General Accounting Training Workbook
Purpose of this Workbook

The purpose of this training workbook is to give the new user an introduction to the Banner finance system at Virginia Tech. Topics include the chart of accounts, basic navigation techniques, and commonly used electronic query forms (e-forms).

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Definitions and Terminology

Account (FTVACCT):

Account codes are used to represent types of expenses, revenues, assets, or liabilities. For example, “Fall Tuition Revenue” or “Office Supplies Expense.”

Revenue Accounts 0001-0999    Expense Accounts 1XXXX-3199X

The fifth digit of the expense account can be any number from 0-9 or any alpha character. The fifth digit is assigned at the request of the department.

Fund (FTVFUND):

Fund codes are used to represent discrete budgetary planning units within university organizational areas. Examples of budgeted planning units that would be represented by funds in Banner finance would include sponsored programs, cost-sharing for sponsored programs, departmental overhead budgets, and departmental operating budgets.

1XXXXX  E&G Operating        2XXXXX  Earned Overhead     3,4,549XXX  Sponsored Projects
55XXXXX CE Funds             6XXXXX  Local Funds          7XXXXX  Capital Outlay
8XXXXX Foundation Funds      9XXXXX  Agency Funds

Index (a data entry shortcut that mirrors a fund) (FTVACCI):

Indexes make data entry and queries more efficient in Banner finance. By keying a valid fund code in the index field on Banner, the information about that fund which is required to enter a transaction or perform a query is automatically populated by the system. The information that defaults from entry of an index includes the fund, organization, and program.

Organization (FTVORGN):

Organization codes are used to represent organizational areas of budget and financial responsibility within the university. Not every university managerial level is represented by an organization code, but only those with budget and financial responsibility. Examples of Organizations in Banner finance would include “Controller’s Office” and “Biology Department.”

Program (FTVPROG):

Program codes represent the long-term mission or purpose for which expenses are incurred. These are usually subsets of the university’s primary missions of instruction, research, and public service, and are used primarily for financial statement preparation.

Rule Code (FTMRUCL):

Rule codes identify the type of transaction that has posted to a given account and fund. Examples include purchase orders, requisitions, journal vouchers, and vendor invoice payments.
Rule Codes used at Virginia Tech

Rule codes are the key that the Banner system uses to determine how to process each transaction. These codes are useful in determining the type or nature of the transaction. The following are the most common rule codes used in the Virginia Tech Banner finance system:

**Budget Rule Codes  (first character = ‘B’)**
- **BD01**: Base Adopted Budget
- **BD02**: Budget Adjustments (not to be included in next year’s base)
- **B01**: Budget Brought Forward From FRS
- **B02**: Year End Budget Carry Forward
- **B03**: Year End Budget Carry Forward – ETF
- **BAB**: Base Budget Transfer – Auxiliary (User)
- **BAO**: One-time Budget Transfer-Auxiliary (User)
- **BBB**: Base Budget Transfer (User)
- **BBO**: One-time Budget Transfer (User)
- **BCB**: Base Budget Transfer (Central)
- **BCO**: One-time Budget Transfer (Central)
- **BRB**: Base Budget Transfer (Revenue Only)
- **BRO**: One-time Budget Transfer (Revenue)

(The above rule codes do not include the budget rule codes used by Sponsored Programs)

**Purchasing Rule Codes  (first character = ‘R’ or ‘P’)**
- **REQP**: Encumbrance for a Requisition
- **RCQP**: Cancel Requisition
- **PCLQ**: Cancel Purchase Order – Reinstate Request
- **PCRD**: Cancel Purchase Order
- **PORD**: Encumbrance for a Purchase Order
- **POLQ**: Liquidate a Purchase Order Encumbrance
- **CORD**: Establish Change Order

**Accounts Payable Rule Codes  (first character = ‘I’)**
- **INNI**: Payment of Vendor Invoice
- **INNC**: Credit Memo on Vendor Invoice
- **ICNI**: Cancel Payment of Vendor Invoice
- **ICNC**: Cancel Credit Memo on Vendor Invoice
- **INEI**: Payment against a Purchase Order
- **INEC**: Credit Memo on a Purchase Order
- **ICEI**: Cancel Invoice against an Order
- **ICEC**: Cancel Credit Memo on an Order
- **CNEI**: Cancel Check – Invoice with Encumbrance
- **CNNI**: Cancel Check – Invoice without Encumbrance
### General Accounting Rule Codes

**Check Disbursements (first character = 'D')**
- DNEC: Check – Credit Memo with Encumbrance
- DNEI: Check – Invoice with Encumbrance
- DNNC: Check – Credit Memo without Encumbrance
- DNNI: Check – Check Invoice without Encumbrance

**Cash Receipts (first two characters = 'CR')**
- CR5: Bursar’s Daily Cash Receipts
- CR8: Daily Accounts Receivable Adjustments
- CR9: Miscellaneous Cash Receipt Journal Entry
- CR1: Pre Deposit (These are not sent to Bursar- Police Officer Picks Up)

**Disbursement Journal Entry (first two characters = 'CD')**
- CD9: Miscellaneous Cash Disbursement Journal Entry

**Journal Entries (first character = 'J')**
- JE4: Journal Entry – ISR (Interdepartmental Service Request)
- JE5: Journal Entry - AP Distribution
- JE6: Journal Entry - Liquidate Encumbrance
- JE7: Bank Transfer
- JE8: Journal Entry - Cost Overrun
- JE9: Journal Entry – Routine
- JEI: HokieMart ISRs
- JER: HokieMart ISRs

**Other Journal Entries (first character = 'Z')**
- ZCR: Miscellaneous Cash Receipt Journal Entry (Tech only)
- ZCD: Miscellaneous Cash Disbursements Journal Entry (Tech only)
- ZJE: Routine Journal Entry (Tech only)
- ZBB: Beginning Balance Adjustment (Tech only)

**General Encumbrances (first character = 'E')**
- EC09: Interfaced Encumbrance
- EC10: Central Office - Post Original Encumbrance
- EC15: Central Office – Encumbrance Adjustment
- EC20: Central Office - Encumbrance Adjustment
- ED10: Departmental - Post Original Encumbrance
- ED20: Departmental - Encumbrance Adjustment

**Payroll (first character = 'H')**
- HENC: Payroll-Encumbrance
- HENA: Payroll – Encumbrance Adjustment
- HG1: Payroll-Gross Salary/Wage Expense
- HLE: Payroll-Employee Liability
- HN1: Payroll-Net Pay
- HB1: Payroll-Gross Benefit Expense
- HLR: Payroll-Employer Liability
- HDA: Payroll-Deferred Pay Accrual
- HDP: Payroll-Deferred Pay Out
Most Frequently Used Financial Inquiry Forms in Banner

The following chart lists the e-forms in the Banner finance system that end users are likely to use most often to query the status of their funds.

<table>
<thead>
<tr>
<th>Banner Form</th>
<th>Form Title</th>
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<tbody>
<tr>
<td>FGIBDST</td>
<td>Organization Budget Status Form</td>
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<td>Budget Availability Status Form</td>
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<td>FGITRND</td>
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<td>FGINCD</td>
<td>Detail Encumbrance Activity Form</td>
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<tr>
<td>FGIOENC</td>
<td>Organizational Encumbrance List Form</td>
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<td>FZIVEND</td>
<td>Vendor Inquiry Form</td>
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<tr>
<td>FTTIIDEN</td>
<td>Entity (vendor) Name/ID Search Form</td>
</tr>
</tbody>
</table>

(See list of other frequently used forms at the end of this chapter)

Selecting the Fiscal Year

With the exception of the vendor forms, the e-forms listed above all provide the ability to change / select the fiscal year (1999-Present) in their key block near the top of the forms.

Continuous Posting of Entries to Banner Finance

It is important to remember that the Banner finance system is updated continuously throughout the day so users have the most up-to-date information available. Depending upon the workload on the system, the posting program will run every one to five minutes during regular working hours.

Logging off of Banner

It is also important to remember to logoff from Banner if you are going to be away from your workstation for a while. Plus, always remember to logoff before you leave for the day!
Searching for an Index (or Data Enterable Fund)

Use the FTVFUND form to search for and select valid indexes for query or data entry. You can access this form from the "Go To" box on the Main Menu or by double clicking in the "Fund" field on the FGIBDST form.

- Perform an ENTER QUERY function in your preferred manner.
- Key in the Chart ('U' for university indexes).
- Key in a portion of the number or name using wildcards (%) as appropriate.
- Perform an EXECUTE QUERY function in your preferred manner.

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Fund Code</th>
<th>Fund Type</th>
<th>Title</th>
<th>Data Entry</th>
<th>Status</th>
<th>Effective Date</th>
<th>Termination Date</th>
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</thead>
<tbody>
<tr>
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<td>1F</td>
<td>COS-Grant-Research (CH)</td>
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<td>1-APR-2007</td>
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<td></td>
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<td>1-APR-2007</td>
<td></td>
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<tr>
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<td>2E</td>
<td>Graphic comm central</td>
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<td>09-NOV-2006</td>
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<tr>
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<tr>
<td>100121</td>
<td>1A</td>
<td>Correction Fund</td>
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<td>20-MAY-2009</td>
<td>20-MAY-2009</td>
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<tr>
<td>103510</td>
<td>2F</td>
<td>Rev-General Research</td>
<td>A</td>
<td>01</td>
<td>01-JUL-1999</td>
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</tr>
<tr>
<td>103510</td>
<td>2F</td>
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<td>2F</td>
<td>Rev-General Research</td>
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<td>01</td>
<td>01-JUL-1999</td>
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<td>Rev-General Research</td>
<td>A</td>
<td>13</td>
<td>13-JUL-1999</td>
<td></td>
<td></td>
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<tr>
<td>103510</td>
<td>2F</td>
<td>Rev-General Research</td>
<td>A</td>
<td>03</td>
<td>03-APR-2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103513</td>
<td>2F</td>
<td>Rev-General Research</td>
<td>A</td>
<td>01</td>
<td>01-JUL-1999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103513</td>
<td>2F</td>
<td>Rev-General Research</td>
<td>A</td>
<td>17</td>
<td>17-JUL-1999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103513</td>
<td>2F</td>
<td>Rev-General Research</td>
<td>A</td>
<td>03</td>
<td>03-APR-2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103513</td>
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<td>Rev-General Research</td>
<td>A</td>
<td>03</td>
<td>03-APR-2001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Searching for an Account

Use the FTVACCT form to search for and select valid accounts for query or data entry. You can access this form from the “Go To” box on the Main Menu or by double clicking in the “Account” field on the FGIBDST form.

- Perform an ENTER QUERY function in your preferred manner.
- Key in the Chart (‘U’ for university indexes) in the box under Chart Of Accounts.
- Key in a portion of the number under Account Code or name under Title using wildcards (%) as appropriate.
- Perform an EXECUTE QUERY function in your preferred manner.
- Once you locate the Account that you wish to query on, highlight the line that contains the account and click on the “Select” icon to bring it back to the form you accessed this form from.
FGIBDST - Organization Budget Status Form

Use this form to review your Fund and Organization Balances. We have found that this form brings back your financial information much faster (rather than using FGIBDSR). You can come to this form from the “Go To” box on the Main Menu.

- The chart and fiscal year fields will automatically populate with chart “U” and the current fiscal year. If you want a prior fiscal year, enter that two digit fiscal year.
- Tab to the “Fund” field and enter your six digit fund number.
- Perform a NEXT BLOCK function in your preferred manner.
- Once in the output (lower) block of the form, the user can optionally perform an ENTER QUERY, input selection criteria including wildcards (%) as appropriate, then perform an EXECUTE QUERY. This allows the user to view only selected ranges of accounts, etc.
- By using the Options Menu at the top of the form, the user may click Transaction Detail Information to view the supporting transactions on FGITRND.

<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1110</td>
<td>L</td>
<td>Employee fringe benefits</td>
<td>$12,810</td>
<td>0.00</td>
<td>0.00</td>
<td>$12,810</td>
</tr>
<tr>
<td>1130</td>
<td>L</td>
<td>FICA for High Employees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-92,810</td>
</tr>
<tr>
<td>1340</td>
<td>L</td>
<td>General Wages - Budget</td>
<td>29,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>1410</td>
<td>L</td>
<td>General Wages</td>
<td>0.00</td>
<td>12,454.96</td>
<td>0.00</td>
<td>-12,454.96</td>
</tr>
<tr>
<td>1420</td>
<td>L</td>
<td>General Student Wages</td>
<td>0.00</td>
<td>4,750.00</td>
<td>0.00</td>
<td>-4,750.00</td>
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<tr>
<td>1600</td>
<td>R</td>
<td>Misc. Contractual Services Bkg</td>
<td>48,854.00</td>
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<td>0.00</td>
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<tr>
<td>12340</td>
<td>R</td>
<td>Postal Services</td>
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<td>57.56</td>
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<tr>
<td>12512</td>
<td>R</td>
<td>Copy/Center</td>
<td>0.00</td>
<td>591.15</td>
<td>0.00</td>
<td>-591.15</td>
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<tr>
<td>12555</td>
<td>R</td>
<td>Discprinting</td>
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<td>0.69</td>
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<tr>
<td>12917</td>
<td>R</td>
<td>Telecommunications (Non-State)</td>
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<td>R</td>
<td>Telecommunications-Services (St)</td>
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<td>0.00</td>
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</tr>
<tr>
<td>12980</td>
<td>R</td>
<td>Other Telecomm (Non-State)</td>
<td>0.00</td>
<td>52,470.69</td>
<td>0.00</td>
<td>-52,470.69</td>
</tr>
</tbody>
</table>

Net Total: $11,808.81 $71,052.39 0.00 49.80
**FGIBDSR - Executive Summary Form**

You will need to use this form to access financial balances when querying at the Management or Sr. Management level. This form allows queries at a roll up level (for an organization or fund number that is not data enterable) in addition to data enterable funds. It is recommended that you use form FGIBDST for queries on data enterable funds since that form is faster. You can access this form from the “Go To” box on the Main Menu.

- The chart and fiscal year fields will automatically populate with chart “U” and the current fiscal year. If you want a prior fiscal year, enter that two digit fiscal year.

- Tab to the “Organization” field and enter your six digit organization number.

- Perform a NEXT BLOCK function in your preferred manner.

- Once in the output (lower) block of the form, the user can optionally perform an ENTER QUERY, input selection criteria including wildcards (%) as appropriate, then perform an EXECUTE QUERY. This allows the user to view only selected ranges of accounts, etc.

- By using the Options Menu at the top of the form, the user may click on Transaction Detail Information to view the supporting transactions on FGITRND for data enterable funds only. No transactions will be retrieved for funds or organizations that are non-data enterable (roll up levels of fund or organization hierarchy). Detail transactions will only be retrieved for data entry funds and organizations.

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### Account Type Title Adjusted Budget YTD Activity Commitments Available Balance

<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>L</td>
<td>Employee Fringe-Benefits Big</td>
<td>71,788.55</td>
<td>0.00</td>
<td>0.00</td>
<td>71,788.55</td>
</tr>
<tr>
<td>1110</td>
<td>L</td>
<td>Employee Fringe-Benefits</td>
<td>4,552,059.69</td>
<td>0.00</td>
<td>0.00</td>
<td>4,552,059.69</td>
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<tr>
<td>11110</td>
<td>L</td>
<td>Employee Retirement Contributions</td>
<td>340,336.53</td>
<td>1,734,453.50</td>
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<td>-1,394,116.95</td>
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<td>11120</td>
<td>L</td>
<td>PICA for Titled Employees</td>
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<td>L</td>
<td>PICA for Wage Employees</td>
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<td>11240</td>
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<td>Group Insurance</td>
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<tr>
<td>11500</td>
<td>L</td>
<td>Other Non-Fringe/Benefits-Insurance</td>
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<td>L</td>
<td>Fringe Health Insurances</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11700</td>
<td>L</td>
<td>Long-Term/Disability Insurance</td>
<td>25,935.69</td>
<td>129,433.30</td>
<td>0.00</td>
<td>-103,497.62</td>
</tr>
<tr>
<td>11800</td>
<td>L</td>
<td>Employee Ret. Comm- CSP</td>
<td>16,354.85</td>
<td>96,356.15</td>
<td>0.00</td>
<td>-79,997.30</td>
</tr>
<tr>
<td>11910</td>
<td>L</td>
<td>Non-Fringe Benefits Full-Time Eng</td>
<td>0.00</td>
<td>49,357.30</td>
<td>0.00</td>
<td>-49,357.30</td>
</tr>
<tr>
<td>11920</td>
<td>L</td>
<td>Non-Fringe Benefits Part-Time Eng</td>
<td>0.00</td>
<td>1,212.49</td>
<td>0.00</td>
<td>-1,212.49</td>
</tr>
</tbody>
</table>

**Not Total:**

40,264,853.53 | 41,960,454.73 | 497,001.37 | 5,020,377.00
FGITRND - Detail Transaction Activity Form

Use the FGITRND form to view detailed transactions. If the user arrived on this form by clicking Transaction Detail Information on FGI BDST or FGIBDSR, the form will populate automatically. Otherwise:

- You can access this form from the “Go To” box on the Main Menu.
- The chart and fiscal year fields will automatically populate with chart “U” and the current fiscal year. If you want a prior fiscal year, enter that two-digit fiscal year. If you have done previous queries on other forms prior to coming to this form, the fund and account may also reflect the last query that you have performed.
- Tab to the “Fund” field and enter your six-digit fund number.
- Tab to the “Account” field and enter your account number. You can leave this field blank if you want to query all accounts in the fund.
- Perform a NEXT BLOCK function in your preferred manner.
- Once in the output (lower) block of the form, the user can optionally perform an ENTER QUERY, input selection criteria including wildcards (%) as appropriate, then perform an EXECUTE QUERY. This allows the user to view only selected ranges of accounts, etc.
FGIDOCR – Document Retrieval Inquiry Form

Use the FGIDOCR form to view all transactions related to a specific document. If the user arrived on this form by clicking Query Document on FGITRND, the document number will populate automatically. Otherwise:

- You can access this form from the “Go To” box on the Main Menu.
- Enter the document number in the “Document” field.
- Perform a NEXT BLOCK function in your preferred manner.
- Once in the output (lower) block of the form, the user can optionally perform an ENTER QUERY, input selection criteria including wildcards (%) as appropriate, then perform an EXECUTE QUERY. This allows the user to view only selected transactions for specific funds, etc.
FGIBAVL – Budget Availability Status Form

Use this form to review your budget balance available used by the “NonSufficient Funds Checking” (NSF) process in Banner Finance. You can access this form from the “Go To” box on the Main Menu.

- The chart and fiscal year fields will automatically populate with chart “U” and the current fiscal year. If you want a prior fiscal year, enter that two digit fiscal year.
- Tab to the “Fund” field and enter your six digit fund number.
- Perform a NEXT BLOCK function in your preferred manner.
- To ensure that you are viewing the information you wish to review, double check the “Control Keys” feature on the form.
Budget Balance Available to Spend

Budget Control in the Banner Finance system has been established so that departments do not have to make unnecessary budget transfers. The budget for educational & general (E&G) funds is controlled at a higher level than at the data enterable fund and organization level. The E&G budget organization control is at the department level (four-digit code) and the budget fund control is at the (fund class code). In the example on the previous page, the budget control for data enterable fund 121915 (which has a default organization code of 065200) is department 0652 and fund class 1000.

This means that all funds that roll up to department 0652 and fund class 1000 are added together and reflected on the FGIBAVL form. As long as all of these funds together have enough budget balance available to cover a transaction being entered on one of the data entry funds that roll up to this control key (fund 1000 and orgn 0652), the transaction will be processed without an NSF error. Therefore, the individual fund does not have to have enough budget balance to cover a transaction being recorded on it, as long as the control key has sufficient budget balance.

The following data enterable funds are included in the FGIBAVL balance example on the previous page:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Default Orgn</th>
<th>FGIBDST Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>121915</td>
<td>065200</td>
<td>$(45.58)</td>
</tr>
<tr>
<td>121916</td>
<td>065200</td>
<td>-</td>
</tr>
<tr>
<td>123617</td>
<td>065200</td>
<td>-</td>
</tr>
<tr>
<td>123768</td>
<td>065201</td>
<td>12,167.15</td>
</tr>
<tr>
<td>123767</td>
<td>065202</td>
<td>83.73</td>
</tr>
<tr>
<td>123766</td>
<td>065203</td>
<td>4,874.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$17,079.65</td>
</tr>
</tbody>
</table>

The same controls as mentioned above are in place for auxiliary funds. Sponsored program funds are controlled at the individual fund level (no roll up control).
Viewing the Fund Hierarchy

Use the FTIFNDH form to view the hierarchical relationship between data fund and roll up funds.

- You can access this form from the "Go To" box on the Main Menu.
- The chart will automatically populate with chart "U".
- Tab to the "Fund" field and enter your six-digit fund number.
- Perform a **NEXT BLOCK** function in your preferred manner.
Viewing the Organization Hierarchy

Use the FTIORGH form to view the hierarchical relationship between data entry and roll up organizations.

- You can access this form from the "Go To" box on the Main Menu.
- The chart will automatically populate with chart "U".
- Tab to the "Organization" field and enter your six-digit fund number.
- Perform a NEXT BLOCK function in your preferred manner.
Searching for Funds Under an Organization

FTMFUND – Fund Code Maintenance Form
This form is used to find all of the funds in an organization. The form provides other information about the fund.

- You can access this form from the “Go To” box on the Main Menu.
- Perform an ENTER QUERY function in your preferred manner.
- Enter “U” for the chart of accounts. Enter your six-digit organization number in the default organization field.
- Perform an EXECUTE QUERY function in your preferred manner.
- Use the down arrow key on the keyboard to page through the fund records. The same fund number may repeat if there have been changes to that fund since it was created.
**FRIGITD – Grant Inception to Date Form**

Use the FRIGITD form to view grant inception-to-date budgets, revenues, expenditures, commitments, and budget balance available.

- You can access this form from the "Go To" box on the Main Menu.

- The chart field will automatically populate with chart "U". If you have performed previous queries on other forms prior to coming to this form, the fund, organization, and other fields may also reflect the last query that you have performed. You will need to blank these fields out.

- Tab to the "Fund" field and enter your fund number. The grant number should automatically populate when you tab past that field.

- Perform a NEXT BLOCK function in your preferred manner.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Type</th>
<th>Adjusted Budget</th>
<th>Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>118F1</td>
<td>L. Employee Fringe Benefits/Eot</td>
<td>89,970.00</td>
<td>0.00</td>
<td>0.00</td>
<td>89,970.00</td>
</tr>
<tr>
<td>118F2</td>
<td>L. Employee Fringe Benefits/Faculty Empl</td>
<td>0.00</td>
<td>101,845.25</td>
<td>0.00</td>
<td>-101,845.25</td>
</tr>
<tr>
<td>118F5</td>
<td>L. Employee Fringe Benefits/Part Time Empl</td>
<td>0.00</td>
<td>-3,364.01</td>
<td>0.00</td>
<td>-3,364.01</td>
</tr>
<tr>
<td>118F7</td>
<td>L. Employee Fringe Benefits/Summer Faculty</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>118F1</td>
<td>L. Employee Fringe Benefits/Part Time Empl</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>112</td>
<td>L. Salaries</td>
<td>319,273.00</td>
<td>0.00</td>
<td>0.00</td>
<td>319,273.00</td>
</tr>
<tr>
<td>11231</td>
<td>L. Classified Salaries/CY</td>
<td>0.00</td>
<td>34,011.20</td>
<td>0.00</td>
<td>-34,011.20</td>
</tr>
<tr>
<td>11533</td>
<td>L. Teaching &amp; Research Salaries/CY</td>
<td>0.00</td>
<td>-354,731.67</td>
<td>0.00</td>
<td>-354,731.67</td>
</tr>
<tr>
<td>114</td>
<td>L. Wages - Budget</td>
<td>294,951.00</td>
<td>0.00</td>
<td>0.00</td>
<td>294,951.00</td>
</tr>
<tr>
<td>11410</td>
<td>L. General Wages</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11430</td>
<td>L. Overtime Wages</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11440</td>
<td>L. Ssm. Student Wages</td>
<td>0.00</td>
<td>20,446.16</td>
<td>0.00</td>
<td>-20,446.16</td>
</tr>
<tr>
<td>11901</td>
<td>L. Teaching &amp; Research Adjunct Wages</td>
<td>0.00</td>
<td>55,421.00</td>
<td>0.00</td>
<td>-55,421.00</td>
</tr>
<tr>
<td>11903</td>
<td>L. ISU Summer School Wages</td>
<td>0.00</td>
<td>10,697.06</td>
<td>0.00</td>
<td>-10,697.06</td>
</tr>
</tbody>
</table>

Net Total: 1,089,315.00, 1,090,169.27, 0.00, 1,050.73
FRIGTRD – Grant Transaction Detail Form

Use the FRIGTRD form to view detailed transactions. If the user arrived on this form by clicking Grant Detail Information on FRIGITD, the form will populate automatically. Otherwise:

- You can access this form from the “Go To” box on the Main Menu.
- The chart field will automatically populate with chart “U”. If you have done previous queries on other forms prior to coming to this form, the fund and account may also reflect the last query that you have performed.
- Tab to the “Fund” field and enter your six-digit fund number.
- Tab past the “Grant” field which causes the grant number to automatically populate.
- Tab to the “Account” field and enter your account number. You can leave this field blank if you want to query all accounts in the fund.
- Perform a NEXT BLOCK function in your preferred manner.

Once in the output (lower) block of the form, the user can optionally perform an ENTER QUERY, input selection criteria including wildcards (%) as appropriate, then perform an EXECUTE QUERY. This allows the user to view only selected ranges of accounts, etc.
FRAGRNT – Grant Maintenance Form

Use the FRAGRNT form to view information for a specific grant.

- You can access this form from the “Go To” box on the Main Menu.
- Your cursor should be in the “Grant” field. Enter the six digit grant number.
- Perform a NEXT BLOCK function in your preferred manner.

By using the TABS near the top of the form you may get additional information about the grant.
Click on the **Personnel** tab. This will take you to the form that is included below. This form will provide information about the principal investigator and the project administrator. Use the vertical scroll bar at the right to page through the information on the form.
Monthly Reconciliation Requirements

Departments are responsible for reconciling their funds on a monthly basis. The “Snapshot by Org: Fiscal Year” Finance Web report provides a summary listing of activity for all departmental funds that should be reconciled for the month. The report provides the following statement at the end of the report for the Dean, Department Head, or Director to certify that the reconciliation has been completed.

Based on my review or a review completed by my staff, I certify that the detailed expenditure transactions that support the activity summarized above are properly recorded on the monthly statements. The monthly reports reflect all items authorized for payment, no inappropriate expenditures exist, and (if applicable) the revenues collected by this department have been deposited and the deposits have been reconciled to the monthly statements by a staff member other than the one making the deposits. All reconciliations have been signed and dated by the preparer.

Department(s) Reviewed ____________________________
Preparer Signature ____________________ Date ____________________
Department Head ____________________ Date ____________________

(Retain this printout and certification in the department files for 3 years.)

The University has a Fiscal Responsibility Policy (#3100). The following is an excerpt from that policy. See the policy on the web at the http://www.policies.vt.edu/3100.html address.

As part of their responsibility to monitor and review revenues and expenditures recorded in the funds assigned to them, managers shall perform monthly reviews of financial transactions. The Controller's Office does not prescribe how the reviews are to be performed; however, a procedure must be in place to ensure the monthly reports received from the finance system reflect all items the manager authorized for payment, that no inappropriate expenditures exist, and that revenues collected for the operation have been deposited (if applicable).

Managers are strongly urged to complete their reviews soon after the close of each month so that corrections can be completed within sixty days of the original posting in the accounting system. The manager can delegate all or a portion of this monthly review to others, but the manager is responsible for the adequate performance of the monthly review.

In addition, the fact that the monthly review was performed must be documented by certifications that are signed by the person or persons who performed the initial reconciliation as well as by the manager responsible for final review of the funds.

The Bursar’s Office has detail procedures relating to Cash Handling and Depositing. See their procedures on the web at the
### Other Frequently Used Banner Forms

#### General Accounting
- FGIBDST: Single Fund Budget Status Form
- FGIBDSR: Executive Summary Form
- FGITRND: Detail Transaction Activity Form
- FGIBAVL: Budget Availability Form
- FTVFUND: Fund Code Validation Form
- FTVACCT: Account Code Validation Form
- FTVORGN: Organization Code Validation Form
- FTMFUND: Fund Code Maintenance Form
- FTIFUNDH: Organization Hierarchy Query Form
- FTIFORGH: Organization Hierarchy Query Form
- FGITBSR: Trial Balance Summary Form
- FGITBAL: General Ledger Trial Balance Form
- FGIGLAC: General Ledger Activity Form

#### Accounts Payable/ Purchasing
- FZIVEND: Vendor Inquiry Form
- FTIIIDEN: Entity Name / ID Search Form
- FAIVNDH: Vendor Detail History Form
- FOIDOCH: Document History Form (Form is also used for Invoice Imaging)
- FPIREQN: Requisition Query Form
- FPIPURR: Purchase/Blanket/Change Order Query Form
- FAINVE: Invoice/ Credit Memo Query Form
- FAICHKH: Check Payment History Form
- FGIOENC: Organizational Encumbrance List Form
- FGIOENC: Detail Encumbrance Activity Form
- FPIVPRD: Vendor Products Query Form

#### Grants
- FRIGITD: Grant Inception to Date Form
- FRIGTRD: Grant Transaction Detail Form
- FRIGRTN: Grant Query Form
- FRAGRRT: Grant Maintenance Form
- FRIORGH: Grant Organization Inquiry Form
- FRIASTG: Grant Agency Inquiry Form
- FRIPSTG: Grant Personnel Inquiry Form
- FTMFUND: Fund Code Maintenance Form
- FRMFUND: Research Accounting Fund Maintenance Form
- FRIKGNR: Grant Title Search Form
- FZIGRNT: Virginia Tech Grant Search Form