



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
EL PASO

Texas Tech University Health Sciences Center El Paso

Banner Basics & Data Entry

General Ledger Entries



Chart of Accounts

The Chart of Accounts is the hierarchical numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting.

TTUHSC El Paso's Chart of Accounts code is defined as "E" for HSC Elp. The Banner Financial system is shared with TTU, TTUHSC, and TTUS, their Chart of Accounts codes are "T", "H", and "S" respectively.

The Chart of Accounts (COA) is composed of six elements: Fund, Organization, Account, Program, Activity and Location (FOAPAL). The FOAPAL elements represent information that is similar to account numbers, Balance Sheet Accounts, Object / Sub-object Codes and Revenue Source / Sub-revenue Source Codes. The COA allows organization of financial information in a manner that enables us to isolate relevant data and roll up to generate reports for end users and administrative needs. It also creates flexibility and captures details in defining transactions.

The Chart Elements vary in levels of hierarchy:

- C = Chart Code (1 character)
- F = Fund Code (6 characters – 5 levels)
- O = Organization Code (6 characters – 8 levels)
- A = Account Code (6 characters – 4 levels)
- P = Program Code (6 characters – 2 levels)
- A = Activity Code (6 characters – 0 levels) (Optional)
- L = Location Code (6 characters – 5 levels) (Optional)

Fund Code is a self-balancing set of accounts that shows ownership of cash or fund balance. It tells us who owns the funds or assets and liabilities and defines the:

- Fund Class (E &G, Designated, HEAF, MPIP, AHIP, Scholarships, Auxiliary, etc)
- Division (F & A, SOM, SON, SOAH, SOP, etc)
- Campus (Lubbock, Amarillo, Odessa, etc)
- Department (Business Affairs, Classroom Support, Pediatrics, Urology, etc)
- Sub-Department (Acct. Services, MPIP Business Office, Patient Services, Rural Health, etc)

Organization Code is the budgetary or departmental unit. It tells us who earns or spends the funds and defines the:

- Institution (TTUHSC El Paso, TTUHSC, TTU, TTUS)
- Division (F & A, SOM, SON, SOAH, SOP, etc.)
- Campus (Lubbock, Amarillo, Odessa, etc)
- Subdivision (El Paso SON, El Paso SOM, etc.)
- Department (MPIP Clinics, Business Affairs, Student Services, etc.)
- Sub-Department (Family Medicine Clinic, Acct. Services, SON Admin. Support, etc.)
- Cost Accounting Unit or Sub-Department 2



Account Code is similar to Revenue / Sub-revenue, Object and Sub-Object or Balance Sheet account. It tells us what the funds were spent for or what kind of revenue was earned and defines:

- Sub Categories of Expense or Revenue (Tuition & Fees, Salaries, Travel, M & O, etc.)
- Revenue, Object code (Tuition, In-state Travel, Supplies, etc.)
- Sub Totals (State Comp Object) (Institutional Tuition, In-state Public Transportation, etc.)
- Sub Revenue Source, Sub Object Code or Balance Sheet

Program Code is the function classification of revenues and expenditures. It defines:

- NACUBO function
 - o Instruction, Research, Institutional Support, Public Service, etc.

Activity Code is an optional nonhierarchical element that is used for tracking of special events or departmental functions.

Location code is an optional code that identifies physical locations. It is only necessary in the Fixed Asset Module.



Banner Naming Conventions

Position 1			
Identifies the System owning the Form, Reports or Table			
A	Alumni/Development	O	Customer Contact
B	Property Tax	P	HR/Payroll/Personnel
C	Courts	Q	Electronic Work Queue
D	Cash Drawer	R	Financial Aid
F	Finance	S	Student
G	General	T	Accounts Receivable
I	Information Access	U	Utilities
K	Work Management	V	Voice Response
L	Occupational tax/license	X	Records Indexing
N	Position Control		

Position 2			
Identifies the Module owning the Form, Report, Job or Table			
General (G)	Student (S)	Finance (F)	
E	Event Management	A	Admissions
J	Job Submissions	C	Catalog
L	Letter Generation	E	Support Services
O	Overall	F	Registration/Free Assmt
P	Purge	G	General Student
S	Security	H	Grades/Acad History
T	Validation Form/Table	I	Faculty Load
U	Utility	K	Reversed for SCT Int.
X	Cross Product	L	Location Management
	Accounts Receivable (T)	M	CAPP
F	Finance Accounts Rec	O	Overall
G	General Accounts Rec	P	Person
O	Overall	R	Recruiting
S	Student Accounts Rec	S	Scheduling
T	Validation Form/Table	T	Validation Table/Form
U	Utility	U	Utility
		A	Accounts Payable
		B	Budget Development
		C	Cost Accounting
		E	Electronic Data Interchange
		F	Fixed Assets
		G	General Ledger
		I	Investment Management
		O	Operations
		P	Purchasing/Procurement
		R	Research Accounting
		S	Stores Inventory
		T	Validation Form/Table
		U	Utility
		X	Archive/Purge



Financial Aid (R)	HR/Payroll/Personnel (P) Position Control (N)	Information Access (I)
B Budgeting	A Application	S Student
C Record Creation	B Budget	R Financial Aid
E Electronic Data Exchange	C COBRA	
F Funds Management	D Benefit/Deductions	
H History & Transcripts	E Employee	
J Student Employment	H Time Reporting/History	
L Logging	O Overall	
N Need Analysis	P General Person	
O Common Functions	R Electronic Approvals	
P Packaging & Disbursements	S Security	
R Requirements Tracking	T Validation Table/Form	All Products
S Student Sys Shared Data	U Utility	W Reserved for Client
T Validation Form/Table	T Tax Administration	Y applications that
U Utility		S co-exist with Banner

Position 3 Identifies the Type of Form, Report, Job or Table		
General (G)	Student (S)	Finance (F)
A Application Form	A Application Form	A Application Form
B Base Table	B Base Table	B Base Table
I Inquiry Form	I Inquiry Form	I Inquiry Form
O Online COBOL Process	P Process	M Process
Q Query Form	Q Query Form	Q Query Form
R Rule Table Repeating Table Reports/Process	R Rule Table Repeating Table Reports/Process	R Rule Table Repeating Table Reports/Process
V Validation Form/Table View	V Validation Form/Table View	V Validation Form/Table View
T General Maintenance		

Financial Aid (R)	HR/Payroll/Personnel (P) Position Control (N)	Accounts Receivable (T)
A Application Form	A Application Form	A Application Form
B Base Table	B Base Table	I Inquiry Form
I Inquiry Form	I Inquiry Form	P Process
P Process/Report	P Process	Q Query Form
R Rule Table Repeating Table Reports/Process	R Rule Table Repeating Table Reports/Process	R Report
T Temporary Table	Information Access (I)	V Validation Form/Table View
V Validation Form/Table	R Report	



Positions 4,5,6 and 7					
Identify a unique, four-character name for the Form, Report, Process or Table					
SPAIDEN		PPAIDEN		FAABATC	
S	Student	P	HR/Payroll/Personnel	F	Finance
P	Person	P	Person	A	Accounts Payable
A	Application	A	Application	A	Application
IDEN	General Person Identification	REGS	Student Course Registration	BATC	Check Processing
SAAADMS		PPAGENL		FGAENCB	
S	Student	P	HR/Payroll/Personnel	F	Finance
A	Admissions	P	Person	G	General Ledger
A	Application	A	Application	A	Application
ADMS	Admissions Application	GENL	General Information	ENCB	General Encum. Procs.
SCADETL		POIIDEN		TSA2AME	
S	Student	P	HR/Payroll/Personnel	T	Accounts Receivable
C	Catalog	O	Overall	S	Student Accts. Receivable
A	Application	I	Inquiry Form	A	Application
DETL	Course Detail Information	IDEN	Employee Search	2AME	Adj. Tuition Credit Manual Entry

Position 1: Identifies the *Systems* which owns the Form, Report or Table
 Position 2: Identifies the *Application Module* which owns the Form, Report or Table
 Position 3: Identifies the *Type* of form, Report or Table
 Position 4: A *Short Description* of what the Form, Report or Table is



Banner General Accounting Transaction Processing and Querying

The purpose of the general accounting transaction processing is to provide you with the ability to input the necessary transactions according to the user's needs within the financial environment. These transactions do not include those related to purchase requisitions, purchase orders, invoices or check processing.

The general accounting transactions are as follows:

- Journal Voucher
 - Journal Voucher Entry Form (**FGAJVCD**). Used to enter journal voucher transactions.
 - Journal Voucher Quick Form (**FGAJVCQ**). Used to enter journal voucher transactions.
 - Journal Voucher Mass Entry Form (**FGAJVCM**). Used to enter journal voucher transactions.
- Automatic Journal Voucher
 - Automatic Journal Voucher Form (**FGAAUTO**). Create recurring journal voucher transactions.
- Encumbrance
 - Encumbrance/Reservation Maintenance Form (**FGAENCB**). Used to establish non-purchase order fund reserve, that is, to encumber or reserve funds for future commitments.

The Journal Voucher entry forms are used to enter various transactions such as cash receipts, budget entries, accruals or correcting / adjusting entries. The rule codes used on these forms specify the transaction type and the proper accounting activity associated with the entry.

The Rule Codes used on the Journal Voucher entry forms are:

- HSC El Paso Intra-fund Transfer (Transfer within same fund, does not require a Bank Code)
 - **L05, L15, L25, L35, L45, L55, L85**
- HSC El Paso Inter-fund Transfer (Transfer between funds, does require a Bank Code, must be same bank code)
 - **L06, L16, L26, L36, L46, L56, L86**
- HSC El Paso Inter-chart Transfer (Transfer between funds, does require a Bank Code, but can be different)
 - **L02, L12, L79**

- **LCR** – HSC EP Cash Receipts (Record Deposits, requires a Bank Code)
- **EB1** – HSC EP Permanent Adopted Budget
- **EB2** – HSC EP Budget Adjustments
- **EB3** – HSC EP Temporary Adopted Budget
- **EB4** – HSC EP Temporary Budget Adjustments
- **EB5** – HSC EP Perm Budget Adjustments – Self Balancing
- **EB6** – HSC EP Temp Budget Adjustments – Self Balancing Other

Document Type Rule codes are:

- **DNNI** or **DNEI** – Check (Actual Payment)
- **CNNI**, **CNNC** or **CNEI** – Check cancellation
- **INNI** or **INEI** – Invoice (Payment Authorization) (Payable Data Entry)
- **INEC** – Credit Memo (Payable Credit against and Invoice)
- **PLOD** – Encumbrance Release (Purchasing/Payable Data Entry)
- **PLOQ** – Encumbrance (Purchasing Data Entry)(Releases Reservation)
- **PORD** – Purchase Order (Purchasing Data Entry – Encumbrance)
- **REQP** – Reservation (Purchasing Data Entry)

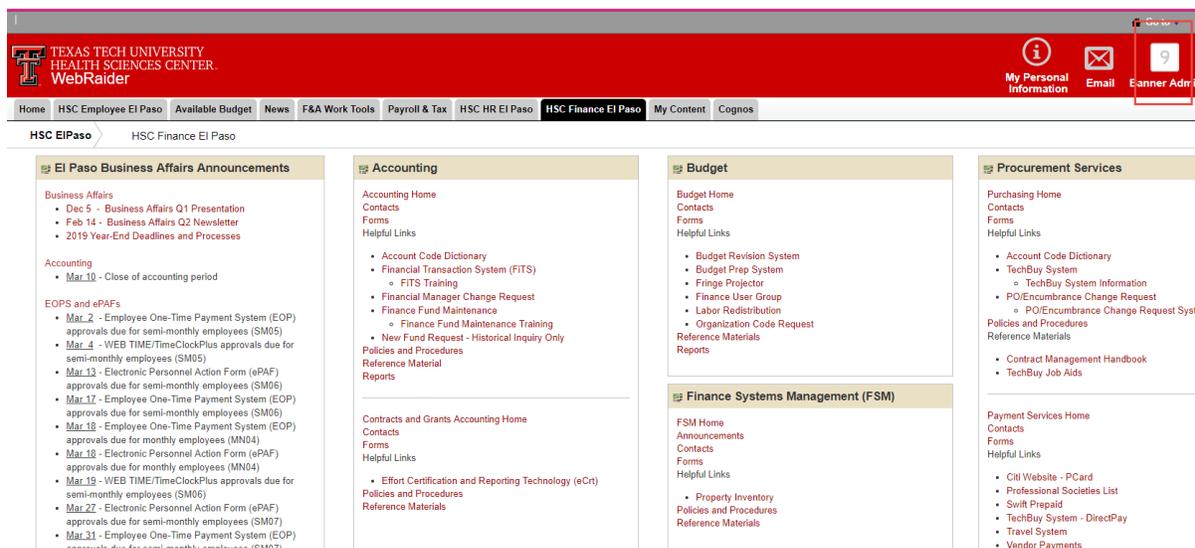
(For more Banner Rule Codes / Transaction Types see the Banner Rule Codes document under Training Documents in the HSC El Paso Finance and Administration web site http://elpaso.ttuhsu.edu/fiscal/businessaffairs/finsysmgt/reference_mtl.aspx)

Journal Voucher transactions can affect three ledgers:

- Encumbrance Ledger
 - Encumbering transactions
 - Encumbrance release transaction
- Operating Ledger
 - Expenditure transactions
 - Revenue transaction
- General Ledger
 - Balance Sheet transactions

Access Banner from the Banner page at:

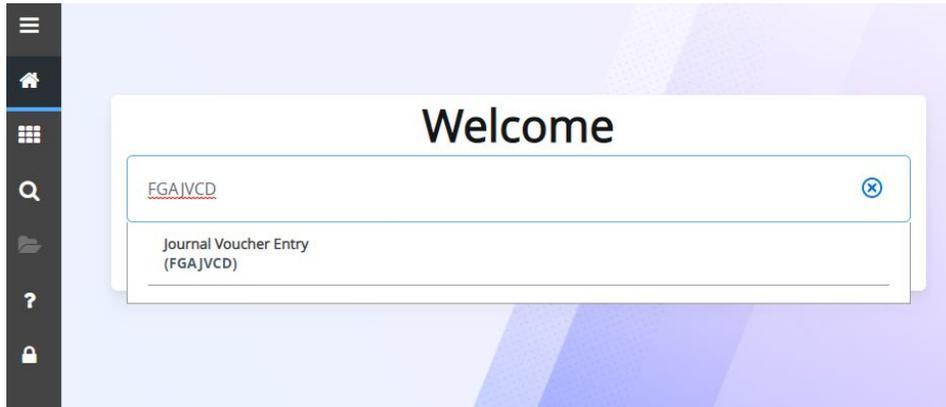
<https://banneradmin.texastech.edu/applicationNavigator/seamless>.



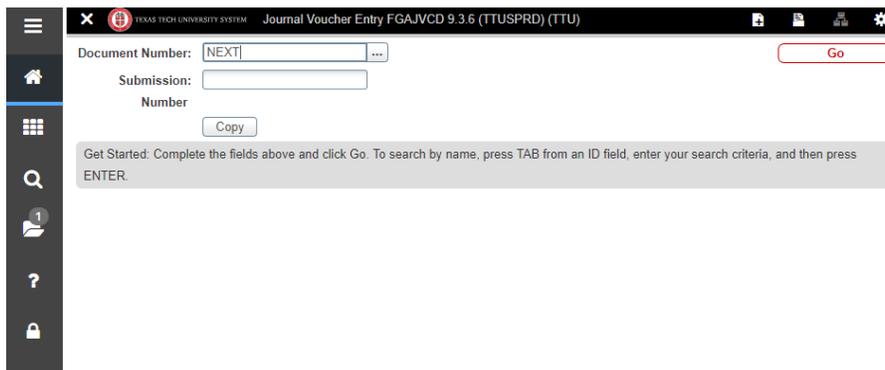
The screenshot shows the HSC El Paso Finance Systems Management web application interface. The top navigation bar includes the Texas Tech University Health Sciences Center WebRaider logo and user information (My Personal Information, Email, Banner Admin). The main content area is divided into several sections:

- El Paso Business Affairs Announcements:** Lists recent announcements such as "Dec 5 - Business Affairs Q1 Presentation" and "Mar 10 - Close of accounting period".
- Accounting:** Provides links to Accounting Home, Contacts, Forms, and Helpful Links, along with a list of accounting-related topics like "Account Code Dictionary" and "Financial Transaction System (FITS)".
- Budget:** Offers links to Budget Home, Contacts, Forms, and Helpful Links, including "Budget Revision System" and "Budget Prep System".
- Procurement Services:** Includes links to Purchasing Home, Contacts, Forms, and Helpful Links, with "Account Code Dictionary" and "TechBuy System" listed.
- Finance Systems Management (FSM):** Provides links to FSM Home, Announcements, Contacts, Forms, and Helpful Links, including "Property Inventory" and "Policies and Procedures".

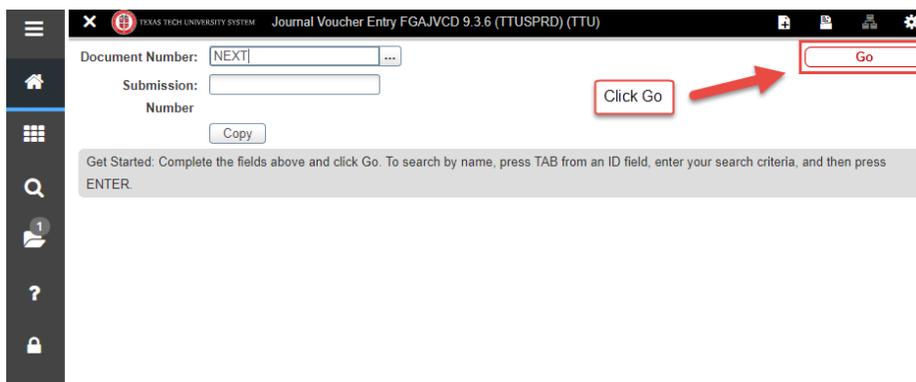
Go to the Journal Voucher Entry Form **FGAJVCD**.



Enter **NEXT** in the **Document Number** field, this will allow Banner to assign the next available document number for the type of document that you are entering. Banner refers to this numbering system as a “One Up” number. Banner will automatically assign a **Submission Number**. When we go live we will assign document numbers that will help us identify different types of documents.



Click **Go** to take to the next block.



Verify the date in the **Transaction Date** field. The transaction date will default to the system date, but it may be overridden. This is the date when the transaction will post to the ledgers and must be in an open fiscal period. Fiscal periods in Banner are based on a calendar month. If the date you are entering a transaction is past the calendar month in which you wish the transaction to post to and the month is not closed, you can predate your transaction in that month.

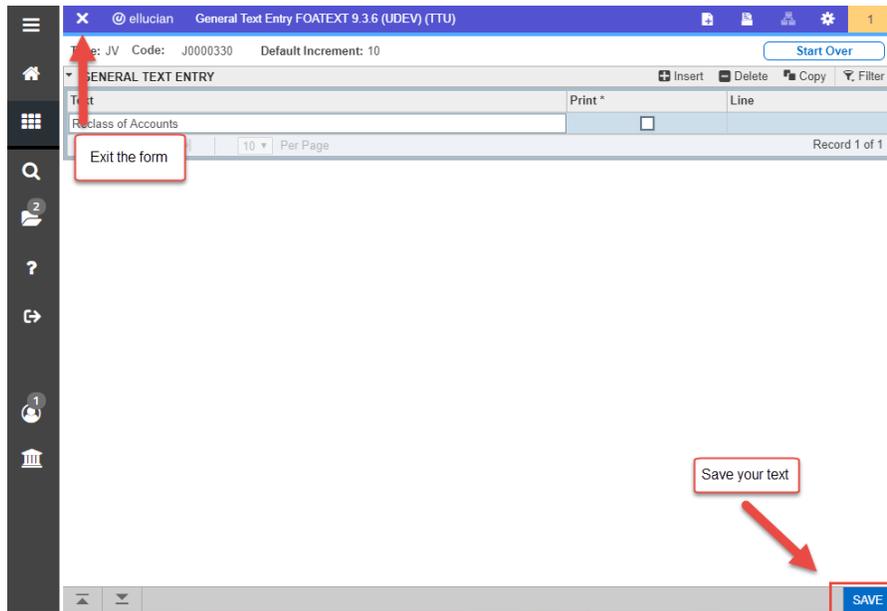
Tab to the **Document Total** field and enter the total. This total represents the sum of the absolute values of the accounting sequences. If you want to redistribute the dollar amounts on a percentage basis click the **Redistribute** checkbox and enter the **Distribution Total**. This is used in redistributing detail totals by percentages. If left blank, Banner applies the distribution percentages to the Document Total.

The **NSF Checking** will be checked when turned on. Banner controls the check box and when the NSF checking is set at Warning, the transaction can be overridden. If set at Error, the transaction cannot be resolved until the Budget issues are resolved.

If you wish to enter **Document Text** for this transaction, select **Document Text (FOATEXT)** from the **Related** Menu, enter the text and then save. If a **Y** is in the **Document Text** field, then text has been entered. Document text can be added for additional information about the transaction.

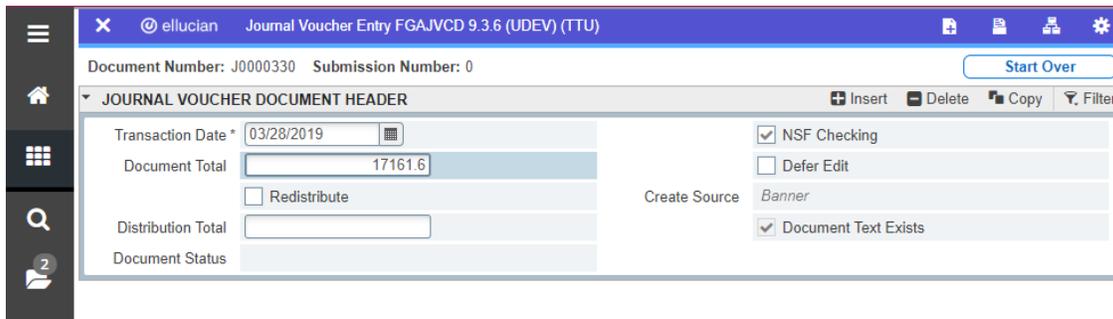
Assign the line numbers in increments of 10 so that you can go back and insert text lines if necessary. **FOATEXT** is a good way to pass information to the person who will approve your documents. It can also contain important information for audit purposes.

After you enter text for your document, save your text by clicking on the **Save** icon on the bottom right hand side or hit F10. Exit the **Document Text** form by clicking on the **X** on the Icon bar.



Go to Next Selection.

Banner updates the status of the document after you commit each transaction record in the Document Status field. If the Defer Edit checkbox in the Journal Voucher Document Header area is checked, this field remains blank.



Tab through the **Sequence Number** field. Banner will automatically assign the next number. If the Sequence field contains a sequence number, you can access the **Journal Voucher Summary Query (FGIJSUM)** through the **Options** Menu. There is a sequence number for each line of accounting information.

Enter a **Journal Type** (Rule Code) for this accounting entry in the **Journal Type** field. See page six of this document for the **Journal Types** that can be entered on this form. For this exercise, enter an Intra-Fund Rule code in the Journal Type field.

The **Journal Type** (Rule Code) will determine the fields in which you enter data. A cash transaction will require a **Bank Code** to be entered: a budget entry requires a **Budget Period**.

When you respond to the required fields, save your data.

Unless the **Defer Edit** indicator is checked, the system will perform the editing and the available balance processing.

Enter a valid COA in the **COA** field, a valid data enterable Fund Code in the **FUND** field, a valid data enterable Orgn in the **ORGN** field, a valid data enterable Account Code in the **ACCT** field and a valid Program Code in the **PROG** field. (Index, Activity and Location are all optional).

If you want to split the accounting distribution by a percent, enter that percent in the **Percent** field. This is optional and will default a dollar amount.

Enter the dollar amount of the accounting distribution to be charged in the **Amount** field.

Enter a value in the **Debit / Credit** field. The valid values are determined by the Rule Code and may be +, -, D or C.

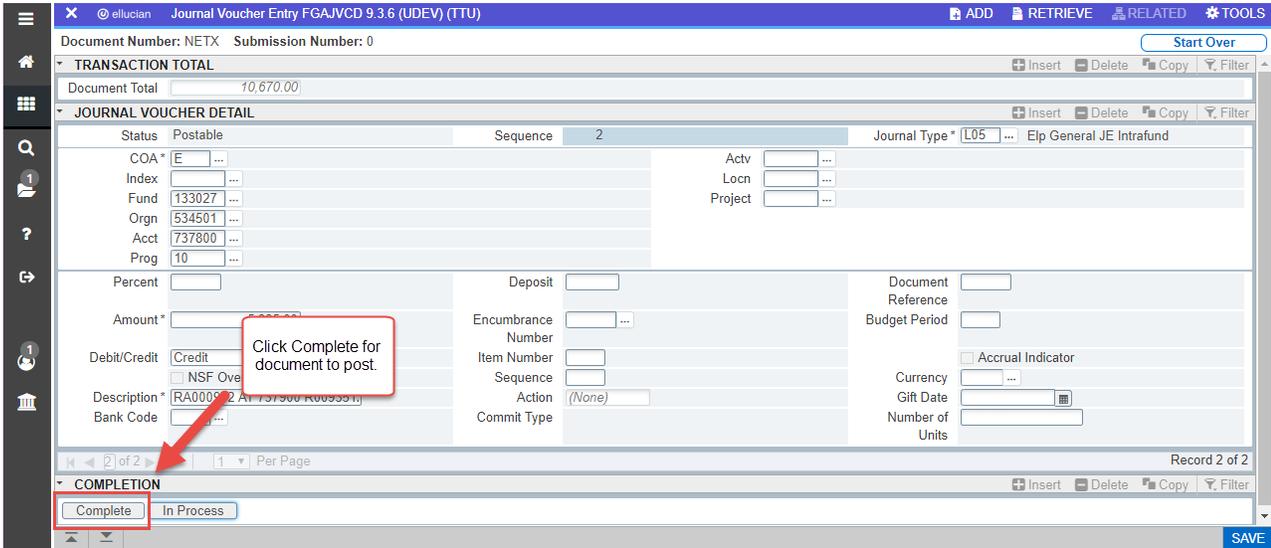
Click the **NSF Override** check box to override the Budget Checking processing and enter a valid Bank Code in the **Bank Code** field. (You must have NSF override authority to override a budget insufficiency. Usually this authority is given to those in a supervisory role.)

Perform a **Next Block** function.

Tab through the **Sequence** field. (Notice that the Sequence is now “2”) and enter **the same Inter-fund rule code** in the **Journal Type** field as you did in the first sequence.

Enter the same COA in the **COA** field as in the previous record, the same Fund in the **Fund** field as in the previous record, a valid data enterable **Orgn, Acct** and **Prog** in their respective fields. Then enter the dollar amount and a debit or credit (The opposite sign of what you entered in the previous record). Click in the **NSF Override** field. Enter a description and valid bank code.

Perform a **Next Block** function.



Document Number: NETX Submission Number: 0

Document Total: 10,670.00

Journal Type: L05 Elp General JE Intrafund

Sequence: 2

COA: E Fund: 133027 Acct: 737800

Amount: []

Debit/Credit: Credit

Description: RA00092 A 137500 (Rousso)

Bank Code: []

Percent: [] Deposit: []

Encumbrance Number: []

Item Number: []

Sequence: []

Action: (None)

Commit Type: []

Document Reference: []

Budget Period: []

Accrual Indicator: []

Currency: []

Gift Date: []

Number of Units: []

Record 2 of 2

COMPLETION

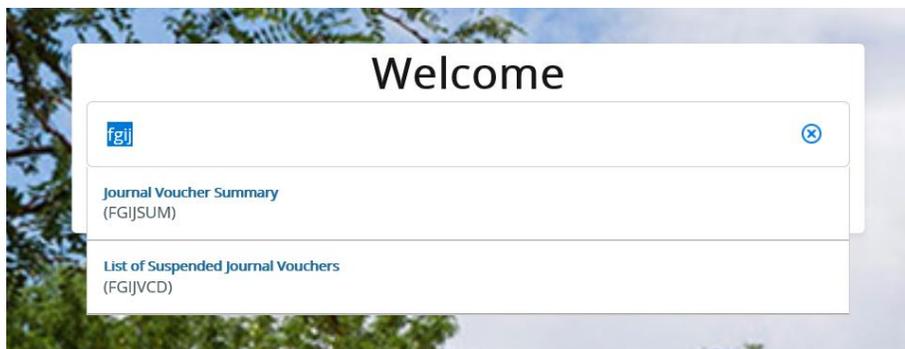
Complete In Process

SAVE

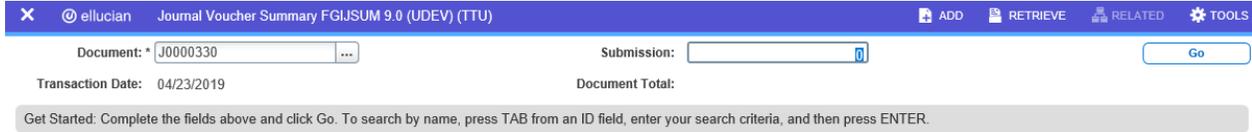
If your document posted correctly, you will have a message at the bottom left of screen that says "Document J..... completed and forwarded to the posting process". Any error messages or clues about what needs to be done before progressing in the data entry process will be displayed in this area.

Write down your document number so that we can reference it later. Close out the **FGAJVCD** form.

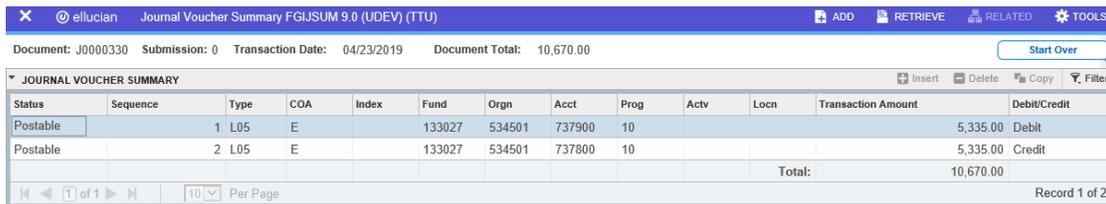
As soon as you complete a document in the **FGAJVCD** form you should look at your document to make sure the accounting entries are correct. To look at the accounting entries for your document go to the Journal Entry query form **FGIJSUM**. The posting process runs every 90 seconds, so you may not be able to see your document here. If you are not sure of something and want to wait and verify before processing the transaction, click the **In Process** icon instead of the **Complete** icon. You can come back into the **FGAJVCD** form later and "Complete" the transaction.



Enter your document number in the **Document** field then tab twice. You will see the **Transaction Date**; **Document Total** and document details populate the form. This form gives you the opportunity to preview the document before posting is run. If everything looks okay, the document should post to the ledgers when posting runs. The posting process (**FGRACTG**) runs automatically every 90 seconds.

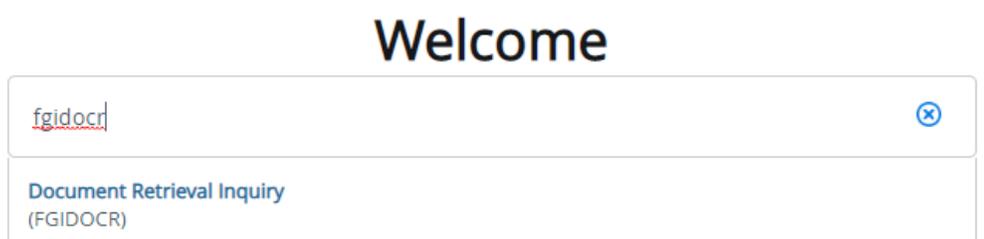


Perform a **Next Block**.



Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	L05	E		133027	534501	737900	10			5,335.00	Debit
Postable	2	L05	E		133027	534501	737800	10			5,335.00	Credit
Total:											10,670.00	

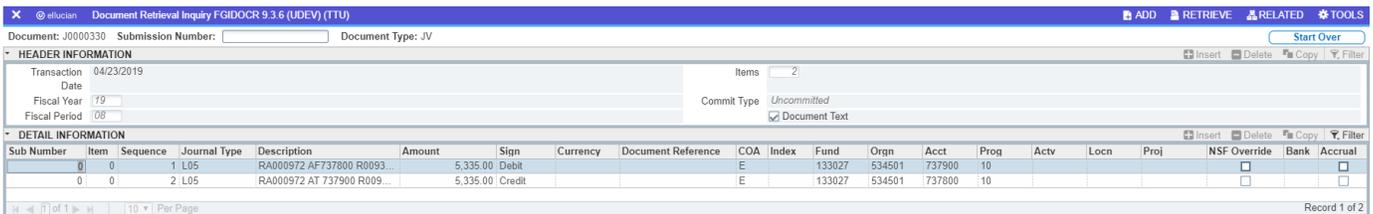
Go to the Document Query Form **FGIDOCR**.



Enter your document number in the **Document** field and tab once. The document type field will populate.

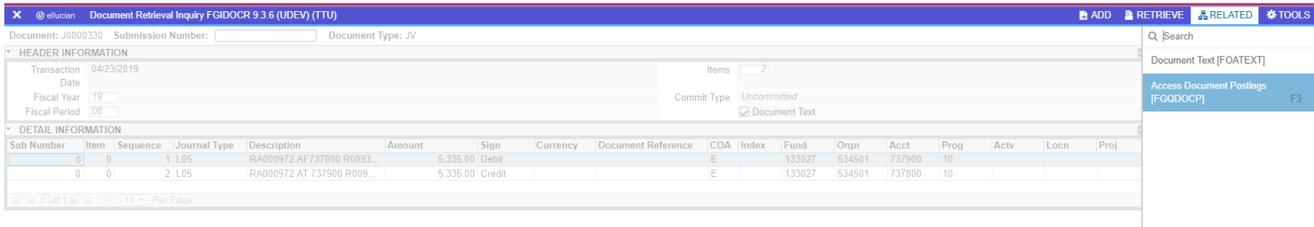
Perform a **Next Block**.

The detail information shown is the two accounting lines you entered the **FGAJVCD** form.



Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
0	0	1	L05	RA000972 AF737800 R0093...	5,335.00	Debit			E		133027	534501	737900	10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	0	2	L05	RA000972 AT 737900 R009...	5,335.00	Credit			E		133027	534501	737800	10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From the **Related** menu on the menu bar, select “**Access Document Postings**”. (FGQDOCP)



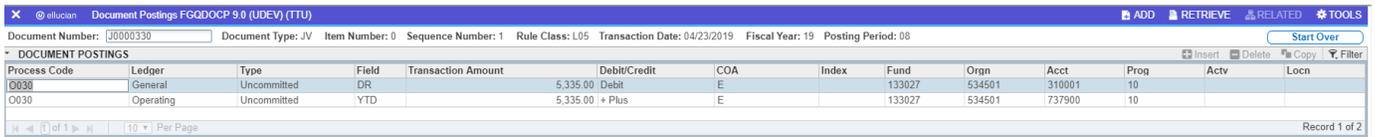
Document: 00000330 Submission Number: Document Type: JV

Transaction Date: 04/23/2019 Items: 2

Fiscal Year: 19 Commit Type: Uncommitted

Fiscal Period: 08 Document Text

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
0	0	1	L05	RA000972 AF737800 R0093	5,335.00	Debit			E		133027	534501	737900	10			
0	0	2	L05	RA000972 AT 737900 R0093	5,335.00	Credit			E		133027	534501	737800	10			

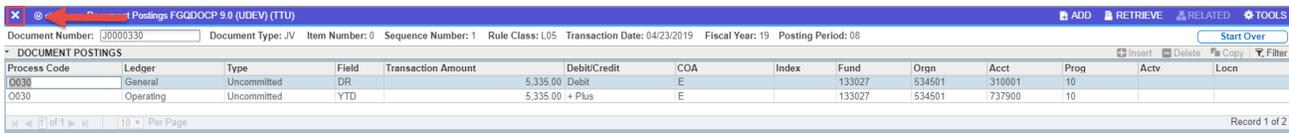


Document Number: 00000330 Document Type: JV Item Number: 0 Sequence Number: 1 Rule Class: L05 Transaction Date: 04/23/2019 Fiscal Year: 19 Posting Period: 08

Process Code	Ledger	Type	Field	Transaction Amount	Debit/Credit	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
0030	General	Uncommitted	DR	5,335.00	Debit	E		133027	534501	310001	10		
0030	Operating	Uncommitted	YTD	5,335.00	+ Plus	E		133027	534501	737900	10		

This form shows you all accounting lines in a document, even those “behind the scenes” accounting lines for the one line you had highlighted on the previous form.

Exit the form by clicking on the black X in the Icon bar.



Document Number: 00000330 Document Type: JV Item Number: 0 Sequence Number: 1 Rule Class: L05 Transaction Date: 04/23/2019 Fiscal Year: 19 Posting Period: 08

Process Code	Ledger	Type	Field	Transaction Amount	Debit/Credit	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
0030	General	Uncommitted	DR	5,335.00	Debit	E		133027	534501	310001	10		
0030	Operating	Uncommitted	YTD	5,335.00	+ Plus	E		133027	534501	737900	10		

Access the **FGAJVCD** form to enter a CR document.

Enter **NEXT** in the **Document Number** field, this will allow Banner to assign the next available document number for the type of document that you are entering.



Document: [NEXT] Submission: []

Number: []

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

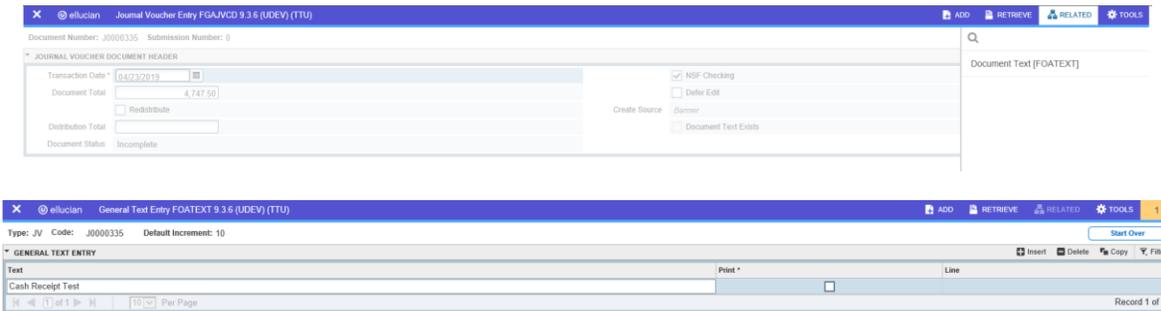
Perform a **Next Block**.

Verify the date in the **Transaction Date** field. The transaction date will default to the system date, but it may be overridden. This is the date when the transaction will post to the ledgers and must be in an open fiscal period. Fiscal periods in Banner are based on a calendar month. If the date you are entering a transaction is past the calendar month in which you wish the transaction to post to and the month is not closed, you can predate your transaction in that month.

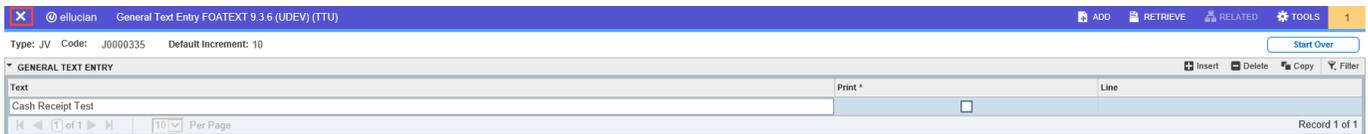
Tab to the **Document Total** field and enter the total. This total represents the sum of the absolute values of the accounting sequences.

The **NSF Checking** will be checked when turned on. Banner controls the check box and when the NSF checking is set at Warning, the transaction can be overridden. If set at Error, the transaction cannot be resolved until the Budget issues are resolved.

If you wish to enter **Document Text** for this transaction, select **Document Text (FOATEXT)** from the **Related** Menu, enter the text and then save.



Use the **X** on the toolbar to exit the **FOATEXT** form and return to the **FGAJVCD** form.



Perform a **Next Block**.



Tab through the **Sequence Number** field. Banner will automatically assign the next number. There is a sequence number for each line of accounting information.

Enter a **Cash Receipt Journal Type** (Rule Code) for this accounting entry in the **Journal Type** field. See page six of this document for the **Journal Types** that can be entered on this form.

The **Journal Type** (Rule Code) will determine the fields in which you enter data. A cash transaction will require a **Bank Code** to be entered: a budget entry requires a **Budget Period**.

When you respond to the required fields, save your data.

Unless the **Defer Edit** indicator is checked, the system will perform the editing and the available balance processing.

Enter a valid COA in the **COA** field, a valid data enterable Fund Code in the **FUND** field, a valid data enterable Orgn in the **ORGN** field, a valid data enterable Account Code in the **ACCT** field and a valid Program Code in the **PROG** field. (Index, Activity and Location are all optional).

Enter the dollar amount of the accounting distribution to be charged in the **Amount** field.

Enter a value in the **Debit / Credit** field. The valid values are determined by the Rule Code and may be +, -, D or C. Cash Receipt entries require a +/-.

Click the **NSF Override** check box to override the Budget Checking processing and enter a valid Bank Code in the **Bank Code** field. (You must have NSF override authority to override a budget insufficiency. Usually this authority is given to those in a supervisory role.

Enter the correct Bank Code for the cash deposit (or withdrawal) in the **Bank Code** field. The bank code is currently defaulted from the fund; however, it can be overridden. **The bank code entered on a cash receipt must correspond to the physical bank account that the cash was actually deposited.**

The **deposit field** is used in the reconciliation process. For any transaction hitting the General Fund or the MPIP Cash Fund, this field is required. For cash and checks, this number will be the pre-printed deposit slip number. For all other transactions (credit cards, wires, adjustments etc), the number will be derived from the bank activity report. This number will need to be located prior to enter the CR.

The cash receipts Journal Types (rule codes) do not require two lines because the behind-the-scenes postings will balance the fund. However, if you need additional records, select the **Next Record** from the toolbar.

You will receive an additional blank record.

When you have completed the data entry, perform a Next Block to **Complete** the document or place it **In Process**. If you place the document **In Process**, it will stay in the suspense file until you go back into it and mark it as complete.



Once completed, you will see a message that **Document XXXXXXXX completed and forwarded to the approval process** in the lower left-hand corner of the screen. You will want to make note of the document code for future reference.

As soon as you complete a document in the **FGAJVCD** form you should look at your document to make sure the accounting entries are correct.

If you have additional questions, please contact Finance Systems Management at FsmElp@ttuhsc.edu.



General Accounting and Budget Query Forms

The purpose of General Accounting and Budget query forms is to query transactions in Banner. You can use budget inquiry, transaction inquiry, encumbrance inquiry or document inquiry forms.

Budget Inquiry Forms

- Budget Availability Status Form (**FGIBAVL**)
 - Current information on adjusted budget Year-To-Date Activity
 - Budget Reservations
 - Available Balance by
 - Index
 - Fund
 - Organization
 - Account
 - Program
 - Chart, FY and FOAP are required
 - FOAP values must be data enterable
 - **Displays Unapproved and Unposted transactions**
- Organizational Budget Status Form (**FGIBDST**)
 - Adjusted Budget
 - Year-to-Date Activity
 - Budget Commitments
 - Available Balance by
 - Index
 - Fund
 - Organization
 - Account
 - Program
 - Activity
 - Location
 - Chart and FY are required
 - Any FOAPAL selection must be data enterable
 - Displays Approved and Posted Transactions
- Organizational Budget Summary From (**FGIBSUM**)
 - Query Organizational account status at an account type summary level
 - Displays
 - Adjusted Budget
 - Year-to-Date Activity
 - Budget Reservations
 - Available Balance
 - Chart and FY are required
 - Fund and Organization must be date enterable

- Displays only Approved and Posted Transactions
- Executive Summary From (**FGIBDSR**)
 - Query for highest level of the account structure hierarchy
 - Displays
 - Adjusted Budget
 - Year-to-Date Activity
 - Budget Commitments
 - Available Balance by
 - Index
 - Fund
 - Organization
 - Account
 - Program
 - Activity
 - Location
 - Chart and FY are required
 - FOAPAL selections can be either data or non-date enterable
 - Displays only Approved and Posted Transactions

General Ledger Inquiry Forms

- General Ledger Trail Balance Form (**FGITBAL**)
 - Query the General Ledger account balances by
 - Fund
 - Account Type
 - Account Code
 - Chart, FY and Fund are required
 - Funds must be data enterable
 - Account Code must be data enterable
- Trail Balance Summary Form (**FGITBSR**)
 - Query the General Ledger account balances by
 - Fund
 - Account Type
 - Account Code
 - Enables viewing of values at higher levels within the Fund hierarchy
 - Chart, FY and Fund are required
 - Fund can be either data or non-data enterable

Transactions Inquiry Forms

- Operating Accounts Transaction Detail Form (**FGITRND**)
 - Query detailed transaction activity by operating ledger account combinations
- General Ledger Transaction Detail Transaction Form (**FGIGLAC**)
 - Query detailed transaction activity for selected general ledger account combinations



- Chart, FY and Fund are required
- Fund must be data enterable
- Account must be data enterable
- Journal Voucher Summary Form (**FGIJSUM**)
 - Query journal vouchers that have not been posted
- List of Suspended Journal Vouchers Form (**FGIJVCD**)
 - Query for list of all incomplete journal vouchers
- List of Automatic Journal Vouchers Form (**FGIAUTO**)
 - Query for list of existing recurring journal vouchers
 - Encumbrance Inquiry Forms
- Detail Encumbrance Activity Form (**FGIENCD**)
 - Query the detail transaction activity for an encumbrance
- Organizational Encumbrance List Form (**FGIOENC**)
 - Query on all open encumbrances by organization by
 - Index
 - Fund
 - Organization
 - Can access from **FGIBDST**
- Encumbrance List Form (**FGIENCB**)
 - Query on all encumbrances listing by
 - Encumbrance type
 - Description
 - Current Balance
 - Status

Document Inquiry Forms

- Document Retrieval Inquiry From (**FGIDOCR**)
 - Query any posted journal voucher
 - Entered transactions
 - System generated transactions
- Document History Inquiry Form (**FOIDoch**)
 - Query other financial documents and any associated documents
 - Document Type and Document Code are required
 - Can access other Document Type query forms

Exit Banner by clicking on the red **X** in the top right corner of the Banner Screen. You will also have to exit out of the Oracle Application Server.

If you have additional questions, please contact Finance Systems Management at FsmElp@ttuhsc.edu.