

BANNER FINANCE TIPS, TRICKS AND TRAPS

Shortcut Keys

There are a few useful function shortcut keys that are included on the keyboard template that was distributed to users as part of the training documentation. These include:

F7= Query Enter

F8= Query Execute

F10= Save

F4= Duplicate Record (useful to copy one sequence to another on a document)

Searching for Incomplete Journal Vouchers

Journal voucher records that are incomplete may be found by querying the FGIJVCD form. Just follow these simple instructions:

1. Enter the appropriate document number in the JVCD form
2. Press F7
3. Enter E in the status field
4. Press F8.

This will provide you with all incomplete Journal Vouchers. Some of these documents contain fatal errors, some were denied through approvals and some were put in process. Corrections to these documents can be done through FGAJVCD.

Since feeds are processed as journal entries, this is a very effective way to view records that are rejected during the feed process.

Determining Fund Balances in Banner

The Trial Balance Summary Form (FGITBSR) provides the current fund balance for a selected Fund. This is the true accounting fund balance (assets - liabilities) or (beginning fund balance + revenue -expense). To determine your available Fund balance* that includes all encumbrances, remove the effect of account code 319090 Reserve for Encumbrances (general encumbrances/internal purchase orders and external purchase orders) and 319095 Reserve for Budget Reservations (requisitions).

For funds that you want to imitate fund balance controls with budget controls, adjust the available budget per FGIBAVL to equal the available fund balance.

*The CUFS FBAL table reflected Available Fund Balance that represented the unencumbered balance that is available to spend. It did not take into account Requisitions that were considered pre-encumbrances.

Determining Budget Controls for a Fund

Budget controls can be established in one of three forms. There are controls established at the chart level, which can then be overridden at the fund type level, which can then be overridden at the fund level.

For the first level, **Chart Y**, the controls can be found on FTMCOAS. In the Budget Control box at the bottom of the form, you will see that controls are set at Fund-Warning.

Overrides can be established at the fund type level on FTMFTYP. Overrides have been established for the following fund types:

U (E&G)	Fund-Org-Account-Error
A (Auxiliary)	Fund-Org-Error
P1 (Sponsored Programs)	Fund-Org-Error
P2 (Sponsored Programs- Approp)	Fund-Org-Error
X (Unexpended Plant/R&R)	Fund-Org-Error
Z (Agency)	Fund-Org-Error

The following fund types have no override controls on the fund type level and therefore default to Fund-Warning as established on FTMCOAS:

D (Internally Designated)	M (Life Income & Annuity)
G (Gifts)	N (Investment in Plant Funds)
L (Loan)	Q1/Q2/T1/T2 (Endowments)
W (Undesignated- Other)	

Overrides can then be established at the fund level on FTMFUND. If there are overrides established on the Fund record, you can find it under Options- Budget Information. If there are any checks on the Fund, Org or Account boxes in the row that begins **Control Fund**, overrides have been established. If the boxes are blank, then there is no override on the Fund and the controls are the ones set up on the fund type or fund record. Most Funds do not have override controls. State grants and PI help accounts (the old 1314 funds) are the primary funds that have overrides for budget controls.

When querying for budget controls, it may make more sense to start with FTMFUND and if there is no override there, go to FTMFTYP and if there is no override there, the default is Fund-Warning.

Remember, when querying these FTM forms, you need to do Query Enter (F7) and Query Execute (F8). For example, in FTMFUND,

1. Press F7 for Query Enter
2. Insert a Y in the Chart field
3. Insert Fund value in the Fund field
4. Press F8 to execute the query
5. Select Options from the menu
6. Select Budget Information

Reconciling Banner to CUFS

To help reconcile Banner accounts to CUFS accounts, access FGITRND and enter FOAPAL information that you wish to query. Do Next Block and F8. All transactions associated with the selected FOAPAL will be displayed. The Description field in FGITRND includes the CUFS Fund, Area and Org associated with this Banner FOAPAL.

Personalizing Your Banner Menu

(See Word document) [Personal menu.doc](#)

Identifying the Appropriate Rule Codes/Journal Types to Use

Most Rule Codes, also known as Journal Types, default in on forms so users do not need to be concerned with selecting the appropriate ones. However, with the FGJVCD and FGAENCB forms, users must identify the applicable Rule Codes. A list of the valid Rule Codes for each type of document processed using these two forms is available under Documentation > Process Documentation – Finance on the FRESH Website, http://www.fresh.unh.edu/secure/banner_docs/Process_Docs.html.

Using Soundex to Search for Records Using FTIIDEN

Soundex can be used to search person or non-person records in Banner from the form FTIIDEN. This feature allows users to enter a search criteria that is not case sensitive. Although this isn't 100%, it may be helpful. See the end of this message for a very brief explanation of how soundex is actually translating the criteria you enter.

- Access FTIIDEN from the direct access box on the main screen
- Check the appropriate box to search by vendor, all, etc
- Next block
- You'll be in query mode at this point and must CANCEL the query to access soundex
- Access soundex from the options menu
- Enter search criteria in the Last Name and/or First Name field
- Choose "search" from the options menu or "execute" from the query menu to perform the search

If you access FTIIDEN from within FTMVEND by using the flashlight, you'll automatically be in query mode with the check box marked to search only by vendor. Cancel the query and access soundex. Perform a rollback if you need to check a different box other than searching by vendor.

For example you should be able to find "At & T" by entering "at&t" using soundex.

The Soundex Algorithm

Soundex codes begin with the first letter of the surname followed by a three-digit code that represents the first three remaining consonants. Zeros will be added to names that do not have enough letters to be coded. Soundex Coding Guide (Consonants that sound alike have the same code)

1 - B,P,F,V

2 - C,S,G,J,K,Q,X,Z

3 - D,T

4 - L

5 - M,N

6 - R

The letters A,E,I,O,U,Y,H, and W are not coded. Names with adjacent letters having the same equivalent number are coded as one letter with a single number. Surname prefixes such as La, De and Van are generally not used in the soundex. Mc, Mac and O generally are not considered prefixes for soundex.

Website reference used: <http://www.searchforancestors.com/soundex.html>

FGIBDSR vs. FGIBDST Query Form

The FGIBDSR and FGIBDST query forms look very similar but they may reflect different information. When a user enters an Org in FGIBDST, the resulting information is just for that Org. When a user enters an Org in FGIBDSR, the resulting information is for that Org and all the “children” Orgs, the Orgs for which the queried Org is a predecessor. When drilling down to the Transaction Detail Information (FGITRND) in FGIBDSR, the information is for the queried Org and not any of the “children” Orgs. This means that the financial information on FGIBDSR may not agree to the detail FGITRND.

GUAMESG Tips

If a user has read a message, the user should click on the “Complete” button and save the record to prevent the message from continuously appearing.

Many times these messages are used to describe why a document was disapproved. Sometimes these messages are longer than what appears in the Message field. In order to see the entire message, the user must click on the “!” at the end of the Message field. Please read the entire message.

Determining Error in Document or Which Line is in Error

If a user is having difficulty determining an error on a document or which line is in error on a document, try temporarily changing the transaction date. This refreshes the form and often identifies the problem and which line is in error. Before completing the document, change the transaction date to the original date.

Reminder: Verify that Invoice Date is Correct

When entering invoices, today's date defaults into the Invoice Date field. However, this field should contain the invoice date that actually appears on the vendor's invoice. Please override today's date by keying in the date from the invoice.

Using Item Text and Document Text

Note: Please do not use zero dollar commodity lines in a Banner requisition, it causes problems. Use Banner item text and/or document text to describe what it is you wish to purchase.

Item text

Item Text should be used for additional information that applies to a specific commodity item. Each commodity description line is 50 characters. If more than 50 characters are needed to describe an item to be purchased, enter what can fit in the commodity description field (avoid breaking in the middle of a word, catalog number, etc) or enter a brief description. Then use item text to add additional information. Each line of item text is also limited to 50 characters, but there are unlimited lines of item text. Access item text from the options menu. Each commodity description line can have its own item text.

Example #1:

Commodity Description line 1: HON single pedestal desk

Item text: 66 x 30, oak/putty #HONP326RML

Commodity Description line 2: High Back swivel/tilt chair with arms

Item text: #GLB-4560BKCU01, Burgundy, pneumatic seat high adjustment

Example #2:

Commodity Description line1: Planning and facilitating Language Arts Writing

Item text line: Workshops. Dates: 10/2, 10/16, 11/27/01.

Item text continued: Fees not to exceed \$3,000.00

Document text

Document text should be used for other information not directly related to a specific commodity item. Generally, document text would apply to the entire purchase order; its

use being more broad. It can also be used to explain or record further information about the authority or purpose of the transaction. Below are some common examples:

- Confirming Order. Do not duplicate.
- Fax PO to vendor at 207-888-8899
- Our check enclosed
- Purchasing: Hold PO for pickup
- Bid #02-338
- Per vendor quote #109883
- Do not send PO to the vendor
- Request discussed with VPAA
- Per President's memo dated xx/xx/xx

Reminders That Will Facilitate Efficient Check Processing (1/29/02)

There are a few items that we need your help with in order for us to efficiently process the checks each week and to enable us to meet our mailing deadlines.

- Be very careful that you select the correct vendor code for the company or individual you are processing a payment. Each week we have had to void several checks due to improper selection of vendor codes.
- If the payment must be accompanied by an enclosure, you **MUST** code both a delivery point and a carrier route code on the "Additional Information" option from the Invoice/Credit Memo Header block. [We are finding that about 10 - 15 percent of the enclosures are not coded correctly which means that the enclosure may not accompany the check to the vendor and your payment may not be applied to your account properly. Additionally, the time required to search out the check that matches to the enclosure is interfering with our ability to meet the mailing deadlines. We will continue to give these items special attention for another couple of weeks, but after the first week of February, we expect all enclosures to be coded properly.]
- We are experiencing difficulty with checks that require special handling. Some of the problems are caused by our staff learning the new check production procedure and some of the difficulty is the result of missing or inaccurate information being supplied to AP on the "hold and call" slips. It is vital that you communicate the vendor's name, the Banner invoice number and the Banner payment date on the slip for us to be able to identify the check that relates to the request. In addition you should supply clear instructions about who (with phone number) to notify when the check is ready. If the request is time sensitive, you should provide this information to enable AP staff to meet your time frame. [Note: True confession, over the past couple of weeks, several checks that should have been held for pick-

up have been mailed by error. A review of the process has determined that while some of the errors are caused by AP staff not understanding the timing of when check information is available for look-up, some of the problems were caused by insufficient or inaccurate information being supplied on the "hold and call" slip. For instance: one slip indicated that the payment date was 1/22/2002, so AP placed it in the folder for checks payable on 1/21/2002. The check could not be located. Further review of the system showed that the check had been issued and mailed the previous week because the Banner payment date had been coded as 1/18/2002.]