary Budget	Reflects the working portion of the Adjusted Budget. (Working Budget Adjustments will not roll over to the next fiscal year.)
Accounted Budget	Original budget plus or minus all types of Budget Adjustments that are period sensitive by activity date of actual. Details on actual transactions can be obtained by “drilling” down on this field.
Year-to-Date	Year-to-date activity. Represents actual revenue and expenditures posted.
Encumbrances (aka – purchase orders)	Generated by purchase orders (PO); funds committed for future payments.
Reservation (aka – purchase requisition)	Funds set aside for requisitions.
Commitment	Equal to the total budget set aside for future obligations. Commitments consist of Reservations and Encumbrances.
Available Balance	Remaining Budget left to spend = Adjusted Budget +/- Commitments +/- Actual Expenditures. (General Fund). For other funds, revenues should be included.

Example of screen in Finance Self-Service displaying the fields defined below.

Field	Description/Explanation
Fiscal Year (Required)	<p>Fiscal year represents the University's fiscal year from July 1st to June 30th. For example 2005 relates to the year starting July 1, 2004, and ending June 30, 2005. This field will default to the current year, but can be overridden.</p> <p>Note: Information in GVSU's Banner system begins with Fiscal Year 2006. Therefore, no information for fiscal years prior to 2006 will be available on this system.</p>
Fiscal Period (Required)	<p>The number of the fiscal month you wish to query.</p> <p>Note: The University fiscal year starts July (not January); therefore, if you want to query the month of May, you would enter 11 in this field (not 05). The Banner Finance Self-Service module queries on all transactions prior to and including the period indicated. To capture an accumulation of expenditures to date, always use 14. (See table below)</p>
Comparison Fiscal Year	<p>The fiscal year to compare.</p> <p>Note: Information in GVSU's Banner system begins with Fiscal Year 2006. Therefore, until Fiscal Year 2007, the comparison fiscal year option will not be available.</p>
Comparison Fiscal Period	The fiscal month to compare.
Commitment Type	All, Committed, Uncommitted

Month	Fiscal Period	Month	Fiscal Period
July	1	January	7
August	2	February	8
September	3	March	9
October	4	April	10
November	5	May	11
December	6	June	12
		Accumulation	14

Banner Self-Service Quick Reference – Code Lookup

The screenshot shows the 'Code Lookup' page. At the top, a yellow banner contains the text: 'Enter criteria then select Execute Query to obtain a Code Lookup. Select EXIT WITHOUT Value to return to the parameter page.' Below this, the 'Chart of Accounts' dropdown is set to 'G'. The 'Fund Criteria' and 'Title Criteria' fields are empty. The 'Maximum rows to return' is set to '10'. There are two buttons: 'Execute Query' and 'Exit Without Value'. At the bottom, there is a navigation bar with links: '[Budget Queries | Encumbrance Query | Approve Documents | View Document | e-Print Finance Reports (PROD)]' and a logo for 'powered by SUNGARD HIGHER EDUCATION'.

Chart of Accounts will always be "G"

Enter the code criteria you would like to use, if any. Use wildcard (%) parameter on this search. See wildcard instructions below.

Enter the title criteria you would like to use, if any. Use the wildcard (%) parameter on this search. See wildcard instructions below.

Click button to execute query.

Enter the number of rows of information that you would like to see returned.

WILDCARD INSTRUCTIONS:

The wildcard function in Banner allows you to enter part of the code criteria--even if you do not know the entire code or title. Below is a list of examples of how to use the wildcard search function for both codes and titles.

CODES

Example: Find a fund number that contains the digits 813 somewhere in the fund; I do not know the rest of the number. How do I use the wildcard function?

- | | |
|--------------|---|
| 813% | (Displays all codes with 813 as the first numbers in the series) |
| %813 | (Displays all codes with 813 as the last numbers in the series) |
| %813% | (Displays all codes with 813 anywhere in the series) |

TITLES

Example: Find a vendor that contains the word General somewhere in the Vendor Name; I do not know the full name. How do I use the wildcard function?

- | | |
|------------------|--|
| General% | (Displays all codes with General as the first word) |
| %General | (Displays all codes with General as the last word) |
| %General% | (Displays all codes with General anywhere in the series) |

Drilling Down

Banner Self-Service provides the ability to obtain more detailed information about any item that is in blue by clicking on it to view a detailed report.

1. **Click** the blue

701100	Supplies	(500.00)	<u>0.00</u>	0.00	(500.00)
701145	Subscriptions Books and Reports	0.00	<u>116.68</u>	0.00	(116.68)
701730	Equipment General	500.00	<u>0.00</u>	0.00	500.00
Report Total (of all records)		0.00	(116.68)	0.00	

2. **View** results

Document List						
Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule	Class Code
Mar 26, 2005	Mar 26, 2005	<u>J0000003</u>	test document	116.68	JE15	
Report Total (of all records):				116.68		

Quick Tip

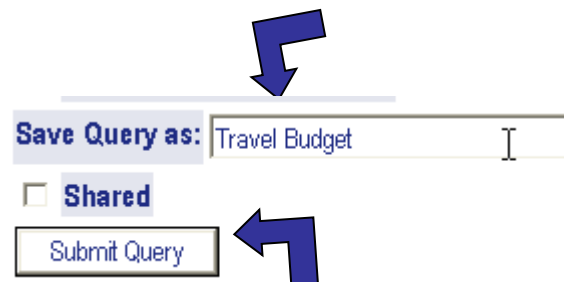
If other items are blue, repeat until no blue items remain to view.

Saving and Retrieving a Query

*Some queries may be used often enough to save so that they can be run again at a later date. Finance Self-Service provides the option to create personal queries and shared queries. Shared queries can be viewed by **all** system users, **but access is subject to the appropriate Fund/Org security authorization.***

To save a query:

1. Configure a query as desired
2. Click in **Save Query as:** textbox
3. Type the name of configured query
4. Click **Submit Query** button
5. Message appears that query has been saved



Save Query as:

☐ Shared

Submit Query

Quick Tip

Design a naming convention scheme that will make retrieving the saved queries meaningful!

To access saved queries:

1. Access any Finance Self-Service query area
2. Select desired query from the Saved Query drop-down menu
3. Click Retrieve Query button



Quick Tip

Shared Queries are indicated with (Shared)
Personal Queries carry no special indicators.

Create a New Query

Type: Budget Status by Account

Create Query

Retrieve Existing Query

Saved Query: Donna's test (Personal)

Retrieve Query

Downloading Queries to a Spreadsheet

In addition to allowing review of budget information for transactions, Banner Self-Service allows all queries to be downloaded to a Comma Separated Value file (.CSV) and then imported into a Microsoft Excel Spreadsheet. The spreadsheet can then be printed and/or edited for further analysis, calculation, etc. You can download all available query column headers to a spreadsheet or only selected ones.

Quick Tip

This process is **not** available with Quick Budget Query or Encumbrance Query.

To download all available query column titles (headers) to a spreadsheet:

1. Complete a Budget query
2. Click **Download All Ledger Columns** button

Query Results

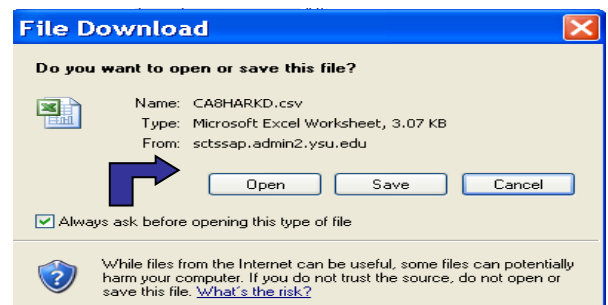
Account	Account Title	FY05/PD04 Adjusted Budget	FY05/PD04 Year to Date	FY05/PD04 Commitments	FY05/PD04 Available Balance
701100	Supplies	(350.00)	0.00	0.00	(350.00)
701140	Microcomputer Software	(500.00)	0.00	0.00	(500.00)
701145	Subscriptions Books and Reports	0.00	0.00	0.00	0.00
701730	Equipment General	850.00	0.00	0.00	850.00
Report Total (of all records)		0.00	0.00	0.00	

Download All Ledger Columns Download Selected Ledger Columns

Quick Tip

Download Selected Ledger Columns button downloads only those columns that were selected on the prior query. Download All

Ledger Column button downloads all available ledger columns for the entered criteria.



3. Choose **Open** from **File Download** window

4. Excel opens and displays all columns available

	A	B	C	D	E	F	G	H	I
1	Organization Budget Status Report								
2	By Account								
3	Period Ending Jun 30, 2005								
4	As of Feb 04, 2005								
5									
6	Chart of Accounts	B	SCT University						
7	Fund	1110	Current Education and General						
8	Organization	10	Office of President						
9	Account	All							
10	Program	All							
11	Activity	All							
12	Location	All							
13	Commitment Type	All							
14									
15									
16	chart	Fund Type2	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organizatio	Organizatio
17	B	11	Current Uni	10	Unrestrict	1110	Current Ed	10	Office of Pr
18	B	11	Current Uni	10	Unrestrict	1110	Current Ed	10	Office of Pr

5. Format and calculate worksheet data in Excel as desired



Important! Save the Excel file to your desktop or to a location on your hard drive that is easy to locate.



Use the Back button of your browser to return to Banner.

To download selected query column titles (headers) to a spreadsheet:

1. Complete query
2. Click **Download Selected Ledger Columns** button and follow the same steps (3 – 5) noted above.

Query Results					
Account	Account Title	FY05/PD04 Adjusted Budget	FY05/PD04 Year to Date	FY05/PD04 Commitments	FY05/PD04 Available Balance
701100	Supplies	(350.00)	0.00	0.00	(350.00)
701140	Microcomputer Software	(500.00)	0.00	0.00	(500.00)
701145	Subscriptions Books and Reports	0.00	0.00	0.00	0.00
701730	Equipment General	850.00	0.00	0.00	850.00
Report Total (of all records)		0.00	0.00	0.00	
<div> <div>Download All Ledger Columns</div> <div>Download Selected Ledger Columns</div> </div>					



Business & Finance Dictionary

Adopted Budget – original budget allocation given at the beginning of the fiscal year

Adjunct/Overload – budget allocation for temporary faculty as well as permanent faculty (overload) for work beyond the scope of their base position

Adjusted/Accounted Budget – adopted budget +/- any budget adjustments

Appropriation – creates the legal authority to spend or otherwise commit a government's resources

Approval Queue – list of persons and their level of authorization to approve expenditure transactions (purchase requisitions, IDC's, Travel & Expense Reimbursements, invoices, etc.)

Auxiliary Revenues – revenues received from self-supporting enterprises at the university (e.g. housing, parking, book stores, vending, golf course, health center, and conference fees for external customers)

Base Budget Allocation – budget items that are considered ongoing or recurring

Blanket Order - a purchase order contract issued by the Purchasing office with fixed pricing or discounts for goods and services that all university departments may utilize; blanket orders may include annual spending limits but do not encumber funds for those limits; blanket orders may be contracted for more than one fiscal year

Budget - a plan for the coordination of resources and expenditures; includes base (annual or ongoing commitments) and working (one year special items) requirements

Budget Adjustment – any additions or reductions made to the budget since the original allocation; includes both working and base budget adjustments

Budget Available Balance – represents remaining budget left to spend; equals adjusted budget +/- year to date actual revenues and expenditures +/- commitments

Chart of Accounts – is the numbering system used to identify, track, and record financial activity and is the foundation of any financial system.

Commitments – total of funds set aside for encumbrances (Purchase Orders) and reservations (Purchase Requisitions)

Direct Costs – A term commonly used in grant accounting to describe costs that can be specifically identified to a particular sponsored project,

Direct Pay invoice – vendor invoice for goods or services that do not require a purchase order.

Encumbrance – to set aside funds for which a purchase order has been issued

FOAP – the six digit **Fund** number, five digit **Organization** number, four digit **Account** number, and the three or four digit **Program** number that is required in order to process the data entry for the Banner system.

Fund Accounting - method of accounting and presentation whereby expenses and revenues are grouped according to the purpose for which they are to be used. Generally used by government entities and not-for-profits

Fund Type - a set of self-balancing accounts established to track financial resources for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations

Description of GVSU Fund Groups - the self-balancing fund groups in which the financial activity of the university takes place function as follows:

1. **General Fund** - funds used for the current operations of the university. Revenue sources include state appropriation, tuition, indirect cost recovery and investment income.
2. **Restricted Funds** - funds restricted by the donor or outside agency as to the specific purpose for which they may be expended.
3. **Designated Funds** - these funds are restricted to uses designated internally the university. Revenue includes unrestricted gifts and departmental activities.
4. **Endowment Funds** – repository for gifts where the donor or the Board specifies that the principal may not be expended.
5. **Plant Funds** – these are funds for the acquisition and construction of physical properties and debt repayments.
6. **Agency Funds** - these are non-university owned funds held in trust for university-related activities.
7. **Auxiliary Activities Funds** – revenue and expenditures for self-supporting activities, examples include housing and bookstore.
8. **Student Loan Funds** – these are federal and other funds which are loaned to the students and subsequently collected by the University.

Grants & Contracts – agreements with organizations outside the university to provide research, consultation, or other services (e.g. an educational or artistic project) for which the university receives some monetary compensation or subsidy

IDC- interdepartmental charges – form used to record goods or services provided by one university department to another university department.

Indirect Costs – A term commonly used in grant accounting, these are Facilities & Administration costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.

Liquidate – the process of using up a balance or value

Natural classification of expense – expenses classified by type (vs. purpose); examples include salaries and benefits, utilities, supplies, etc.

Purchase Requisition – (PR) a request to purchase/rent/lease goods and services

Purchase Order – (PO) a commission to purchase, sell, or supply goods and services; represents a legal contract between the purchaser and the vendor

Packing Slip - an original or official document relied on as the basis, proof, or support of delivery of goods and services

Reservation - to set aside funds for which a purchase requisition has been issued

Standing Order – a purchase order contract issued by the Purchasing office with fixed pricing or discounts on goods and services for a specific department to a single vendor; standing orders are issued for one fiscal year, include annual spending limits and encumber funds for those limits

Stand Alone Purchase Order – purchase order created without first entering a purchase requisition transaction

Sub-Recipient – is the legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided.


Working Budget Allocation – budget items for special requests that do not continue to future years

Banner Document Number Additional Information List

When looking at your budgets in one of these systems you will find document numbers you can use to cross reference with other software for additional information:

Banner Admin

-FGIBDST –Organization Budget Status

Go to -Related  – choose Detail Transaction Activity – Select a value from the Document Column to have the page look like the example below

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity	Location	Transaction Date *
6820	57105	662	YTD	71.82	+	HGRB	F0065446	HR Payroll 2018 FS 17 0	U	110000	GD1000		08/11/2018
6820	57105	662	YTD	112.65	+	HGRB	F0065276	HR Payroll 2018 FS 16 0	U	110000	GD1000		07/28/2018
6820	57105	662	YTD	86.87	+	HGRB	F0065064	HR Payroll 2018 FS 15 0	U	110000	GD1000		07/14/2018
7001	57105	662	OBD	209,781.00	+	BD11	BL002500	Original Budget Load for FY2019	U	110000			07/02/2018
7002	57105	662	OBD	22,053.00	+	BD11	BL002500	Original Budget Load for FY2019	U	110000			07/02/2018
7003	57105	662	YTD	0.00	-	DNII	I0338580	West Michigan Document Shredding LL	U	110000			10/09/2018
7003	57105	662	YTD	43.70	+	INNI	I0832883	West Michigan Document Shredding LL	U	110000			10/09/2018
7003	57105	662	YTD	0.00	-	DNII	I0338059	West Michigan Document Shredding LL	U	110000			09/28/2018
7003	57105	662	YTD	21.85	+	INNI	I0832878	West Michigan Document Shredding LL	U	110000			09/28/2018
7003	57105	662	YTD	0.00	-	DNII	I0337361	West Michigan Document Shredding LL	U	110000			09/17/2018
7003	57105	662	YTD	109.25	+	INNI	I0826567	West Michigan Document Shredding LL	U	110000			09/17/2018
7003	57105	662	YTD	1.00	+	FTOI	PC000188	TOLLS BY MAIL	U	110000			08/31/2018
7003	57105	662	YTD	0.00	-	DNII	A0377581	Automated Business Equipment	U	110000			08/31/2018
7003	57105	662	YTD	850.00	+	INNI	I0826223	Automated Business Equipment	U	110000			08/30/2018
7003	57105	662	YTD	0.00	-	DNII	I0331092	West Michigan Document Shredding LL	U	110000			08/28/2018
7003	57105	662	YTD	109.25	+	INNI	I0822391	West Michigan Document Shredding LL	U	110000			08/28/2018
7003	57105	662	YTD	0.00	-	DNII	I0330969	West Michigan Document Shredding LL	U	110000			08/22/2018
7003	57105	662	YTD	21.85	+	INNI	I0824714	West Michigan Document Shredding LL	U	110000			08/22/2018
7003	57105	662	YTD	0.00	-	DNII	A0375915	SuperFleet Mastercard	U	110000			08/01/2018
7003	57105	662	YTD	74.15	+	INNI	I0810355	SuperFleet Mastercard	U	110000			07/31/2018
Total				3,361,701.82	+								

Or from

myBanner Self Service Finance

- Budget query
- Drill down on the total dollar amount
- select a Document Code

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description
Jul 23, 2013	Jul 24, 2013	PC000116	STATE OF MI LICENSING
Jul 01, 2013	Jul 02, 2013	PC000114	STATE OF MI LICENSING
Apr 24, 2014	Apr 24, 2014	JE004762	Tracy Time Systems
Aug 01, 2013	Aug 01, 2013	JE004375	Tracy Time Systems
Jul 01, 2013	Jul 03, 2013	J0075698	STATE OF MI LICENSING
Mar 19, 2014	Mar 19, 2014	I0551748	Tracy Time Systems
Dec 04, 2013	Dec 04, 2013	I0535410	Thomson Reuters Tax & Accounting
Dec 05, 2013	Dec 05, 2013	A0264701	Thomson Reuters Tax & Accounting
Mar 20, 2014	Mar 20, 2014	I0210653	Tracy Time Systems
Report Total (of all records):			

Or looking at your

Banner EPrint

-FGRODTA –Organizational Detail Activity -Document Number or Document Ref #

The Document Number is the current transaction that is being recorded. The Document Ref # may be filled in when the current transaction is based on the activity of the ref #. If you wish to know more about the Document Ref # use the list below to find the additional information.

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND
				General Expenditure Fund	110000
05/13/2014	E032	J0079037		Close travel encumbrance TA	7022
05/13/2014	INEI	TR000415		Sullivan, Mathew Tapani.	7022
05/13/2014	INEI	TR000415		Sullivan, Mathew Tapani.	7022
05/16/2014	DNEI	!0214073	TR000415	Sullivan, Mathew T.	7022
05/19/2014	INNI	TR000427		Schick, Jennifer S.	7022
05/20/2014	INNI	TR000428		Brenzing, Pamela K.	7022
05/22/2014	DNNI	!0214333	TR000428	Brenzing, Pamela K.	7022
05/22/2014	DNNI	!0214357	TR000427	Schick, Jennifer S.	7022
ENDING BALANCE:		Food Service			7022

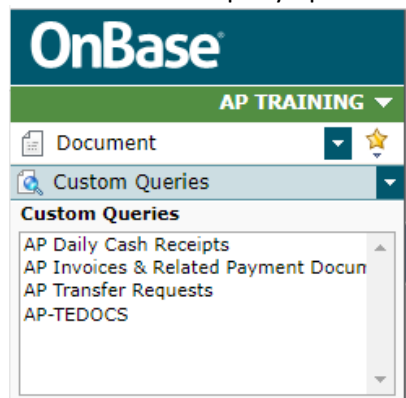
Check below how to possibly get more information with your document number from other software.

I have a document number that starts with !?

This is an ach/eft payment that was issued to pay an invoice that you approved. The ach/eft amount is zero in your FOAP because the expense was already charged to your budget. The ach/eft number shows so you know that the invoice was paid and the date is typically 2-3 business days before it will hit the vendor's bank account.

In Onbase

- Use the custom query option AP Invoices & Related Payment Documents



- Enter the Document code you selected from one of the three budget screens in the box below Check Number
- Hit the enter key or the Binoculars icon in the lower left

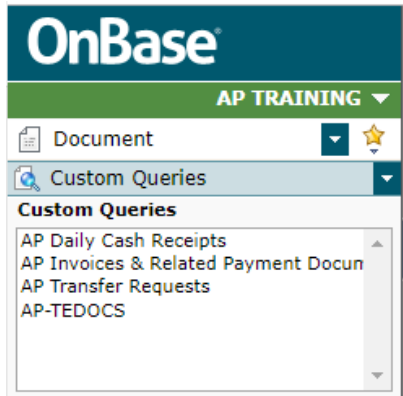
I have a document number that starts with A?

This is a check that was issued to pay an invoice that was approved. The check amount is zero in your FOAP because the expense was already charged to your budget. The check number shows so you know that the invoice was paid and the date is typically 2-3 business days before it will hit the vendor's bank account.

In some cases the check number is relating to the payment being done as a wire, a Verify Valid check or a virtual credit card payment.

In Onbase

- Use the custom query option AP Invoices & Related Payment Documents



- Enter the Document code you selected from one of the three budget screens in the box below Check Number
- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with BL?

This is a budget load that has been applied to your FOAP.

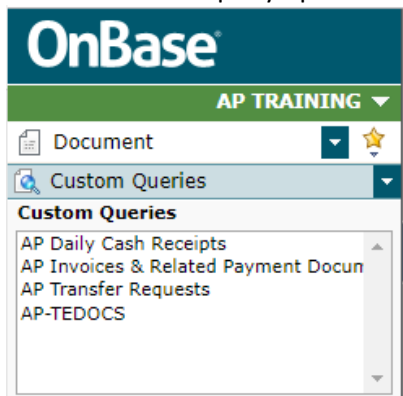
Please contact the University Budget Office for additional information

I have a document number that starts with CA or DD?

This is a daily cash report that has been applied to your FOAP.

OnBase

- Use the custom query option and choose AP Daily Cash Receipts



- Enter the document number below the word Banner Doc Reference
- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with CP?

These are cell phone charges that have been applied to your FOAP.

Please contact Information Technology for additional information

I have a document number that starts with CS?

This is a computer store purchase that has been applied to your FOAP.

Please call the computer store for additional information

I have a document number that starts with CY?

This is a Copy Services report that has been applied to your FOAP.

Please contact Copy Services for additional information

I have a document number that starts with DV?

This is a gift or grant that has been applied by University Development to your FOAP.

Please contact University Development for additional information

I have a document number that starts with F?

F documents are various transactions that have been applied to your FOAP. They could come from payroll, university ecommerce website (cybersource), student accounts, and cashiers.

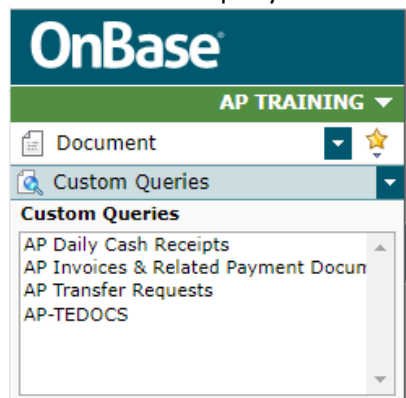
Please call your accountant for additional information

I have a document number that starts with I?

This is an invoice that has been applied to your FOAP.

OnBase

-Use the custom query AP Invoices & Related Payments



-Enter the document number below the word Banner Doc Reference

- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with J or JE?

This is a journal entry or a deposit that has been generated by an accountant and applied to your FOAP.

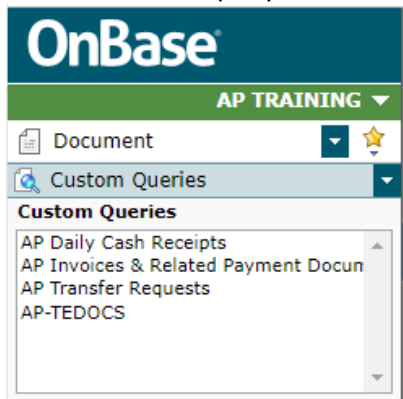
Please call your accountant for additional information

I have a document number that starts with JA or JR?

This is a journal entry, transfer or interdepartmental charge that has been applied to your FOAP.

OnBase

-Use the custom query AP Transfer Requests



-Enter the document number below the word Banner Doc Reference

- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with OD?

This is an Office Depot purchase that has been applied to your FOAP.

Please use the Office Depot website for additional information

I have a document number that starts with P?

This is a purchase order that may have encumbered money in your FOAP.

OnBase

-Use Document Retrieval

The screenshot shows the OnBase AP TRAINING interface. At the top is the OnBase logo. Below it is a green bar with 'AP TRAINING' and a dropdown arrow. The main area has a 'Document' dropdown menu with a star icon. Below that is a 'Document Retrieval' dropdown menu. Under 'Document Retrieval', there is a 'Document Type Groups' section with a dropdown menu set to 'BUSINESS & FINANCE'. Below that is a 'Document Types' section with a list of options: AP-EFT, AP-Invoice Voucher, AP-PO (highlighted), AP-PO Back Up, AP-Request New Form, and AP-RO. Below the list are 'From Date' and 'To Date' fields with calendar icons. At the bottom, there are tabs for 'Keywords', 'Text', and 'Note'. Below the tabs are four input fields with labels: 'Vendor Number', 'Vendor Name', 'Purchase Order Number', and 'Requisition Order Numb...'. Each field has an equals sign to its right.

- Set your Document Type Groups to Business & Finance
- Choose Document Type AP-PO
- Enter the document number below the word Purchase Order Number
- Hit the enter key or the Binoculars icon in the lower left

I have a document number that starts with PC?

This is a purchasing card purchase that has been applied to your FOAP.

Please use the Smart Data website for additional information

I have a document number that starts with PS?

This is postage that has been applied to your FOAP.

Please contact the mailroom for additional information

I have a document number that starts with R?

This is a requisition order that has encumbered money in your FOAP.

OnBase

-Use Document Retrieval

OnBase

AP TRAINING

Document

Document Retrieval

Document Type Groups

BUSINESS & FINANCE

Document Types

AP-EFT

AP-Invoice Voucher

AP-PO

AP-PO Back Up

AP-Request New Form

AP-RO

From Date

To Date

Keywords

Text

Note

Vendor Number =

Vendor Name =

Purchase Order Number =

Requisition Order Numb... =

- Set your Document Type Groups to Business & Finance
- Choose Document Type AP-RO
- Enter the document number below the word Requisition Order Number

Document Code List

Document Code	Description / Definition	Who to Contact for Clarification
!0xxxxxx	This is an ach/eft payment that was issued to pay an invoice.	Can be viewed in OnBase. Follow instructions on Document Number Additional Information list.
A0xxxxxx	This is a check that was issued to pay an invoice that was approved.	Can be viewed in OnBase. Follow instructions on Document Number Additional Information list.
BLxxxxxx	This is a budget load that has been applied to your FOAP.	Contact the Budget Office
CAxxxxxx DDxxxxxx	This is a daily cash report that has been applied to your FOAP.	Can be viewed in OnBase by using the Custom Query AP Daily Cash Receipts Follow instructions on Document Number Additional Information list.
CPxxxxxx	Cell phone charges that have been applied to your FOAP.	Contact Information Technology for additional information.
CS00xxxx	Computer purchases made thru Grand Valley's Computer Store.	Heather Hardy - 331-2130
CY000xxx	Copy Center charges	Jay Zink – 331-2607
DVxxxxxx	This is a gift or grant that has been applied by University Development to your FOAP.	Contact University Development for additional information.
F00xxxxx	Could be: 1) a deposit made through the cashiering system (at one of the cashier windows). 2) a web credit card payment 3) a payroll feed 4) department's own daily deposit	appropriate fund accountant (list attached)

Ixxxxxxx	This is an invoice that has been applied to your FOAP.	Can be viewed in OnBase by using the custom query AP Invoices & Related Payments Follow instructions on Document Number Additional Information list.
J00xxxxx	Use - when charges are incurred for goods or services purchased/obtained from other University departments – i.e. UBS, Conference Services, Alumni House, etc.	Contact the appropriate accountant
JAxxxxx JRxxxxx	Transfer request – an electronic version of an inter-departmental charge	Can be viewed in OnBase by using the custom query AP Transfer Requests. Follow instructions on Document Number Additional Information list.
JE00xxxx	Used to re-allocate individual charges between departments. Journal entries are processed by the appropriate fund accountant.	Appropriate fund accountant (list attached)
OD00xxxx	Office Depot purchases made via Office Depot online. Comes to GV as an electronic file. Currently uploaded on a weekly basis.	Stacey LeFevre - 331-2892 Ryan Smitt – 331-9481
Pxxxxxxx	This is a purchase order that has encumbered money in your FOAP.	Can be viewed in OnBase. Follow instructions on Document Number Additional Information list.
PC00xxxx	Purchases made using a P-card. Currently uploaded on a monthly basis.	Kip Smalligan - 331-3211
PS00xxxx	Postage charges. There may be multiple document code numbers listed under the same activity date.	Janet Aubil – 331-3850
Rxxxxxxx	This is a requisition that has encumbered money on your FOAP. Is the first step in the process to a purchase order (Pxxxxxxx).	Can be viewed in OnBase. Follow instructions on Document Number Additional Information list.
TRxxxxxx	This is a travel expense report from Banner T & E that has been applied to your FOAP.	Can be viewed in OnBase. Follow instructions on Document Number Additional Information list.

Code	Function	Notes
BD01	Permanent Adopted Budget Entry	Original <u>Base</u> budget allocation given at the beginning of the fiscal year
BD02	Permanent Budget Adjustment Entry	<u>Base</u> Budget Adjustment
BD03	Temporary Adopted Budget Entry	Original <u>Working</u> budget allocation given at the beginning of the fiscal year.
BD04	Temporary Budget Adjustment Entry	<u>Working</u> Budget Adjustment
BD05	Prior year budget for encumbrance.	Budget adjustment for prior year encumbrance.
CNEI	Cancel Check for Invoice with PO	Check is voided and the expense is removed from the budget
CNNI	Cancel Check for Direct Pay Invoice	Check is voided and the expense is removed from the budget
CORD	Change order	Change to an existing purchase order
CR05	Cash Receipt or Cash Disbursement	Generally used to record Auxiliary revenues deposited at the bank or received electronically or expenses automatically deducted by a third party. This type of transaction does not post to the university bank fund
DNEI	Check – Invoice with PO	Reflects payment of the invoice attached to a purchase order. The transaction will show as a zero amount
DNNI	Check – Direct Pay invoice	Reflects payment of the vendor invoice. The transaction will show as a zero amount.
E090	Prior year encumbrance	Purchasing side of encumbrance roll
FT01	Journal Entry	Journal Entry that does not affect cash. This is the rule code used to enter IDC's and journal entries that you may ask the Accounting office to complete on your behalf
GRIC	Indirect Cost Charge	Posting of Indirect costs to a Grant
HGNL	Gross Payroll	This is the summary of the people's gross payroll for a pay period charged to that account. The details for this number are broken down in the Labor Distribution report
ICEC	Cancel credit memo with encumbrance (PO)	Vendor credit invoice that was canceled (closed). Department budget is not charged for this transaction and a purchase order was involved.
ICEI	Cancel invoice with encumbrance (PO)	Vendor invoice that was canceled (closed). Department budget is not charged for this transaction and a purchase order was involved
ICNC	Cancel credit memo without encumbrance (PO)	Vendor credit invoice that was canceled (closed). Department budget is not charged for this transaction and no purchase order was involved
ICNI	Cancel a direct pay invoice	Vendor invoice that was canceled (closed). Department budget is not charged for this transaction and no purchase order was involved

INEC	Credit memo with encumbrance (PO)	Vendor invoice that referenced a purchase order
INEI	Invoice with encumbrance (PO)	Vendor invoice that referenced a purchase order
INNC	Credit memo without encumbrance	Vendor credit invoice that did not reference a purchase order
INNI	Direct Pay Accounts Payable Invoice	No PO issued for this transaction.
JE16	Cash Receipt or Cash Disbursement	Generally used to record Auxiliary revenues deposited at the bank or received electronically or expenses automatically deducted by a third party
PCLQ	Cancel PO	If there was a requisition for the purchase order, then another transaction is performed to reinstate the Budget Reservation.
POLQ	Purchase order – reset liquidation	If the PO incorporates a requisition, the second transaction liquidates the reservation that resulted from that requisition.
PORD	Establish Purchase Order	Creates the purchase order and encumbers the funds from the budget
RCQP	Cancel Requisition	Reversing a requisition through cancel transaction reverses the above entry.
REQP	Requisition - reservation	The requisition transaction posts a budget reservation to the Operating Ledger.

Commonly Used Expense Account Codes

SERVICES/SUPPLIES

7003	Supplies
7004	Supplies - Administrative
7005	Supplies - Books/Periodicals/Brochures
7006	Supplies - Conference/Workshop
7007	Supplies - Software
7008	Supplies - PC (not software)
7009	Supplies - Athletics
7010	Supplies - Department Defined
7011	Supplies - Department Defined
7012	Supplies - Department Defined
7013	Supplies - Department Defined
7014	Supplies - Department Defined
7015	Supplies - Department Defined
7016	Supplies - Department Defined
7017	Supplies - Department Defined
7018	Purchasing Card
7019	Advertising
7041	Services - Contractual Services
7042	Services - Audit Fees
7043	Services - Attorney Fees
7044	Services - Trash Service
7045	Services - Officials Pay
7046	Services - Department Defined
7047	Services - Department Defined
7048	Services - Department Defined
7049	Services - Department Defined
7050	Services - Department Defined
7151	1st Class Postage
7152	Bulk Mail
7153	Post Due/Bus Reply
7154	Freight In/Out
7155	UPS / Fed Ex
7181	Telephone Fixed
7182	Telephone Long Distance
7183	Telephone Local Service
7184	Telephone Maint/Install
7185	Telephone Phone Card
7186	Telephone Business Lines
7207	Telephone Moves/Adds/Installs
7208	Telephone Inbound Toll Free Chargeb
7209	Telephone Student Housing General
7210	Telephone GF/Other Fund Bus. Lines
7211	Cell Phone
7214	Internet Service
7351	Supplies - Chemicals / Fertilizer
7353	Supplies - Grounds
7354	Supplies - Housekeeping
7355	Supplies - Lamps
7356	Supplies - Safety Shoes
7357	Supplies - Safety Glasses
7358	Supplies - Tools
7359	Supplies - Uniforms

SERVICES/SUPPLIES

7360	Supplies - Fuels
7361	Supplies - General Maintenance
7362	Supplies - Maint. Defined
7363	Supplies - Maint. Defined
7380	Supplies - Maint. Defined
7381	Supplies - Maint. Defined
7382	Supplies - Maint. Defined
7383	Supplies - Maint. Defined
7384	Supplies - Maint. Defined
7385	Supplies - Maint. Defined
7386	Supplies - Maint. Defined
7387	Supplies - Maint. Defined
7388	Supplies - Maint. Defined

COPYING

7231	Copying - Photostatic
7232	Copying - Photo & Graphic
7233	Copying - Copy Center
7234	Copying - Mini EC
7235	Copying - Laser
7236	Printing -
7237	Printing - Off Campus
7238	Printing - Syllabi Mini Print
7239	Printing - Syllabi Print Shop
7240	Printing - Syllabi Bookstore
7241	Paper

NON-TAGGABLE EQUIPMENT

7020	Equipment < \$5000
7021	Computer Equipment < \$5000
7033	Artwork < \$5000
7034	Computer Software < \$5000
7035	Furniture < \$5000

TAGGABLE EQUIPMENT

7602	Equipment > \$5000
7603	Computer Equipment > \$5000
7604	Computer Software > \$5000
7605	Furniture > \$5000
7606	Office Equipment > \$5000
7607	Artwork > \$5000
7608	Equipment - Dept Defined > \$5000
7609	Equipment - Dept Defined > \$5000
7610	Equipment - Dept Defined > \$5000
7611	Equipment - Dept Defined > \$5000
7612	Equipment - Dept Defined > \$5000
7616	Equipment - Dept Defined > \$5000
7618	Equipment - Dept Defined > \$5000
7619	Equipment - Dept Defined > \$5000

TRAVEL

7081	Travel - In State
7082	Travel - Out State
7083	Travel - Non-Staff
7084	Travel - Travel Advance
7085	Travel - Team Travel
7086	Travel - Grant Intl. Travel
7087	Travel - Grant Misc Travel
7088	Travel - Grant A
7089	Travel - Grant B
7090	Travel - Grant C
7091	Travel - Dept. Defined
7092	Travel - Dept. Defined
7093	Travel - Dept. Defined
7094	Travel - Dept. Defined
7095	Travel - Dept. Defined
7096	Prof Development - Fac/Staff
7121	Recruiting - Student
7122	Recruiting - Faculty/Staff
7123	Recruiting - International
7124	Recruiting - Moving Expenses
7125	Recruiting - Athletic
7126	Minority Recruitment
7127	Graduate Recruitment

OTHER

7022	Food Service
7023	Licenses/Permits/Fees
7024	Membership Expense
7025	Professional Dues & Fees
7026	Subscriptions
7027	Lease/Rental Payment
7028	Use & Occupancy Charge
7029	Alcohol Expense
7030	Media Expense
7031	Entertainment
7032	University Promotions
7389	Prepaid Expenses - YE purposes
7531	Miscellaneous Expense
7532	Leased Vehicle
7533	Fuel - College Vehicles
7534	Collection Costs
7535	Insurance Premiums
7536	Insurance Claims
7538	Misc. Student Charges
7539	Sponsorships

Commonly Used Revenue Account Codes

Student Fees

5031	Course Fee
5032	Application Fee
5033	Tuition Deferral Fee
5034	Study Abroad Deposit
5035	Library Fine
5036	Parking Fine
5037	Orientation Fee
5038	Registration Fee

Grants and Contracts

5061	Federal Grants and Contracts
5081	State Grants and Contracts
5101	Local Grants and Contracts
5121	Non-Government Grants
5122	Non-Government Contracts

Parking

5171	Parking Fees
5172	Parking Meters
5173	CSO Parking Fees
5174	CHS Parking Fees

Auxiliary

5191	Contract Room Rental
5192	Room Rental
5193	Taxable Overnight Room Rental
5194	Non-Taxable Overnight Room Rental
5211	Contract Food Sales
5212	Food Service Income
5213	Food Service Commissions
5214	Alcohol Revenue
5215	Liquor Revenue
5216	Beer Revenue
5217	Wine Revenue

Motor Pool

5301	Leased Vehicle - Pool
5302	University Vehicle - Assigned

Copy Services

5321	Bulk Mail
5322	1st Class Postage
5323	Postage Due / Bus Reply
5324	Postage Handling Fee
5340	Printing Services
5341	Printing
5342	Faculty / Staff Copies
5343	Cash Copies
5344	Finishing
5345	Central Stores

Athletics

5351	Tickets - Soccer
5352	Tickets - MBB & WBB
5353	Tickets - Men's Basketball
5354	Tickets - Women's Basketball
5355	Tickets - Football
5356	Tickets - Swimming & Diving
5357	Tickets - Track & Cross Country
5358	Tickets - Volleyball
5359	Tickets - Season Tickets
5360	Tickets - Other
5361	Tickets - Post-Season Play
5370	Programs - Men's Basketball
5371	Programs - Women's Basketball
5372	Programs - Football
5373	Programs - NCAA
5374	Programs - Other
5380	Parking - Football
5381	Parking - Basketball
5382	Parking - Other
5385	Commissions
5386	Advertising Sales - Athletics
5387	Advertising - Programs
5388	Advertising - Signage
5389	Advertising - Radio and TV
5390	Merchandise Sales
5392	Irwin Fund
5393	Summer Camp Registration Fees

Children's Center

5401	Children's Center Tuition
5402	Children's Center Tuition Day

Other Aux. Revenue

5462	Health Center - Fees
5463	Health Center - Discount
5465	Media Revenue
5466	Memberships
5467	Consulting Fees
5568	Conference/Special Program Fees

Other Sources

5501	Miscellaneous Revenue
5503	WRI Analysis Fees
5504	Rental Income
5505	Non-University Use Group
5506	General Ticket Sales
5507	Advertising Sales - Other

Common Rules Codes in Budget and Accounting

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