# Chapter 3

## PROCESSING

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Introduction

This chapter contains procedures and processing information for the Banner Finance system. Follow these procedures to run the Finance system and to process your financial data.

The procedures are divided into sections according to their respective module and/or component. For instance, the “Entering Receipt of Goods” procedure appears under the “Receiving Processing” heading.

For maximum efficiency, read all of the provided text for a given procedure. Also, it is important that you follow the specific sequence as shown in the text. Do not omit any steps.

For more information on a specific topic, refer to the index and to the relevant areas of Section III, *Forms Reference*, in this manual.

This chapter also contains Finance feature overviews which summarize important conceptual information. Read these sections for a general understanding of the respective Banner Finance modules and the functions you can control within them.

Security

One of the initial procedural tasks you perform in Banner Finance should be to set up your security parameters for your system. This section offers an overview on the security capabilities that your system offers.

Security Overview

The system provides security on three levels:

- Oracle Security provides database security features and auditing capabilities.
- Banner Security provides form, report, and process level security across Banner applications.
- Finance System Security enables you to establish security by user IDs, rule groups and rule classes, forms and process for rule groups, fund and fund types, and organizations.

Oracle Security

There are three principal aspects of the Oracle security system:
• Password Security — The database administrator (DBA) identifies each Oracle user to the system. The DBA also assigns an initial password to each user. Oracle provides further protection for user passwords by providing an optional non-display field for password entry during logon. This prevents unauthorized users from reading your password on the screen as you log on.

• Data Access Security — Oracle’s security facilities enable the DBA or data creator to define other users’ access rights to the data.

• Security Auditing — The Oracle auditing facility monitors the use of tables and views. This facility also tracks a variety of other user activities.

Refer to your Oracle manuals for more information about these functions.

**Banner Security**

When setting up security at your site, use the Security Maintenance Form (GSASECR).

**User IDs and Processing Security**

Before establishing security in the Finance System, you need to establish security for your users in the Banner General System.

1. Navigate to the Security Maintenance Form (GSASECR). Use GSASECR to define processing level security for User IDs.

2. To begin establishing security, enter the current user ID in the Key Information. Select Next Block. You must specify every form, report, process, and executable job when you establish security for a user ID. Use the Include and Exclude fields in copy mode.

3. Forms, reports, processes, executable job identifiers, and type indicators display in the Process Information. Change the Type indicator to Q (Query), M (Maintenance), or E (Execute) for forms. Change the Type indicator to E (Executable), F (Form), R (Report), or P (Process) for reports, processes, and executable jobs.

4. Change the Access indicator to Q (Query), M (Maintenance), or E (Execute) for forms, reports, processes, or executable jobs. Click or select Save.

**Copy to User Feature**

Use GSASECR to copy process level security definitions from one user ID to another user ID.
1. Enter the user ID whose security definition you wish to copy in the Current User field. Select Next Item.

2. Specify processes this user may access in the Include field. Copy mode enables you to enter FG% to include all Finance General Ledger module processes, executable jobs, and reports.

3. Populate the Type field to support the include data. Valid entries are A (All), E (Executable), F (Form), R (Report), and P (Process).

4. Enter the user ID you wish to update in the Copy to User field.

5. Specify processes this user ID should not access by populating the Exclude field. Select Insert Record. Select Next Block.

6. Forms, reports, processes, executable job identifiers, and type indicators display in the Process Information. Change the Type indicator to Q (Query), M (Maintenance), or E (Execute) for forms. Change the Type indicator to E (Executable), F (Form), R (Report), or P (Process) for reports, processes, and executable jobs.

7. Change the Access indicator to Q (Query), M (Maintenance), or E (Execute) for forms, reports, processes, or executable jobs. Click or select Save.

Use the Include and Exclude fields to delete processes from user IDs defined to the database. Enter the user ID in the Current User field. Select Next Item. Populate the Include field with those processes you wish to delete. Populate the Exclude field with those processes you wish to keep. Delete the record. Select Save.

To delete single records, populate the Current User and Include fields and select Remove. Select Insert Record (copy mode) in the Copy to User feature.

Refer to the SCT Banner Security Technical Reference Manual for additional information about GSASECR.

**Banner Finance System Security**

**Note:** The Banner Finance System Security forms are documented in Chapter 8, Finance Operations.

When setting up security at your site, use the following Banner Finance System Security forms:

- System Control Maintenance Form (FOASYSC)
- User Profile Maintenance Form (FOMPROF)
- Rule Group/Rule Class Security Maintenance Form (FOMRGRC)
- Rule Group Security Maintenance Form (FOMUSRG)
- Form/Process To Rule Group Maintenance Form (FOMPRRG)
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- Fund/Fund Type Security Maintenance Form (FOMUSFN)
- Organization Security Maintenance Form (FOMUSOR)

Indicators

Open the System Control Maintenance Form (FOASYSC). Check the Rule Class Security Indicator and the Fund/Orgn Security Indicator on this form to invoke security at the Rule Class level and the Fund/Org level.

Fund/Organization Security

Once you have completed assigning User ID and processing level security, open the User Profile Maintenance Form (FOMPROF). FOMPROF enables you to establish fund/organization security for user IDs.

1. Enter a valid User ID in the Key Information and select Next Block. The descriptive user name displays. The ID you enter must already exist in the database. Select Next Block.

2. Enter the user’s primary chart of accounts for which security is being established in the COA field. This is a required field.

3. Use the pull-down lists to populate the Master Fund and Master Orgn fields for this user ID. Establish the user ID as having no authority, query only authority, posting authority, or both posting and query authority for the Master Fund and Master Orgn.

   Note: You do not have to populate these fields if you uncheck the Fund/Orgn Security Indicator on FOASYSC.

4. Enter a Budget ID to associate this user ID with a budget. This field is optional but is useful in establishing budget processing security.

5. Check the NSF Override check box to give the user ID the authority to override in situations where funds are insufficient for a document or transaction. Uncheck the box to withhold this authority.

The Invoice and Receiving fields on this form are optional for security purposes but are very useful for transaction processing. Refer to the “User Profile Maintenance Form” documentation in this chapter for field level help.

Rule Group Security

Open the Rule Group/Rule Class Security Maintenance Form (FOMRGRC). Use this form to associate rule classes to rule groups.
1. Select Enter Query when this form displays. Enter the Rule Group code. You may click the Rule Group button or select List to access a rule group list window. Execute the query. The descriptive name displays. Select Next Block.

   The rule classes must exist in the database before you enter them on this form. Use the Rules Maintenance Form (FTMRUCL) to enter rule classes into the system.

2. Use the Rule Classes Information to enter rule classes associated with the rule group.

3. Click or select Save to add the rule class to the rule group.

New Rule Group Feature


2. Enter a rule group in the Rule Group field. Select Next Item.

3. Enter the rule group from which you want to copy rule classes in the Copy From Rule Group field.

4. Select Next Block copy the rule classes into the new rule group.

5. Enter the descriptive name of the new rule group in the Description field and select Next Block.

6. Associate the desired rule classes with the rule group being established. Click the Rule Class button or select List to access a list of rule classes. Enter additional rule classes for this rule group if required. Click or select Save.

   To delete single records from FOMRGRC, populate the Rule Group field and select Next Block to display the rule classes. Go to the desired record and select Remove.

User ID / Rule Group Security

1. Open the Rule Group Security Maintenance Form (FOMUSRG). Enter the User ID for which you are establishing rule group security. Select Next Block.

   The data that appears in the Security Information identifies rule groups associated with the current user ID. Use this information to associate rule groups to the user ID.

2. Enter the desired rule groups in the Rule Group field. Click the Rule Group button or select List to access a rule group list window. From this window you may select the rule group code you wish to display on FOMUSRG. Rule groups must exist in the system before they are entered on this form. Click or select Save.

   To delete single records from FOMUSRG, populate the User ID field and select Next Block to display the rule groups. Go to the desired record and select Remove Record. Click or select Save.
New User ID Feature

1. Enter the user ID from which you want to copy rule groups in the User ID field. A button and List are available.

2. Select Next Item to go to the Copy User ID field. Enter the user ID to which you want to copy the rule groups. Select Insert Record. Select Next Block.

   Rule groups associated with the current user display in the Security Information. The user ID you entered in the Copy User ID field now displays in the User ID field.

3. Add or delete rule groups according to site policy. Click or select Save.

Form and Process Level Security

Use the Form/Process to Rule Group Maintenance Form (FOMPRRG) to establish a security link from forms, reports, and processes to rule groups.

1. Enter the form, report, process, or executable job name for which you are establishing security in the Form/Process field. Select Next Block.

   Rule groups must exist in the system before they are entered on this form.

2. The rule groups display in the Security Information supporting form or process level processing. Use the Security Information to associate rule groups with forms, reports, and processes. Rule groups must exist in the system before entry on this form. A button and List are available from the Rule Group field if you wish to select a rule group from a list window.

   Select Next Item to display the rule group title in the Title field. Click or select Save.

   The system disables you from posting transactions if you do not associate the required rule groups with forms and processes, so delete records with care.

Use the Rule Group/Rule Class Security Maintenance Form (FOMRGRC) to enter rule groups into the Finance System.

To delete single records, populate the Form/Process field and select Next Block to display the rule groups. Go to the desired record and select Remove Record. Click or select Save.

Form and Process Copy Feature

1. Enter the name of the form or process from which you want to copy rule groups in the Form/Process field. Select Next Item.

2. Enter the form or process name to which you want to copy the rule groups in the New Form/Process field. Click or select Copy to copy the rule groups into the new form or process.

3. Select Next Block to add more rule groups to the form or process. A button and List are available in the Rule Group field. Add or delete rule groups according to site policy. Click or select Save.
Fund and Fund Type Level Security

Use the Fund/Fund Type Security Maintenance Form (FOMUSFN) to establish a security link between funds and fund types accessible to user IDs.

1. Enter the User ID for which you are establishing fund and fund type security. Select Next Block.

2. Enter the charts of accounts, fund types, and funds to which this user has access. A button and List is available in the COA, FTYP, and Fund fields.

   Do not populate fund and fund type to the same record. Use multiple records.

3. Use the pull-down list to populate the Access field. This field establishes the user ID entered in the Key Information as having posting, query, or both posting and query access. Click or select Save.

Copy From Existing User Feature

1. Enter the User ID to which you want to copy fund and fund types.

2. Enter the established user ID from which you want to copy fund/fund type designations in the Copy from User ID field.

3. Use the Include fields (Include COA Code, Include Fund Type, and Include Fund) to designate funds and fund types that you want the system to copy to the new user. Use the Exclude fields (Exclude COA Code, Exclude Fund Type, and Exclude Fund) to designate funds and fund types that you do not want the system to copy to the new user.

   You may use wildcard characters along with partial values to include or exclude data when you execute the copy function for a user ID. For example, enter 1% in the Include Fund Type field to copy all fund types that begin with 1.

4. Select Insert Record to copy the charts of accounts, fund types, and funds into the new user ID.

5. The charts of accounts, fund types, funds, and fund titles associated with the user ID appear in the Security Information. Select Next Block to add more charts of accounts, funds, and fund types to the user ID.

6. Use the pull-down list to populate the Access field. This field establishes the user ID as having posting, query, or both posting and query access. Click or select Save.

Remove Record Functionality

You may select Remove Record from the Security Information.

To remove records using the Include and Exclude fields, enter data in the following manner:
Enter data in the Include fields that you wish to include in the delete function (delete these records).

Enter data in the Exclude fields that you wish to exclude from the delete function (keep these records).

Organization Level Security

Use the Organization Security Maintenance Form (FOMUSOR) to establish a security link between organizations accessible to user IDs.

1. Enter the User ID for which you wish to establish organization security. Select Next Block.

2. Enter the chart of accounts and organization codes to which this user has access. A button and List are available from the COA and Orgn fields.

3. Use the pull-down list to populate the Access field. This field establishes the user ID as having posting, query, or both posting and query access. Click or select Save.

New User Feature

Enter a user ID in the User ID field and another established user ID in the Copy from User ID field to which you want to copy organizations.

1. Enter the User ID to which you want to copy organization codes.

2. Enter the established user ID from which you want to copy organization codes in the Copy from User ID field.

3. Use the Include fields (Include COA Code and Include Organization) to designate chart of accounts and organization codes that you want the system to copy to the new user. Use the Exclude fields (Exclude COA Code and Exclude Organization) to designate chart of accounts and organization codes that you do not want the system to copy to the new user.

You may use wildcard characters along with partial values to include or exclude data when you execute the copy function for a user ID. For example, enter 1% in the Include Organization field to copy all organizations that begin with 1.

4. Select Insert Record to copy the charts of accounts and organizations into the new user ID.

5. The charts of accounts, organizations, and organization titles associated with the user ID appear in the Security Information. Select Next Block to add more organizations to the user ID.

6. Use the pull-down list to populate the Access field. This field establishes the user ID as having posting, query, or both posting and query access. Click or select Save.
Remove Record Functionality
You may select Remove Record from the Security Information.

To remove records using the Include and Exclude fields, enter data in the following manner:

- Enter data in the Include fields that you wish to include in the delete function (delete these records).
- Enter data in the Exclude fields that you wish to exclude from the delete function (keep these records).

General Ledger

Elements of the FOAPAL String

The FOAPAL is made up of the Fund (F), Organization (O), Account (A), Program (P), Activity (A), and Location (L) codes. The Fund, Organization, Account and Program codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The Activity and Location codes are used to provide more specific performance-related detail for transactions. These codes are not designed to accommodate budgeting purposes.

A detailed description of each FOAPAL element is provided below:

- The Fund Code is the user-assigned alphabetic/numeric designation for a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives in accordance with the prevailing regulations, restrictions, or limitations.
  Examples of Fund Codes are: 1001 - Current Unrestricted Fund, 4010 - Sponsored Student Loan Fund, 6101 - Fuller Architecture Program Endowment Fund, etc.

- The Organization Code is the user-assigned alphabetic/numeric designation for departmental/budgetary subdivisions within the larger entity, taken as a whole.
  Examples of Organization Codes are: 1101 - Dean of Behavioral Sciences, 2500 - School of Engineering, 12105B - Business Office, etc.

- The Account Code is the user-assigned alphabetic/numeric designation for individual asset, liability, equity, revenue, expenditure and/or transfer account classifications.
  Examples of Account Codes are: 11001 - Demand Cash, 2101 - Accounts Payable, 3501 - Fund Balance, 51003 - Tuition, 6010 - Regular Full Time Salaries, etc.
The Program Code is the user-assigned alphabetic/numeric designation for group activities, operations or other units directed to attaining specific purposes or objectives.

Examples of Program Codes are 101 - Academic Support, 2700 - Student Services, 8100 - Research, etc.

The Activity Code is the user-assigned alphabetic/numeric designation for temporary units of work, subsidiary functional classifications, or short duration projects.

Examples of Activity Codes are: 3215 - Repair to Student Union Lobby Floor, A117 - Bookstore Van # 17, 5432 - Computer Lab Printer Ribbon Recycling, etc.

The Location Code is the user-assigned alphabetic/numeric designation for physical places or sites. This is primarily used with, but not limited to, the Fixed Asset module.

Examples of Location Codes are: 7651A - Controller’s Office, 4100 - Athletic Department Offices, 1100 - Sciences Building, etc.

Recommended Order for Chart of Accounts Set-Up

Below is the recommended order of forms for setting up a chart of accounts. All of these forms are described in Chapter 5, General Ledger.

(a) Chart of Accounts Maintenance Form (FTMCOAS)

(b) System Control Fiscal Year Set-Up Form (FTMFSYR)

(c) System Data Maintenance Form (FTMSDAT)

(d) Account Type Code Maintenance Form (FTMATYP)

(e) Account Code Maintenance Form (FTMACCT)

(f) Currency Code Maintenance Form (GUACURR)

(g) Installation Control Form (GUAINST)

(h) Control Account Maintenance Form (FTMACTL)

(i) Fund Type Maintenance Form (FTMFTYP)

(j) Fund Code Maintenance Form (FTMFUND)

(k) Identification Form (FOAIDEN)

(l) Bank Code Rule Form (GXRBANK)

(m) Program Code Maintenance Form (FTMPROG)

(n) Activity Code Maintenance Form (FTMACTV)

(o) Location Code Maintenance Form (FTMLOCN)
Creating a Chart of Accounts Record

Establish a separate Chart of Accounts record for each installation requiring a set of financial reports. The following areas are important to understand when you are working with the Chart of Accounts Code Maintenance Form (FTMCOAS).

FTMCOAS — Main Window

1. Use a future Effective Date. Some accounts must be set up after you establish the Chart of Accounts record. Once you establish the accounts, enter them into the Chart of Accounts record.

2. The Interfund Due/To Acct and the Interfund Due/From Acct can be the same account. When performing interfund accounting transactions, the system will look for these values on the Chart of Accounts record. Therefore, these accounts should be set up prior to the Effective Date (as defined in Step 1) and added to this record.

3. The Require Sets of Attribute Types checkboxes enable you to associate Attribute Sets rather than individual Attribute Values with a specific type of FOAPAL element (fund, organization, account, program, activity, or location) in this chart of accounts. For each FOAPAL type checked, the FOAPAL Attribute Association Form (FTMFATA) will link attribute sets to codes of that type. If unchecked, FTMFATA will link individual attribute values to codes of that type.

4. The Budget Control Information on this form manages available balance checking when performing accounting transactions. Non-sufficient funds checking can be performed on any combination of Fund, Organization, Account, or Program.

Control Severity refers to the system response to an NSF condition. A severity of E (Error) will stop the transaction from progressing. When this condition occurs, an authorized user must either override the budget checking or establish sufficient budget. A severity of W (Warning) notifies the user of the NSF condition but allows the transaction. These values can be altered at the fund type or fund code level, thereby permitting different budget checking policies to be enforced at different levels.
Parameters Window

1. The Fund Balance Account is used for the closing entries. As with the interfund accounts, it must be established prior to the Chart Effective Date and added back in.

2. The A/P Accrual Account will be used if cash is disbursed in the accrual period against a prior period expense account. Cash in the current fiscal year will be credited and offset by a debit to current year A/P accrual. The prior year expenses will be debited and offset by a credit to prior year A/P accrual. As with Steps 2 and 4, this account must be established prior to the Chart Effective Date and added back in.

3. The A/R Accrual Account will be used for cash receipts against prior year revenue during the accrual period. Cash in the current fiscal year will be debited and offset by a credit to current year A/R accrual. The prior year revenue will be credited and offset by a debit to prior year A/R accrual. As with Steps 2, 4, and 5, this account must be established prior to the Chart Effective Date and added back in. The Close OP Ledger Code is J001.

4. You may alter these parameters at the fund type level.

4. The Encumbrance Parameters define the budget policy for those encumbrances which are rolled forward into the next fiscal year. The Encumbrance Parameters Rule Code is E090, Year End Encumbrance Roll.

5. An entry of C (Committed) in the Commit Type field indicates that the encumbrance will be treated in a separate line having been rolled from the prior year. Its balance is reflected in the Prior Year Encumbrance Control account in the current year.

An entry of U (Uncommitted) in the Commit Type field indicates that the encumbrance rolls into the current year with no distinction to indicate that it rolled from the prior year. The Encumbrance Control account in the current year reflects the balance.

6. The Budget Roll field allows you to specify whether and how to roll the budget associated with the encumbrance. If the Commit Type is C, this value must be Y (Yes). In other words, if the encumbrance is being distinguished as rolling from the prior year, it must come into the current year with its own budget.

If the Commit Type is U, the Budget Roll parameter may equal Y (Yes) or N (No), depending on site policies.

7. Budget Disposition specifies what happens to remaining budget if the site liquidates a rolled encumbrance in the current year for less than the encumbrance amount. If the Commit Type is U (Uncommitted), the Budget Disposition field must be U (Unrestricted). When an Uncommitted encumbrance rolls from the prior year and the site liquidates it for less than the encumbered amount, the remaining budget is available for use in the current year. If the Commit Type is C (Committed), the Budget Disposition can be U (Unrestricted), R (Restricted), or N (No Action). The U (Unrestricted) option works the same for a C (Committed) encumbrance as for an encumbrance that is U (Uncommitted).
• If the Budget Disposition is R (Restricted), any remaining amount after your site liquidates a C (Committed) encumbrance is not available for the current year’s use. The system reclasses the amount to an appropriate account. To take advantage of this option, establish a contingency account (typically a Fund Balance type), and enter it as a posting modifier on the INEI (Invoice with Encumbrance) rule class.

• If encumbrances are being rolled C (Committed), you may specify N (No Action) in the Budget Disposition field. As with R (Restricted), any remaining budget dollars will not be available for use in the current year, but the dollars will remain as restricted budget for the line item rather than reclassified to another account.

8. The Percent field allows you to specify a portion of the budget to roll with the encumbrances. However, this percentage must be 100% when the encumbrances are being rolled C (Committed).

9. The Budget Carry Forward Parameters refer to remaining balance or unspent budget dollars at the end of the fiscal year. The Budget Carry Forward Rule Code is J020 (Budget Carry Forward Journal).

10. Budget Type refers to T (Temporary) or P (Permanent) budgets.

11. Budget Class refers to O (Original) or A (Adjusted) budget.

12. Use the Percent field to apply a percentage as with encumbrance budgets. Any budget which rolls will roll into the same line item in the new fiscal year.

13. Use the Document Roll Parameters to specify which types of encumbrances will roll at year end. The system allows you to roll the following types of encumbrances: Work Orders, Encumbrances, Purchase Orders, Memo Encumbrances, Requisitions, and Labor Encumbrances. To roll an encumbrance type, check the corresponding box.

**Establishing Alternatives for Cash Accounts and Bank Funds**

The Bank Fund is a special fund created to show the total cash for the installation and the breakdown of where that cash is deposited. By setting up different banks using the Bank Code Maintenance Form (GXMBANK), you can define the relationships of the cash and cash interfund accounts. This process permits individual cash balances by fund and enables you to see the entity’s cash position in total.

**Determining the Cash Accounting Relationships**

The cash and cash interfund accounts can be set up differently according to your installation’s needs.
• Using one cash account and multiple cash interfund accounts show each fund’s cash balance by bank, while the system carries the total cash balance for the installation to the cash account in the bank fund.

• Multiple cash accounts with one cash interfund account will show each fund’s claim on the total cash pool as reflected in the cash interfund account in the bank fund.

An advantage of this method is that it enables the installation to maintain additional banks in the bank fund that represent external cash transfers, such as transfers to the State treasurer. The system does not require you to reflect these transfers within any funds other than the bank fund.

Establishing the Cash Accounting Relationships

**Note:** Steps 2 through 5 below are an integral part of building the Chart of Accounts.

1. Determine the following:
   
   (a) the cash account and cash interfund numbers
   
   (b) the Bank IDs (for example, *FIRST* for First National)
   
   (c) the Bank Code numbers

2. Establish the cash and cash interfund accounts on the Account Code Maintenance Form (FTMACCT).

3. *(Optional)* Establish Bank Fund type on the Fund Type Maintenance Form (FTMFTYP). The Bank Fund can either have its own fund type or it can be a separate fund code within the current unrestricted fund type.

4. Establish the Bank Fund on the Fund Code Maintenance Form (FTMFUND).

5. Establish the banks on the Bank Code Maintenance Form (GXMBANK).

External Cash — Receipts and Disbursements

You may set up a default bank for each fund record. For any given cash entry, you may override the default. The relationship of cash and cash interfund accounts as identified in the bank table allows the system to post cash to the cash or cash interfund accounts as appropriate within the input fund(s) and to the Bank Fund.

Internal Cash — Interfund Transfers

Transferring cash between funds will post offsets to the Due To/Due From account and transfer cash between the banks in the bank fund, if appropriate. If you are using the multiple cash accounts method, you can perform transfers within the bank fund to reflect transfers of bank balances.
Cash Accounts In Foreign Currency

Whenever you enter a foreign currency within the procurement processes, the system automatically calculates the converted amount for use in available balance checking and posting. Use a simple journal entry in the bank fund to record the purchase of the foreign currency itself. We recommend using the routine JE15 Rule Class. Enter a credit entry to the cash account in the bank fund used to purchase the foreign currency; debit the cash account used for maintaining the balance of the specific foreign currency (referenced on the Currency Code Maintenance Form, GUACURR); debit/credit the difference to the exchange account (also referenced on GUACURR).

Budget Entries Only to Pool Accounts

Pooled Budgeting Feature

The system enables you to make budget entries only to account codes designated as pool accounts. This restricts non-budget entries to pool accounts. Banner Finance controls this restriction through a data entry indicator value entered on the Accounts Code Maintenance Form (FTMACCT).

Use the pull-down list to populate the Data Entry indicator field on FTMACCT. If you select BUDGET from this pull-down list, the system allows only budget entries against this account. The system cannot post non-budget entries to pool accounts and treats these accounts as non-data enterable.

The system determines a budget entry by the process codes that make up the rule class code. If a transaction rule class code contains any of the following process codes: O010, O011, O020, or O021, then the system recognizes the rule class as a budget entry, allowing the transaction against the account marked with the data entry indicator BUDGET. If the transaction rule class code does not contain one of these process codes, then the system treats the account as non-data enterable. An online edit-type message displays, and the system stops the cursor in the Account Code field.

Multiple Fund Balance Processing

The Multiple Fund Balance feature allows you to close Operating Account Year-to-Date detail to more than one fund balance account at Year End and during Concurrent Year Processing.

This feature is optional. Check the Multiple Fund Balance box on the System Control Maintenance Form (FOASYSC) to initiate this process. The box defaults to unchecked. If the box is unchecked, the system uses the Fund Balance Account defined on the Chart of Accounts Maintenance Form (FTMCOAS) as the default fund balance account to which all operating account year-to-date control activity will close to at year end. This closing of Control Account information takes place in the
General Ledger Roll Process (FGRGLRL), Concurrent Year Processing, and in the Close Operating Account Process (FGRCLOP).

To implement this feature, you need to set a few indicators and identify the cross reference fund/account information to one or multiple fund balance accounts. Enter cross reference information on the Fund Balance Account Maintenance Form (FTMFBAL). Determine how best to use this feature based on site policies. You may opt to ignore the feature and post journal entries at year end to adjust values from the default fund balance account to the other fund balance accounts if relatively few of the fund balance accounts are affected at year end. You may choose to implement this feature if a large number of the fund balance accounts are affected; for example, investment fund activity could close to Retained Income, Realized Gains, Realized Losses, and Original Gifts accounts. Once you establish these values, your work is done, except for minor upkeep.

**Implementing Multiple Fund Balance Processing**

Implement multiple fund balancing on the following forms:

**System Control Maintenance Form (FOASYSC)**

Check the Multiple Fund Balance box on FOASYSC to initiate multiple fund balance processing. Remember, if the check box is unchecked, the system uses single fund balance processing. The system closes all Operating Account activity (OPAL) to the fund balance account specified at the chart of accounts level.

**Chart of Accounts Maintenance Form (FTMCOAS)**

Make sure that a Fund Balance Account is defined in the Parameters Window of the Chart of Accounts Maintenance Form (FTMCOAS). The system uses this account for closing Encumbrance and Budget activity.

**Fund Code Maintenance Form (FTMFUND)**

Use the pull-down list to populate the Multiple Fund Balance Ind field on the Fund Code Maintenance Form (FTMFUND). This indicator allows the system to determine the criteria for selecting the correct Fund Balance Accounts. Valid options are *Fund*, *Fund Type*, and *Account*.

**Fund Balance Account Maintenance Form (FTMFBAL)**

Open the Fund Balance Account Maintenance Form (FTMFBAL) and specify the Fund Balance Account(s) to which year-to-date Operating Ledger activity should close. Enter all funds for which you have populated the Multiple Fund Balance Ind field on FTMFUND and specify the appropriate level for determining what Fund
Balance Account to use and enter the Fund Balance Account. Specify Fund Balance Accounts by Fund Type (level I or II), Fund, or Fund and Account.

For funds with the indicator set to Fund Type, the system looks for the fund type at level one or level two within FTMFBAL. The system then uses whatever fund balance account you defined for that type. If you previously defined both Fund Type levels on this form, the system selects level two over level one.

For funds with the indicator set to Fund, the system searches for that fund code within FTMFBAL. The system then closes each Operating Account’s year-to-date activity within that fund to the Fund Balance Account cross-referenced on FTMFBAL. The system does not search the hierarchy for higher level fund codes.

For funds with the indicator set to Account, the system expects either of two situations:

(a) The fund and each OPAL account that has activity within that fund may be specified with a valid fund balance account. The balance of that OPAL account’s YTD activity will close to the defined fund balance account.

(b) You may specify the fund and a null account with a valid fund balance account. This will handle situations in which the Multiple Fund Balance Ind field is set to Account but you have not defined the OPAL account on FTMFBAL, handling any exceptions for ease of data entry.

Review of Fields

Set the Multiple Fund Balance indicator on the System Control Maintenance Form (FOASYSC) as appropriate for single or multiple Fund Balance Processing. Check the box to initiate the feature or uncheck it to bypass the feature.

You must populate the Fund Balance Account field in the Parameters Window of the Chart of Accounts Maintenance Form (FTMCOAS) for closing encumbrance and budget control information.

The purpose of the Multiple Fund Balance Ind (indicator) on the Fund Code Maintenance Form (FTMFUND) is to direct the system to the appropriate Fund Balance Accounts that will be affected during the Year End Processes and for Concurrent Year Processing.

Review of Forms and Reports

The Fund Balance Account Maintenance Form (FTMFBAL) enables you to enter and maintain Fund Balance Account information relating to Fund Types, Fund Codes, or Fund Codes/Account Codes for a particular Chart of Accounts.

The Fund Balance Account Report (FGRFBAL) provides a hard copy listing of information entered through the Fund Balance Account Maintenance Form. Execute FGRFBAL by the Chart of Accounts Code through a particular As of Date.
Troubleshooting Notes

The Balance Forward Processing Report (FGRGLRL) and the Close Operating Accounts Report (FGRCLOP) stop processing if you have not defined fund balance accounts on FTMFBAL for the indicator referenced on each Fund record. The system stops processing if it finds that the total of the Fund Balance accounts to which it is attempting to close do not equal the amounts in the Operating Ledger Control Accounts.

General Ledger Consolidated Postings

The term “Consolidated Postings” refers to the consolidation of the approved, tax, additional, and discount amounts entered on a Purchase Order, a Change Order, or an Invoice. This “net” amount is then posted to the transaction history and detail tables. The Consolidated Posting function eliminates the entry of each separate amount, thereby conserving space in the tables.

Example:

The following information is entered on the Invoice/Credit Memo Form (FAAINVE) as a direct pay invoice:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>$1000</td>
</tr>
<tr>
<td>Discount</td>
<td>-$100</td>
</tr>
<tr>
<td>Additional</td>
<td>+ $50</td>
</tr>
<tr>
<td>Tax</td>
<td>+$150</td>
</tr>
<tr>
<td>Net</td>
<td>$1100</td>
</tr>
</tbody>
</table>

When posting processes this transaction and when the Consolidated Posting box is checked, the system writes an entry for $1,100 in the transaction history and detail tables with a rule class of INNI.

If the same entry was posted and the Consolidated Posting box was not checked, the system would write an entry into the transaction detail table for each individual amount. You would see a rule of INNI with an amount of $1,000; a rule of DISI (Discount on Invoice) with an amount of $100; a rule of ADDI (Additional amount on Invoice) with an amount of $50, and a rule of TAXI (Tax on Invoice) with an amount of $150.

You must determine if the system should process procurement and payables documents with Consolidated Posting turned on or off. To turn Consolidated Posting on, check the Consolidated Posting box; this indicator/check box is located on the System Control Maintenance Form (FOASYS).
You must weigh the advantages and disadvantages of using Consolidated Posting. You will most likely want to check the Consolidated Posting box for the following reasons:

- You need to save disk space.
- You do not want to view the break down of discount, additional, and tax amounts.

You will most likely not want to check the Consolidated Posting box for the following reasons:

- You need to view the break down of discount, additional, and tax amounts.
- You want to have additional, discount, or tax amounts posted to a particular account, rather than posting to a particular account (s) on input.

If you want to post to a specific account, an account code is placed on the rule classes as a posting modifier. Posting will only interrogate the posting modifiers on the rules if the Consolidated Posting box is not checked.

Keep in mind that tax liability amounts and rebate amounts are posted individually regardless of whether or not the Consolidated Posting box is checked. In addition, direct cash receipts, entered on the Direct Cash Receipt Form (FGADCSR), do not interrogate the Consolidated Posting indicator, only Purchase/Change Orders and Invoices.

Consolidated Postings are often confused with Summary Postings. Summary Postings allow you to combine the effect of a number of documents awaiting posting into single entries for accounts that you have defined in the System Control Maintenance table.

**General Ledger Summary Postings**

**Overview**

General Ledger Summary Postings provide the option of specifying General Ledger accounts for which the system stores transactions in summary fashion rather than individual items. For example, if there were ten invoices processed in a posting run, there would be a transaction record created and queryable on the General Ledger Transaction Detail Activity Form (FGIGLAC) for each accounting distribution on the invoices both to the Expenditure Control and the Accounts Payable accounts. The system stores all the detail on the Operating Ledger. For ease of analysis, view the summarized entries in the General Ledger using the query forms.
Description

Determine which General Ledger accounts you want to store in summary rather than detailed fashion. Typically these would be the cash interfund, Due To/From, Accounts Payable, Control, and similar non-data entry accounts.

Warning: SCT recommends that you do not use this feature for those General Ledger accounts to which the system may make direct entries (Data Entry Indicator on the Account Code Maintenance Form (FTMACCT) set to Y). Summary postings could create a potential reconciliation problem and jeopardize good internal controls.

Specify these General Ledger accounts to the System Data Validation Table (FTVSDAT) using the System Data Maintenance Form (FTMSDAT). The accounts selected must have an FTVSDAT table entry as follows:

1. In the Entity/Usage Code field on FTMSDAT, enter FGRACTG.
2. In the Attribute Code field, enter GENL_ACCT_CODE.
3. In the Optional Code #1 field, enter the Account Code for the account that the system is summarizing. This account must be a valid General Ledger Account.
4. Enter the Chart of Accounts Code.

After you establish the System Data Validation Table Record, the Posting Process (FGRACTG) creates a new document type, SUM, for each posting run. When the system summarizes General Ledger postings, a document code in MMDDHHMI format is generated. All summarized postings in a given posting run have the same generated document code by fund. The system groups summarized postings by document type and debit/credit indicator. For example, if Encumbrance Control is one of the specified accounts for General Ledger summary, then the system summarizes all Purchase Order debit entries for the Encumbrance Control Account and posts to that account.

The system creates a transaction history and detail record for the summarized General Ledger posting. The Item Num field stores the posting year in the format:

FGBTRND_ITEM_NUM (Transaction History Detail Table)

FGBTRNH_ITEM_NUM (Transaction History Table)

To review the summarized postings on the Document Retrieval Inquiry Form (FGIDOCR), enter the document number in MMDDHHMI format and enter the document type of SUM.

The general accounting transaction query forms display all other postings for the original documents for accounts that are not summarized by the system. (Refer to Chapter 6, General Accounting Transactions for detailed information on the transaction query forms.) For example, if the Accounts Payable Control account uses summary posting, view the General Ledger Transaction Detail Activity Form.
(FGIGLAC) and the summarized document number created in the posting run displays the cumulative total dollars posted to the A/P account. On the Operating Accounts Transaction Detail Activity Form (FGITRND), you can view the individual invoice numbers for each accounting distribution.

**Transaction Interface Process (FGRTRNI)**

Use the Transaction Interface Process to post transactions to the financial ledgers in the following scenarios:

- You are using Deferred Edit Processing
- You are using Automatic Journal Vouchers
- You have an interface system from which you want to send accounting transactions to Banner Finance
- You are executing the Budget Roll to General Ledger Process (FBRBDRL)
- You are executing one of the following Year End Processes: the End-of-Year Budget Carry Forward Process (FGRBDRL), the Close Operating Account Process (FGRCLOP), or the End-of-Year Encumbrance Carry Forward Process (FGRENRL).

**Deferred Edit Processing**

You may initiate Deferred Edit Processing to enhance system performance based on site policy. Deferred edit processing enables you to substitute the time it takes the system to edit a transaction in an entry with the time FGRTRNI takes to edit transactions. Set Deferred Edit Processing at the system level or for each document type.

To control Deferred Edit Processing at the system level, check the Deferred Edit box on the System Control Maintenance Form (FOASYSC).

To control Deferred Edit Processing for individual documents, you may check the Defer Edit box on individual forms such as:

- Encumbrance/Reservations Maintenance Form (FGAENCB)
- Journal Voucher Entry Form (FGAJVCD)
- Journal Voucher Quick Form (FGAJVCQ)
- Invoice/Credit Memo Form (FAAINVE)
- Purchase Order Form (FPAPURR)
- Requisition Form (FPAREQN)

If you site uses Deferred Edit Processing, the system places a transaction record in the appropriate Finance System tables for every completed document. The system forwards these transaction records to the Posting Process (FGRACTG) after you successfully execute FGRTRNI.
The system compiles accounting errors, if there are any, in the Transaction Error Report (FGRTRNR) once FGRTRNI has completed. Correct the errors using the appropriate forms based on the output produced by FGRTRNR. Run the Posting Process (FGRACTG) to post transactions to the financial ledgers.

Automatic Journal Vouchers

You may process automatic journal vouchers by entering specific information such as the Journal Voucher ID, the submission cycle value, and the submission date on the Automatic Journal Voucher Form (FGAAUTO).

Create specific accounting information and dollar amounts using the Journal Voucher Entry Form (FGAJVCD). Link accounting information to the Automatic Journal Voucher ID.

Once you complete a journal voucher, run FGRTRNI. FGRTRNI analyzes the schedules of each automatic journal voucher to determine if its schedule date has been met. FGRTRNI edits FOAPAL components and rule classes. FGRTRNI updates the next submission date.

The system assigns a unique submission number to each automatic journal voucher. The document number stays consistent. The system forwards documents that pass the FGRTRNI edits to the Approved Document Table (FOBAPPD) and then on to the Posting Process (FGRACTG).

The system lists documents failing the FGRTRNI edits on the Transaction Error Report (FGRTRNR). Correct the errors using the Journal Voucher Entry Form (FGAJVCD). View automatic journal vouchers using the List of Automatic Journals Form (FGIAUTO).

Refer to the following page for a sample flow diagram.
* FGRTRNI creates submission I-XXX from submission zero. The number of submissions completed and the number of submissions remaining are updated on FGAAUTO. The Next Submission Date(s), the Submissions Completed, and the Submissions Remaining are updated as well, regardless of whether or not errors are found.

** FGRTRNR displays the document number and the submission number (#) of the submission in error. You must correct the errors on FGAJVCD, re-complete the document, and either run posting or FORAPPL based on whether the Approval Override Indicator is defined to be on or off for Journal Vouchers on FOASYSC.

Interfaces

You may interface both Banner systems and non-Banner systems to the Finance System. Use the System Data Maintenance Form (FTMSDAT) to identify the interface systems.

When you enter FTMSDAT, the cursor resides in the Entity/Usage Code field. Enter FGRTRNI in this field. Select Next Item. Enter SYSTEM_ID in the Attribute Code field. Select Next Item to move to the Optional Code #1 field. Enter a system ID for the system you wish to interface. For example, the Finance seed data contains the
interface ID: PAYROLL. This ID identifies the Payroll Module Interface. The seed data contains definitions for all the Banner systems. Use FTMSDAT to define all the non-Banner systems installed at your site.

Move to the Data field. This two-character field accepts the following values. The first character accepts $D$ (Detail) or $S$ (Summary). Use this character to identify whether the system sends the accounting transaction in detail or summarized format. Use the second character to identify whether the system $R$ (Rejects) or $S$ (Suspends) transactions if errors occur.

**Budget Development Roll Process**

Once you establish an approved budget within the Budget Development module, you may roll the budget to the finance ledgers using the Budget Roll to General Ledger Process (FBRBDRL). After you run FBRBDRL, run FGRTRNI to validate the budget entries. If the budget passes the FGRTRNI edits, the system passes the budget information to the Posting Process (FGRACTG). Posting updates the Finance ledgers.

The system lists documents that fail the FGRTRNI edits on the Transaction Error Report (FGRTRNR). Correct the errors using the Journal Voucher Entry Form (FGAJVCD) or using the Journal Voucher Quick Form (FGAJVCQ).

**End-of-Year Process**

Year End Processing consists of four functions:

- The General Ledger Balance Forward Process (FGRGLRL)
- The End-of-Year Encumbrance Carry Forward Process (FGRENRL)
- End-of-Year Budget Carry Forward Process (FGRBDRL)
- The Close Operating Account Process (FGRCLOP)

The system requires you to run FGRTRNI to edit the FGRENRL, FGRBDRL, and FGRCLOP processes. FGRTRNI validates the FOAPAL components, rule classes, etc.

Once FGRTRNI has successfully completed (no errors encountered), post transactions using the Posting Process (FGRACTG).

The system lists transactions failing the FGRTRNI edits on the Transaction Error Report (FGRTRNR). Correct the errors using the Journal Voucher Entry Form (FGAJVCD) or using the Journal Voucher Quick Form (FGAJVCQ). Post completed documents (using FGRACTG) to update the Finance ledgers.
Available Balance Process

Banner performs online available balance checking on every transaction that affects expense, labor, or transfer operating ledger accounts. This process does two things:

1. Updates the Available Balance Table (FGBBAVL) with the activity for the transaction.
2. Performs non-sufficient funds (NSF) checking and provides an appropriate message when applicable.

The Available Balance Table (FGBBAVL) holds transaction amounts for budget FOAPAL's. For each FOAP, the table holds the following amounts:

- Total adopted budget
- Total adjusted budget
- Total year to date activity
- Total encumbrances on the budget
- Total reservations on the budget

Available Balance = Total Adopted Budget + Total Adjusted Budget - Total Year to Date Activity - Total Encumbrances - Total Reservations

The Budget Availability Status Form (FGIBAVL) shows the budget availability for a FOAP as of the current system date. The Rebuild Process (FGRBAVL) rebuilds the Available Balance Table (FGBBAVL) from the operating ledger and the Back Out Table (FGRBAKO). The Back Out Table holds documents that have updated the Available Balance Table, but have not been posted.

Banner performs online available balance checking only if you select the NSF Checking Indicator on the System Control Maintenance Form (FOASYSC) for a specific transaction document type.

**Note:** When you post a transaction, Banner always updates the Available Balance Table and displays a warning message if you have exceeded the budget.

Banner will update the Available Balance Table online under the following conditions:

1. The NSF Checking Indicator is selected for that document type.
2. There are sufficient funds for the transaction.
   
   or

   The NSF Override Indicator is set to Y for that transaction.

   or
The Available Balance Control Severity is set to Warning for the fund, fund type, or chart.

3. No errors were discovered during available balance processing.

In all other cases, Banner will change the NSF Suspense Indicator in the accounting record to Y and it will not update the Available Balance Table.

Banner will not complete a transaction if the NSF Suspense Indicator = Y unless approvals are on. When approvals are on and an NSF condition has been found, Banner will complete the transaction and send it to the approvals process. If you override the NSF condition during approvals processing, Banner will update the Available Balance Table.

When Banner performs online available balance checking, it updates the Available Balance Table (FGBBAVL) with the activity and inserts records in the Back Out Table (FGRBAKO).

The records in the Back Out Table let the posting process know that the Available Balance Table has already been updated for that transaction. This enables the posting process to roll back the update, delete the records in the Back Out Table, perform available balance checking, and update the available balance again.

After the document is successfully posted, Banner deletes all records related to that document from the Back Out Table.

Forms and C Processes that Perform Available Balance Checking

SCT created two database packages, FGKABAL.SQL and FGKBAVL.SQL, to hold all procedures and functions relevant to available balance processing. These procedures are called from the forms and C processes that perform available balance checking.

The following forms perform online available balance processing.

- Invoice/Credit Memo Cancel Form (FAAINVD)
- Invoice/Credit Memo Form (FAAINVE)
- Budget Maintenance Form (FBABDMN)
- Direct Cash Receipt Form (FGADCSR)
- Encumbrance Maintenance Form (FGAENC)
- Journal Voucher Entry Form (FGAJVCD)
- Journal Voucher Quick Form (FGAJVCD)
- Change Order Cancel Form (FPACDEL)
- Change Order Form (FPACHAR)
- Purchase/Blanket Order Cancel Form (FPAPDEL)
- Purchase Order Form (FPAPURR)
Chapter 3  Processing

- Requisition Cancel Form (FPARDEL)
- Requisition Form (FPAREQN)
- Stores Issue/Return Form (FSAISSU)
- Stores Requisition Form (FSAREQN)
- Project Charge Maintenance Form (FTMCHRG)

The following forms perform available balance processing for specific documents when approvals are turned on.

- Direct Cash Receipt Approval Form (FOQDCSR)
- Encumbrance Approval Form (FOQENC)
- Invoice/Credit Memo Approval Form (FOQINVA)
- Journal Voucher Approval Form (FOQJVCD)
- Purchase Order Approval Form (FOQPACT)
- Requisition Approval Form (FOQRACT)

The following C processes perform available balance processing.

- Posting Process (FGRACTG.PC)
- Transaction Interface Process (FGRTRNI.PC)

Available Balance Controls

Banner builds records in the Available Balance Table (FGBBAVL) based on the control methods specified in the Chart of Accounts, Fund Type and Fund Code tables.

The controls and parameters for checking budget availability are:

- Any combination of budgets of Fund, Organization, Account and Program called FOAP key control.
- Budgets can be controlled on an Annual (A), Quarterly (Q) or Year-to-Date (Y) control period.
- The severity of the message when not sufficient budget is available for the transaction can be Error (E) or Warning (W).
- Budgets can also be controlled at an organization or fund or combination higher in the hierarchical structure. (Hierarchical Budgeting)
- Budgets for detail-level accounts can be controlled at an account higher in the hierarchical structure. (Pooled Budgeting)
- If a fund has a grant associated with it, budget checking will take into consideration the budget for the entire life of the grant.
FOAP Key Control

Banner contains three forms on which you may enter FOAP key control, control period, and control severity values.

- Fund Code Maintenance Form (FTMFUND)
- Fund Type Form (FTMFTYP)
- Chart of Accounts Maintenance Form (FTMCOAS)

Regardless of which form you use, you must enter all three values on the same form. For example, if you enter a FOAP key control value on the Fund Code Maintenance Form, then you must enter control period and control severity values on that form as well.

FOAP key control, control period, and control severity values on the Fund Code Maintenance Form (FTMFUND) override values on the Fund Type Form (FTMFTYP). Values on the Fund Type Form (FTMFTYP) override values on the Chart of Accounts Maintenance Form (FTMCOAS).

You can select any combination of FOAP keys. For example, if you want to control a budget at the fund level, select only the Fund Key.

Control Period

You can perform budget availability checking on an annual basis, a quarterly basis, or a year-to-date basis.

- Control Period Option A initiates checking the availability of funds annually, regardless of the fiscal period specified on the accounting entry. This creates only one record in the Available Balance Table (FGBBAVL) for a FOAP in one fiscal year. This option provides the greatest performance.
- Control Period Option Q implies that budgeted funds within a quarter are available at the beginning of that fiscal quarter.
- Control Period Option Y accumulates the budget for all the fiscal periods up to the transaction period of the entry and then checks for availability on that basis.

The Organization Budget Status Form (FGIBDST) displays the values posted to the operating ledger. You can see the total annual budget on this form regardless of the control period.

The Budget Availability Status Form (FGIBAVL) displays only those funds available at the time of the query based on the specified control period.

Control Period Example

In this example, the fund code control period is quarterly and budget entries of $10.00 are posted to each fiscal period. A total of $120.00 is available during the fiscal year and $30.00 is available at the beginning of each quarter.
It is now the first day of the second quarter. The Organization Budget Status Form displays $120.00 in the Adjusted Budget column, whereas the Budget Availability Status Form displays $60.00 in the Adjusted Budget column (the sum of the first and second quarter budget). Online budget checking will not allow you to reserve or spend more than $60.00 from this budget until the beginning of the third quarter.

Control Severity
The Control Severity indicator determines what happens when the budget is not sufficient to post a transaction.

**Error (E)**   Banner will not let you complete the transaction. The system will assign an NSF condition to the transaction.

Once you complete and approve the transaction, the posting process will only provide a warning that the budget is not sufficient.

**Warning (W)**   Banner will let you complete the transaction. The system will display a warning.

Hierarchical Budgetary Control
This function enables you to control budgets at levels in a fund or organization structure that are different from the level of the fund and organization entered on the input transaction.

You can load budgets at lower level funds or organizations and control them at a higher level in the structure. The non-sufficient funds editing will check against the sum of the budgets entered at levels below the control level.

You can also load budgets directly at the control level fund and organization.

Hierarchical budget control can be done in one of 3 ways:

- Control the budget at the same higher level fund.
- Control the budget at the same higher level organization.
- Control budget at various levels using combined budget control.

**Budget Control at Same Higher Level Fund**
In this method, the budget of an input fund is controlled by a budget control fund that is within the same hierarchy as the input fund. The budget control fund is entered on the Fund Code Maintenance Form (FTMFUND).
Chapter 3  Processing

Budget Control at Same Higher Level Organization

In this method, the budget of an input organization is controlled by a budget control organization that is within the same hierarchy as the input organization. This budget control organization is entered on the record of the input organization on the Organization Code Maintenance Form (FTMORG). 

Combined Budget Control

This function enables you to define various hierarchical control points for available balance checking depending on the fund and organization combination on input.

For combined budget control to occur, the Combined indicator in the input fund and/or organization record should be set to Y.

When the indicator is set to Y, Banner will select the budgetary control fund and/or organization from the Hierarchical Budget Control Table (FTVHBUD), where the key is equal to the input fund and organization.

Pooled Budgeting

This function enables you to load a budget in one account and have other accounts access this account for the available budget. It also enables you to load a budget at lower level accounts and have the sum of those budgets considered as the base amount for non-sufficient funds editing and available balance display on Budget Availability Status Form (FGIBAVL) screens.

To use pooled budgeting, you must indicate which account will be the focal point or pool account on the Account Code Maintenance Form (FTMACCT). The pool account does not need to be the same account type as the input account.

Grant Budgeting

Budgeting for grants is done by budgeting for a fund associated with the grant. Grant funds are budgeted by fiscal year. When Banner performs NSF checking in a transaction form, the budget for the grant/fund combination in all years is taken into consideration.

If a budget has been rolled from the prior fiscal year to the current fiscal year, then NSF checking is similar to other non-grant funds.

If a budget roll has not taken place, then the budget and available balance for the prior fiscal year is also taken into consideration when checking for an NSF condition in the current fiscal year.
Effective Date Processing

The General Ledger module enables you to insert records and specify effective dates for these records. General Ledger record types include (but are not limited to) Chart of Accounts, Account Codes, Account Index, Fund Type, Fund, Organization, Program Codes, Location Codes, and Bank Codes.

The effective dates of committed General Ledger records may be changed. If you choose to leave the Effective Date field blank, the system defaults the current date. Effective dates are time stamped in the format DD-MON-YYYY HHMISS.

You may enter a Termination Date for an existing record to disable it from supporting transactions on or after that date.

To change the effective date for a general ledger record, use the Copy procedure:

1. From the form in which you want to make changes, select Enter Query.
2. Populate those fields on the form that identify which record to copy. For example, on the Fund Code Maintenance Form (FTMFUND), populate the Chart of Accounts and Fund fields. Select Execute Query to view the fund code records.
3. Select Next Record until the most current record displays. The most current record has no Next Change Date.
4. Select Insert Record or Next Record followed by Duplicate Record. Together, these two functions create a space in the form just below the record being duplicated and copy the previous record.

When you Save the new record to the form, the previous record's Next Change Date value becomes the current record's effective date.

5. Make your changes to the new record. Enter the new effective date, which must be equal to or greater than the system date. Click or select Save.

The Purchasing and Procurement and Accounts Payable modules do not maintain Next Change Date fields. Date processing in forms in these modules allows you to update existing records' Effective Dates without copying records.

For example, populate the Agreement and Vendor fields on the Agreement Processing Form (FPAAGRD). Select Next Block. The agreement record displays. From the Effective Date field, select Next Item to go to the Termination Date field. Enter the date on which this record will no longer support transactions.

Pro-Rata Cost Allocation

Banner Finance provides an allocation feature that allows for the distribution of transaction amounts, on a user-defined pro-rata basis, from an Organization/Account/Program string in an originating (“source”) fund to an Organization/Account/Program string in a “target” fund. The corresponding reductions in the source fund, to offset the amounts allocated to the target fund, are recorded in the specified user-defined contra-accounts.
Defining Allocation Information

The primary allocation parameters are defined on two forms:

- The Fund Code Maintenance Form (FTMFUND) is used to house certain higher level default allocation parameter values for a particular fund.
- The Allocation Charge Maintenance Form (FTMALCH) contains the controlling default allocation values for certain combinations of Organization/Account/Program within a fund.

The values present on the FTMALCH form override those defined on the appropriate fund code records (FTVFUND).

The Fund Code Maintenance Form (FTMFUND — Window 5) defines the Allocation Target Fund, the default source Contra-Account (Organization/Account/Program) and the default Allocation Percentage on the source Fund record. Any or all of these five fields may contain null values, but if the Allocation Target Fund is null, the other fields will not accept values.

1. Enter a valid Allocation Target Fund code. The fund title will be displayed automatically.

   The Allocation Target Fund field must be populated for allocations to occur on transactions with this Fund Code.

2. Enter the desired default source Contra-Account Orgn (Organization), Acct (Account), and/or Prog (Program). Valid entries are accepted in any or all of the three fields. The default source Contra-Account accepts accounts of any Internal Account Type.

3. Enter the default Allocation Percent. This field will accept only positive values from 0.00% to 100.00%.

   If the default Allocation Percentage is 0.00% or null, no allocations will occur on transactions with this Fund Code unless a non-zero percentage is present in the Allocation Charge Maintenance Form (FTMALCH).

The Allocation Charge Maintenance Form (FTMALCH) allows you to define the relationship between the Allocation Source Organization/Account/Program string, or any element thereof, and the Organization/Account/Program string, or any element thereof, in the Contra-Account that will absorb the charge. It also defines the percentage to be allocated to the Target Fund.

1. Enter the source Fund Chart of Accounts Code and the source Fund Code in the Key Information. The source Fund Title defaults.

2. Enter the Effective Date (or use the default of the current date) and the Termination Date of the Allocation Charge Control record. The Next Change Date will be displayed automatically.

3. The Allocation Source Orgn (Organization), Acct (Account), and Prog (Program) fields are optional. Valid entries are accepted in any or all of the...
three fields. Any source transaction whose Fund/Organization/Account/Program matches the entries set here will undergo the allocation process with the Contra-Account information specified in the other part of the line.

Only account codes with an Internal Account Type (FTVSDAT) value of 50, 60, or 70 will be accepted in the Allocation Source Acct (Account) field.

Any transactions whose Organization/Account/Program strings or individual elements are not entered in the Allocation Source fields for the source Fund will be allocated using the default Contra Organization/Account/Program and Percent values stored in the source Fund’s Fund Code record (FTVFUND). If there are no such values on FTMFUND, the Organization, Account, and/or Program of the original transaction will be used.

4. The Contra-Account Orgn (Organization), Acct (Account), and Prog (Program) fields are also optional. Valid entries are accepted in any or all of the three fields. Although each of these fields is optional, an entry in any of the Contra-Account fields will cause the entire default source Contra-Account Organization/Account/Program string on the Source Fund’s Fund Code record (FTVFUND) to be overridden. An entry containing null values for all three of the Contra-Account Organization/Account/Program fields will cause the source Contra-Account values stored in the source Fund’s Fund Code record (FTVFUND) to be used. The Contra-Account’s Acct (Account) field may accept any Internal Account Type value.

5. The Allocation Pct (Percentage) will accept only positive values from 0.00% - 100.00%. This field is optional, but any entry will override the default Allocation Percentage on the source Fund’s Fund Code record (FTVFUND). A null value entry means that the Allocation Percent on the source Fund’s Fund Code record (FTVFUND) will be used for the allocation. An entry of 0.00% will result in no allocation for the chosen Allocation Source string. Therefore, an entry of 0.00% is not equivalent to a null entry, as a null percentage means that an allocation could occur using the default percentage found in the FTVFUND table, while 0.00% means that allocation will not occur.

An Allocation Source Organization/Account/Program string may not point to more than one set of values for Contra-Account Organization/Account/Program string and Percentage. The three Contra-Account fields and the Allocation Pct field may not all be null.

The FTVALCH record, by design, allows you to create overlapping (but not duplicate) Allocation Source Organization/Account/Program string references. The Pro-Rata Allocation Process recognizes the overlapping Allocation Source account strings and determines the order of precedence in which data will be applied to the allocation. The hierarchy for determining order of precedence moves from the most detailed entry to the least detailed entry as follows:

(a) FTVALCH specifies Organization, Account, and Program

(b) FTVALCH specifies Organization and Program
(c) FTVALCH specifies Organization and Account
(d) FTVALCH specifies Account and Program
(e) FTVALCH specifies Organization
(f) FTVALCH specifies Program
(g) FTVALCH specifies Account
(h) No FTVALCH record, use FTVFUND values

For example, if two records on FTMALCH have identical source organizations and programs, but only one of these has a source account, the records are overlapping. The record which contains all three elements fits hierarchy levels (a) and (b); the one with only organization and program fits hierarchy level (b) only. A transaction whose account data matches the organization, account, and program specified in the first of these two records will be allocated with the Contra data found in that record. Such a transaction matches both the (a) and (b) elements in the hierarchy, but the (a) element is chosen over the lower-level (b) element. Another transaction with the same organization and program but a different account will be allocated with the Contra data found in the second of these two records since it only matches the (b) element in the hierarchy.

Limiting Rule Groups in the Pro-Rata Allocation Process

The Allocation Rule Group Maintenance Form (FTMALRG) allows you to limit the Pro-Rata Allocation Process to certain classes of documents specified by rule group. If there are no entries on FTMALRG, then allocation transactions will be selected without regard to rule groups. If any entries are made on this form, allocations will only be made on transactions whose rule classes fall within the specified rule group(s).

This form consists of repeating records with a field for the Rule Group and additional fields for Effective date, Termination date, and Next Change date. All entries on this form are optional, and the Next Change date is a non-enterable field. This form will operate on a system-wide basis for all Allocation Charge Control records.

Running the Pro-Rata Allocation Process (FGRPRAP)

The Pro-Rata Allocation Process inserts entries into FGBTRNI to produce journal vouchers for all of the allocation entries created. The process consists of the following steps:

1. You will be prompted to enter the user-defined parameters for the process. The Allocation Begin Date and Allocation End Date parameters are used to select the transactions that will produce the allocation calculations. These dates will each default to the system date if left blank. The Allocation End Date must be
the same as or later than the Allocation Begin Date, and any date later than the system date is considered invalid. The Allocation Transaction Date is the user-defined effective posting date assigned to the transaction. This date will default to the system date if left blank and must be the same as or later than the Allocation End Date.

The Source Funds parameter is optional. An entry or entries here will limit the selection of transactions to those involving these source funds. Any source fund must have a valid entry in the Allocation Target Fund field on the FTVFUND record. If no entry is made in this parameter, all funds will be eligible for allocation.

The only valid entries for the Internal Account Type parameter are 50, 60, or 70. This parameter limits the selection of transactions to those whose account is of one of the Internal Account Types specified. A null value entry will automatically include transactions of all three Internal Account Types in the allocations.

The two Bank Code parameters will not be prompted if you have selected Preview mode.

The Allocation Target Bank Code and Allocation Contra Bank Code parameters define these respective bank codes to supply the appropriate bank fund and account information when the original transaction is a YTD transaction.

A null entry for the Report Execution Mode parameter will default to \textit{P} (Preview). If \textit{P} (Preview) is selected, no updating will take place and only an “as if” report will be produced. An entry of \textit{U} (Update) in the Report Execution Mode parameter will initiate the Pro-Rata Allocation Process. Enter \textit{S} (Summary) in the Report Type parameter to produce the summary version of this report. Enter \textit{D} (Detail) in the Report Type parameter to produce the detailed version of this report. Enter \textit{N} (No Report) in the Report Type parameter to suppress production of a report (unless the Report Execution Mode = Preview). Select the Number of Printed Lines per Page as desired.

2. The system locates all of the Source Fund(s) transactions in the \texttt{FGBTRN}D table that meet the criteria of the report parameters entered, contain the appropriate Source Fund records in the \texttt{FTVFUND} or \texttt{FTVALCH} records, and pass through any transaction filters noted in the \texttt{FTVALRG} record.

3. Once the eligible source transactions are located, the process totals all of the transactions with the same combination of Fund, Organization, Account, Program, and Field Codes (e.g., \texttt{OBD}, \texttt{YTD}, etc.). The user-defined Allocation Percentages are then applied to each of the derived totals, creating a separate Allocated Amount for each derived total line of account distribution.

4. Two sets of transaction distribution postings are developed from the Allocated Amounts for each derived total line of account distribution. The first set represents the “Allocations From” the Source Fund(s). The Organization/Account/Program string for each set of source transactions will be replaced by the appropriate Contra-Account Organization/Account/Program strings from the \texttt{FTVFUND} or \texttt{FTVALCH} records. If no data is found in either of these places, the Organization, Account, and Program from the original transaction
will be used. Each “like” Fund/Organization/Account/Program/Field string is made into a transaction with a Rule Class of AC01 - AC07. The A in the Rule Class Code stands for “allocation,” the C designates Contra-Account, and the 01 through 07 refers to the field indicator of the original transaction.

The second set of transaction distribution entries represents the “Allocations To” the Target Fund(s). The Allocation Target Fund Code(s) on the FTVFUND record(s) will replace the Fund Code(s) of the original transactions. Each “like” Fund/Organization/Account/Program/Field string is made into a transaction with a Rule Class of AT01 - AT07. The A in the Rule Class Code stands for “allocation,” the T designates the target fund, and the 01 through 07 refers to the field indicator of the original transaction.

5. Next, each of the eligible transactions used in the Pro Rata Allocation Process is marked with the journal entry number, sequence number, and percentage so that you may request a historical report of the transactions used to develop any allocation entries, and also to prevent their inclusion in any subsequent Pro-Rata Allocation processes. These markers do not appear in the online display or reports.

6. The final step in the Allocation Process is to produce an Allocation Control Report (if selected). The summary version of the report shows the summary totals developed for each Allocation Source record and the Allocated Amounts for each derived total line of account distribution. The detailed version of the report produces the full Fund/Organization/Account/Program account string detail of all the eligible transactions selected to create an allocation entry. The detailed report also includes the summary totals developed for each Allocation Source record and the Allocated Amounts for each derived total line of account distribution.

7. If the Report Execution Mode = U (Update), the end result of this process is the creation of journal voucher entries in the FGBTRNI table. The FGRTRNI process must be run in order to produce the journal voucher, and FGRTRNR must be run to determine whether any errors occurred in FGRTRNI. The final step is to run FGRACTG to post the journal entry.

Running the Pro Rata Allocation Report (FGRPRAR)

The Pro Rata Allocation Report lists the allocations made by FGRPRAP and allows you to re-create a list of the source transactions for any allocation transactions produced by the Allocation Process. The report consists of the following user-defined parameters:

1. The Allocation Document Number selects the journal voucher document whose allocations will be reported. If this parameter is left blank, the Report Begin/End Dates and the Chart of Accounts will be prompted; otherwise, these parameters will be bypassed.

2. The Report Begin Date and Report End Date determine the range of dates from which allocations are selected. The Report End Date must be the same as
or later than the Report Begin Date. Both parameters default to the system date.

3. The Chart of Accounts parameter determines the chart of accounts from which allocations will be reported.

4. The Report Type parameter enables you to select a \textit{S} (Summary) report or a \textit{D} (Detailed) report. The summary version reports the summary totals developed for each set of Allocation Source records and the Allocated Amounts Percentage and Contra Organization, Account, and Program for each derived total line of account distribution. The detailed version reports the Document Number, Organization, Account, Program, and Field of all the eligible transactions selected to create an allocation, in addition to the information on the summary report.

   If this parameter is left null, the \textit{S} (Summary) report is produced.

5. Select the Number of Printed Lines per Page as desired.

**Governmental Accounting Standards Board (GASB) Reports Processing**

This section provides you with information you will need to process any of the six reports that comply with statement numbers 34 and 35 of the Governmental Accounting Standards Board (GASB). Attribute reporting enables you to map your Chart of Accounts to the correct columns and rows of the reports, using the seed data provided with the release. You can modify the column title and line item descriptions, as needed, to suit your institution’s reporting needs. For samples of GASB reports, refer to Chapter 26, \textit{Reports and Processes}.

\textbf{Note:} Reporting for GASB will not generate printed output directly, instead it creates a comma separated value (.csv) file. Open this file with a standard spreadsheet tool, such as Microsoft Excel. Within Excel, you can customize each report for transactions unique to your institution and enhance the formatting to produce camera-ready financial statements.

**GASB 35 Reports**

The following reports are meant for use for public institutions that report only business-type activities.

Public Colleges and Universities Business-type Activities Only

- Statement of Net Assets
- Statement of Revenue, Expenses, and Changes in Net Assets
GASB 34 Reports

The following reports are meant for use by state and local governments and public institutions that report both government and business-type activities.

Government Wide Statements

- Statement of Net Assets
- Statement of Activities

Governmental Funds Statements

- Balance Sheet
- Statement of Revenue, Expenditures, and Changes in Fund Balances

GASB Extract Process (FGPGEXT)

The Data Extract Process is run via job submissions. This process uses the parameters entered to extract the appropriate information from the General Ledger (FGBGENL) and Operating Ledger (FGBOPAL) tables to the table FGWREPT. (These parameters are identified in the table at the end of this section.)

If the extract is run for a Chart and End Date that already exist in the table, all records will be replaced. (Reclassification entries are stored separately and are not affected). If the extract is run in Purge mode (parameter 07), then records for the Chart, End Date, and Report Type(s) indicated are removed and not replaced. If any changes are made to Attribute associations or any additional transactions are posted to the ledgers, the extract must be re-run before the changes are reflected in the reports. (This is not required for reclassification entries via FGARCLE).

If any FOAPAL elements do not have attributes selected, or have duplicate associations, the FGPGEXT process generates error reports. Another report identifies FOAPAL elements intentionally excluded from the GASB statements. Samples of each of the error reports are included in Chapter 26, Reports and Processes.

If there have been transactions directly to Fund Balance accounts (internal ATYP 40) during the period for which the extract is run, the Control Report will show the Net Fund Balance Activity from all funds. This will occur, for example, if Fixed Asset Capitalization is directed to a Fund Balance Account. This may cause an out-of-balance condition between the Operating reports and the Balance Sheet reports unless an equivalent amount of revenue/expense has been excluded from the Operating report. If there is no activity or the transactions net to .00, then there will be no message on the Control Report.
GASB Reclassification Entry Form (FGARCLE)

Use this form to enter adjusting or reclassifying accounting transactions. The sum of the transaction amounts must equal the amount in the document header.

This form functions similarly to the Journal Voucher Forms (FGAJVCD and FGAJVCQ) using the JE15 rule class (Journal Type). Information collected on this form is not posted to the main ledgers but is used for reporting purposes only. Access this form from the Generate GASB Reports Menu (*FINGENGB).

Queries

After a document is marked as Complete, it can be viewed in query mode only. You can query on any of the columns in the main block of this form.
Key Block

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>Choose the appropriate document number from the LOV or enter a document number. Use NEXT or leave this field blank to have the system generate the next available sequential document number. Press Next Block to go to the Header Block.</td>
</tr>
</tbody>
</table>

Header Block

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart</td>
<td>Code for the Chart of Accounts.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Enter a date within the Fiscal Year and Period for which GASB Statements will be run.</td>
</tr>
<tr>
<td>Document Total</td>
<td>Total dollar amount for the document.</td>
</tr>
</tbody>
</table>

Note: The sum of all amounts must equal the total dollar amount entered in the Header block.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Description of the document. Expand this field by selecting the button to the right of the field. You can enter up to 2000 characters. This is a required field.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Fiscal year. The system derives this value from the date you entered in the Transaction Date field.</td>
</tr>
<tr>
<td>Fiscal Period</td>
<td>Fiscal period. The system derives this value from the date you entered in the Transaction Date field.</td>
</tr>
<tr>
<td>Complete</td>
<td>The value in this field indicates if the document is complete: Y for yes, and N for no.</td>
</tr>
</tbody>
</table>

Note: After a document is marked as Complete, it cannot be reopened for editing. It can be viewed in query mode only.

Detail Block

The document must be balanced (the sum of the debits must equal the sum of the credits) both within the fund and the report type.
• To verify that the debits and credits are in balance for this document, select the Validate Document option in the navigation frame. If E appears in the status field, there are errors and the fund, or report, is out of balance as indicated in the status line message.

• To complete a document, select the Complete Document option in the navigation frame. Only completed documents are reflected in the GASB Statements.

When you choose this option, the system first verifies that the debits and credits are in balance for this document, then sends you the following message: “This option will complete the document and changes will not be allowed. Do you wish to Continue?” If you choose “Yes,” the system marks this document as Complete (Y).

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq</td>
<td>Sequence number. You can leave this field blank. It will default to the next available number.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of the accounting sequence. E means a fund or report pair is out of balance; B means both are balanced (that is, the debits are equal to the credits).</td>
</tr>
<tr>
<td>Index</td>
<td>Account Index Code associated with this entry</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code associated with this entry (required). Codes that are not identified as data enterable on the FTMFUND form can be entered here.</td>
</tr>
<tr>
<td>Orgn</td>
<td>Organization code associated with this entry. Codes that are not identified as data enterable on the FTMORGN form can be entered here.</td>
</tr>
</tbody>
</table>

**Note:** For a General Ledger account entry, you do NOT have to enter a value in this field.

| Acct   | Account code associated with this entry (required). Codes that are not identified as data enterable on the FTMACCT form can be entered here. |
| Prog   | Program code associated with this entry. Codes that are not identified as data enterable on the FTMPROG form can be entered here. |

**Note:** For a General Ledger account entry, you do NOT have to enter a value in this field.
### Fields | Descriptions / Buttons
--- | ---
**Report Type** | From the pull-down list, select a report type to indicate the GASB report pair on which this entry will display.
**Description** | Description of the transaction. Expand this field by selecting the button to the right of the field. You can enter up to 2000 characters.
**Amount** | Amount of the adjusting entry

**Note:** You cannot enter negative numbers in this field. To indicate a debit or credit, enter the appropriate value in the D/C field.

**D/C** | Debit (D) or Credit (C) indicator

**Begin Bal** | N (no) - This transaction amount is *not* reflected in the beginning balance amount. This is the default value.

Y (yes) - For Fund Balance Accounts (internal type 40) the transaction will be reflected in the 'Fund Balance (Net Assets) - Beginning' row of the Operating Statement. This may be necessary to reflect the impact of a prior year reclassification entry in the current year report.

**Note:** This indicator may also be set to Y for other internal account types so that all reclassification entries related to the prior year are marked.

### Transaction Reclassification Query Form (FGICRLE)

Use this query form as an investigative tool to review reclassification entries and trace their impact on the reports. You can use this form to perform a query by document, by attributes, or by FOAP elements. Option links provide access to Query Document (FGARCLE), Trial Balance (FGITBAL) or Budget Status (FGIBDST) forms.

The format of the Header and Detail blocks on this form differ depending on the type of query you choose.
Key Block

In this block, enter the applicable qualifying information for the type of transactions you want to review.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart</td>
<td>Code for the Chart of Accounts</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Fiscal year</td>
</tr>
<tr>
<td>Period</td>
<td>Fiscal period</td>
</tr>
<tr>
<td>Report</td>
<td>Statement on which the transaction displays.</td>
</tr>
<tr>
<td>Document</td>
<td>Radio button that, when selected, indicates a query of all reclassification documents that satisfy the criteria identified in the preceding fields.</td>
</tr>
<tr>
<td>Attributes</td>
<td>Radio button that, when selected, indicates a query by specific attributes, which targets a particular number on a report.</td>
</tr>
<tr>
<td>FOAP Elements</td>
<td>Radio button that, when selected, indicates a query by FOAP entered on the reclassification document.</td>
</tr>
</tbody>
</table>

Document Query - Detail Block

A document query displays all records from the Reclassification Header table that meet the criteria in the Key block. For additional detail about a specific record, choose the **Query Document** option from the navigation frame.
### Attributes Query - Header Block

In this block, enter the Fund Attribute and the Account or Program Attribute (both for Government Wide Statement of Activities) to specify the column and row of a report for which data are to be displayed.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Attributes</td>
<td>Enter Fund Attribute.</td>
</tr>
<tr>
<td>Account Attributes</td>
<td>Enter Account Attribute.</td>
</tr>
<tr>
<td>Program Attributes</td>
<td>Enter Program Attribute.</td>
</tr>
</tbody>
</table>

**Note:** This field displays only for operating ledger reports.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unadj Ledger Amount</td>
<td>Sum of the GASB amounts from the extract table for the criteria in the Key and Header blocks</td>
</tr>
<tr>
<td>Net GASB Amount</td>
<td>Sum of the unadjusted ledger amount and the reclassified GASB amounts displayed on this form</td>
</tr>
</tbody>
</table>
Attributes Query - Detail Block

An attribute query shows documents affecting a particular amount on a report as specified by the column and row of the attributes. All documents are shown, but only completed documents display a GASB Amount and affect the Net GASB Total.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Fund code</td>
</tr>
<tr>
<td>Acct</td>
<td>Account code</td>
</tr>
<tr>
<td>Prog</td>
<td>Program code</td>
</tr>
<tr>
<td>Orgn</td>
<td>Organization code</td>
</tr>
<tr>
<td>Document</td>
<td>Document code for the adjusting entry</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the adjusting entry. Expand this field by selecting the button to the right of the field.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of the entry. Y means the document is complete.</td>
</tr>
<tr>
<td>G/L Acct</td>
<td>General Ledger account code associated with the entry</td>
</tr>
<tr>
<td>Seq</td>
<td>Sequence</td>
</tr>
<tr>
<td>Trans Amount</td>
<td>Amount, in 99.99 format, as entered for the adjusting entry</td>
</tr>
<tr>
<td>D/C</td>
<td>Indicator for the adjusting entry: D (debit); C (credit)</td>
</tr>
<tr>
<td>GASB Amount</td>
<td>Amount reflected in the GASB report. Will be blank for incomplete documents.</td>
</tr>
<tr>
<td>Total Adjusted GASB Amount</td>
<td>Total of all completed adjusting entries displayed</td>
</tr>
</tbody>
</table>
FOAP Query - Header Block

In this block, enter the Fund Code, Account Code, and/or Program Code information to specify the type of transactions you want to review. You must enter a value in at least one of these fields.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Fund Code. Double-click in this field to display the Fund Code Validation Form (FTVFUND).</td>
</tr>
<tr>
<td>Account</td>
<td>Account Code. Double-click in this field to display the Account Code Validation Form (FTVACCT).</td>
</tr>
<tr>
<td>Prog</td>
<td>Program Code. Double-click in this field to display the Program Code Validation Form (FTVPROG).</td>
</tr>
</tbody>
</table>

FOAP Query - Detail Block

An FOAP query displays all GASB transactions based on the selections made in the Key block and Header block. Results shown include FOAP information for each transaction. You can use the information on this form to see the attributes that have been selected to determine the placement of the entry on the GASB report.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Fund code</td>
</tr>
<tr>
<td>Acct</td>
<td>Account code</td>
</tr>
<tr>
<td>Prog</td>
<td>Program code</td>
</tr>
<tr>
<td>Orgn</td>
<td>Organization code</td>
</tr>
<tr>
<td>Document</td>
<td>Document code</td>
</tr>
<tr>
<td>Description</td>
<td>Description. To expand this field, select the button to the right of the field.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of the entry. Y means the document is complete.</td>
</tr>
<tr>
<td>Seq</td>
<td>Sequence number</td>
</tr>
</tbody>
</table>
GASB Parameter Form (FGAGASB)

Use this form to generate GASB reports. Reports are formatted in a comma separated value format file (.csv) that can be opened in a spreadsheet program such as Microsoft Excel.

Specifying a Location for the Extract File

To enter the location for the system to save this file, select the Set GASB reports directory preference option. In the Directory Option window that appears, enter the location where the file should be saved, for example: c:\windows\temp, then select the Save and return to main window option.

Note: Client/Server users can use any drive/folder on or mapped to their PC to which they have write access.

WEB Enabled users can use any drive/folder on or mapped to the Forms Server to which they have write access. They must be able to access that
location from their PC, either by direct mapping or FTP, in order to retrieve and use the output file.

Citrix users can use any drive/folder on or mapped to the Citrix Server to which they have write access, including the local PC drives. If a Banner session is left active when disconnecting from the Citrix Server, however, the communication with the local drives is severed. After reconnecting to the Citrix Server, you will need to close Banner and start a new session to re-establish the link to local drives for data extract.

If you select the Return to main window option, you will not save any changes you made to the location.

**Note:** If you try to extract the report data to file without first specifying a location, you will receive the following message, “No default data extract location found. Please enter the directory where the GASB report extract file should be saved.”

**Extracting Report Data to File**

After you enter parameters (see the following table for details) and make your selections, select the Extract Report Data to File option.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart</td>
<td>Select the appropriate code for the Chart of Accounts from the Chart of Accounts List validation form (FTVCOAS). If you leave this field blank, the GASB report will include information from all charts that have data extracted for the fiscal year and fiscal period selected.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Enter the fiscal year to report. Unless you select the Extract Attributes option, you must enter a value in this field.</td>
</tr>
<tr>
<td>Fiscal Period</td>
<td>Enter the fiscal period to report. Unless you select the Extract Attributes option, you must enter a value in this field.</td>
</tr>
</tbody>
</table>
### Parameters

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Type</td>
<td>Select the radio button associated with the report you want to generate:</td>
</tr>
<tr>
<td>Data Extract Mode</td>
<td>Select the radio button associated with the report mode you want:</td>
</tr>
<tr>
<td>Attribute Expense Classification</td>
<td>For the statements of revenues and expenses, select a radio button associated with one of the following options:</td>
</tr>
</tbody>
</table>

#### Report Type
- GASB 34 Government-wide Statement of Net Assets
- GASB 34 Government-wide Statement of Activities
- GASB 34 Governmental Funds Balance Sheet
- GASB 34 Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances
- GASB 35 Statement of Net Assets
- GASB 35 Statement of Revenues, Expenses, and Changes in Net Assets

#### Data Extract Mode:
- **Summary**: The report appears in summary form in GASB report format.
- **Detail**: The file includes the detail rows from the extract and reclassification tables that were included in the summarized report.
- **Exclusions/Errors**: This file includes all the remaining rows from the extract and reclassification tables, that is, the fund, account, and program elements that were excluded or were not associated to an attribute.

**Note**: Incomplete reclassification documents are not included in the Exclusions/Errors file. To view these documents, execute a query on the Transaction Reclassification Query Form (FGIRCLE).

#### Attribute Expense Classification:
- **Expense Classification by Account (Object)**
  *This is the default value for the GASB 35 Statement of Revenues, Expenses, and Changes in Net Assets.*
- **Expense Classification by Program (Function)**
  *This is the default value for the GASB 34 Governmental Funds Statement of Revenues, Expenses, and Changes in Fund Balances.*
Chapter 3  Processing

Changing Attribute Types and Values

You may wish to customize the order of data and the literals that appear on your GASB reports. While there are restrictions on the changes that can be made to the Attribute Types and Values as delivered, there is also a great deal of flexibility.

- As a general rule, you may insert or delete Attribute Value Codes that are associated with the rows of a report, and may change the descriptions to suit your preferences. The sort of the rows within each section of the report is based on the values. (Values intended to exclude information from reports should all begin with ‘9999’. Two values have been included in the seed data to avoid defaulting a value, which would occur if using ‘Sets Required’.)

- Do not insert, delete, or change any Attribute Value Codes that are associated with the columns of a report. You can, if you like, change the descriptions to alter the column headings. These include all the Fund Attributes, as well as the Account Attributes associated with type G4GWE1ER for the columns of the Government Wide Statement of Activities.

- Do not insert, delete, or change any Attribute Type Codes. You can, if you like, change the descriptions to alter the Heading and Subtotal literals for the sections of the reports. The order and placement of the report sections is predetermined based on the examples from the GASB Statements and cannot be changed.

Associating FOAPAL elements to Attributes

Account type and fund type associations facilitate the association of Fund and Account codes to attribute types and values. In addition, a hierarchy is included to retrieve attributes for GASB reporting.

Associations for Fund, Account, and Program codes

- Associations for Fund codes can be based on level 2 fund type, level 1 fund, or low-level fund.

- Associations for Account codes can be based on level 2 account type, one user-designated hierarchy level, or low-level account code.

The account hierarchy is determined from the System Data (FTMSDAT) record with Entity/Usage Code GASB and Attribute Code ACCT_HIER_LEVEL. This is initially set to ‘LEVEL1’ with the installation of release 4.2/5.2, but can be changed to any of the following values depending on which is most meaningful for your Chart of Accounts.

- LEVEL1 - Level 1 Account Code
- LEVEL2 - Level 2 Account Code
- PRED - Predecessor Account
• Associations for Program codes can be made at the level 1 program or low-level program code.

Retrieval of Attributes for GASB Reporting

• If a match is found at the lowest level, that is, the Fund, Account, or Program used at the time of data entry has been associated to an attribute value, then this value will be used.
• If a match is not found at the lowest level, then the level 1 Fund or Program and the account hierarchy you specified will be used to find an attribute value.
  If a match is not found at this level, then, for Fund and Account, the level 2 Type (ftvfund_ftyp_code and ftvacct_atyp_code) is used to find an association.

Setting up Program / Account Codes

Program Codes

To accommodate expense reporting by program or function in the operating reports, you may need to set up the following program codes to use in reclassification entries for GASB reporting.

• Interest Expense
• Depreciation Expense
• Capital outlay
• General Revenue
• Enterprise Auxiliary operations (one for each operation to be reported in the 34 Statement of Activities)
• Component Unit operations (one for each row in the GASB 34 Statement of Activities)

Account Codes

To accommodate other reporting requirements, you may need to set up the following account codes to use in reclassification entries for GASB reporting.

• “Invested in capital assets net of related debt” - with an internal account type of 40
• Fund Balance account codes (internal account type of 40) for each line to be displayed in the Net Assets section of the Statement of Net Assets or Balance Sheet
Setting up GASB 35 Public Institution Business-type Activity Statements

This section provides you with the association information you will need to set up the GASB 35 Statement of Net Assets and the Statement of Revenue, Expenses, and Changes in Net Assets. Use the FOAPAL Attribute Association Form (FTMFATA) to establish the associations.

Creating Associations

1. Associate each fund type/code with one attribute value linked to type.
   - G5BAFUND - Public Institution BTA Column - This attribute type determines the column in which the data will be summarized (or excluded).
   
   Note: The bank funds should usually be excluded to avoid overstating or understating the cash in the GASB 35 General Ledger statements.

2. Associate each account with an internal ATYP of 10 or 20 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Asset and Liability sections of the Statement of Net Assets (or exclude).
   - G5BAA1CA Current Assets
   - G5BAA2NA Non-Current Assets
   - G5BAA3CL Current Liabilities
   - G5BAA4NL Non-Current Liabilities
   - G5BAA9EX Exclude Assets/Liabilities

3. Associate each account with an internal ATYP of 30 or 40 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).
   - G5BAN1NA Net Assets
   - G5BAN9EX Exclude Net Assets

4. Associate each account with an internal ATYP of 50, 60, 70 or 80 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Revenue and Expense sections of the Statement of Revenues, Expenses, and Changes in Net Assets (or exclude).
   - G5BAR1OR Operating Revenues
   - G5BAR2OEX Operating Expenses
   - G5BAR3NO Non-Operating Revenues (Expenses)
   - G5BAR4OT Other changes
   - G5BAR9EX Exclude operating account
5. Associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).

- G5BAN1NA Net Assets
- G5BAN9EX Exclude Net Assets

You will also need to associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Other Changes section of the Statement Revenues, Expenses, and Changes in Net Assets (or exclude).

- G5BAR4OT Other changes
- G5BAR9EX Exclude operating account

6. Associate each program with one attribute value linked to type.

- G5BAPROG - Program Code Attributes for Expenses - This attribute type summarizes data by program code for expenses only (accounts with Attribute Type G5BAR2OE) when the Expense Classification on FGAGASB is by program. Associate program codes with one or more value in this attribute type.

Setting up GASB 34 Governmental Funds Statements

This section provides you with the association information you will need to set up the GASB 34 Balance Sheet; and the Statement of Revenues, Expenditures, and Changes in Fund Balances. Use the FOAPAL Attribute Association Form (FTMFATA) to establish the associations.

Creating Associations

1. Associate each fund type/code with one attribute value linked to type.

- G4GFFUND - Governmental Funds Column - This attribute type determines the column in which the data will be summarized (or exclude). You may use a maximum of six Major Funds columns in addition to the General Fund and Other Funds columns (total of eight columns).

Note: Bank Funds should be excluded to avoid duplicating the totals found in the inter-fund cash accounts.

2. Associate each account with an internal ATYP of 10 or 20 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Asset and Liability sections of the Balance Sheet (or exclude).

- G4GFA1CA Assets
- G4GFA2CL Liabilities
3. Associate each account with an internal ATYP 30 or 40 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Net Asset section of the Balance Sheet (or exclude).

- **G4GFN1NA**  Net Assets
- **G4GFN9EX**  Exclude Net Assets

4. Associate each account with an internal ATYP of 50, 60, 70 or 80 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Revenue and Expense sections of the Statement of Revenues, Expenditures, and Changes in Fund Balances (or exclude).

- **G4GFR1OR**  Revenues
- **G4GFR2OE**  Expenses
- **G4GFR3OS**  Other Financing Sources (Uses)
- **G4GFR4SI**  Special Items
- **G4GFR9EX**  Exclude Operating Accounts

5. Associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Net Asset section of the Balance Sheet (or exclude).

- **G4GFN1NA**  Net Assets
- **G4GFN9EX**  Exclude Net Assets

   You also need to associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one of the types in the following table. This will place the summarized data on the designated row within the Other Changes section of the Statement of Revenues, Expenditures, and Changes in Fund Balances (or exclude).

- **G4GFR4SI**  Special Items
- **G4GFR9EX**  Exclude Operating Accounts

6. Associate each program with one attribute value linked to type.

- **G4GFPROG** - Program Code Attributes for Expenses - This attribute summarizes data by program code for expenses only (accounts with attribute type G4GFR2OE) when the Expense Classification on FGAGASB is by program. Associate program codes with one or more value in this attribute type.
Setting up GASB 34 Government Wide Statements

This section provides you with detailed setup information for the GASB 34 Statement of Net Assets and Statement of Activities. Use the FOAPAL Attribute Association Form (FTMFATA) to establish the associations.

Creating Associations

1. Associate each fund type/code with one attribute value linked to type.
   G4GWFUND - Government Wide Column - This attribute type determines the following:
   - the column in which data will be summarized on the Statement of Net Assets
   - the column in which data will be summarized in the Net (Expense) Revenue and Changes in Net Assets section of the Statement of Activities
   - placement and sub-total breaks in the Functions/Programs section of the Statement of Activities
   - exclude fund from the report

   Note: Usually, the bank funds should be excluded to avoid overstating or understating the cash in the GASB 34 General Ledger statements.

2. Associate each account with an internal ATYP of 10 or 20 with one attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Asset and Liability sections of the Statement of Activities (or exclude).
   - G4GWA1CA Assets
   - G4GWA2Cl Liabilities
   - G4GWA9EX Exclude Assets/Liabilities

3. Associate each account with an internal ATYP of 30 or 40 with an attribute value linked to one of the types in the following list. This will place the summarized data on the designated row within the Net Asset section of the Statement of Activities (or exclude).
   - G4GWN1NA Net Assets
   - G4GWN9EX Exclude Net Assets

4. Associate each account with an internal ATYP of 50, 60, 70 or 80 with one attribute value linked to one of the types in the following list. This will determine in which column data will be summarized in the Expenses - Program Revenues section of the Statement of Activities.
   - G4GWE1ER Column for Expenses/Revenues
   - G4GWE9EX Exclude Expenses/Revenues

If a program code has been associated to the value 'GENREV', an additional association for operating accounts is required to the following attribute types.
This will place the summarized data on the designated row within the General Revenue section of the Statement of Activities (or exclude).

- G4GWG1RV General Revenue
- G4GWG9EX Exclude General Revenue

5. Associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one types in the following list. This will place the summarized data on the designated row within the Net Asset section of the Statement of Net Assets (or exclude).

- G4GWN1NA Net Assets
- G4GWN9EX Exclude Net Assets

You also need to associate each account with an internal ATYP of 90 or 95 with one attribute value linked to one types in the following list. This will place the summarized data on the designated row within the General Revenue section of the Statement of Activities (or exclude).

- G4GWG1RV General Revenue
- G4GWG9EX Exclude General Revenue

6. Associate each program with one attribute value linked to the following attribute type. This will place the summarized data on the designated row in the Functions/Programs section of the Statement of Activities.

- G4GWPROG Program Activities

**Note:** For transactions using a program code associated with an attribute value of 'GENREV', the data will fall through to the General Revenue section where the rows are summarized based on account attributes associated with attribute type G4GWG1RV.

If program codes used at the time of data entry do not reflect the summarization desired for GASB purposes, you may want to use Value 9000WASH Pending reclassification, then use the reclassification form to re-distribute via other program codes.

**Producing GASB Reports**

This section provides you with information about how to produce GASB reports. Additional information about these reports is included in the Reports and Processes chapter.

1. Update attribute values and types to reflect your GASB report column and row titles on the Attribute Type Maintenance Form (FTMATTT) and the Attribute Value Maintenance Form (FTMATTTV).

2. Update the account hierarchy search on the SDAT record using the System Data Maintenance Form FTMSDAT, if necessary.
3. Associate Fund Types/Codes, Account Types/Codes, and Program Codes to the appropriate attributes for GASB reporting using the FOAPAL Attribute Association Form (FTMFATA).

4. Update the General Users Preference Form (GUAUPRF) with the directory in which to save the GASB reports.

5. Run the GASB Reports Extract Process (FGPGE). This process requires a Chart Code, As Of date, and Which Group of Reports. The As Of date defines the fiscal period assigned to each record in the extract table.

6. Review the error messages and make any required changes. Rerun the extract process (FGPGE).

**Note:** If changes or adjustments are made to the attribute associations or to the ledgers (via JV, Invoice, Encumbrance, etc.) you will need to rerun the extract process FGPGEXT to refresh the extract table data with the new associations.

7. Enter reclassifications on FGARCLE, the Reclassification Entry Form. The transaction date determines the fiscal period for the transaction. It should be the same as the extract process As of Date. If not, the entries will not match up with the extract data and the GASB reports will not be correct.

8. Produce the GASB report file using the GASB reports parameter form, FGAGASB. The data reported are determined by the fiscal year and period parameters. Only data in the extract and reclassification table that match these parameters are included in the report. The resulting CSV file is saved to the directory you specified on GUAUPRF, the User Preference Form.

9. To review the reports, open the CSV file with a spreadsheet program. If adjustments are posted with a JV, you must rerun the extract process FGPGEXT so the adjustments are reflected on the reports. If changes are made to the attribute associations, rerun the extract process FGPGEXT to update the extract table with the new associations.

10. To edit and format the reports, use standard edit and format functions for your spreadsheet program. (Some helpful hints for PC users of Microsoft Excel users are listed below.)

For PC Users: Helpful Hints for using Microsoft Excel

For additional information and guidance on using the following tips, refer to Microsoft Excel Help.

- To change formatting or width for multiple columns at once, highlight the columns by clicking on the letter in the column heading. Drag across columns
or use shift-click to highlight adjacent columns. Use \texttt{ctrl-click} to highlight non-adjacent columns. (Same applies to rows.)

- To change the width of a column or height of a row, hover the cursor over the dividing line in the heading until a bar with arrows on opposite sides appears – click and drag to desired width or height.

- Choose Format-Cells-Number tab and category Number to access checkbox to separate thousands with commas and to set the number of decimals to display.

- Choose Format-Cells-Number tab and category Custom to change the number of significant commas and display of 0.

\texttt{###,###0.0,;(###,###0.0);} as a custom format will display 'In Thousands' using parentheses around negatives and a dash for zeros.

<table>
<thead>
<tr>
<th>Source Data</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>25,485,860.5</td>
<td>25,485.9</td>
</tr>
<tr>
<td>-582.992.42</td>
<td>(583.0)</td>
</tr>
<tr>
<td>0</td>
<td>-</td>
</tr>
</tbody>
</table>

- To have longer column headings wrap to multiple rows, choose Format-Cells-Alignment tab, and check ‘Wrap Text’ under Text Control. Choose ‘Right’ for Text alignment – Horizontal to have these line up with the numbers which follow.

- To have longer column headings center over multiple columns, highlight all the columns, choose Format-Cells-Alignment tab, and choose ‘Center Across Selection’ for Text alignment – Horizontal. (Headings intended to stretch over multiple columns have been placed in the first of the columns so that this feature may be used.) You may also wish to click the Border tab and put a line across the bottom of the selection.

- You can create and save styles (under Format menu) that incorporate multiple aspects of the formatting and alignment suggestions above, then easily merge and apply the style when you open a new GASB .csv file.

- To change zeros to blank cells for a workbook, choose Tools-Options-View tab, and uncheck ‘Zero Values’.

- To change zeros to a dash (-) choose Edit-Replace and use 0 for ‘Find what’ and - for ‘Replace with’. Be sure to check ‘Find entire cells only’ (not necessary if you use custom format to display 0 as dash).
General Accounting Transactions

Creating a Journal Voucher Entry Transaction

Two different forms are available to create a Journal Voucher Transaction entry. Use either the Journal Voucher Entry Form (FGAJVCD) described below or the Journal Voucher Quick Form (FGAJVCQ).

Using the Journal Voucher Entry Form (FGAJVCD)

Initiate the processing to create a journal voucher entry on the Journal Voucher Entry Form (FGAJVCD). Complete this form as follows:

Key Information

Enter an existing journal entry number in the Document Number field or allow the system to automatically generate a number by selecting Next Item or by entering NEXT. You may use the optional Submission Number field to limit access to posted submission numbers.

Journal Voucher Document Header

The Transaction Date field defaults to the system date, but you may enter another date. Populate the Document Total field, which represents the sum of the absolute values of the accounting sequence lines you enter. Check the Redistribute field if you intend to distribute the dollar amounts on a percentage basis. When using the distribution method, use the Distribution Total in calculating the percentages. If you leave this field blank, the system applies distribution percentages to the Document Total.

If the NSF Checking check box is checked, the system performs NSF checking online. Otherwise, the Posting Process performs the NSF checking. The Defer Edit indicator defaults to the global setting of the Defer Edit indicator on the System Control Table (FSASYSC). If the indicator on FGAJVCD defaults to unchecked, it invokes the edits on the rule class for each committed accounting sequence. Check the Defer Edit box to bypass the editing process at the time of transaction entry. If you choose this option, you may complete the document online. A batch program edits the transaction. The system documents errors to an error report file for those documents containing errors.

Select Next Block or click Transaction Detail to access the Transaction Detail Window and enter the accounting sequences.

Transaction Detail Window

The system updates the Status indicator field after you save each transaction record. Allowable values are as follows:
You may enter a sequence number or allow the system to default the Sequence field. The Journal Type field refers to the Rule Class or Transaction Code for this accounting entry. Enter the accounting distribution, starting with the Chart of Accounts Code. (This defaults from your User Profile.) Enter the percentage or dollar amount being charged to the accounting distribution in the appropriate fields.

Along with the FOAPAL values, you must populate the DC indicator. Depending on the rule class you select, the values are $D$, $C$, or $(+)$, $(-)$. Populate the Description field. Additional fields on this record may be required depending on the nature of the transaction. For example, a cash transaction requires that you enter the Bank, but a budget rule requires a Budget Period.

If you are recording direct changes for a project in the Cost Accounting module, enter the appropriate project code in the Project field. Save the record after you populate the appropriate fields. The system performs the editing and available balance processes as long as the Defer Edit indicator is not checked. When you have finished, use the Next Record function to move to the next accounting sequence record. Once you have entered all the records for this document, click Complete or select Complete from the Options menu.

**Posting**

The system balances the document when you click or select Complete from the Completion Window. The system checks that the absolute values of the individual accounting sequences add up to the Document Total. The system verifies any balancing specifications on the rule classes (debts equal credits on two-sided entries). If the Defer Edit indicator is not checked, go to the appropriate approval forms and approve this document. The system posts completed documents in the next posting run (FGRACTG), and you may review the results from the General Accounting Query forms.

**Note:** To approve documents, you must navigate to the User Approval Form (FOAUAPP) or to the Document Approval Form (FOAAINP).

**Automatic Journal Voucher Process**

Use the following procedure to create and process an automatic journal voucher:

1. From the Financial Systems Menu (*FINANCE), select the General Ledger System Menu (*FINGENLL).

2. From the General Ledger System Menu, select the General Accounting Transaction Forms Menu (*FINGENLA).

3. From the General Accounting Transaction Forms Menu, select the Automatic Journal Voucher Form (FGAAUTO). When you access this form, the cursor appears in the Automatic Journal ID field. If you wish to query information for an existing automatic journal, execute a Dynamic Query with the desired values (select Enter Query, then Execute Query). To create a new automatic journal, enter the ID of the automatic journal and a description in the Title field. You may click Automatic Journal ID or select List.

4. After entry of the automatic journal description in the Title field, use the pull-down lists to populate the Submission Cycle field. The submission cycle can be Monthly, Quarterly, Annual, or On Demand.

Schedule submissions based on the selected cycle by a combination of the day and the period. If you select Monthly or On Demand submission cycles, the day would need to be either 1 through 31 or L for the last day of the month (that is, the first or last day of the month) and do not populate the Period field. If you select Quarterly or Annual submission cycles, populate both the Submission Day and Period fields. When specifying a Period, take note that the system bases the period value on a calendar year and not the fiscal year. An example would be defining a schedule using a Quarterly cycle, populate the Submission Day field with the 15th of the month and the period value to 03 with a First/Next Submission date of 15-OCT-95. When the system processes this submission, the system populates the Next Submission Date field with 15-MAR-96 because the 15th day of the 3rd period of the calendar year is the 15th of March 1996. Consider this when using Quarterly or Annual submission cycles for your Automatic Journal Processes.

5. Enter the desired submission cycle and the appropriate information for the day and period in the respective fields. The system updates the Last Submission field after the last submission processes.

6. Go to the Submissions Total field. Enter the total number of times the system must submit the journal voucher to the Posting Process (FGRACTG) for recording in the ledgers. For example, if you selected a Monthly submission cycle and you wanted an entry each month, you would enter 12 in the Submissions Total field.

Once the Submissions Total equals the Submissions Completed, run the Transaction Interface process to automatically delete the Automatic Journal ID along with all journal voucher header and detail records associated with the Automatic Journal ID. The system increments the Submissions Completed and Submissions Remaining fields after journal submission and completion. You cannot modify these fields.
7. Establish the date for submission by entering a date into the First/Next Submission field. This date determines when the system processes the automatic journal. The system updates the Last Submission and Last Reversal fields when the automatic journals successfully process. For On Demand, Monthly, and Quarterly submission cycles, the system enters the next submission after the first using the date of successful posting for the first submission. Therefore, if there are problems posting the document on the submission day that results in posting after the submission date, you will need to adjust the submission schedule to the cycle originally specified.

8. In the Reversal field, indicate whether you want the system to reverse the automatic journal by checking or unchecking the box. If you choose reversals, enter the Day of the reversal and the Period based on the selected submission cycle. The criteria used to populate these fields are the same as when you establish a submission schedule.

To illustrate when a reversal would take place, use the previous example of a Quarterly submission with the Next Submission date of 15-MAR-96. If you enter a reversal schedule for Day 01 and Period 04, the reversal date the system uses for processing is 01-APR-96. This date is the transaction date for posting to the ledgers. After choosing reversal processing and completing the schedule information as appropriate, select Next Block to go to the Journal Voucher Header information.

9. Enter the journal voucher Document number, Description, and Document Total. Use a unique identifying number for the journal that is different from the sequence of numbers that you would normally use for journal vouchers. If you use a number with the sequence type normally used for journal vouchers, type NEXT in the Document field. Due to the internal system sequencing, problems occur when you subsequently enter journals. The document number used is reusable. Each submission has the same document number. The system assigns a submission number for each journal processing providing a unique internal index.

10. After entering the Journal Voucher Header information, click the Journal Voucher button or select Journal Voucher from the Options Menu. The system creates a header record and opens the Journal Voucher Entry Form (FGAJVCD). Enter the transactions needed to process this document through the accounting system.

The system processes transactions through the internal edits. When the information is complete, click Complete or select Complete from the Options Menu to indicate that this document is ready for processing as an automatic journal document.

The system processes documents that process as automatic journals through the Transaction Interface Process (FGRTRNI). FGRTRNI determines which automatic journals to read based on the next submission date on the Automatic Journal Voucher Table (FGBAUTO). The system processes documents through the Edits and the Available Balance Process where appropriate. If the system encounters errors in the journals during processing, the system writes the errors to the Batch Transaction Error Report Table (FGRTRNR). The Transaction Error Report
(FGRTRNR) processes the errors and prints a listing. Approve the error-free documents. To approve documents, you must navigate to the User Approval Form (FOAUAPP) or to the Document Approval Form (FOAAINP).

The system calculates the next submission date for the automatic journal and the system updates the Automatic Journal Voucher Table (FGBAUTO) with the next submission date, the last submission date, and the submissions to date.

**Rule Code Balancing Methods**

Rule Code Balancing Methods provide the ability to edit budget entries, ensure that budget entries are balanced, and maintain the ability to use plus (+) and minus (-) symbols. *Method Codes* provide the ability to check that pluses (+) equal minuses (-) in all transactions where you can name both sides of the transaction and specify the rule class code on input.

You may edit budget entries in the Journal Voucher Entry Form (FGAJVCD), the Journal Voucher Quick Form (FGAJVCQ), and the Transaction Interface Process (FGRTRNI). The specific method codes are as follows:

<table>
<thead>
<tr>
<th>Method Code Value</th>
<th>Balance Method Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>The sum of pluses(+) equal minuses(-) within Organization (ORGN), within rule class codes (RUCL) on input</td>
</tr>
<tr>
<td>U</td>
<td>The sum of pluses(+) equal minuses(-) within Fund (FUND), within rule class codes (RUCL) on input</td>
</tr>
<tr>
<td>A</td>
<td>The sum of pluses(+) equal minuses(-) within Chart (COAS), within rule class codes (RUCL) on input</td>
</tr>
<tr>
<td>E</td>
<td>The sum of pluses(+) equal minuses(-) in total, within rule class codes (RUCL) on input</td>
</tr>
</tbody>
</table>

The budget entry rule class codes general design include *routines* that use pluses (+) and minuses (-) and are established as self-balancing. This design is consistent with the nature of the Operating Ledger. Use the Balancing Methods feature to edit and balance budget rule class codes that use the plus (+) and minus (-) symbols within organization or fund or chart of accounts.

Use plus (+) and minus (-) symbols as intended for use on transaction forms established for such entries.

These balancing methods are applicable to input on data only. This means, for example, that if a rule class is designed to edit that pluses equal minuses within an organization, then this edit is applied to the organization codes on input. The system does not apply the edit automatically to any posting process codes embedded in the rule class code and subsequently performed during the Posting Process (FGRACTG).
Processing a Cash Receipt from a Vendor

When cash is received from a vendor, you can use the Direct Cash Receipt Form (FGADCSR) to process the transaction. This form can also be used for processing regular cash receipts that do not come from a vendor. The rule class code or journal type does not need to be entered on this form. The Direct Cash Receipt Form generates a rule class to process the cash receipts.

Using the Direct Cash Receipt Form

*To use FGADCSR, follow the steps below:*

1. Enter a cash receipt document number in the Document Number field.
   Leave this field blank or enter NEXT to allow the system to automatically generate a document number.

2. Enter a vendor code in the Vendor field to process cash receipts from a vendor, or you can leave this field blank.
   The Vendor description defaults from the Vendor code.

3. The system date defaults in the Transaction Date field, but you may override the date.

4. Enter the sum of all the accounting sequences that you will enter in the Document Total field.
   If a vendor code is entered in the Vendor field, a default value will display in the Collects Tax field.

5. To perform Non-Sufficient Funds checking online, check the NSF Checking box.
   A Y will display in the Document Text Exists field if text exists on the General Text Entry Form (FOATEXT).
   The Document Status field displays a C if the document is complete or an I if the document is incomplete. If the document is complete, you cannot use the Next Block function or navigate to the transaction detail block.

6. If you wish to enter text for the document, click the Document Text button.

7. Select Next Block or click the Transaction Detail button to go to the Transaction Detail Window.
   The system updates the Status indicator after you save each transaction record.
   You may receive one of the following values in the Status field:
• If an E displays, this indicates that an error condition has occurred due to an edit failure.
• If an N displays, this indicates that there are non-sufficient funds for the transaction to proceed.
• If a P displays, this indicates that this document may be posted.

8. Either enter a Sequence number or let the system increment a Sequence number in the Sequence field.

9. If the vendor refunds involve taxes, enter the appropriate tax group in the Tax Group field. If taxes are not involved, you can leave the Tax Group field blank.

10. Enter the accounting distribution starting from the COA (Chart of Accounts) field (defaults from your user profile).

You may not enter a value in the Yr (Fiscal Year) field; the fiscal year is updated by the form based on the transaction date entered.

11. Enter the percentage in the Percent field or the dollar amount in the Amount field that applies to the accounting distribution. If you enter a value in the Percent field, then the transaction amount will default in the Amount field.

If the tax group is entered, the amount you enter includes taxes if the vendor collects All or Selected taxes. These values will default from the vendor. If the vendor collects All taxes, the system will perform a reverse calculation to separate the Tax Amount and Rebate Amount (if applicable) based on the tax group. If the vendor collects Selected taxes, you must enter the Tax Amount in the Tax Information Window and the system will calculate the Rebate Amount (if applicable). If the vendor collects No taxes, the system will calculate the Tax Amount and Rebate Amount based on the total amount of the cash receipt.

12. Enter a + in the DC indicator field to process a cash receipt, or enter a — in this field to cancel a cash receipt.

13. If you have NSF Override authority, check NSF Override and select Save. Saving approves the NSF condition.

The Description field defaults.

14. Enter a value in the Bank field.

The Deposit Number and Document Reference Number are not required fields.

15. A value defaults from the vendor information in the Currency field, but you may override this value.

16. If a tax group is entered, you can navigate to the Tax Information Window to view the Tax Amount and the Rebate Amount that are related to that sequence. If the vendor you enter collects Selected taxes, enter the Tax Amount in this window.
Note: You can only update the Tax Information Window if the vendor collects selected taxes.

17. You can also navigate to the Direct Cash Receipt Summary Form (FGICSUM) to view all the sequences for that document.

Note: The system will perform available balance logic if an expense account and tax group are entered.

18. Print the document by clicking the Print Cash Receipt button.

Once you click this button, the system brings you to the Process Submission Control Form (GJAPCTL) to run the Cash Receipts Report (FGRCSRP).

19. Select Next Record to enter more sequences, or select Next Block to complete the document.

Posting Direct Cash Receipts

Select Next Block from the main window of FGADCSR to navigate to the Transaction Detail Window. On the Transaction Detail Window, click the Completion button; clicking this button will bring you to the Completion Window. When you click Complete on the Completion Window, the system balances the document. The system checks if the amount of all the sequences adds up to the document total. If the approvals are ON, the document will be forwarded to the approval process. Otherwise, the document will be forwarded to the posting process.

Since rule classes are not entered on the Direct Cash Receipt Form, the form will generate the DCSR rule class to process the cash receipt and TAXR to remove the tax liability (if the vendor does not collect taxes). The posting process will generate the rule class RBTR to remove the rebates (if applicable). See the following example for actual postings.

Example: Vendor refunds $100 which includes taxes from the tax group code TGRP.

The tax group TGRP has two rates: TR1 with 5% and TR2 with 10%. The priority code for both the rates is one.

Scenario 1: The vendor does not collect taxes.

To record the cash received from the vendor, use rule class DCSR.

<table>
<thead>
<tr>
<th>DR</th>
<th>$100</th>
<th>Cash Interfund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>$100</td>
<td>Expenditure Control Account (the input account for that sequence)</td>
</tr>
</tbody>
</table>

Note: Appropriate bank fund entries will be made.

To remove the taxes from the liability account if the vendor does not collect taxes, use rule class TAXR.
Tax amount = 100(15/100):

<table>
<thead>
<tr>
<th>DR</th>
<th>$15</th>
<th>Tax Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>$15</td>
<td>Expenditure Control Account (the input account for that sequence)</td>
</tr>
</tbody>
</table>

If TR2 had a rebate and the rebate was 70% based on the FOAPAL entered:

To remove the rebates from the rebate receivable account, use rule class RBTR.

<table>
<thead>
<tr>
<th>DR</th>
<th>$7</th>
<th>Expenditure control account (The input account for that sequence)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>$7</td>
<td>Rebate Receivable</td>
</tr>
</tbody>
</table>

Note: The rebate receivable account and the tax liability account will be fetched from the tax rates that belong to the tax group that was entered on the sequence.

Scenario 2: The vendor collects taxes.

To record the cash received from the vendor, use rule class DCSR.

<table>
<thead>
<tr>
<th>DR</th>
<th>$100</th>
<th>Cash Interfund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>$100</td>
<td>Expenditure Control Account (the input account for that sequence)</td>
</tr>
</tbody>
</table>

Note: Appropriate bank fund entries will be made.

To remove the rebates from the rebate receivable account, use rule class RBTR.

<table>
<thead>
<tr>
<th>DR</th>
<th>$6.09</th>
<th>Expenditure control account (The input account for that sequence)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>$6.09</td>
<td>Rebate Receivable</td>
</tr>
</tbody>
</table>

Scenario 3: The tax group is null, so there will be only one posting.

To record the cash received from the vendor, use the rule class DCSR.

<table>
<thead>
<tr>
<th>DR</th>
<th>$100</th>
<th>Cash Interfund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>$100</td>
<td>Expenditure Control Account (the input account for that sequence)</td>
</tr>
</tbody>
</table>

Note: Appropriate bank fund entries will be made.

Using the Defaulting Feature in General Accounting Transaction
Forms

Overview

Defaulting logic applies to all Accounting forms. The following General Accounting Transaction forms contain the defaulting feature:

- Journal Voucher Entry Form (FGAJVCD)
- Journal Voucher Quick Form (FGAJVCQ)
- Encumbrance/Reservations Maintenance Form (FGAENC)

Using the Defaulting Feature

The defaulting capability of Banner Finance is designed to provide more effective data entry. This feature enables you to set default values for funds and organizations in the process of establishing the Chart of Accounts.

- Enter the default Organization, Program, Activity, and Location codes using the Fund Code Maintenance Form (FTMFUND).
- Enter the default Fund, Program, Activity, and Location codes using the Organization Maintenance Form (FTMORG).

Once these records exist on the Chart of Accounts, the system defaults these values whenever you enter the account distribution.

- Populate the Default Override field on the Fund Type Maintenance Form (FTMFTYP) to invoke the defaulting feature. Use the pull-down list to select Fund or Organization for the Default Override field. Generally, you populate Restricted type funds to Fund for defaulting purposes and Unrestricted type funds to Organization.

The forms work as follows when you enter an account distribution.

Example 1:

Select Next Item from the Fund Code field and enter an Organization Code.

When you select Next Item, Fund Code, Program Code, Activity, and Location values default from FTMORGN.

Example 2:

Enter a Fund Code on FTMFTYP and select Fund in the Default Override field. Select Next Item and the default Organization Code displays. When you accept the Organization default by selecting Next Item, the Program, Activity, and Location codes default from FTMFUND.
Example 3:

Enter a Fund code on FTMFTYP and select Fund in the Default Override field. You enter only the Organization code as a default value on the Fund Code Maintenance Form (FTMFUND). FTMFUND supplies the Organization Code as in Example 2. The system defaults Program, Activity, and Location default from FTMORGN if originally defined.

Note: You always have the option to override defaults.

Redefaulting FOAPAL Elements

All the transaction entry forms in Banner Finance support FOAPAL (fund, organization, account, program, activity, location) redefaulting. Defaults defined on either the fund, the organization, or the account index records display on entry forms when you enter a value that should trigger a default. This feature is most useful if you have defined defaults.

Where to Define Defaults

Define FOAPAL default components on the following forms:

- On the Fund Maintenance Form (FTMFUND), you may default the organization, program, activity, and location
- On the Organization Maintenance Form (FTMORGN), you may default the fund, program, activity, and location
- On the Account Index Form (FTMACCI), you may default all components of fund, organization, account, program, activity, and location

How Redefaulting Works

The following steps show how redefaulting works:

1. Organization, Program, Activity, or Location codes (which have already been defined on the Fund record) are defaulted as you navigate out of the Fund Code field.

2. The system checks the Fund Type of the Fund Code entered for its Default Override Indicator field.

3. If an Organization is entered which contains default values, the system uses the Default Override Indicator to determine what Program, Activity, and Location code it should default. The system has to determine if it should select one of the codes from the Fund record or the Organization record.

If you leave the Fund Code field blank and enter the Organization Code, the system defaults the Fund from the Organization record if a fund was specified on the Organization record.
4. Defaulting takes place from left to right (as with most of our data entry forms) and from top to bottom in our Budget Development Forms (FBABDRQ & FBABDRA). Therefore, if a value is entered in the Fund Code field and you enter an organization code which contains a default fund, the system will not override the initial Fund Code entered.

Account Indexes

Account Index defaults may be defined as overridable or not overridable. If default values are overridable, you may change the value but no further redefaulting occurs from that changed value. If default values of an index are not overridable, the system provides a message indicating that the field you are attempting to change can not be updated.

The account index defaults all values, including null values. Redefaulting does not occur when an account index is present. The following scenario serves as an example: (1) You define an index to include a fund code, an organization code, and a program code which are overridable, but no activity code or location code, (2) You change the fund code to one which contains an activity code default. The system does not default the activity code if the account index code is valued.

How Banner Finance Handles Defaults

You may define a default (such as program code) on both a fund and an organization record, and you may enter this combination of fund and organization on a transaction entry form. In this case, the system determines which component of fund or organization takes precedence in defaulting the program based on the Default Override value selected on the Fund Type Maintenance Form (FTMFTYP).

If you have not defined defaults and you change the value of organization code, the system completely clears the values of program, activity, and location. You need to re-enter the program, activity, and location. This feature prevents you from entering improper combinations of FOAPAL values.

The system clears and defaults “default capable” FOAPAL components to the right of the component being changed. The system does not clear FOAPAL data to the left of the component being changed. The system clears and redefaults FOAPAL values only when you change a FOAPAL component that can initiate a default.

<− to the left to the right−> 

fund organization account program activity location 

The system clears the account code only for changes to the account index code, as the account code is only defaultable from index. Changes to the fund code clear the organization, the program, the activity, and the location. Changes to organization clear the program, the activity, and the location.
Forms Affected by the Redefaulting Feature

- Invoice/Credit Memo Form (FAAINVE)
- Budget Maintenance Form (FBABDMN)
- Budget Request by Account Form (FBABDRA)
- Budget Request Entry Form (FBABDRQ)
- Encumbrance/Reservations Maintenance Form (FGAENC)
- Journal Voucher Entry Form (FGAJVCD)
- Journal Voucher Quick Form (FGAJVCQ)
- Change Order Form (FPACHAR)
- Purchase Order Form (FPAPURR)
- Requisition Form (FPAREQN)
- Employee Job Form (NBAJOBS)
- Position Definition Form (NBAPOSN)
- Benefit/Deduction Rule Form (PTRBDCA)*
- Earnings Code Rule Form (PTREARN)*
- Detail Code Control Form (TFADETC)
- Detail Code Control Form (TSADETC)#
- Miscellaneous Transaction Form (TSAMISC)#

* displays only if you have the Banner Human Resources System installed
# displays only if you have the Banner Student System installed

Making Adjustments to an Existing Encumbrance

Follow this procedure to adjust committed or uncommitted encumbrances.

1. Open the Encumbrance/Reservations Maintenance Form (FGAENC).

2. Enter the Encumbrance Number to be adjusted. You may only adjust encumbrances that have posted successfully to the ledgers.

3. Select Next Block to enter the Encumbrance Header Information.

Encumbrance Header Information

1. The Encumbrance Title is not a required field; you may bypass it.

2. Enter the encumbrance dollar adjustment amount (amount to change the encumbrance BY) in the Document Total field. If you want to increase the encumbrance to $3600.00 from $3500.00, enter 100.00 in the Document Total field.

For example:
3. Choose the radio button that corresponds to the desired Encumbrance Type: Encumbrance, Labor, or Memo.

4. Enter the associated vendor data.

5. Enter from one to eight characters in the Encumbrance Change field to uniquely identify this document as a change to an existing encumbrance. When the system posts the document, the encumbrance change number serves as the document number.

6. Select Next Block to access the Transaction Detail Window.

**Transaction Detail Data**

As you enter adjustment amounts, FGAENCB maintains the document total accordingly. The system adjusts the encumbrance value by that amount when the Posting Process executes.

**Note:** You may delete header or detail records only if the system has not posted the encumbrance record to the ledgers.

1. Enter the adjustment amount for this accounting distribution in the Current Encumbrance Amount field.

2. When you adjust an original encumbrance, you must specify Rule Class E020 in the Journal Type field. Banner Finance includes process codes within the Rule Class used by the Posting Process to handle an adjustment.

3. FGAENCB tracks the amounts you enter in the Net Amount field.

4. Select Next Record to proceed to any subsequent distributions.

After you enter the adjustment amount, the Amount field is blank and the adjustment displays in the Current Encumbrance Amount field. Use this method to handle any corrections/updates to the transaction amounts before you complete and approve adjusted encumbrances. The system clears the transaction amount from the form and performs the required adjustment on the value in the Current Encumbrance Amount field.

5. The Document Total field contains the adjusted encumbrance amount. In the previous example, the amount that displays is $3600.00.

6. For committed and uncommitted encumbrances, select *Committed* from the Commit Type pull-down list.

Select Next Block.
Completing the Encumbrance

After the system performs the encumbrance adjustments, click Complete or select Complete from the Options menu to complete the document and execute posting according to site requirements. Subsequent changes to the document may not occur until posting is complete. Once you begin to process an adjustment, you cannot reference the associated document number on a subsequent document (such as an invoice) until the system completes, approves, and posts the changes successfully.

Note: When you supply an incorrect Rule Class, FGAENC displays the Transaction Verification Form with your Document Number in the Key Information and error messages in the Error Messages Information. You can process changes to existing encumbrances with the approvals process on.

The following is a sample error message:

Encumbrance must exist in prior year to be changed to committed.

Net Total Fields on General Accounting Query Forms

Totals display on the Organization Budget Status Form (FGIBDST) and the Executive Summary Form (FGIBDSR). In addition, the one-character Account Type field displays a value representing the type of account displayed on these forms. The Account Type field contains one of the four OPAL account type values:

- R for revenue type accounts
- L for labor type accounts
- E for expenditure type accounts
- T for transfer type accounts

Calculating Totals

When you enter the key components and the system performs a relative query (Query Specific Account box is unchecked), the form calculates the net totals as Revenue - (Labor + Expense + Transfer). FGIBDSR and FGIBDST calculate the Net Total for each of the Detail Information columns: Adj (Adjusted) Budget, YTD (Year-to-Date) Activity, and Budget Commitments. The form does not display a Net Total for the Avail Bal (Available Balance) column since it does not provide meaningful information for relative queries.

When you enter the Key Information components and the system performs a selective query (Query Specific Account box is checked), FGIBDSR or FGIBDST displays the account codes that have activity inclusive to that account type. The Net Totals are a sum of the values displayed and not a calculation. The Avail Bal (Available Balance) total displays for selective queries.
Example 1:

Enter a valid Chart, Fiscal Year, Orgn (Organization), and Fund and perform the query.

The system displays all account codes with activity within the Key Information components specified. Next to each account code, the value of $R$, $L$, $E$, or $T$ defaults in the Account Type field. The Net Totals for Adj Budget, YTD Activity, and budget Commitments are the result of the computation $R-(L+E+T)$. These totals coincide with the values displayed on the Organization Summary Form (FGIBSUM).

Example 2:

Enter a valid Chart, Fiscal Year, Orgn (Organization), Fund, and an Expenditure Account Type and perform the query.

The system displays all account codes with activity within the Key Information components specified. An $E$ displays in the Account Type field and the totals for Adj Budget, YTD Activity, budget Commitments, and Avail Bal are the sum of the values displayed.

Note: FGIBDSR and FGIBDST compute the Net Totals as $R - (L + E + T)$ anytime the Query Specific Account box is unchecked. The totals are the sum or absolute amount when the Query Specific Account box is checked.

The Net Total fields display the sum of all the records queried.

Although FGIBDSR and FGIBDST are very similar in appearance, keep in mind that FGIBDSR allows for queries at higher level chart components. FGIBDST will not return values for higher level components within the chart hierarchy. The forms return records only if detail exists for the values entered.

Year-End Processes

Overview

The Banner Finance Year-End feature incorporates four distinct processes that you schedule using the Year End Ledger Maintenance Form (FGAYRLM):

- The first process rolls the General Ledger balances forward into the new fiscal year and opens the accrual period in the prior fiscal year.
- The second process rolls the specified open encumbrances forward into the new fiscal year.
- The third process rolls the specified remaining budget into the new fiscal year.
- The fourth process closes all the operating control accounts in the General Ledger in the prior fiscal year.
Scheduling Year-End Maintenance

1. Open the Year-End Ledger Maintenance Form (FGAYRLM).

2. Enter the Chart of Accounts and Fiscal Year you wish to close. A button and List are available in both fields. Select Next Block.

3. Enter the Date Scheduled in the appropriate fields for each category of activity: Balance Forward, Roll Encumbrances, Budget Carry Forward, and Close Operating Accounts.

4. Enter a user-defined document number in the Start Doc Num field. The first four characters of each document number should be unique for each year-end process. The last four characters must be numeric. The entered document code will be the first code used when creating transactions in the selected year-end process. Enter the date that each process is scheduled to run in the Date Scheduled field.

Report processing updates the End Doc Num field with the last document code used. The system defaults the Date Performed when each of the relevant processes executes.

Rolling the General Ledger Balances and Opening the Accrual Period

Verify that prior and current fiscal year records exist on the System Control Fiscal Year Set-Up Form (FTMFSYR). Refer to Chapter 5, General Ledger.

If, for example, your fiscal year calendar is July 1 - June 30 and the current date is July 8, 1996, the prior fiscal year is 96 and the current fiscal year is 97. The Accrual Prd (Period) for both fiscal years should be Not Opened. Open accounting Period 01 in the current fiscal year.

Depending on how you wish to handle prior year activity, you have two options with the prior year fiscal year record. Once the General Ledger balances have rolled into the current fiscal year, the accrual period will be open on the prior fiscal year record. As you make adjustments and entries associated with the prior fiscal year, you will use a transaction date from the last fiscal period of the prior year. If you close the last fiscal period, the transaction automatically posts to Period 14, or the accrual period. If you leave the last fiscal period open, the same transaction will post to that period - usually period 12.

Review the Chart of Accounts Maintenance Form (FTMCOAS). Verify that valid accounts are entered in the Fund Balance Account, A/P Accrual Account, and A/R Accrual Account fields in the Parameters Window of FTMCOAS. Refer to Chapter 5, General Ledger.
Executing the General Ledger Balance Forward Process

Execute the General Ledger Balance Forward Process (FGRGLRL). This process will:

- Close all prior year control account balances into the fund balance account (from the Parameters Window of the Chart of Accounts Maintenance Form, FTMCOAS) of the current fiscal year, provided the Multiple Fund Balance indicator on the System Control Maintenance Form (FOASYSC) is unchecked.
- Interrogate each fund record for its balance indicator (if Multiple Fund Balance is checked on the System Control Maintenance Form, FOASYSC). This indicator may equal FTYP, FUND, or ACCT. Using this indicator, the system references the appropriate fund balance account based on the values entered in the Fund Balance Account Maintenance Form (FTMFBAL). The system closes Year-to-Date control account balances to these Fund Balance Accounts.
- Create opening balances for the general ledger accounts in the current fiscal year (Accounting Period 00). Control Accounts do not roll in this process.
- Open the accrual period in the prior fiscal year (Accounting Period 14). The accrual period may remain open for as long as is necessary.
- Generate a hard copy report of FGRGLRL. Refer to Chapter 26, Reports and Processes, for procedures for generating reports.
- Update the Date Performed field and the Ending Doc Num for the G/L Roll Process on the Year-End Maintenance Table (FGBYRLM) and the Year-End Ledger Maintenance Form (FGAYRLM).
- Permit concurrent fiscal year processing.

Rolling an Encumbrance

Use the Chart of Accounts Code Maintenance Form (FTMCOAS) to define the Encumbrance Roll Parameters and the parameters defining the budget policy for those encumbrances that roll forward into the next fiscal year. These parameters include:

- Rule Code field: Enter E090 (Year End Encumbrance Roll).
- Commit Type field: Enter U for uncommitted or C for committed. Uncommitted encumbrances, when rolled, do not maintain the distinction of being from the prior year. Their balances reflect in the General Ledger Encumbrance Control Account. Committed encumbrances are identified as having been rolled from the prior year. Their balances reflect in the Prior Year Encumbrance Control Account in the current year. Committed encumbrances roll only once; they do not roll a second year.
- Budget Roll field: Specify whether to roll the budget associated with the encumbrance. If the Commit Type is C, you must enter Y in this field. If the encumbrance is being distinguished as rolling from the prior year, it must come into the current year with its own budget. If the Commit Type is U, enter either Y or N in the Budget Roll parameter depending on internal policies.
• **Budget Disposition field**: The value in this field specifies what happens to remaining budget if you liquidate a rolled encumbrance in the current year for less than the encumbrance amount. Valid entries are $U$ (Unrestricted), $R$ (Restricted), or $N$ (No Action).

(a) If the Commit Type is $U$ (Uncommitted), the Budget Disposition field must be $U$ (Unrestricted). When an Uncommitted encumbrance rolls from the prior year and you liquidate it for less than the encumbered amount, the remaining budget is available for use in the current year.

(b) If the Commit Type is $C$ (Committed), the Budget Disposition can be $U$ (Unrestricted), $R$ (Restricted), or $N$ (No Action). The $U$ (Unrestricted) option works the same for a Committed encumbrance as an Uncommitted encumbrance.

(c) If the Budget Disposition is $R$ (Restricted), any remaining amount after you liquidate a $C$ (Committed) encumbrance is not available for the current year’s use. The system reclassifies the remaining amount to an appropriate account. To take advantage of this option, establish a contingency account (typically a Fund Balance type) and enter it as a posting modifier on the $INEI$ (Invoice with Encumbrance) rule class. If encumbrances are being rolled $C$ (Committed), you have the option to specify $N$ (No Action) in the Budget Disposition field. As with $R$ (Restricted), any remaining budget dollars will not be available for use in the current year, but the dollars will remain as restricted budget for the line item rather than be reclassified to another account.

• **The Percent field** allows you to specify a percentage of the budget to roll with the encumbrances. When the encumbrances are being rolled $C$ (Committed), this value must be 100%.

You may populate these parameters at the Fund Type level on the Fund Type Maintenance Form (FTMFTYP). When rolling the encumbrance, the system will first look at the Fund Type record for these parameters and go to the Chart of Accounts record only if there are no parameters set at the fund type level.

Use the Document Roll Parameters to specify which types of encumbrances roll at fiscal year end.

Ensure that the FTVSDAT table has a record with the following:

• **Entity/Usage Code** equal to $FGBTRNI$.
• **Attribute Code** equal to $FGBTRNI\_RUCL\_CODE$.
• **Optional Code # 1** equal to the Encumbrance Roll Rule $E090$, delivered in the sample data.
• **Data field** equal to $BD01$ rule class to roll the associated budget for the encumbrance.

**Note**: Once you roll an encumbrance into the current fiscal year, you may no longer process a change order or cancellation against that encumbrance.
in the prior fiscal year. However, you may reference it in the current fiscal year.

Make sure to enter most invoice activity that you want to record in the prior year before running this process. You may process an invoice against a rolled encumbrance in the prior fiscal year; however, that invoice will perform a total liquidation of that encumbrance at the time of posting.

Execute the Encumbrance Carry Forward Roll Process (FGRENRL). Then run the Transaction Interface Process (FGRTRNI) and the Posting Process (FGRACTG) to post the rolled encumbrances to the current fiscal year.

As with the General Ledger Roll process, this process produces a hard copy report listing the encumbrances rolled. Also, it updates the Date Performed and the Ending Doc Num fields on the FGBYRLM Table and FGAYRLM form for the Encumbrance Roll Process.

**Note:** Encumbrances which have rolled as C (Committed) from the prior fiscal year will not roll into the new fiscal year if they remain open.

**Rolling Prior Year Encumbrances**

The Encumbrance/Reservations Maintenance Form (FGAENC) and its related processing provide maintenance for prior-year encumbrances being rolled into the current fiscal year. The Commit Type features on FGAENC support the Encumbrance Roll Procedure. Original encumbrances established on FGAENC will have the encumbrance type default to Uncommitted.

To convert an encumbrance from Uncommitted to Committed, you must have rolled the encumbrance forward from the prior year using the Encumbrance Roll Process (FGRENRL).

- Enter the encumbrance number in the Encumbrance Number field of FGAENC, and select Next Block.
- You have the option of valuing the Document Total field in the conversion procedure.
- Enter a unique number in the Encumbrance Change field and select Next Block to access the Transaction Detail Window.
- Enter Rule Class E095 in the Journal Type field. This rule class has a process code associated with it for converting the encumbrance, Process Code E022. Process Code E022 will only execute if the encumbrance number exists in the prior year.
- Use the pull-down list to select a Commit Type of Committed. Select Next Record or Save.

FGAENC enforces the following rules during the conversion process:
• Use the **E095** Rule Class during a conversion because it contains the Process Code **E022**.

• The system successfully posted the encumbrance you are converting in the prior year.

• The Amount field must remain NULL.

• You may not modify fields other than Journal Type and Commit Type.

After you update all encumbrance detail records, click Complete or select Complete from the Options Menu. Complete the document and execute the Posting Process (FGRACTG).

After you convert a committed encumbrance, you may adjust it as an uncommitted encumbrance. FGAENCB enforces the following rules during the adjustment process:

• The encumbrance must have been posted to the ledgers in the current year.

• The **E020** (Encumbrance Adjustment) Rule Class must be entered in the Journal Type field.

• This encumbrance cannot be converted back to *Uncommitted*.

**Budget Carry Forward**

The Budget Carry Forward parameters refer to unexpended dollars at the end of the fiscal year. Any budget which rolls will roll into the same line items in the new fiscal year. Enter these parameters on the Chart of Accounts Code Maintenance Form (FTMCOAS).

1. **Rule Code field**: Enter **J020** (Budget Carry Forward Journal).

2. **Budget Type field**: Refers to **T** (Temporary) or **P** (Permanent) budgets. Specify **T** to roll temporary and permanent budgets. Specify **P** to roll only the permanent budgets.

3. **Budget Class field**: Specify **O** to roll Original budget or **A** to roll Adjusted budget.

4. **Percent field**: The system provides the flexibility to roll a percentage of the budget from 0% to 100%.

You may override these roll parameters at the fund type level by defining their values on the Fund Type Maintenance Form (FTMFYP). Execute the End-of-Year Budget Carry Forward Process (FGRBDRL). This process will produce a hard copy report and update the Date Performed and the Ending Doc Num fields on the FGBYRLM table and FGAYRLM form for the Budget Roll Process.

**Note**: Execute this process only once. Run the Transaction Interface Process (FGRTRNI) and the Posting Process (FGRACTG) to post the transactions to the current fiscal year.
Closing Operating Control Accounts

This is the final step in the year-end closing process. The purpose of this process is to close out the control accounts in the General Ledger in the prior fiscal year to fund balance in the prior fiscal year. All control accounts but the Encumbrance Reserve Account will close to Fund Balance.

If Single Fund Balance processing is in effect, the control accounts close to the fund balance account defined on the Chart record. If Multiple Fund Balance processing is in effect, Year-to-Date control accounts are closed to the fund balance accounts defined on FTMFBAL. Non-YTD Control Accounts close to the fund balance account defined on the Chart record.

Make sure that there is a system ID for the job. The sample data provides 'GLCLOSE' on the System Data Validation Table (FTVSDAT) as the system ID.

The Close Operating Accounts Process (FGRCLOP) executes only if the following conditions exist:

- all the prior-year fiscal periods are closed
- the accrual period for the prior fiscal year on the System Control Fiscal Year Set-Up Form (FTMFSYR) is open
- the other three year-end process have run successfully

Execute the Close Operating Accounts Process (FGRCLOP). Run the Transaction Interface Process (FGRTRNI) and the Posting Process (FGRACTG) to post the transactions. Once FGRACTG executes and the system posts the transactions, you can close the accrual period for the prior fiscal year on the Fiscal Year Maintenance Form (FTMFSYR). You have now completely closed the prior year.

The four year-end processes are:

(a) General Ledger Balance Forward Process (FGRGLRL)
(b) Encumbrance Carry Forward Roll Process (FGRENRL)
(c) End-of-Year Budget Carry Forward Process (FGRBDRL)
(d) Close Operating Accounts Process (FGRCLOP)

Year-End Processing Checklist

The following is a quick reference to the Year-End Process.

1. FTMCOAS: Do the Encumbrance, Budget Carry Forward, and Document Roll Parameters on FTMCOAS accurately reflect your site policies?
2. FTMCOAS: Do you have a valid Fund Balance Account entered on FTMCOAS?
3. **FTMCOAS**: The system requires that your Chart of Accounts effective date must be in effect before the year-end jobs are scheduled on the Year End Ledger Maintenance Form (FGAYRLM).

4. **FTMACTL**: If you are planning to roll any of your encumbrances as C (Committed), make sure that the appropriate Prior Year accounts exist.

5. **FTMSDAT**: There must be valid System ID entries for the Encumbrance Roll (ENCROLL), the Budget Carry Forward (BDGTFRWD), and the General Ledger Close (GLCLOSE) processes. There must also be an entry specifying E090 as the FGBTRNI_RUCL_CODE for FGBTRNI.

6. **FTMFSYR**: You must set up your new fiscal year. If you have not already done so, at least the first fiscal period must be open. Also, make sure that Accrual Prd (Period) in both the current and future fiscal years is *Not Opened*.

7. **FGAYRLM**: Schedule your year-end jobs. Run these jobs in the order in which they appear on the form. The first four characters of the document number must be unique. You must distinguish document numbers for each Chart of Accounts for which you will be running the jobs. You do not need to run any of the year-end jobs to begin processing in the new year.

*Run these processes:*

(a) Run the Balance Forward Process (FGRGLRL). This will roll the General Ledger account balances forward into the new fiscal year. The Control Accounts from the prior year close to the Fund Balance accounts in the new fiscal year. This opens the Accrual Period.

Each of the following processes insert records into the Transaction Interface Table (FGBTRNI). Therefore, after each process, you must run the Transaction Interface Process (FGRTRNI) to edit the transactions, then the Transaction Error Report (FGRTRNR) to display your errors, if any. Correct your errors and then run the Posting Process (FGRACTG) to post the transactions.

(b) Run the Roll Open Encumbrances Report/Process (FGRENRL). This rolls the encumbrances you specified on the Chart of Accounts record into the new fiscal year. This process updates the Encumbrance Control and related Offset Accounts in the new year.

(c) Run the Roll Remaining Budget Balance Report/Process (FGRBDRL). FGRBDRL rolls the remaining budget from the prior year into the new fiscal year according to the parameters defined on the Fund Type or the Chart of Accounts record. The system updates the Budget Control Accounts in the new year. (This is budget that has not already rolled in conjunction with the encumbrance roll.)

(d) Run the Close General Ledger Report/Process (FGRCLOP). This closes the Control, Fund Additions, and Fund Deductions accounts in the year prior to the Fund Balance account or accounts that you have defined with the exception of the Encumbrance Reserve Account.
8. *FTMFSYR:* Close the Accrual Prd (Period) in the prior fiscal year.

**Concurrent Year Processing**

Once the General Ledger balances have rolled, the system will maintain general ledger balances in both the prior and current fiscal years as appropriate.

Current fiscal year transactions require no special recognition other than an Open accounting period. In other words, when entering a transaction for the current fiscal year, use a transaction date in the appropriate accounting period.

Prior year transactions require a date within the last fiscal period of the prior year. As stated previously, if you close the last fiscal period, the system posts these transactions to the accrual period, or Period 14. If the last fiscal period is open, the transaction will post to the last fiscal period, usually Period 12. Once you open the accrual period, you may close the last fiscal period at any time.

During this period of concurrent fiscal year processing, the Posting Process (FGRACTG) updates the General Ledger balances in both fiscal years.

**Note:** Both the Purchase Order Form (FPAPURR) and the Purchase Order Delete Form (FPAPDEL) support concurrent year processing.

**OPAL Transactions in the Prior Year**

Any transactions against operating ledger accounts in the prior fiscal year will update the Control Accounts in the prior fiscal year and Fund Balance in the current fiscal year. For example, a prior year invoice will update Expenditure Control and Accounts Payable in the prior year. In addition, it will update Fund Balance and Accounts Payable in the current year. Remember, since the General Ledger balances are not going to roll again, you must simultaneously update Accounts Payable in both fiscal years.

**General Ledger Transactions in the Prior Year**

Any adjustments to prior year general ledger balances will automatically update the same accounts in the current year opening balance.

**Cash Activity in the Prior Year**

Ordinarily, cash activity requires no special consideration. Typically, the system processes cash disbursements against Accounts Payable, cash receipts against Accounts Receivable in the current year.

If, however, there is a need either to receive cash in the current year and credit revenue in the prior year, or to disburse cash against a prior year expenditure, there are two special rule classes provided in the sample data for this purpose: *YR10* for
cash disbursements and YR20 for cash receipts. These rule classes have special process codes to maintain cash in the current year while recognizing OPAL activity in the prior year. Use the A/P Accrual Account and A/R Accrual Account in the Parameters Window of the Chart of Accounts Maintenance Form (FTMCOAS) to balance between the two fiscal years.

If you need to use either of these rules, remember that you must use a transaction date in the current fiscal year and you must check the Accrual box in the Transaction Detail Window of the Journal Voucher Entry Form (FGAJVCD).

As the system processes cash receipt transactions for prior fiscal year activities, they post to the General Ledger and Operating Ledger as follows:

1. Prior Fiscal Year General Ledger
   DR: Year-end Accounts Receivable Accrual by fund, on input
   CR: Revenue, Expenditure or Transfer Control Account by fund, on input

2. Prior Fiscal Year Operating Ledger
   CR: Revenue, Expenditure or Transfer FOAPAL Distribution, on input

3. Current Fiscal Year General Ledger
   DR: Cash in the bank fund
   DR: Cash equity in the operating fund
       CR: Cash equity in the bank fund
       CR: Year-end Accounts Receivable Accrual by fund, on input

4. Current Fiscal Year Operating Ledger
   No entries

Cash Disbursement Activity in the Prior Year

As the system processes cash disbursement transactions for prior fiscal year activities, they post to the General Ledger and Operating Ledger as follows:

1. Prior Fiscal Year General Ledger
   DR: Revenue, Expenditure or Transfer Control Account by fund, on input
       CR: Year-end Accounts Payable Accrual by fund, on input

2. Prior Fiscal Year Operating Ledger
   DR: Revenue, Expenditure or Transfer FOAPAL Distribution, on input

3. Current Fiscal Year General Ledger
DR: Year-end Accounts Payable Accrual by fund, on input
DR: Cash equity in the bank fund

CR: Cash in the bank fund
CR: Cash equity in the operating fund

4. Current Fiscal Year Operating Ledger
No entries

Creating a Credit Memo in the Prior Year
To support concurrent year processing, the Invoice/Credit Memo Form (FAAINVE) prevents you from creating a Credit Memo in the prior fiscal year against an encumbrance which you have already rolled into the current fiscal year:

In addition, a prior-year invoice against an encumbrance which has already rolled into the current year displays as F (Final payment).

Posting Examples of Liquidations in the Prior Fiscal Year

Encumbrance Which Has Rolled Committed

A C indicates a committed encumbrance.

Create an invoice in the prior year to liquidate an encumbrance that has already rolled into the current year.

Example

Committed Encumbrance for $200. Liquidate for full amount.

Prior Year

<table>
<thead>
<tr>
<th>DR</th>
<th>Expenditure Control</th>
<th>$200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Accounts Payable</td>
<td>$200.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Encumbrance Reserve</th>
<th>$200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Encumbrance Control</td>
<td>$200.</td>
</tr>
</tbody>
</table>

Current Year

<table>
<thead>
<tr>
<th>DR</th>
<th>Prior Year Encumbrance Reserve</th>
<th>$200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Prior Year Encumbrance Control</td>
<td>$200.</td>
</tr>
</tbody>
</table>

For R (Restricted) or U (Unrestricted) Budget

<table>
<thead>
<tr>
<th>DR</th>
<th>Prior Year Budgeted Expenditure Control</th>
<th>$200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Prior Year Budgeted Change to F/B</td>
<td>$200.</td>
</tr>
</tbody>
</table>
**Example**

Committed Encumbrance for $200. Liquidate for $150.

**Prior Year**

<table>
<thead>
<tr>
<th>DR</th>
<th>Encumbrance Reserve $200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Encumbrance Control $200.</td>
</tr>
<tr>
<td>Expenditure Control $150.</td>
<td>Accounts Payable $150.</td>
</tr>
</tbody>
</table>

**Current Year**

<table>
<thead>
<tr>
<th>DR</th>
<th>Prior Year Encumbrance Reserve $200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Prior Year Encumbrance Control $200.</td>
</tr>
<tr>
<td>Prior Year Budgeted Expenditure Ctl.$200.</td>
<td>Prior Year Budgeted Change to F/B $200.</td>
</tr>
<tr>
<td>DR</td>
<td>Fund Balance $150.</td>
</tr>
<tr>
<td>CR</td>
<td>Accounts Payable $150.</td>
</tr>
</tbody>
</table>

**Example**

Committed Encumbrance for $220. Liquidate for $250.

**Prior Year**

<table>
<thead>
<tr>
<th>DR</th>
<th>Encumbrance Reserve $200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Encumbrance Control $200.</td>
</tr>
<tr>
<td>Expenditure Control $250.</td>
<td>Accounts Payable $250.</td>
</tr>
</tbody>
</table>

**Current Year**

<table>
<thead>
<tr>
<th>DR</th>
<th>Prior Year Encumbrance Reserve $200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Prior Year Encumbrance Control $200.</td>
</tr>
<tr>
<td>Prior Year Budgeted Expenditure Ctl.$200.</td>
<td>Prior Year Budgeted Change to F/B $200.</td>
</tr>
<tr>
<td>DR</td>
<td>Fund Balance $250.</td>
</tr>
<tr>
<td>CR</td>
<td>Accounts Payable $250.</td>
</tr>
</tbody>
</table>
Encumbrance Which Has Rolled Uncommitted

Example

Uncommitted Encumbrance for $200. Liquidate for full amount.

Prior Year

\[
\begin{align*}
\text{DR} &\quad \text{Expenditure Control} & \quad $200. \\
\text{CR} &\quad \text{Accounts Payable} & \quad $200. \\
\text{DR} &\quad \text{Encumbrance Reserve} & \quad $200. \\
\text{CR} &\quad \text{Encumbrance Control} & \quad $200. \\
\end{align*}
\]

Current Year

\[
\begin{align*}
\text{DR} &\quad \text{Encumbrance Reserve} & \quad $200. \\
\text{CR} &\quad \text{Encumbrance Control} & \quad $200. \\
\text{DR} &\quad \text{Budgeted Expenditure Control} & \quad $200. \\
\text{CR} &\quad \text{Budgeted Change to F/B} & \quad $200. \\
\text{DR} &\quad \text{Fund Balance} & \quad $200. \\
\text{CR} &\quad \text{Accounts Payable} & \quad $200. \\
\end{align*}
\]

Example

Uncommitted Encumbrance for $200. Liquidate for $150.

Prior Year

\[
\begin{align*}
\text{DR} &\quad \text{Expenditure Control} & \quad $150. \\
\text{CR} &\quad \text{Accounts Payable} & \quad $150. \\
\text{DR} &\quad \text{Encumbrance Reserve} & \quad $200. \\
\text{CR} &\quad \text{Encumbrance Control} & \quad $200. \\
\end{align*}
\]

Current Year

\[
\begin{align*}
\text{DR} &\quad \text{Encumbrance Reserve} & \quad $200. \\
\text{CR} &\quad \text{Encumbrance Control} & \quad $200. \\
\text{DR} &\quad \text{Budgeted Expenditure Ctl.} & \quad $200. \\
\text{CR} &\quad \text{Budgeted Change to F/B} & \quad $200. \\
\text{DR} &\quad \text{Fund Balance} & \quad $150. \\
\text{CR} &\quad \text{Accounts Payable} & \quad $150. \\
\end{align*}
\]

Example

Uncommitted Encumbrance for $220. Liquidate for $250.
Prior Year

<table>
<thead>
<tr>
<th>DR</th>
<th>Encumbrance Reserve $200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Encumbrance Control $200.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Expenditure Control $250.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Accounts Payable $250.</td>
</tr>
</tbody>
</table>

Current Year

<table>
<thead>
<tr>
<th>DR</th>
<th>Encumbrance Reserve $200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Encumbrance Control $200.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Prior Year Budgeted Expenditure Ctl $200.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Prior Year Budgeted Change to F/B $200.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Fund Balance $250.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Accounts Payable $250.</td>
</tr>
</tbody>
</table>

Creating an Original 1099

Run the following processes after December 31 of the calendar year. For those steps which require a Reporting Year, use the calendar year of each 1099 which you extract. There are no restrictions as to when you may generate a 1099, except those that the IRS imposes.

Instructions

1. At calendar year end, request the 1099 Report/Withhold Audit Report (FARWHLY).

2. Verify each vendor's distributions to determine if the amounts are correct and whether you should create a 1099 for the vendor.

   If you find errors for a vendor, such as Non-employee Compensation that you distributed to Rents, you can use the 1099 Reporting Form (FAA1099) to correct the error. You can also enter additional data. If this vendor has no previous 1099 data, you can enter the data for the vendor’s 1099 on this form.

3. Request the Magnetic 1099 File Build (FAM1099) to create the 1099 Tape Summary Audit Report.

   You can use the audit report to supply the number of payees and amount distribution information that the IRS 4804 form requires. Leave the Correction Indicator, Test Correction Indicator, and Correction Date fields blank.

4. Use your site process to create the 1099 tape, or use your upload facility to upload this file directly to the IRS (See IRS publication 1220 for further instructions).
5. Create the 1099 forms by running the 1099 Forms Test Patterns (FAT1099) and the 1099 Forms Report (FAB1099). To verify a 1099, you can compare each 1099 to the 1099 Reporting/Withholding Audit Verification Report. Refer to Chapter 26, *Reports and Processes*, for more information.

**Creating a Correction 1099**

Run these processes after the date of December 31. For those steps that require a Reporting Year, use the calendar year of each 1099 that you extract. There are no restrictions as to when you may create a Correction 1099, outside of those that the IRS imposes.

If you find errors after you send the original 1099 tape and forms to the IRS, you must resend the corrected 1099 as a separate run. To do this, use the 1099 Reporting Form (FAA1099) to correct the errors. Both the 1099 Magnetic Tape File Build (FAM1099) and the 1099 Forms Print (FAB1099) processes use the date on which you make these corrections the Correction As of Date.

1. Request the Magnetic 1099 File Build (FAM1099) to create the 1099 Tape Summary Audit Report.

   You may use the audit report to supply the number of payees and amount distribution information that the IRS 4804 form requires.

2. Enter C for the Correction Indicator parameter, C for the Test Correction Indicator parameter, and the earliest date on which you made corrections for the Correction Date parameter.

   The correction date ensures that the system does not include vendors who do not have corrections.

3. Use your site process to create the 1099 tape, or use your site upload facility to upload this file directly to the IRS (see IRS publication 1220 for further instructions).

4. Create the 1099 forms by running the 1099 Forms Test Patterns (FAT1099) and the 1099 Forms Report (FAB1099). Enter the earliest date on which you made corrections for the Correction Date parameter. The correction date ensures that the system does not use vendors who do not have corrections.

**Querying Accounting Data**

The General Accounting Query forms enable you to review the accounting data resulting from journal voucher, requisition, purchase order, invoice, and check transactions. These forms always reflect the latest run of the Posting Process (FGRACTG).
Organization Budget Status Form (FGIBDST)

FGIBDST shows detailed OPAL activity. The Chart of Accounts and Fiscal Year are required fields.

Use the Query Specific Account check box to determine which type of account query will be executed.

- Uncheck this box and enter the desired combination of organization, fund, account, program, activity, or location (FOAPAL values) to query a range of accounts.
- Check this box and enter the desired combination of organization, fund, account, account type, program, activity, or location (FOAPAL values) to query a specific account.
- Select Next Block to execute the query and display the accounting detail.

To query further, place the cursor on the relevant field and select List. This takes you to the Detail Transaction Activity Form (FGITRND). Select List to return to the document that created the transaction originally. Select Next Block to display the accounting distribution.

Executive Summary Form (FGIBDSR)

This form provides a query of operating ledger budget and activity data organized by account. The Chart of Accounts and Fiscal Year are required fields.

Use the Query Specific Account check box to determine which type of account query will be executed.

- Uncheck this box and enter the desired combination of organization, fund, account, program, activity, or location (FOAPAL values) to query a range of accounts.
- Check this box and enter the desired combination of organization, fund, account, account type, program, activity, or location (FOAPAL values) to query a specific account.
- Select Next Block to execute the query and display the accounting detail.

To query further, place the cursor on the relevant field. List takes you to the Detail Transaction Activity Form (FGITRND). Select List again to take you to the document that created the transaction originally. Select Next Block to display the accounting distribution.

FGIBDSR enables you to view the roll up of OPAL accounting activity. Unlike FGIBDST, FGIBDSR allows you to enter a high level combination of fund, organization, account, program (FOAPAL values) and view all activity within that hierarchy. This form is called Executive Summary because it is useful for those who want to review aggregate numbers rather than analyze specific accounting transactions.
Account Type Query on FGIBDST and FGIBDSR

The Organization Budget Status Form (FGIBDST) and Executive Summary Form (FGIBDSR) provide query capability by account type along with the other FOAPAL elements. FGIBDST and FGIBDSR display the Acct (Account) Type and Description below the Account field in the Key Information. Querying by account type will return data for all accounts with that account type.

On FGIBDST, you may query by account type alone or refine your query with a combination of Account and Account Type. Check the Query Specific Account box to optimize the query performance of these forms when you use account code in your query criteria. The query option applies to either account type or account code. You may leave either field blank.

You can query at a Level One Account Type and see all accounts with account types at subordinate levels. FGIBDSR retrieves the data and places it in collector tables to summarize. For this reason, you cannot query a combination of account type and account code simultaneously.

As with FGIBDST, unchecking the Query Specific Account box is not meaningful if the Acct (Account) Type is entered. When you query on account type, the Query Specific Account box automatically defaults to checked on FGIBDSR.

Refer to Chapter 26, Reports and Processes, for related General Ledger Reports.

Performing A Query for Specific Date

Searching for a specific date can be accomplished in certain Banner Finance query and maintenance forms by entering the date following by the percent sign (%). The % is necessary to find all records whose dates match the entered date criteria and for all times within that date. As entries are processed through the system or as accounting (FOAPAL) elements are changed, they are both dated and time stamped. Omitting the % sign following the date causes the system to query the tables for entries which are dated and have a null time stamp. The message “Query caused no records to be retrieved” may be returned since entries without a time stamp do not exist.

The Banner Finance fields which may require this search format are Effective, Termination, Transaction, and/or Activity dates. These dates include a time stamp (i.e., the current time) which is necessary to ensure that the correct records are used when two or more change records of a given type are created in the same day.

The following example illustrates this search format:

If you are attempting to search for all transaction activity records dated 20-JUL-1997 on the Detail Transaction Activity Form (FGITRND), you would enter the date in the following format:

20-JUL-1997%
This search will return all records with this particular date.

Formatting Display Preferences On Query Forms

You can now change the way in which Banner displays amounts on the following query forms.

- Budget Availability Status Form (FGIBAVL)
- Executive Summary Form (FGIBDSR)
- Organization Budget Status Form (FGIBDST)
- Organization Budget Summary Form (FGISUM)
- General Ledger Trial Balance Form (FGITBAL)
- Trial Balance Summary Form (FGITBSR)
- Detail Transaction Activity Form (FGITRND)
- Grant Inception To Date Form (FRIGITD)
- Grant Transaction Detail Form (FRIGTRD)
- Archive-Detail Transaction Activity Form (FXITRND)

By default, Banner displays values using 3 significant commas and 2 significant decimal places. Use the following procedure to change the way in which Banner displays values on a form.

1. Access one of the 10 query forms in the above list.
2. Click on Format Display Preferences. Banner will display the Format Display Preferences window.
3. (Optional) Change the selected value in the Significant Commas radio group.
4. (Optional) Change the selected value in the Significant Decimal Digits radio group.
5. Click the Apply button.
6. Click the Close button.

Research Accounting

How to Set Up a Proposal

Use the following steps to set up a proposal in the Research Accounting module.
**Note:** These are guidelines and may change according to site policies and procedures.

<table>
<thead>
<tr>
<th>Item</th>
<th>Form Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identification Form (FOAIDEN)</td>
<td>Identify proposal accounts, proposal administrators, and principal investigators to Banner Finance as persons.</td>
</tr>
<tr>
<td>2.</td>
<td>Agency Code Maintenance Form (FTMAGCY)</td>
<td>Establish the funding agency codes, contacts, addresses, phone numbers, etc.</td>
</tr>
<tr>
<td>3.</td>
<td>Financial Manager Maintenance Form (FTFMFMGR)</td>
<td>Establish financial managers, proposal accounts, proposal administrators, principal investigators, and address information.</td>
</tr>
<tr>
<td>4.</td>
<td>Cost Share Rate Code Maintenance Form (FTMCSTR)</td>
<td>Define the rate or lump sum amount for cost share calculations.</td>
</tr>
<tr>
<td>5.</td>
<td>Cost Share Credit Account Maintenance Form (FTMCSTTA)</td>
<td>Establish accounts to which cost share amounts will be credited.</td>
</tr>
<tr>
<td>6.</td>
<td>Cost Share Distribution Maintenance Form (FTMCSTD)</td>
<td>Establish the FOAPAL distribution for the recovery of cost share charges.</td>
</tr>
<tr>
<td>7.</td>
<td>Indirect Cost Rate Code Maintenance Form (FTMINDR)</td>
<td>Define the rate or lump sum amount for indirect cost (F &amp; A) calculations.</td>
</tr>
<tr>
<td>8.</td>
<td>Indirect Cost Charge Code Maintenance Form (FTMINDA)</td>
<td>Establish the accounts and percentages for indirect cost (F &amp; A) calculations.</td>
</tr>
<tr>
<td>9.</td>
<td>Indirect Cost Distribution Maintenance Form (FTMINDD)</td>
<td>Establish the FOAPAL distribution for the recovery of indirect charges.</td>
</tr>
<tr>
<td>10.</td>
<td>Basis Definition Code Maintenance Form (FTMBASI)</td>
<td>Establish the base for cost share and indirect cost (F &amp; A) calculations.</td>
</tr>
<tr>
<td>11.</td>
<td>Sponsor Account Codes Maintenance Form (FRVSACT)</td>
<td>Establish sponsor-required accounts for financial reporting.</td>
</tr>
<tr>
<td>12.</td>
<td>Institution/Sponsor Account Codes Maintenance Form (FTMISAC)</td>
<td>Identify the relationship between your account codes and sponsor account codes for automatic reporting.</td>
</tr>
<tr>
<td>13.</td>
<td>Proposal Maintenance Form (FRAPROP)</td>
<td>Establish a proposal and track it through implementation.</td>
</tr>
<tr>
<td></td>
<td>Proposal Budget Form (FRABUDP)</td>
<td>Establish proposed budget to be submitted to funding agency for approval.</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>14.</td>
<td>Event Maintenance Form (FRVEVNT)</td>
<td>Establish codes for events.</td>
</tr>
<tr>
<td>15.</td>
<td>Proposal Events Assignment Form (FRAEVPAT)</td>
<td>Assign event codes to a proposal.</td>
</tr>
</tbody>
</table>
How to Set Up a Grant

Use the following steps to set up a grant in the Research Accounting module.

Proposal Setup Diagram

1. **Agency Info.**  
   - FTMAGCY

2. **Proposal Info.**  
   - FRAPROP

3. **Event Info.**  
   - FRVEVNT

4. **Personnel Info.**  
   - FOAIDEN

5. **CFDA**  
   - FRVCFDA

6. **Proposal Tracking and User-defined Elements**

7. **Proposal Budget Info.**  
   - FRABUDP

8. **Proposal Budget Totals**  
   - FRIBUDT

9. **Indirect Cost Codes**  
   - FTMINDR  
   - FTMINDA  
   - FTMINDD

10. **Cost Share Codes**  
    - FTMCSTR  
    - FTMCSTA  
    - FTMCSTD

11. **Basis Codes**  
    - FTMBASI

12. **Institution/Sponsor Account Maintenance**  
    - FRVISAC

13. **Sponsor Account Code Creation**  
    - FRVSACT

14. **Institution/Sponsor Account Maintenance**  
    - FRVISAC

**(O)**=Optional
**Note:** These are guidelines and may change according to site policies and procedures.

<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identification Form (FOAIDEN)</td>
<td>Identify grant accounts, grant administrators, and principal investigators to Banner Finance as persons.</td>
</tr>
<tr>
<td>2.</td>
<td>Agency Code Maintenance Form (FTMAGCY)</td>
<td>Establish the granting agency contacts, address, phone numbers, etc.</td>
</tr>
<tr>
<td>3.</td>
<td>Financial Manager Maintenance Form (FTFMGR)</td>
<td>Establish financial managers, grant accounts, grant administrators, principal investigators, and address information.</td>
</tr>
<tr>
<td>4.</td>
<td>Cost Share Rate Code Maintenance Form (FTMCSTR)</td>
<td>Define the rate or lump sum amount for cost share calculations.</td>
</tr>
<tr>
<td>5.</td>
<td>Cost Share Credit Account Maintenance Form (FTMCSTA)</td>
<td>Establish accounts to which cost share amounts will be credited.</td>
</tr>
<tr>
<td>6.</td>
<td>Cost Share Distribution Maintenance Form (FTMCSTD)</td>
<td>Establish the FOAPAL distribution for the recovery of cost share charges.</td>
</tr>
<tr>
<td>7.</td>
<td>Indirect Cost Rate Code Maintenance Form (FTMINDR)</td>
<td>Define the rate or lump sum amount for indirect cost (F &amp; A) calculations.</td>
</tr>
<tr>
<td>8.</td>
<td>Indirect Cost Charge Code Maintenance Form (FTMINDA)</td>
<td>Establish the accounts and percentages for indirect cost (F &amp; A) calculations.</td>
</tr>
<tr>
<td>9.</td>
<td>Indirect Cost Distribution Maintenance Form (FTMINDD)</td>
<td>Establish the FOAPAL distribution for the recovery of indirect charges.</td>
</tr>
<tr>
<td>10.</td>
<td>Basis Definition Code Maintenance Form (FTMBASI)</td>
<td>Establish the base for cost share and indirect cost (F &amp; A) calculations.</td>
</tr>
<tr>
<td>11.</td>
<td>Sponsor Account Codes Maintenance Form (FRVSACT)</td>
<td>Establish sponsor-required accounts for financial reporting.</td>
</tr>
<tr>
<td>12.</td>
<td>Institution/Sponsor Account Codes Maintenance Form (FTMISAC)</td>
<td>Identify the relationship between your account codes and sponsor account codes for automatic reporting.</td>
</tr>
<tr>
<td>13.</td>
<td>Grant Maintenance Form (FRAGRNT)</td>
<td>Establish a grant.</td>
</tr>
<tr>
<td></td>
<td>Function Description</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Set fund codes and link them to a grant.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Associate indirect cost (F &amp; A) codes and cost share codes with an existing fund.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Establish a budget for the grant.</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Establish codes for events.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Assign event codes to a grant.</td>
<td></td>
</tr>
</tbody>
</table>
How to Set Up Grant Billing

Use the following steps to set up the Grant Billing component of the Research Accounting module.

**Note:** These are guidelines and may change according to site policies and procedures.

<table>
<thead>
<tr>
<th>Item</th>
<th>Form Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Research Accounting System Control Form (FRASYSC)</td>
<td>Establish system control records that store general billing information about grants such as payee name, address, and other system-level defaults.</td>
</tr>
<tr>
<td>2.</td>
<td>Billing Format Validation Form (FRVBFRM)</td>
<td>Establish format codes to customize bills and reports. SCT delivers standard format codes with Banner.</td>
</tr>
<tr>
<td>3.</td>
<td>Grant Billing Format Form (FTMBFRM)</td>
<td>Specify which expenditure groups and subtotals to include in institution-defined format codes.</td>
</tr>
<tr>
<td>4.</td>
<td>Billing Exclusion Maintenance Form (FTMBECL)</td>
<td>Establish exclusion codes that automatically place non-allowable accounts and/or account types on hold.</td>
</tr>
<tr>
<td>5.</td>
<td>Payment Management System Code Maintenance Form (FRVPMSC)</td>
<td>Establish payment management system codes that link together grants that have the same reimbursement requirements and were received from the same sponsoring agency.</td>
</tr>
<tr>
<td>6.</td>
<td>Grant Maintenance Form (FRAGRNT)</td>
<td>Update the Grant Billing Information window.</td>
</tr>
<tr>
<td>7.</td>
<td>Research Accounting Fund Maintenance Form (FRMFUND)</td>
<td>Establish a Billed AR account. If you want to use retainage amounts, establish a Retainage AR account.</td>
</tr>
<tr>
<td>8.</td>
<td>Detail Code Control Form (TFADETC)</td>
<td>Establish detail codes to process bills for sponsoring agencies and payments from those agencies.</td>
</tr>
<tr>
<td>9.</td>
<td>Event Maintenance Form (FRVEVNT)</td>
<td>Establish codes for events such as bills and reports.</td>
</tr>
<tr>
<td>10.</td>
<td>Grant Events Assignment Form (FRAEVGA)</td>
<td>Assign event codes to a grant, associate format codes with a grant, and establish billing frequency.</td>
</tr>
</tbody>
</table>

Refer to the online help in Banner for more information about these forms.

Documentation for the Detail Code Control Form (TFADETC) is available in the manual entitled *Using SCT Banner Accounts Receivable.*
Grant Billing Setup Diagram

Billing Data Setup Functional Overview

- Create Exclusion Codes FTMBSCL
- Create PIMS Codes FRFPMISC
- Setup Bill Accounting Data FRMFUND
- Setup Billing Information FGRAINF
- Posting FGRACTG

Create Payment Detail Code TRADETC
Enter Payments FRAADRY

Create Billed Charges FRABILL

Create Payment Detail Code TRADETC

Umbilled Charges (FRR0DET table)

Posting FGRACTG

Food Accounting Information to Finance TGRFEED

Billed Charges/Payments TRRACCD table

Process Application of Payments TRRAPPL

Ledgers

- FGBOPAL
- FGBGENL
- FGBTNTH
- FRBTRND
- FRRGRL

Ledgers

TRRAPPL table
Trail-in and Trail-out Periods

Project starting and ending dates reside within a grant year. Project starting and ending dates are established by the recipient institution and the sponsoring agency. These dates determine the way in which Banner records the grant year and grant period classification of activity in the grant ledger.

The intervals of time referred to as trail-in and trail-out periods are periods in which you may perform grant activity within a fund before the starting date of a project and past the ending date of a project. Funds can be effective during trail-in and trail-out periods and grant accounting activity may occur before and after the grant year within effective funds.

If you expect to incur costs before the project starting date, you can create a grant fund with an effective date that is earlier than the project starting date. Similarly, if you need to adjust entries after the project ending date, you can create a grant fund with a termination date that is later than the project ending date.

You can also create a period within which only authorized users can post transactions to a fund. If you want authorized users to be able to adjust entries after the fund termination date, you can create a grant fund with an expenditure end date that is later than the termination date.

Note: To authorize a user to perform this activity, select the Exp End Posting checkbox on the User Profile Maintenance Form (FOMPROF).

Cost Share Calculations

Use the following steps to set up cost share calculations and link them to a proposal or grant.

1. Fill out the Cost Share Rate Code Maintenance Form (FTMCSTR). This form enables you to define the rate or lump sum amount for cost share calculations.

2. Fill out the Cost Share Credit Account Maintenance Form (FTMCSTA). This form enables you to do one of the following.

   (a) Enter the accounts to which cost share amounts will be credited.

   (a) Enter a fund code that will be used as an alternate fund to track cost share activity.

3. Fill out the Cost Share Distribution Maintenance Form (FTMCSTD). This form enables you to enter the FOAPAL distribution for the recovery of charges.

4. Fill out the Basis Definition Code Maintenance Form (FTMBASI). This form enables you to define and establish the base for cost share calculations.

5. Fill out the Research Accounting Fund Maintenance Form (FRMFUND). This form enables you to associate cost share codes to a fund.
Indirect Cost (F & A) Calculations

Use the following steps to set up indirect cost (F & A) calculations and link them to a proposal or grant.

1. Fill out the Indirect Cost Rate Code Maintenance Form (FTMINDR). This form enables you to define the rate for indirect cost (F & A) calculations.

2. Fill out the Indirect Cost Charge Code Maintenance Form (FTMINDA). This form enables you to define the accounts to which you want to post indirect cost (F & A) expenses.

3. Fill out the Indirect Cost Distribution Maintenance Form (FTMINDD). This form enables you to enter the FOAPAL distribution for the recovery of indirect charges.

4. Fill out the Basis Definition Code Maintenance Form (FTMBASI). This form enables you to define and establish the base for indirect cost (F & A) calculations.

5. Fill out the Research Accounting Fund Maintenance Form (FRMFUND). This form enables you to associate indirect cost (F & A) codes to a fund.
Example of Indirect Cost (F & A) Calculations

Internal ATYP

Level 1 ATYP

Salaries 60

Full Time 6000

Part Time 6010

Other 6020

Fringe Benefits 61

Fringes 6100

Faculty 6011

Adm 6012

Labor 60

06

Expenditures 70

Supplies 70

Equipment 71

Other 72

Labor 7100

Computer 7110

Printing 7300

Subcontracts 7400

Office 7010

Lab 7020

Compu

7030

Travel 7200

In 7210

Out 7220

Foreign 7230

Frin

6100

7180

7000

06

6001

6002

6010

70

71

72

7400

7300

7200

7210

7220

7230
The preceding example illustrates the way in which Banner performs indirect cost (F & A) calculations.

Assume that this diagram represents an installation’s account structure for Labor and Expenditures and that the following values are entered on the appropriate forms.

**FTMINDR**
- **Rate**: 10%
- **Memo**: 5%

7180 represents the account code for I/C expenses.

**FTMINDA**
- **Acct %**
  - 7180 100

This distribution represents the credit side of the I/C expense. In this example, an unrestricted fund and a revenue account are referenced.

**FTMINDD**

This information tells the system which account types or account code ranges fall within the base for I/C calculations. The system allows for Level 1 or Level 2 values in the Acct Type field and ranges of accounts within the Acct Code From and To fields. Location overrides, exclusions, rate overrides, and maximum amounts may be entered.

**FTMBASI**
- **Type**: Indirect

Given the previous code information, transactions are entered against Fund 2000.

<table>
<thead>
<tr>
<th>Tran</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Amount</th>
<th>Type of transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2000</td>
<td>210</td>
<td>6011</td>
<td>100</td>
<td>–</td>
<td>–</td>
<td>$100</td>
<td>Not part of the base</td>
</tr>
<tr>
<td>2</td>
<td>2000</td>
<td>210</td>
<td>7010</td>
<td>100</td>
<td>–</td>
<td>–</td>
<td>$2,000</td>
<td>Normal rate 10% (from INDR); Memo rate 5%</td>
</tr>
<tr>
<td>3</td>
<td>2000</td>
<td>210</td>
<td>7400</td>
<td>120</td>
<td>–</td>
<td>–</td>
<td>$20,000</td>
<td>Normal with Maximum of $15,000</td>
</tr>
<tr>
<td>4</td>
<td>2000</td>
<td>215</td>
<td>7110</td>
<td>130</td>
<td>–</td>
<td>–</td>
<td>$1,000</td>
<td>Rate overrides N=15%; M=10%</td>
</tr>
<tr>
<td>5</td>
<td>2000</td>
<td>210</td>
<td>7300</td>
<td>140</td>
<td>–</td>
<td>–</td>
<td>$2,500</td>
<td>Exclusion</td>
</tr>
<tr>
<td>6</td>
<td>2000</td>
<td>210</td>
<td>7010</td>
<td>100</td>
<td>10</td>
<td></td>
<td>$3,000</td>
<td>Location N=12%; M=5%</td>
</tr>
<tr>
<td>7</td>
<td>2000</td>
<td>215</td>
<td>7210</td>
<td>100</td>
<td>10</td>
<td></td>
<td>$4,000</td>
<td>Rate override N=8%; M=5%</td>
</tr>
</tbody>
</table>
T Accounts

The following example illustrates the effect of indirect cost (F & A), cost share, and revenue recognition on the ledgers.

Your institution has agreed to provide a 25% cost share for salary expenses. The grant will cover indirect costs (F & A) at a rate of 10%. A payroll transaction against this grant will trigger cost share, indirect cost (F & A) recovery, and revenue recognition transactions automatically.

**Note:** This example assumes that you selected *Indirect Cost then Cost Share* from the Indirect Cost and Cost Share Calculation Order pull-down list on the System Control Maintenance Form (FOASYSC).

1. Record salary expenditure for the grant. $1,000
2. Record indirect cost (F & A) revenue and expense. (system-generated) $100
3. Record cost share revenue and expense. (system-generated) $275
4. Record revenue and unbilled accounts receivable. (system-generated) $825

<table>
<thead>
<tr>
<th>Research Grant (8020)</th>
<th>Unrestricted Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Expense</td>
<td></td>
</tr>
<tr>
<td>Salaries Payable or</td>
<td>Due to/from other Funds</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>1,000</td>
<td>3275</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>275</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Matching Fund Revenue</td>
<td></td>
</tr>
<tr>
<td>435</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost Charges</td>
<td></td>
</tr>
<tr>
<td>6180</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Income</td>
<td></td>
</tr>
<tr>
<td>4335</td>
<td></td>
</tr>
<tr>
<td>825</td>
<td></td>
</tr>
<tr>
<td>275</td>
<td></td>
</tr>
<tr>
<td>Federal Grants Receivable</td>
<td></td>
</tr>
<tr>
<td>1130</td>
<td></td>
</tr>
<tr>
<td>825</td>
<td></td>
</tr>
</tbody>
</table>

SCT Banner Release 5.4

Using SCT Banner Finance

September 2002

Confidential
**Online vs. Deferred Grant Accounting Process**

Banner enables you to specify whether you want to perform grant accounting calculations on a transaction-by-transaction (online) basis or on a periodic (deferred) basis.

**Online Method**

If you elect to use the transaction-by-transaction basis, the associated revenue recognition, indirect cost (F & A), and cost share transactions automatically generate and post every time the system posts grant activity.

This method is very useful when you are first learning to use the Banner Finance system, but it has the disadvantage of creating as many as six additional transactions for a single transaction entry.

To use the online method, ensure that the Defer Calculations of Indirect Cost and Cost Share check box is cleared (unchecked) on the System Control Maintenance Form (FOASYSC).

**Deferred Method**

If you elect to use the periodic basis, you can record activity against grants and calculate revenue recognition, cost share, and indirect cost (F & A) recovery whenever you choose. You can also specify the transactions, grants, and funds on which you want to perform calculations.

The deferred method effectively reduces the number of transactions in the system and it enables you to perform retroactive indirect cost (F & A) calculations if you receive notification that indirect cost rates have changed.

To use the deferred method, follow these steps.

1. Select the Defer Calculations of Indirect Cost and Cost Share check box on the System Control Maintenance Form (FOASYSC).

2. When you are ready to calculate revenue recognition, cost share, and indirect cost (F & A) recovery, run the Grant Accounting Process (FRRGRNT). When you run this process, the system produces entries in the Transaction Input Table (FGBTRNI).

3. Execute the Transaction Interface Process (FGRTRNI). FGRTRNI edits the transactions and creates approved documents for posting.

4. Execute the Posting Process (FGRACTG) to post grant accounting activity.
How to Create a Grant Budget
The Grant Budget Form (FRABUDG) enables you to create a grant budget either by entering original budget information or by copying an existing proposal or grant budget. Before you use this form, you must have linked one or more grant funds to a grant using the Fund Code Maintenance Form (FTMFUND). The Grant Budget Form uses this information to ensure that you post transactions to the correct fund(s). In the Worksheet window on the Grant Budget Form, you can enter accounts and amounts in the budget. You can also perform indirect cost (F & A) and cost share calculations.

When you create a grant budget, the Grant Budget Form uses the system date as the default transaction date, the Permanent Adopted Budget rule class (BD01), and a budget period of 01. You can change these values.

The Grant Budget Form (FRABUDG) edits the document in which the grant budget is stored: it verifies that the transaction date falls within an open accounting period, validates the FOAPAL elements, and forwards the document to the Transaction Interface Process (FGRTRNI).

The Transaction Interface Process then edits the document and analyzes any posting modifiers that may be present on the rule class. Once the document clears the Transaction Interface Process, Banner posts it to the ledgers.

If your funding changes after the budget has been rolled, you can use the Reversal check box on the Grant Budget Form (FRABUDG) to de-obligate some or all of the budgets linked to a grant.

Proposal and Grant Events
You can link events or reminders to a proposal or a grant. You can also specify who is responsible for indicating when the event is finished (satisfied) and Banner will send reminders to the responsible person or people. When you associate an event with a proposal or a grant, you can specify when Banner will send reminder notices.

**Note:** Before you can indicate that a person is responsible for an event, you must link that person’s Banner user name with the internal identification number that was established on the Identification Form (FOAIDEN). To do this, enter the person’s internal identification number in the ID field on the User Profile Maintenance Form (FOMPROF).

The Events Messaging Process (FRPMESG) monitors events associated with personnel. This process may be run in sleep/wake mode.

How to Create Proposal or Grant Events
Use the following steps to create events and link them to a proposal or a grant.
1. Use the Event Code Validation Form (FRVEVNT) to create events for activities such as reports that you need to produce, certifications that you need to perform, and other actions or reminders.

2. (Optional) Use the Event Group Validation Form (FRVEGRP) to group together related events. For example, you can group reports that need to be produced at the same time.

3. Use the Proposal Events Assignment Form (FRAEVPA) to link events to a proposal or use the Grant Events Assignment Form (FRAEVGA) to link events to a grant.

How to Satisfy an Event

Use the Proposal Events Action Form (FRAEVNP) and/or the Grant Events Action Form (FRAEVNG) to satisfy or cancel events. You can also use these forms to see a list of events for which you are responsible.

How to Query Events

Use the Proposal Events Inquiry Form (FRIEVNP) and the Grant Events Inquiry Form (FRIEVNG) to view:

- Events linked to a proposal or a grant
- Events linked to a person
- Events linked both to a person and to a proposal or a grant

Enhancing Descriptions for Proposals and Grants

You can append additional text to the defined status code and event codes descriptions.

Alternate Description - Status Code (FRAGRNT, FRAPROP)

An alternate description field for the status code is available on the Grant Maintenance Form (FRAGRNT) and the Proposal Maintenance Form (FRAPROP). This field holds up to 35 characters. Information you enter into the alternate status field is appended to the status description and then stored in the status history table. If you select the Copy Grant Information or Copy Proposal Information feature from the Options list, this information will copy over to a new grant or proposal.

Alternate Description - Event Code (FRAEVGA, FRAEVPA)

An alternate description field for the event code is available on the Grant Events Assignment Form (FRAEVGA) and the Proposal Events Assignment Form (FRAEVPA). This field holds up to 35 characters. Information you enter into the alternate description field is appended to the event description. Both the event description and the alternate description appear on the Grant and Proposal Inquiry Forms and Reports.
Alternate Descriptions Display

Alternate descriptions for events can display on the following forms. When an alternate description exists for the event, this description is appended to the existing default description when it is viewed on forms or reports.

- Grants Events Assignment (FRAEVGA)
- Grant Event Action Form (FRAEVNG)
- Proposal Event Action Form (FRAEVNP)
- Proposals Events Assignment Form (FRAEVPA)
- Grant Event Inquiry Form (FRIEVNG)
- Proposal Events Inquiry Form (FRIEVNP)
- Grant Inquiry Status History Form (FRIGRST)
- Proposal Status History Inquiry Form (FRIPRST)

Adding Text to Selected Forms

You can add or update descriptive text on each of forms in the following list. On FRMFUND, the Text option is labelled, “Fund Text or Grant Text”. On FRABUDP and FRABUDG, the Text option is labelled, “Text Information.”

- FRAPROP - Proposal Maintenance Form
- FRABUDP - Proposal Budget Form
- FRAGRNT - Grant Maintenance Form
- FRABUDG - Grant Budget Form
- FRMFUND - Research Accounting Fund Maintenance Form

1. From within the form, select the Text option from the Options list. After you make this selection, the General Text Entry Form, FOATEXT, will display.

2. Enter the text and select SAVE.

Note: When FOATEXT is called from another form, the following occur:

Text and identifying code are defaulted into the Key block. The document type and document code are carried forward from the calling form.

Rollback capability is disabled to prevent anyone from changing the document type or document code and viewing information for a different grant or proposal. When you access FOATEXT directly, however, you can view or update any type/code combination.
Entering/Reviewing Agency Funding Information for Grants and Proposals

A check box, labelled “Pass Through,” displays on both the Grant Maintenance Form (FRAGRNT) and the Proposal Maintenance Form (FRAPROP). This check box is not user-navigable. The system checks this box when information is available for display on the Pass Through Agency Distribution Information window.

Viewing Pre-existing Information on the Pass Through Agency Distribution Information Window

When pass through data exist in the proposal and a grant is created from the proposal, the pass through data are copied forward into the fields displayed in this window. You can use the information displayed in this window to track percentages of contributions from different agencies.

Entering New Information on the Pass Through Agency Distribution Information Window

When this is a new grant or proposal, you may enter information into the fields on this window.

1. From the Options list on FRAGRNT or FRAPROP, select the Pass Through Agency Distribution Information option.

2. On the window that displays, enter the code for the agency (list of values is available) and the percentage of the funding the agency contributed. The sum of all percentages on this window must be less than or equal to 100.00. You cannot enter a value in one of these fields without entering a value in the other field.

3. Select SAVE. The pass through check box will now be selected, which indicates that pass through information exists for this proposal or grant.

Note: If you select the Copy Grant Information or the Copy Proposal Information feature from the Options list, this information will copy over to a new grant or proposal.

Grant Billing Detail Table (FRRBDET)

The following is an example of the way in which transactions appear in the Grant Billing Detail Table (FRRBDET) after you post an expenditure against a grant.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Doc Code</th>
<th>Comp</th>
<th>Status</th>
<th>Exp Acct</th>
<th>Amount</th>
<th>Trans Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>J165</td>
<td>D</td>
<td>U</td>
<td>6011</td>
<td>1,000</td>
<td>01-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>J165</td>
<td>I</td>
<td>U</td>
<td>6399</td>
<td>250</td>
<td>01-MAR-99</td>
</tr>
</tbody>
</table>
Tips

- All expenses charged against a grant fund will be posted to the Billing Detail Table (FRRBDET) with an Unbilled status (U). If you have deferred grant processing turned on, you must run the Deferred Grant Process (FRRGRNT) to post grant expenditures to the Billing Detail Table.

Note:  SCT designed the Research Accounting module based on the assumption that revenue is recognized when an expense is incurred.

- Before you post transactions against a grant fund, SCT recommends that you run the Fund Exception Report (FRRFEXC) to see if all grant funds have the Accrual Acct and Revenue Acct fields populated on the Fund Code Maintenance Form (FTMFUND). Grant funds that do not have these fields populated will not have rows in the Billing Detail Table (FRRBDET).

- If you create exclusion codes and link them to a grant, Banner will insert transactions involving “excluded” accounts into the Billing Detail Table with a Hold status (H).

- You can view unbilled transactions and hold transactions on the Research Accounting Unbilled Status Control Form (FRABDCN). You can also use this form to change the status of transactions from unbilled to hold or from hold to unbilled before you run the Research Accounting Billing Process (FRRBILL).
How to Generate Bills

1. Fill out the Grant Billing Information window on the Grant Maintenance Form (FRAGRNT).

2. Define the billing frequency and bill format code on the Grant Events Assignment Form (FRAEVGA).

   **Note:** You can assign only one bill format code to each grant.

3. Set up detail codes on the Detail Code Control Form (TFADETC). Documentation for this form is available in the manual named *Using SCT Banner Accounts Receivable*.

   **Example:**

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Type</th>
<th>Category</th>
<th>Grant Type</th>
<th>Priority</th>
<th>Refund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBIL</td>
<td>Billing</td>
<td>C</td>
<td>GRN</td>
<td>B</td>
<td>999</td>
<td>Cleared</td>
</tr>
<tr>
<td>GRWH</td>
<td>Retainage</td>
<td>C</td>
<td>GRN</td>
<td>W</td>
<td>999</td>
<td>Cleared</td>
</tr>
<tr>
<td>GCSH</td>
<td>Cash/Payments</td>
<td>P</td>
<td>GRN</td>
<td>P</td>
<td>999</td>
<td>Cleared</td>
</tr>
<tr>
<td>GRRF</td>
<td>Refunds</td>
<td>C</td>
<td>GRN</td>
<td>R</td>
<td>999</td>
<td>Selected</td>
</tr>
<tr>
<td>GRTF</td>
<td>Transfers</td>
<td>P</td>
<td>GRN</td>
<td>T</td>
<td>999</td>
<td>Cleared</td>
</tr>
</tbody>
</table>

4. Enter values in the following fields on the Research Accounting Fund Maintenance Form (FRMFUND).
   - Billed AR Account Code
   - Retainage AR Account Code (Optional)
   - Retainage Amount (Optional)
   - Retainage Percentage (Optional)

5. (Optional) Run the Billing Preview Report (FRRINVS) for a specific date to determine which grants will be selected by the Research Accounting Billing Process when you run it for that date.


7. Run the Billing Exception Report (FRRBEXC) to identify exceptions associated with the specified grant or PMS code.

8. Correct any exceptions found in Step 7.


   **Note:** You must run the Research Accounting Billing Process for PMS codes to create billed charges and obtain letter of credit drawdown to reduce the receivables.
10. Use the following forms to view the billed amounts and print the bills. You can also use these forms to change the billed amounts; however, your changes will not affect the ledgers.

- Standard Billing 1034 Form (FRA134B)
- Standard Billing 270 Form (FRA270B)
- Standard Billing 272 Form (FRA272B)
- Generic Bill Form (FRAGENB)

If you would like to print more than one bill at a time, use the Run Standard Bills and Reports Form (FRABRUN).

How to Print a 1034 Continuation Form

Use the following steps to print a 1034 Continuation Form, which contains detailed information about a standard 1034 bill.

1. Create a generic bill format code and associate that format code with a grant using the Billing Format Validation Form (FRVBFRM) and the Grant Billing Format Form (FTMBFRM).

2. Click the Details button on the Standard 1034 Billing Form (FRA134B). Banner will run the Generic Bill Form (FRRGENB) and print a separate page that you must collate with the appropriate bill.

See Chapter 26, Reports and Processes, in this manual for more information about standard 1034 bills.

Description of the Research Accounting Billing Process (FRRBILL)

The Research Accounting Billing Process (FRRBILL) selects grants that meet the following conditions.

- The billing format matches the Billing Format Code parameter entered by the user.
- The Due Date field on the Grant Events Assignment Form (FRAEVGA) is less than or equal to the Period End Date parameter entered by the user.

For each grant that matches these criteria, Banner selects all unbilled transactions with a transaction date that is less than or equal to the billing period end date of the grant.

You can run the Research Accounting Billing Process in Audit mode or Update mode.

When you run this process in Audit mode, Banner identifies any exceptions for the specified grant or PMS code and inserts rows in the Billing Exception Table (FRRBEXC). You can then run the Billing Exception Report (FRRBEXC) to print a list of the exceptions for that grant or PMS code.
When you run the Research Accounting Billing Process in *Audit* mode, Banner checks for the following exceptions:

<table>
<thead>
<tr>
<th>Exception</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Billing Address</td>
<td>The billing address was not entered on the Grant Billing Information window of the Grant Maintenance Form (FRAGRNT).</td>
</tr>
<tr>
<td>Trail In Activity</td>
<td>The bill includes expense activity that was incurred <em>before</em> the date in the Project Period field on the Grant Maintenance Form.</td>
</tr>
<tr>
<td>Trail Out Activity</td>
<td>The bill includes expense activity that was incurred <em>after</em> the date in the To field on the Grant Billing Information window of the Grant Maintenance Form.</td>
</tr>
<tr>
<td>Billing Minimum Not Reached</td>
<td>The total bill amount is less than the value in the Minimum field on the Grant Billing Information window of the Grant Maintenance Form. Banner will not process the bill. You can override this exception on the Research Accounting System Control Maintenance Form (FRASYSC) or the Grant Maintenance Form (FRAGRNT).</td>
</tr>
<tr>
<td>Budget Exceeded in Total</td>
<td>The total billed amount is greater than the value in the Maximum field on the Grant Billing Information window of the Grant Maintenance Form. Banner will not process the bill. You can override this exception on the Research Accounting System Control Maintenance Form (FRASYSC) or the Grant Maintenance Form (FRAGRNT).</td>
</tr>
<tr>
<td>Line Item Budget Exceeded</td>
<td>The total amount billed for a specific line item is greater than the amount budgeted for that item. Banner will not process the bill. You can override this exception on the Research Accounting System Control Maintenance Form (FRASYSC) or the Grant Maintenance Form (FRAGRNT).</td>
</tr>
</tbody>
</table>

**Note:** For bills that use a generic or institution-defined format, Banner uses the budget for the expenditure group defined on the Grant Billing Format Form (FTMBFRM) instead of the amount budgeted for the line item.
After you correct the exceptions identified on the Billing Exception Report (FRRBEXC), run the Research Accounting Billing Process (FRRBILL) in Update mode. When you run this process in Update mode, Banner will do the following:

- Update the amount in the Cumulative field on the Grant Billing Information window of the Grant Maintenance Form (FRAGRNT).

- Update the values in the Last Invoice Number and the Sequence Number fields on the Grant Maintenance Form (FRAGRNT). If you billed by PMS code, then Banner will also update the value in the Last Invoice Number field on the Payment Management System Code Maintenance Form (FRVPMSC).

- Send a document to posting. The starting character of this document is G, the document type is GBL, and the document type sequence number is 75. The transaction date of this document is the date entered in the Posting Date parameter.

- Change the Status field to S on the Grant Events Assignment Form (FRAEVGA).

- Insert a row in the Account Charge/Payment Detail Table (TRRACCD) that summarizes billed amounts by grant fund. Use the Research Accounting Payments Entry Form (FRAAREV) to view the summarized amounts.

- Insert rows into the bill format table that corresponds to the format code entered by the user. For example, if you run the Research Accounting Billing Process for bills with the 272 format, Banner will insert rows in the 272 Bill Format Table (FRR272B) for each of the selected grants.

- Change the status of the transaction to Billed in the Billing Detail Table (FRRBDET).

Examples of the Research Accounting Billing Process (FRRBILL)

These examples are based on the following Grant Billing Detail Table (FRRBDET) that was generated after running the Research Accounting Billing Process (FRRBILL).

<table>
<thead>
<tr>
<th>Expenses Not Included in Format</th>
<th>An expense was posted to an account code that does not belong to an expenditure group defined on the Grant Billing Format Form (FTMBFRM). Banner will not include this expense in the bill.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Items on Hold</td>
<td>One or more of the expenses has a Hold status (H) in the Billing Detail Table (FRRBDET). Banner will not include any expenses with a Hold status in the bill.</td>
</tr>
</tbody>
</table>

**Note:** Use the Unbilled Status Control Form (FRABDCN) to change the status of an expense from hold to unbilled.
If you run the Research Accounting Billing Process for the end date of 31-MAR-99
and you use a cost reimbursement schedule, Banner will produce the following
journal entries using the specified rule class in the grant fund.

Billed Accounts Receivable Rule Class (GRBL)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Doc Code</th>
<th>Comp</th>
<th>Status</th>
<th>Exp Acct</th>
<th>Amount</th>
<th>Trans Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>J165</td>
<td>D</td>
<td>B</td>
<td>6011</td>
<td>1,000</td>
<td>01-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>J165</td>
<td>I</td>
<td>B</td>
<td>6399</td>
<td>250</td>
<td>01-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>J165</td>
<td>C</td>
<td>B</td>
<td>5065</td>
<td>-50</td>
<td>01-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>J166</td>
<td>D</td>
<td>B</td>
<td>6053</td>
<td>200</td>
<td>10-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>J166</td>
<td>I</td>
<td>B</td>
<td>6399</td>
<td>50</td>
<td>10-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>J166</td>
<td>C</td>
<td>B</td>
<td>5065</td>
<td>-20</td>
<td>10-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>I160</td>
<td>D</td>
<td>B</td>
<td>6101</td>
<td>100</td>
<td>12-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>I160</td>
<td>I</td>
<td>B</td>
<td>6399</td>
<td>25</td>
<td>12-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>I160</td>
<td>C</td>
<td>B</td>
<td>5065</td>
<td>-5</td>
<td>12-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>I161</td>
<td>D</td>
<td>B</td>
<td>6215</td>
<td>50</td>
<td>30-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>I162</td>
<td>D</td>
<td>H</td>
<td>6218</td>
<td>200</td>
<td>30-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>I163</td>
<td>D</td>
<td>H</td>
<td>6275</td>
<td>100</td>
<td>30-MAR-99</td>
</tr>
<tr>
<td>245</td>
<td>I165</td>
<td>D</td>
<td>U</td>
<td>6299</td>
<td>2,000</td>
<td>01-APR-99</td>
</tr>
<tr>
<td>245</td>
<td>I165</td>
<td>I</td>
<td>U</td>
<td>6399</td>
<td>500</td>
<td>01-APR-99</td>
</tr>
<tr>
<td>245</td>
<td>I165</td>
<td>C</td>
<td>U</td>
<td>5065</td>
<td>-100</td>
<td>01-APR-99</td>
</tr>
</tbody>
</table>

Transaction Amount Account Form on which Account is Defined
Debit 1600 Billed AR FRMFUND
Credit 1600 Unbilled AR FTMFUND

If you run the Research Accounting Billing Process for the period ending on 31-
MAR-99 and you use a fixed reimbursement schedule with a fixed bill amount of
$2000, Banner will produce the following journal entries using the specified rule
classes in the grant fund.

Billed Accounts Receivable Rule Class (GRBL)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Doc Code</th>
<th>Comp</th>
<th>Status</th>
<th>Exp Acct</th>
<th>Amount</th>
<th>Trans Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>I165</td>
<td>D</td>
<td>U</td>
<td>6299</td>
<td>2,000</td>
<td>01-APR-99</td>
</tr>
<tr>
<td>245</td>
<td>I165</td>
<td>I</td>
<td>U</td>
<td>6399</td>
<td>500</td>
<td>01-APR-99</td>
</tr>
<tr>
<td>245</td>
<td>I165</td>
<td>C</td>
<td>U</td>
<td>5065</td>
<td>-100</td>
<td>01-APR-99</td>
</tr>
</tbody>
</table>

Transaction Amount Account Form on which Account is Defined
Debit 2000 Billed AR FRMFUND
Credit 1600 Unbilled AR FTMFUND

Deferred Revenue Rule Class (GRDF)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Doc Code</th>
<th>Comp</th>
<th>Status</th>
<th>Exp Acct</th>
<th>Amount</th>
<th>Trans Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>I165</td>
<td>D</td>
<td>U</td>
<td>6299</td>
<td>2,000</td>
<td>01-APR-99</td>
</tr>
<tr>
<td>245</td>
<td>I165</td>
<td>I</td>
<td>U</td>
<td>6399</td>
<td>500</td>
<td>01-APR-99</td>
</tr>
<tr>
<td>245</td>
<td>I165</td>
<td>C</td>
<td>U</td>
<td>5065</td>
<td>-100</td>
<td>01-APR-99</td>
</tr>
</tbody>
</table>

Transaction Amount Account Form on which Account is Defined
Credit 400 Deferred FRAGRNT or FRASYSC

If you run the Research Accounting Billing Process for the period ending on 31-
MAR-99 and you enter 10 in the Retainage Percent field on the Research
Accounting Fund Maintenance Form (FRMFUND), Banner will produce the following journal entries using the specified rule classes in the grant fund.

**Billed Accounts Receivable Rule Class (GRBL)**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Amount</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>1600</td>
<td>Billed AR</td>
<td>FRMFUND</td>
</tr>
<tr>
<td>Credit</td>
<td>1600</td>
<td>Unbilled AR</td>
<td>FTMFUND</td>
</tr>
</tbody>
</table>

Withholding Accounts Receivable Rule Class (GRWH)

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Amount</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>160</td>
<td>Retainage AR</td>
<td>FRMFUND</td>
</tr>
<tr>
<td>Credit</td>
<td>160</td>
<td>Billed AR</td>
<td>FRMFUND</td>
</tr>
</tbody>
</table>

Alternatively, you can generate one bill for all retainage amounts after you run the final bill for a grant. To do this, run the Research Accounting Billing Process and enter \( Y \) in the Bill Retainage parameter. Banner will sum the retainage amounts in each bill that you generated before the date you entered in the Billing Period To Date and produce the following journal entries using the specified rule class in the grant fund.

**Withholding Accounts Receivable Rule Class (GRWH)**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Amount</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>160</td>
<td>Billed AR</td>
<td>FRMFUND</td>
</tr>
<tr>
<td>Credit</td>
<td>160</td>
<td>Retainage AR</td>
<td>FRMFUND</td>
</tr>
</tbody>
</table>

You can also bill a sponsoring agency for amounts that they withheld from payments. To do this, run the Research Accounting Billing Process and enter \( Y \) in the parameter for bill payment withholding. Banner will summarize all payment withholding amounts that you entered on the Research Accounting Payments Entry Form (FRAAREV) and produce a bill. Banner will not produce journal entries.

### How to Reverse a Bill

After you run the Research Accounting Billing Process (FRRBILL) in *Update* mode and send the bill to the agency, the agency may ask you to adjust the bill. To do this, run the Research Accounting Billing Reversal Process (FRRBREV). This process will reverse the bill and undo the results of the Research Accounting Billing Process.

When you run the Research Accounting Billing Reversal Process, Banner will do the following.

- Send a document to posting and produce the following journal entries.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Unbilled AR</td>
<td>FTMFUND</td>
</tr>
<tr>
<td>Credit</td>
<td>Billed AR</td>
<td>FRMFUND</td>
</tr>
</tbody>
</table>
- Change the Status field on the Grant Events Assignment Form (FRAEVGA) to P so you can run the Research Accounting Billing Process again.

- Update the adjustment number (Adj #). For example, when you reverse a bill for the first time, Banner will change the adjustment number to 1.

After you run the Research Accounting Billing Reversal Process, you can change or adjust the charges by posting transactions against the grant fund. Then, you can re-run the Research Accounting Billing Process to generate a new bill.

**Note:** When you re-run the Research Accounting Billing Process, Banner will add 1 to the current adjustment number.

The Grant Billing Detail Table (FRRBDET) contains the most recent adjustment number of each bill. If you want to maintain a detailed history of bill reversals in the Billing Detail History Table (FRRBDTH), select the Maintain History for Reversal? check box on the Research Accounting System Control Form (FRASYSC).

**How to Enter Payments Received from a Sponsoring Agency**

Use the Research Accounting Payments Entry Form (FRAAREV) to enter payments received from a sponsoring agency. You can enter payments for a PMS code (letter of credit drawdown) or a grant.

**Entering Payments for a PMS Code**

Use the following steps to enter payments for a PMS code:

1. Access the Research Accounting Payments Entry Form (FRAAREV).
2. Enter the PMS code.
3. Select the Distribute To Grants check box.
4. Enter a detail code in the Detc field.
5. Enter the Amount of the payment.
6. Perform a Next Block function. Banner will distribute the payment to the grants belonging to the specified PMS code.
7. (Optional) Manually change the distribution.
8. Save. Banner will credit the payment to the fund and account entered in the LOC Fund and the Undistributed Cash Acct fields on the Payment Management System Code Maintenance Form (FRVPMSC).
9. Use the Cashier Session Review Form (TGACREV) to close and finalize the cashiering session. See the *Using Accounts Receivable User Manual* for more information about cashiering sessions and the Cashier Session Review Form.

10. Use the Application of Payment Process (TRRAPPL) to apply payments to charges.

11. Run the following scripts to feed the transactions to the ledgers.

   (a) TGRFEED

   (b) FURFEED

   (c) FGRTRNI

   (d) FGRACTG

   Banner will produce the following journal entries using the specified rule classes.

   **Grant Payment Rule Class (GRPM)**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Cash Interfund</td>
<td>GMXBANK</td>
</tr>
<tr>
<td>Credit</td>
<td>Undistributed Cash Receipt</td>
<td>FRVPMSC</td>
</tr>
</tbody>
</table>

   Banner will also post the corresponding cash to the account in the Cash Receipt Bank Code field on the Fund Code Maintenance Form (FTMFUND).

   **Note:** If you want Banner to post cash to the account in the Bank field on the Fund Code Maintenance Form (FTMFUND) instead of the account in the Cash Receipt Bank Code field, change the edit code on the GRPM rule class to edit code 2801.

   **Grant Application of Payment Rule Class (GRAP)**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Undistributed Cash Receipts</td>
<td>FRVPMSC</td>
</tr>
<tr>
<td>Credit</td>
<td>Billed AR</td>
<td>FRMFUND</td>
</tr>
</tbody>
</table>

   **Note:** If the Undistributed Cash Receipt account and the Billed AR account are associated with different funds, Banner will post interfund entries to balance the charge and payment funds.

**Entering Payments for a Grant**

Use the following steps to enter payments for a grant:
1. Access the Research Accounting Payments Entry Form (FRAAREV).

2. Enter the Grant.

3. Perform a Next Block function.

4. Enter or select a payment detail code in the Detc field.

5. Enter the Payment.

6. (Optional) If you want to apply the payment to a specific transaction, enter the transaction number in the appropriate Tpay field. If you want to apply the payment to a specific bill, enter the invoice number in the appropriate Paid Inv Seq # field.

7. (Optional) Enter a Fund.

8. Save. Banner will credit the payment to funds entered in the Payment Fund Code and the Undistributed Cash Receipt Account fields on the Grant Maintenance Form (FRAGRNT).

   **Note:** If you did not enter a value in the Payment Fund Code field on the Grant Maintenance Form and you entered a value in the Tpay field in Step 6, the fund code will default from the charge associated with the specified Tpay value.

   If you did not enter a value in the Payment Fund Code on the Grant Maintenance Form and you did not enter a value in the Tpay field in Step 6, then you must enter a value in the Fund field in Step 7.

9. Use the Cashier Session Review Form (TGACREV) to close and finalize the cashiering session. See the *Using Accounts Receivable User Manual* for more information about cashiering sessions and the Cashier Session Review Form.

10. Use the Application of Payment Process (TRRAPPL) to apply payments to charges.

11. Run the following scripts to feed the transactions to the ledgers.

    (a) TGRFEED

    (b) FURFEED

    (c) FGRTRNI

    (d) FGRACTG

Banner will produce the following journal entries using the specified rule class.
Grant Payment Rule Class (GRPM)

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Cash Interfund</td>
<td>GXMBANK</td>
</tr>
<tr>
<td>Credit</td>
<td>Undistributed Cash Receipt</td>
<td>FRAGRNT</td>
</tr>
</tbody>
</table>

Banner will post the corresponding cash to the account in the Cash Receipt Bank Code field on the Fund Code Maintenance Form (FTMFUND).

**Note:** If you want Banner to post cash to the account in the Bank field on the Fund Code Maintenance Form (FTMFUND) instead of the account in the Cash Receipt Bank Code field, change the edit code on the GRPM rule class to edit code 2801.

Grant Application of Payment Rule Class (GRAP)

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Undistributed Cash Receipt</td>
<td>FRAGRNT</td>
</tr>
<tr>
<td>Credit</td>
<td>Billed AR</td>
<td>FRMFUND</td>
</tr>
</tbody>
</table>

**Note:** If the Undistributed Cash Receipt account and the Billed AR account are associated with different funds, Banner will post interfund entries to balance the charge and payment funds.

Tips

- You can enter the amount withheld by a sponsoring agency in the W/H Amount field on the Research Accounting Payments Entry Form (FRAAREV). Select the Rebill Ind check box on the Research Accounting Payments Entry Form if you need to send a bill to the agency for this amount.

- You cannot create charges on the Research Accounting Payments Entry Form (FRAAREV). Charges are created by the Research Accounting Billing Process (FRRBILL). The only charge that you can enter on this form is a refund to the sponsoring agency. To do this, enter a refund detail code in the Detc field.

- If you received a payment and you do not know the grant for which it is intended, use the Miscellaneous Transaction Form (TFAMISC) to enter the payment and apply that payment to the account in the PMT Holding Acct field on the Research Accounting System Control Form (FRASYSC). Later, you can use the Research Accounting Payments Entry Form (FRAAREV) to transfer the
payment to the appropriate grant using a transfer detail code. Banner will use the GRTF rule class to process this payment.

How to Reverse Applied Payments

After you run the Application of Payment Process (TRRAPPL), you may need to reverse, or undo, the results. To do this, run the Unapplication of Payments Process (TRRUNAP) or use the Grant Unapplication of Payments Form (FRAUNAP).

Note: You cannot reverse payments that have been applied manually on the Research Accounting Payments Entry Form (FRAAREV).

When you run the Unapplication of Payments Process, Banner will produce the following journal entries using the specified rule class.

Grant Application of Payment Rule Class (GRAP)

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Account</th>
<th>Form on which Account is Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Billed AR</td>
<td>FRMFUND</td>
</tr>
<tr>
<td>Credit</td>
<td>Undistributed Cash Receipts</td>
<td>FRAGRNT or FRVPMSC</td>
</tr>
</tbody>
</table>

How to Generate Reports

1. Define the reporting frequency and report format code on the Grant Events Assignment Form (FRAEVGA).

Note: You can assign more than one report format code to each grant.

2. Run the Research Accounting Report Process (FRRGRPT) for a specific Report Format Code and Reporting Period To Date.

3. Use the following forms to view and print the reports. You can also use these forms to change the amounts on the reports; however, your changes will not affect the ledgers.
   - Standard Report 269 Form (FRA269R)
   - Standard Report 272 Form (FRA272R)
   - Generic Report Form (FRAGENR)

If you would like to print more than one report at a time, use the Run Standard Bills and Reports Form (FRABRUN).
How to Interface Grant Information from an External System to Banner

You can maintain a proposal and grant information in a system external to SCT Banner while simultaneously maintaining billing and accounting information within the SCT Banner environment. This interface includes the following features:

- Collector tables that hold the data loaded from an external source.
- Processes that insert and update all associated grant tables including grant budget tables, grant billing tables, grant events, and grant user-defined fields.

Codes used to drive the accounting or billing were developed using existing SCT Banner forms. The creation and maintenance of Grant funds, indirect cost, cost share, and billing codes are maintained using existing SCT Banner forms and are not a part of the interface.

Before Using the Grant Interface

You must develop a client-specific program to load data from an external source into the collector tables. After these data are loaded into the collector tables, you can submit the new interface process, at your discretion, using SCT Banner’s job submission module.

Collector Table Basics

User Id Field

The User Id field in all tables defaults to the user id of the person submitting the interface job.

Activity Date Field

The Activity Date in all tables defaults to the system date, when executed.

Clearing Fields

If a field is populated in SCT Banner prior to the interface and the associated data in the collector table are null, then the SCT Banner field is not updated. For budgets, only new budget detail is loaded through the interface. If budget detail (FRRBUDG) already exists in SCT Banner (for the associated Grant), no updates or new inserts occur. An error message prints that indicates the budget detail was not loaded because it already exists. You can then go into SCT Banner and make small changes or recreate the budget with a new budget code.
Error Reporting

The process sends the errors to the FRCTRNR collector table. An error report is printed from the error table listing all errors encountered during the process.

An "E" error is classified as a fatal error. No update or insert occurs to any SCT Banner tables referenced in a grant code with a fatal error. Grant codes without errors process through into the SCT Banner grant tables. Data with fatal errors must be fixed before the next execution of the applicable C program.

A "W" error creates a warning message. The value in the collector table is not used in the grant tables although processing continues. Both C programs inform the user if data has been processed with a warning message.

Grant Interface Processes

The Grant Interface Process (FRPGINF) and Grant Budget Interface Process (FRPBINF) may be run at the host, via job submission, through a job scheduler, or in a sleep/wake process. There is no requirement that it be run on a specific cycle or schedule. The process may be run whenever you want to process grant data from an external source into SCT Banner. For details about these processes, refer to Chapter 26, *Reports and Processes*.

Grant Security Access

If Fund/Organization Security on FOASYSC is checked "yes", FRAGRNT organization security considerations are used in the Grant Interface Process (FRPGINF) when the Organization code is entered on the grant header record in the collector interface table. This level of security affects only the grant header interface.

- The User ID of the person submitting the job must be defined on FOMPROF.
- If the User ID (on FOMPROF) has "Both" or "Posting" for Master Organization, access is granted and interface processing is continued.
- If the User ID (on FOMPROF) has "No Access", information on FOMUSOR determines access to the organization. The user must be granted "Both" or "Posting" access to continue interface processing.

If Fund/Organization Security on FOASYSC is checked "yes", FRABUDG fund and organization security considerations are used in Grant Budget Interface Process (FRPBINF) when the Index, Fund, and Organization codes are entered on the grant budget header record in the collector interface table. This level of security affects only the grant budget header interface.

- Access, for Funds, is granted if Master Fund is defined as either "Posting" or "Both - Query and Posting" on FOMPROF. If the user has Master Fund defined as "No Authority", the user must have either "Posting" or "Both" defined as
access on FOMUSFN for the fund or hierarchy that contains the fund or the fund type that contains the fund.

- Access, for grant organizations, is granted if the user has defined Master Orgn as "Posting" or "Both - Query and Posting" on FOMPROF. If the user has Master Orgn defined as "No Authority", the user must have either "Posting" or "Both" defined as access on FOMUSOR for the organization or hierarchy that contains the organization.

**Mapping Collector Tables to Grant Tables**

The grant interface process maps data elements from collector tables to the grant tables identified here. Detailed information about each table follows this list, along with any applicable default values.

- FRBBUDG - Grant Budget Header Table
- FRBEVNG - Grant Events Code Base Table
- FRBGbil - Research Accounting Grants Billing Table
- FRRBGRNT - Grant Header Table
- FRRBFIX - Sponsored Research Grant Events Fixed Schedule Data Repeating Table
- FRRBUDG - Grant Budget Lines Detail Table
- FRREVNG - Sponsored Research Grant Events Status Repeating Table
- FRRGLOC - Grant Location Repeating Table
- FRRGRPI - Grant Personnel Repeating Table
- FRRPRXG - Sponsored Research Grant Events User Id Repeating Table
- FRRGUSN - Grant User Defined Codes Repeating Table
- FRVGRST - Grant Status History Table

**Grant Budget Header Mapping (to FRBBUDG and FRRBUDG)**

Updating this table for new grants must occur after FRRBGRNT. For new grants, the FRBBUDG table is updated before FRRBUDG. For existing grants, budget detail may not be updated.

The FRRBUDG table will be updated after FRBBUDG. For additional information, refer to "Grant Budget Lines Mapping (to FRRBUDG)" on page 3-143.
<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Code</td>
<td>FRBBUDG_GRNT_CODE</td>
<td>Subject to same edits as FRBGRNT. Required.</td>
<td></td>
</tr>
<tr>
<td>Grant Budget Code</td>
<td>FRBBUDG_GRNT_BUDG_CODE</td>
<td>Required</td>
<td>If a budget code is entered and it already exists on FRBBUDG for this grant, process displays a warning message that the existing budget information will be overwritten by the interface.</td>
</tr>
<tr>
<td>Budget Description</td>
<td>FRRBBUDG_BUDGET_DESC</td>
<td>Required for new budget codes</td>
<td>If a new budget code and description is not entered, process displays an error message.</td>
</tr>
<tr>
<td>Budget Type</td>
<td>FRBBUDG_TYPE_CODE</td>
<td>Validated against FTVSDAT. Value is required for new budget codes; default value is “W”.</td>
<td>If not entered or not valid, process displays warning message and default “W”.</td>
</tr>
<tr>
<td>Budget Begin Date</td>
<td>FRBBUDG_BEG_DATE</td>
<td>If not entered, default value is from FRBGRNT_PROJECT_START_DATE.</td>
<td></td>
</tr>
<tr>
<td>Budget Period End Date</td>
<td>FRBBUDG_END_DATE</td>
<td>If not entered, default value is from FRBGRNT_PROJECT_END_DATE</td>
<td>If entered, must be &gt; Budget Begin Date; if not, process displays warning message and default FRBGRNT_PROJECT_END_DATE.</td>
</tr>
<tr>
<td>Budget Year</td>
<td>FRBBUDG_YR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Reversal</td>
<td>FRBBUDG_REVERSAL_IND</td>
<td>If entered, must be “Y”</td>
<td></td>
</tr>
<tr>
<td>Budget Chart Code</td>
<td>FRBBUDG_COAS_CODE</td>
<td>If not entered, default value is from FRBGRNT_COAS_CODE_IC_CS</td>
<td>Cannot be null if the following fields are not set to null: FRCGRNT_INDR_COST_BASIS_CODE, FRCGRNT_INDR_COST_RATE_CODE, FRCGRNT_INDR_COST_CHRG_CODE, FRCGRNT_INDR_COST_DIST_TO_CODE, FRCGRNT_COST_SHARE_BASIS_CODE, FRCGRNT_COST_SHARE_RATE_CODE, FRCGRNT_COST_SHARE_CREDIT_CODE, FRCGRNT_SHARE_DISTR_CODE.</td>
</tr>
<tr>
<td>Budget Indirect Cost Basis Code</td>
<td>FRBBUDG_BASI_CODE_IC</td>
<td>Validated against FRBBASI</td>
<td>If not on FRBBASI, field is set to null and process displays warning message.</td>
</tr>
<tr>
<td>Budget Indirect Cost Rate Code</td>
<td>FRBBUDG_INDR_CODE_RATE</td>
<td>Validated against FRVINDR</td>
<td>If not on FRVINDR, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_INDR_CODE_RATE.</td>
</tr>
<tr>
<td>Temp. Table Column Name</td>
<td>Grant Table and Fields</td>
<td>Column Comments</td>
<td>Error Consequences</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------</td>
<td>-----------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Budget Indirect Cost Charge Code</td>
<td>FRBBUDG_INDA_CODE_CHARGE</td>
<td>Validated against FRVINDA</td>
<td>If not on FRVINDA, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_INDA_CODE_CHARGE.</td>
</tr>
<tr>
<td>Budget Indirect Cost Distribute Code</td>
<td>FRBBUDG_INDD_CODE_DISTR</td>
<td>Validated against FRVINDD</td>
<td>If not on FRVINDD, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_INDD_CODE_DISTR. Same as above.</td>
</tr>
<tr>
<td>Budget Cost Share Basis Code</td>
<td>FRBBUDG_BASI_CODE_CS</td>
<td>Validated against FRBBASI</td>
<td>If not on FRBBASI, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_BASI_CODE_CS.</td>
</tr>
<tr>
<td>Budget Cost Share Rate Code</td>
<td>FRBBUDG_CSTR_CODE_RATE</td>
<td>Validated against FRVCSTR</td>
<td>If not on FRVCSTR, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_CSTR_CODE_RATE.</td>
</tr>
<tr>
<td>Budget Cost Share Credit Code</td>
<td>FRBBUDG_CSTA_CODE_CHARGE</td>
<td>Validated against FRVCSTA</td>
<td>If not on FRVCSTA, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_CSTA_CODE_CHARGE.</td>
</tr>
<tr>
<td>Budget Cost Share Distribute Code</td>
<td>FRBBUDG_CSTD_CODE_DISTR</td>
<td>Validated against FRVCSTD</td>
<td>If not on FRVCSTD, field is set to null and process displays warning message. If not entered, default value is from FRBGRNT_CSTD_CODE_DISTR.</td>
</tr>
<tr>
<td>Budget Maximum Funding Amount</td>
<td>FRBBUDG_MAX_FUNDING_AMT</td>
<td></td>
<td>If not entered, default value is from FRBGRNT_MAX_FUNDING_AMT.</td>
</tr>
<tr>
<td>Budget Requested Amount</td>
<td>FRBBUDG_REQUESTED_AMT</td>
<td>Validated that date is within open fiscal period on FRVFSYR, FTVFSPD</td>
<td>If not entered, default value is sysdate. Process performs standard transaction date edits.</td>
</tr>
<tr>
<td>Budget Posting Transaction Date</td>
<td>FRBBUDG_TRANS_DATE</td>
<td>Validated against FITVRUCL. Validated for Rule Class Security if Rule Class Security turned on in FOBSYSC.</td>
<td>If entered and invalid, or if user has no access to the rule code, process displays warning message. If not entered, default value is BD01. If user does not have rule code access to BD01, process displays warning message only if Rule Class Security is turned on in FOBSYSC.</td>
</tr>
<tr>
<td>Budget Posting Rule Code</td>
<td>FRBBUDG_RUCL_CODE</td>
<td>Must be 01-12.</td>
<td>If not entered, process displays warning message and default Period 01. If annual, then it should always be 01.</td>
</tr>
</tbody>
</table>
Default Values for FRBBUDG Fields

These fields are not defined on the collector table, but are defaulted during the upload.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARM VALUE for Calculate Indirect Cost and Cost Share</td>
<td>FRBBUDG_IC_CREDIT_IND</td>
<td>Valid values are null or Y</td>
<td></td>
</tr>
<tr>
<td>PARM VALUE for Calculate Indirect Cost and Cost Share</td>
<td>FRBBUDG_CS_CREDIT_IND</td>
<td>Valid values are null or Y.</td>
<td></td>
</tr>
<tr>
<td>PARM VALUE for Create distribution entries for indirect cost and cost share</td>
<td>FRBBUDG_CS_DISTR_IND</td>
<td>Valid values are null or Y.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_COMPLETE_IND</td>
<td>Y is the default value if parameter indicates to create FGBTRNI; otherwise, field is set to null.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_SUB_DATE</td>
<td>Updated with sysdate when document is written to FGBTRNI.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_DOC_NUM</td>
<td>Updated with the FGBTRNI document number.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_EDIT_DEFER_IND</td>
<td>Field is set to null.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_APPROVAL_IND</td>
<td>If the Complete Indicator is null, field is set to null. If the Complete Indicator is Y, default value is Y.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_NSFOFF_IND</td>
<td>Field is set to null.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_FSYR_CODE</td>
<td>Fiscal year is defaulted from FRBBUDG_TRANS_DATE. Process accesses FTVFSYR/FTVFSPD with transaction date to determine fiscal year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_SEQ_NUM_MAIN</td>
<td>System-maintained Sequence. Items 1 and 2 are reserved for the calculated indirect and cost share amounts, respectively. Always reserved whether or not any values are calculated. All other budget line items will begin with 3 and increment by 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_SEQ_NUM</td>
<td>System maintained</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRBBUDG_STATUS_IND</td>
<td>The line item is updated with &quot;P&quot; if there are no “fatal” errors.</td>
<td></td>
</tr>
</tbody>
</table>
Grant Events Code Mapping (FRCEVNG to FRBEVNG)

For new grants, updating FRBEVNG will occur after FRBGRNT, and

- Updating FRREVNG will occur after FRBENVG.
- Updating FRRPRXG will occur after FRBENVG.
- Updating FRRBFIX will occur after FRBENVG.

If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. The process uses that information to create the appropriate number of entries in the FRRENVG, FRRPRXG, and FRRBFIX. If Event Header information is being updated, the existing FRREVNG, FRRPRXG, and FRRBFIX records are deleted and new ones inserted based on the header data.

**Note:** The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Code Required</td>
<td>FRBEVNG_GRNT_CODE</td>
<td>Subject to same edits as FRBGRNT</td>
<td></td>
</tr>
<tr>
<td>Event Code Required</td>
<td>FRBEVNG_EVNT_CODE</td>
<td>Validated against FRVEVNT</td>
<td>If invalid, process displays an error message.</td>
</tr>
<tr>
<td>Number of Days</td>
<td>FRBEVNG_NUM_OF_DAYS</td>
<td>Required if Number of Days has been entered</td>
<td>If entered and Number of Days is not entered, field is set to null and process displays warning message.</td>
</tr>
<tr>
<td>Begin Date Indicator</td>
<td>FRBEVNG_BEG_DATE_IND</td>
<td>Required if Number of Days has been entered</td>
<td>If null and if FRVEVNT_TYPE_IND=&quot;B&quot;, default value is FRBGRNT_PROJECT_START_DATE.</td>
</tr>
<tr>
<td>Frequency</td>
<td>FRBEVNG_FREQ_IND</td>
<td>Valid values are null, W, B, M, Q, S, and A. Required if FRVEVNT_TYPE_IND=B and if FRBEVNG_PMT_METHOD_TYPE_IND=C, process displays error message; otherwise, process displays warning message.</td>
<td></td>
</tr>
<tr>
<td>Date From</td>
<td>FRBEVNG_DATE_FROM</td>
<td>Date from is equivalent to the Period To date.</td>
<td>If null and if FRVEVNT_TYPE_IND=&quot;B&quot;, default value is FRBGRNT_PROJECT_START_DATE. If FRVEVNT_TYPE_IND=&quot;B&quot;, and if entered and less than FRBGRNT_PROJECT_START_DATE, process displays error message.</td>
</tr>
</tbody>
</table>
Grants Billing Information Mapping (FRCGRNT to FRBGBIL)

Updating this table will occur after FRBGRNT. Billing information mapping is optional. A collector table is not required to include any billing information. If included, it must then contain the required fields.

Appropriate edits and validations take place prior to mapping.

FRBGBIL_COSAS_CODE is defaulted from FGBGRNT. It is not a field that is contained in the collector table for interfacing to FRBGBIL.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date To</td>
<td>FRBEVNG_DATE_TO</td>
<td></td>
<td>If entered, must be &gt; Date From. If not, process displays error message. If null and if FRVEVNT_TYPE_IND=&quot;B&quot;, default value is FRBGRNT_PROJECT_END_DATE.</td>
</tr>
<tr>
<td># of Days Reminder</td>
<td>FRBEVNG_NUM_OF_DAYS_REMINDER</td>
<td>Validated against FRVPMSC.</td>
<td>If invalid, process displays warning message.</td>
</tr>
<tr>
<td>Bill Format Code</td>
<td>FRBEVNG_BFRM_CODE</td>
<td>Validated against FRVBFRM</td>
<td>If null, process displays warning message and default “C”.</td>
</tr>
<tr>
<td>Payment Method Type</td>
<td>FRBEVNG_PMT_METHOD_TYP_E_IND</td>
<td>Valid values are C or F. Required if FRVEVNT_TYPE_IND =B.</td>
<td></td>
</tr>
<tr>
<td>Temp. Table Column Name</td>
<td>Grant Table and Fields</td>
<td>Column Comments</td>
<td>Error Consequences</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------</td>
<td>-----------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>FRBGBIL_COAS_CODE</td>
<td>No entry allowed. Default value comes from FRBGRNT_COAS_CODE. This field is not retained in the collector table for interfacing to FRBGBIL.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Fund Code</td>
<td>FRBGBIL_PAYMENT_FUND_CODE</td>
<td>Validated against FTVFUND</td>
<td>If invalid, process displays warning message. If null and PMS code entered, default value is from FTVPMSC.</td>
</tr>
<tr>
<td>Undistributed Cash Receipt Account</td>
<td>FRBGBIL_PAYMENT_ACCT_CODE</td>
<td>Validated against FTVACCT</td>
<td>If invalid, process displays warning message. If null and PMS code entered, default value is from FTVPMSC.</td>
</tr>
<tr>
<td>Last invoice number</td>
<td>FRBGBIL_LAST_INV_SEQ_NO</td>
<td></td>
<td>If null and PMS code entered, default value is from FTVPMSC.</td>
</tr>
<tr>
<td>Billing Address Type</td>
<td>FRBGBIL_ADDR_TYPE</td>
<td>Validated against STVATYP</td>
<td>If null and Agency Code is on FRBGRNT, default value is from FTVAGCY. If invalid, field is set to null and process displays warning message.</td>
</tr>
<tr>
<td>Billing Address Sequence number</td>
<td>FRBGBIL_ADDR_SEQNO</td>
<td>Required if Address Type is entered.</td>
<td>If null and address type is null and Agency Code is on FRBGRNT, default value is from FTVAGCY. If null and address type is entered, set address type to null and process displays warning message.</td>
</tr>
<tr>
<td>Billing Start Date</td>
<td>FRBGBIL_BILLING_START_DATE</td>
<td></td>
<td>If null, default value is from FRBGRNT_PROJECT_STAR_T_DATE.</td>
</tr>
<tr>
<td>Billing End Date</td>
<td>FRBGBIL_BILLING_END_DATE</td>
<td></td>
<td>If null, default value is from FRBGRNT_PROJECT_END_DATE. If entered and not greater than project start date, field is set to null and process displays a warning message.</td>
</tr>
<tr>
<td>Temp. Table Column Name</td>
<td>Grant Table and Fields</td>
<td>Column Comments</td>
<td>Error Consequences</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------</td>
<td>-----------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Billing Minimum Amount Limit</td>
<td>FRBGBIL_BILLING_MIN_AMT</td>
<td></td>
<td>If entered, must be numeric, value with two decimal places. If not, process displays warning message.</td>
</tr>
<tr>
<td>Billing Maximum Amount Limit</td>
<td>FRBGBIL_BILLING_MAX_AMT</td>
<td>Defaults from FRBGRNT</td>
<td>If null, default value is from FRBGRNT_MAX_FUNDING_AMT. If entered, must be numeric value with two decimal places. If not, process displays warning message.</td>
</tr>
<tr>
<td>Deferred Account Code</td>
<td>FRBGBIL_DEFERRED_ACCT_CODE</td>
<td>Validated against FTVACCT</td>
<td>If invalid, process displays warning message and leaves the account code null.</td>
</tr>
<tr>
<td>Billing Cumulative Amount</td>
<td>FRBGBIL_CUMULATIVE_BILLED_AMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refund Clearing Account</td>
<td>FRBGBIL_CLEARING_ACCT_CODE</td>
<td>Validated against FTVACCT</td>
<td>If invalid, process displays warning message and leaves the account code null.</td>
</tr>
<tr>
<td>1034 BFRM Extension</td>
<td>FRBGBIL_BFRM_CODE_1034_EXT</td>
<td>Validated against FRVBFRM</td>
<td>If invalid, process displays warning message and field is set to null.</td>
</tr>
<tr>
<td>Bill if budget line exceeded?</td>
<td>FRBGBIL_BUD_LINE_EXCEED_IND</td>
<td>Valid values are null, Y, or N</td>
<td>If invalid, process displays warning message and field is set to null.</td>
</tr>
<tr>
<td>Bill if budget total exceeded?</td>
<td>FRBGBIL_BUD_TOTAL_EXCEED_IND</td>
<td>Valid values are null, Y, or N</td>
<td>If invalid, process displays warning message and field is set to null.</td>
</tr>
<tr>
<td>Bill if minimum not reached?</td>
<td>FRBGBIL_MIN_NOT_REACHED_IND</td>
<td>Valid values are null, Y, or N</td>
<td>If invalid, process displays warning message and field is set to null.</td>
</tr>
<tr>
<td>Budget Check Source</td>
<td>FRBGBIL_BUD_CHECK_SOURCE_IND</td>
<td>Valid values are null, G, or B</td>
<td>If invalid, process displays warning message and field is set to null.</td>
</tr>
</tbody>
</table>

Grant Header Table Mapping (FRCGRNT to FRBGRNT)

Collector table FRCGRNT data are mapped to the existing SCT Banner FRBGRNT table. Unless otherwise specified, all fields are optional. Appropriate edits and validations take place prior to mapping.

**Note:** All indirect cost code and cost share code columns must be entered. If these columns are not entered or cannot be defaulted from the proposal, the field is set to null and the process displays a warning message.
<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Code - Required</td>
<td>FRBGRNT_CODE</td>
<td>A grant code must be entered.</td>
<td>If a grant code is entered and it already exists on FRBGRNT, process displays a warning message that the grant exists and it will be updated.</td>
</tr>
<tr>
<td>COAS Code - Required when FOASYSC indicates Org Security is on</td>
<td>FRBGRNT_COAS_CODE</td>
<td>Validated against FTVCOAS</td>
<td>If null, default value is from FOMPROF for user id, which means the user id must be defined in FOMPROF. If not on FTVCOAS, process displays invalid chart code error message.</td>
</tr>
<tr>
<td>Responsible Organization - Required when FOASYSC indicates Org Security is on</td>
<td>FRBGRNT_COAS_CODE</td>
<td>Validated against FTVCOAS</td>
<td>If not on FTVORGN, process displays invalid organization error message. If the user does not have update access for the Org code entered, process displays an error message.</td>
</tr>
<tr>
<td>Proposal Code</td>
<td>FRBGRNT_PROP_CODE</td>
<td>Validated against FRBPROP</td>
<td>If not on FRBPROP, process displays an invalid proposal warning message. If a valid proposal value is entered and it is a new grant, process defaults all corresponding fields from the proposal to the grant.</td>
</tr>
<tr>
<td>Long Title - Optionally required</td>
<td>FRBGRNT_LONG_TITLE</td>
<td>Can be null if the Short Title is entered. Default is the Short Title if null.</td>
<td>If null and Short Title is null and proposal code is null, process displays an error message. If null and new grant and valid Proposal Code is entered, default value is FRBPROP_LONG_TITLE.</td>
</tr>
<tr>
<td>Short Title - Optionally required</td>
<td>FRBGRNT_TITLE</td>
<td>Can be null if the Long Title is entered. Default the first 35 characters from the Long Title.</td>
<td>If null and Long Title is null and proposal code is null, process displays an error message. If null and new grant and valid proposal code is entered, default FRBPROP_TITLE.</td>
</tr>
<tr>
<td>No entry allowed</td>
<td>FRBGRNT_PI_PIDM</td>
<td>Not entered, updated from FRRGRPI</td>
<td></td>
</tr>
<tr>
<td>Agency Id Number</td>
<td>FRBGRNT_AGENCY_PIDM</td>
<td>Validated against SPRIDEN. Validated against FTVAGCY.</td>
<td>If the ID is on SPRIDEN, access FTVAGCY to determine if agency has been set up. If not on FTVAGCY, process displays warning message.</td>
</tr>
<tr>
<td>Temp. Table Column Name</td>
<td>Grant Table and Fields</td>
<td>Column Comments</td>
<td>Error Consequences</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Current Funding Amount</td>
<td>FRBGRNT_CURRENT_FUNDING_AMT</td>
<td>Must be numeric value with two decimal places. If not, process displays warning message.</td>
<td></td>
</tr>
<tr>
<td>Cumulative Funding Amount</td>
<td>FRBGRNT_CUM_FUNDING_AMT</td>
<td>Must be numeric value with two decimal places. If not, process displays warning message.</td>
<td></td>
</tr>
<tr>
<td>Maximum Funding Amount</td>
<td>FRBGRNT_MAX_FUNDING_AMT</td>
<td>Must be numeric value with two decimal places. If not, process displays warning message.</td>
<td></td>
</tr>
<tr>
<td>Grant Status Code</td>
<td>FRBGRNT_STATUS_CODE</td>
<td>Validated against FTVSDAT. Must update the FRVGRST table.</td>
<td>If not on FTVSDAT, field is set to null and process displays warning error.</td>
</tr>
<tr>
<td>Grant Status Date</td>
<td>FRBGRNT_STATUS_DATE</td>
<td></td>
<td>If null and if Status Code is entered, default sysdate.</td>
</tr>
<tr>
<td>Grant Expenditure End Date</td>
<td>FRBGRNT_EXPEND_END_DATE</td>
<td>Must be &gt; Grant Project Start Date</td>
<td>If not, field is set to null and process displays warning message.</td>
</tr>
<tr>
<td>Grant Termination Date</td>
<td>FRBGRNT_TERM_DATE</td>
<td>Must be &gt; Grant Project Start Date</td>
<td>If not, field is set to null and process displays warning message.</td>
</tr>
<tr>
<td>Grant Project Start Date - required</td>
<td>FRBGRNT_PROJECT_START_DATE</td>
<td>Must be &lt; Grant Termination Date Must be ≤ Grant Project End Date</td>
<td>If null, process displays an error message. If the entered value is different than the one already on FRBGRNT and the grant code is in the grant ledger table (FRRGRNL), then process displays an error message.</td>
</tr>
<tr>
<td>Grant Project End Date</td>
<td>FRBGRNT_PROJECT_END_DATE</td>
<td>Must be ≥ Grant Project Start Date</td>
<td>If not greater than project start date, field is set to null and process displays a warning message.</td>
</tr>
<tr>
<td>Type</td>
<td>FRBGRNT_GRANT_TYPE</td>
<td>Validated against FTVSDAT</td>
<td>If not on FTVSDAT, field is set to null and process displays warning message. If null and new proposal and proposal code entered, default value is from proposal FRBPROP_PROPOSAL_TYPE.</td>
</tr>
<tr>
<td>Category</td>
<td>FRBGRNTCATEGORY</td>
<td>Validated against FTVSDAT</td>
<td>If not on FTVSDAT, field is set to null and process displays warning message. If null and new proposal and proposal code entered, default value is from proposal FRBPROPCATEGORY.</td>
</tr>
<tr>
<td>Temp. Table Column Name</td>
<td>Grant Table and Fields</td>
<td>Column Comments</td>
<td>Error Consequences</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Sub Category</td>
<td>FRBGRNT_SUBCATEGORY</td>
<td>Validated against FTVSDAT</td>
<td>If not on FTVSDAT, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_SUBCATEGORY.</td>
</tr>
<tr>
<td>CFDA Number</td>
<td>FRBGRNT_CFDA_INTERNAL_ID_NO</td>
<td>Validated against FRVCFDA</td>
<td>If not on FRVCFDA, field is set to null and process displays warning message. If null and new grant and proposal code are entered, default value is from proposal FRBPROP_CFDA_INTERNAL_ID_NO.</td>
</tr>
<tr>
<td>Sponsor ID</td>
<td>FRBGRNT_SPONSOR_ID</td>
<td></td>
<td>If null and new grant and proposal code entered, default value is from proposal FRBPROP_SPONSOR_ID.</td>
</tr>
<tr>
<td>Indirect Cost Basis Code</td>
<td>FRBGRNT_BASI_CODE_IC</td>
<td>Validated against FRBBASI</td>
<td>If not on FRBBASI, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_BASI_CODE_IC.</td>
</tr>
<tr>
<td>Indirect Cost Rate Code</td>
<td>FRBGRNT_INDR_CODE_RATE</td>
<td>Validated against FRVINDR. Must be valued.</td>
<td>If not on FRVINDR, field is set to null and process displays warning messages. If null and new grant and proposal code entered, default value is from proposal FRBPROP_INDR_CODE_RATE.</td>
</tr>
<tr>
<td>Indirect Cost Charge Code</td>
<td>FRBGRNT_INDA_CODE_CHARGE</td>
<td>Validated against FRBINDA. Must be valued.</td>
<td>If not on FRBINDA, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_INDA_CODE_CHARGE.</td>
</tr>
<tr>
<td>Temp. Table Column Name</td>
<td>Grant Table and Fields</td>
<td>Column Comments</td>
<td>Error Consequences</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Indirect Cost Distribute To Code</td>
<td>FRBGRNT_INDD_CODE_DIST R</td>
<td>Validated against FRBINDD. Must be valued.</td>
<td>If not on FRBINDD, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_INDD_CODE_DIST R.</td>
</tr>
<tr>
<td>Cost Share Basis Code</td>
<td>FRBGRNT_BASI_CODE_CS</td>
<td>Validated against FRBBASI. Must be valued.</td>
<td>If not on FRBBASI, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_BASI_CODE_CS.</td>
</tr>
<tr>
<td>Cost Share Rate Code</td>
<td>FRBGRNT_CSTR_CODE_RATE</td>
<td>Validated against FRVCSTR. Must be valued.</td>
<td>If not on FRVCSTR, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_CSTR_CODE_RATE.</td>
</tr>
<tr>
<td>Cost Share Credit Code</td>
<td>FRBGRNT_CSTA_CODE_CHARGE</td>
<td>Validated against FRBCSTA. Must be valued.</td>
<td>If not on FRBCSTA, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_CSTA_CODE_CHARGE.</td>
</tr>
<tr>
<td>Cost Share Distribution Code</td>
<td>FRBGRNT_CSTD_CODE_DIST R</td>
<td>Validated against FRBCSTD. Must be valued.</td>
<td>If not on FRBCSTD, field is set to null and process displays warning message. If null and new grant and proposal code entered, default value is from proposal FRBPROP_CSTD_CODE_DIST R.</td>
</tr>
</tbody>
</table>
Default Values for FRBGRNT Agency fields

These fields are not defined on the collector table, but are defaulted during the interface process if an agency code was entered.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Code - Required</td>
<td>FRBGRNT_AGENCY_CONTACT</td>
<td>Default value is from FTVAGCY</td>
<td>Field is set to null, if FRBGRNT_AGENCY_PIDM is null.</td>
</tr>
<tr>
<td></td>
<td>FRBGRNT_AGENCY_ADDR_CODE</td>
<td>Default value is from FTVAGCY</td>
<td>Field is set to null, if FRBGRNT_AGENCY_PIDM is null.</td>
</tr>
<tr>
<td></td>
<td>FRBGRNT_AGENCY_ADDR_SEQ_NUM</td>
<td>Default value is from FTVAGCY</td>
<td>Field is set to null, if FRBGRNT_AGENCY_PIDM is null.</td>
</tr>
<tr>
<td></td>
<td>FRBGRNT_AGENCY_PHONE_TYPE</td>
<td>Default value is from FTVAGCY</td>
<td>Field is set to null, if FRBGRNT_AGENCY_PIDM is null.</td>
</tr>
<tr>
<td></td>
<td>FRBGRNT_AGENCY_TELE_SEQNO</td>
<td>Default value is from FTVAGCY</td>
<td>Field is set to null, if FRBGRNT_AGENCY_PIDM is null.</td>
</tr>
<tr>
<td></td>
<td>FRBGRNT_AGENCY_EMAIL</td>
<td>Field is set to null, if FRBGRNT_AGENCY_PIDM is null.</td>
<td></td>
</tr>
</tbody>
</table>

Grant Events Code Mapping (FRCEVNG to FRRBFIX)

For new grants, updating FRBEVNG will occur after FRBGRNT.

Updating FRREVNG will occur after FRBEVNG.

Updating FRRPRXG will occur after FRBEVNG.

Updating FRRBFIX will occur after FRBEVNG.

If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. The process uses that information to create the appropriate number of entries in the FRRENVG, FRRPRXG, and FRRBFIX. If Event Header information is being updated, the existing FRREVNG, FRRPRXG, and FRRBFIX records are deleted and new ones inserted based on the header data.

**Note:** The Collector table definition accommodates entry of multiple fixed bill funds and amounts.
## Default Values for FRRBFIX Fields

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Bill Fund</td>
<td>FRRBFIX_FUND_CODE</td>
<td>Validated against FTVFUND. Required if FRVEVNT_TYPE_IND =B and FRBEVNG_PMT_METHODOD_TYPE_IND=F.</td>
<td>If invalid or null and if FRVEVNT_TYPE_IND=B and FRBEVNT_PMT_METHOD_TYPE_IND=F, process displays error message.</td>
</tr>
<tr>
<td>Fixed Bill Amount</td>
<td>FRRBFIX_AMOUNT</td>
<td>Required if FRRBFIX_FUND_CODE is valued.</td>
<td>If null or invalid and if FRRBFIX_FUND_CODE is valued, process displays error message.</td>
</tr>
</tbody>
</table>

## Grant Budget Lines Mapping (to FRRBUDG)

Updating this table for new grants must occur after FRBGRNT. For new grants, the FRBBUDG table is updated before FRRBUDG. For existing grants, budget detail may not be updated. The FRBBUDG table will be updated after FRBBUDG. For additional information, refer to "Grant Budget Header Mapping (to FRBBUDG and FRRBUDG)" on page 3-130.

FRRBUDG fields are not defined on the collector table but are defaulted during the interface process.

**Note:** The interface duplicates sequence numbering logic found on FRABUDG. Sequence numbering logic is maintained by the system.
<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code - Required</td>
<td>FRRBUDG_ACCT_CODE</td>
<td>Validated against FTVACCT.</td>
<td>If not valid, if terminated, not active, or non-data-enterable, process displays error message.</td>
</tr>
<tr>
<td>Budget Amount</td>
<td>FRRBUDG_BUDGET_AMT</td>
<td>If null, default value is 0.</td>
<td></td>
</tr>
<tr>
<td>Cost Share Amount</td>
<td>FRRBUDG_COST_SHARE_AMT</td>
<td>May be calculated if Job Submission Parameter to calculate=Y.</td>
<td></td>
</tr>
<tr>
<td>Budget Chart Code</td>
<td>FRRBUDG_COAS_CODE</td>
<td>Validated against FTVCOAS</td>
<td>If invalid, process displays an error message.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If null, default value is from FRBBUDG_COAS_CODE_DEF.</td>
</tr>
<tr>
<td>Budget Index Code</td>
<td>FRRBUDG_ACCI_CODE</td>
<td>Validated against FTVACCI</td>
<td>If invalid, process displays an error message.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If null, default value is from FRBBUDG_ACCI_CODE_DEF.</td>
</tr>
<tr>
<td>Budget Fund Code</td>
<td>FRRBUDG_FUND_CODE</td>
<td>Validated against FTVFUND. Validated for Fund Security only if Fund/Org Security turned on. Then, use the function.</td>
<td>If null, default value is from FRBBUDG_FUND_CODE_DEF.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If null and Budget Index Code entered, default value is from FTVACCI_FUND_CODE.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If not valid, if terminated, not active, or non-data-enterable, process displays an error message.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If the user does not have update access for the fund code entered, process displays an error message.</td>
</tr>
<tr>
<td>Temp. Table Column Name</td>
<td>Grant Table and Fields</td>
<td>Column Comments</td>
<td>Error Consequences</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------</td>
<td>-----------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Account Code - Required</td>
<td>FRRBUDG_ACCT_CODE</td>
<td>Validated against FTVACCT.</td>
<td>If not valid, if terminated, not active, or non-data-enterable, process displays an error message.</td>
</tr>
<tr>
<td>Budget Amount</td>
<td>FRRBUDG_BUDGET_AMT</td>
<td>If null, default value is 0.</td>
<td></td>
</tr>
<tr>
<td>Cost Share Amount</td>
<td>FRRBUDG_COST_SHARE_AMT</td>
<td>May be calculated if Job Submission Parameter to calculate=Y.</td>
<td></td>
</tr>
</tbody>
</table>
| Budget Chart Code       | FRRBUDG_COAS_CODE      | Validated against FTVCOAS | If invalid, process displays an error message.  
If null, default value is from FRRBUDG_COAS_CODE_DEF.  |
| Budget Index Code       | FRRBUDG_ACCI_CODE      | Validated against FTVACCI | If invalid, process displays an error message.  
If null, default value is from FRRBUDG_ACCI_CODE_DEF.  |
| Budget Fund Code        | FRRBUDG_FUND_CODE      | Validated against FTVFUND. Validated for Fund Security only if Fund/Orgn Security turned on. Then, use the function. | If null, default value is from FRRBUDG_FUND_CODE_DEF.  
If null and Budget Index Code entered, default value is from FTVACCI_FUND_CODE.  
If not valid, if terminated, not active, or non-data-enterable, process displays an error message.  
If the user does not have update access for the fund code entered, process displays an error message.  |
<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Organization Code</td>
<td>FRBBUDG_ORGN_CODE</td>
<td>Validated against FTVORGN. Validated for Organization Security.</td>
<td>If null, default value is from FRBBUDG_ORGN_CODE_DEF. If null and Budget Index Code entered, default value is from FTVACCI_ORGN_CODE. If not valid, if terminated, not active, or non-data-enterable, process displays error message. If the user does not have update access for the Org code entered, process displays an error message.</td>
</tr>
<tr>
<td>Budget Program Code</td>
<td>FRBBUDG_PROG_CODE</td>
<td>Validated against FTVPROG</td>
<td>If null, default value is from FRBBUDG_PROG_CODE_DEF. If null and Budget Index Code entered, default value is from FTVACCI_PROG_CODE. If not valid, if terminated, not active, or non-data-enterable, process displays error message.</td>
</tr>
<tr>
<td>Budget Activity Code</td>
<td>FRBBUDG_ACTV_CODE</td>
<td>Validated against FTVACTV</td>
<td>If null, default value is from FRBBUDG_ACTV_CODE_DEF. If null and Budget Index Code entered, default value is from FTVACCI_ACTV_CODE. If not valid, if terminated, not active, or non-data-enterable, field is set to null and process displays warning message.</td>
</tr>
<tr>
<td>Budget Location Code</td>
<td>FRBBUDG_LOCN_CODE</td>
<td>Validated against FTVLOCN</td>
<td>If null, default value is from FRBBUDG_LOCN_CODE_DEF. If null and Budget Index Code entered, default value is from FTVACCI_LOCN_CODE. If not valid, if terminated, not active, or non-data-enterable, field is set to null and process displays warning message.</td>
</tr>
</tbody>
</table>
Grant Events Code Mapping (FRCEVNG to FRREVNG)

For new grants, updating FRBEVNG will occur after FRBGRNT.
Updating FRREVNG will occur after FRBENVG.
Updating FRRPRXG will occur after FRBENVG.
Updating FRRBFIX will occur after FRBENVG.

If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. The process uses that information to create the appropriate number of entries in the FRRENVG, FRRPRXG, and FRRBFIX. If Event Header information is being updated, the existing FRREVNG, FRRPRXG, and FRRBFIX records are deleted and new ones inserted based on the header data.

**Note:** The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible User Id</td>
<td>FRREVNG_RESPONSIBLE_USER_ID</td>
<td>Validated against FOMPROF</td>
<td>If invalid, process displays error message.</td>
</tr>
</tbody>
</table>

**Default Values for FRREVNG Fields**

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRREVNG_GRNT_CODE</td>
<td>Default value is from FRBEVNG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRREVNG_EVNT_CODE</td>
<td>Default value is from FRBEVNG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRREVNG_SEQ_NUM</td>
<td>System-generated 1-up number based on the frequency of the events.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRREVNG_STATUS_IND</td>
<td>Defaults to “P”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRREVNG_DUE_DATE</td>
<td>Calculated based on the frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRREVNG_APPROVED_BY_USER_ID</td>
<td>Field is set to null.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRREVNG_STATUS_DATE</td>
<td>Field is set to null.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Grant Location Information Mapping (FRCGLOC to FRRGLOC)

Updating this table will occur after FRBGRNT. Location mapping information is optional. A collector table is not required to include any location information. If included, it must then contain the required fields.

Appropriate edits and validations take place prior to mapping.

If this is a new grant and proposal code entered for FRBGRNT, default all location information from the proposal. If any location information is entered in the interface table, the data entered are used to override what has been defaulted from the proposal.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Code - Required</td>
<td>FRRGLOC_GRNT_CODE</td>
<td>Subject to same edits as FRBGRNT</td>
<td></td>
</tr>
<tr>
<td>Location Code - Required</td>
<td>FRRGLOC_LOCN_CODE</td>
<td>Validated against FTVLOCN</td>
<td>If invalid, process displays an error message.</td>
</tr>
<tr>
<td>Location Code Indicator - Required</td>
<td>FRRGLOC_LOCN_RESEARCH_IND</td>
<td>Must be C, O, or B</td>
<td>If invalid, process displays an error message.</td>
</tr>
</tbody>
</table>

Grant Personnel Information Mapping (FRCGRPI to FRRGRPI)

Updating this table follows the update of FRBGRNT. PI mapping information is optional. The collector table is not required to include any PI information. If included, it must then contain the required fields.

Appropriate edits and validations take place prior to mapping.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Code Required</td>
<td>FRRGRPI_GRNT_CODE</td>
<td>Subject to same edits as FRBGRNT_CODE</td>
<td></td>
</tr>
<tr>
<td>PI Organization Code</td>
<td>FRRGRPI_ORGN_CODE</td>
<td>Validated against FTVORGN</td>
<td>If not on FTVORGN, field is set to null and process displays warning message.</td>
</tr>
<tr>
<td>PI Indicator - Required with PI ID</td>
<td>FRRGRPI_ID_IND</td>
<td>Validated against FTVSDAT. If this field is valued to 001, system updates FRBGRNT_PI_PIDM.</td>
<td>If not on FTVSDAT, process displays error message.</td>
</tr>
<tr>
<td>PI ID Number - Required</td>
<td>FRRGRPI_ID_PIDM</td>
<td>Locate ID in SPRIDEN to determine PIDM</td>
<td>If not on SPRIDEN, process displays error message.</td>
</tr>
<tr>
<td>PI Salutation</td>
<td>FRRGRPI_SALUTATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PI Title</td>
<td>FRRGRPI_TITLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PI FTE</td>
<td>FRRGRPI_FTE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Grant Events Code Mapping (FRCEVNG to FRRPRXG)

For new grants, updating FRBEVNG will occur after FRBGRNT.

Updating FRREVNG will occur after FRBENVG.

Updating FRRPRXG will occur after FRBENVG.

Updating FRRBFIX will occur after FRBENVG.

If Event Header Information is entered, the process calculates the due date based on the number of days and the indicator or the frequency. The process uses that information to create the appropriate number of entries in the FRRENVG, FRRPRXG, and FRRBFIX. If Event Header information is being updated, the existing FRREVNG, FRRPRXG, and FRRBFIX records are deleted and new ones inserted based on the header data.

**Note:** The Collector table definition accommodates entry of multiple fixed bill funds and amounts.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proxy User ID</td>
<td>FRRPRXG_PROXY_USER_ID</td>
<td>Validated against FOMPROF</td>
<td>If invalid, process displays warning message.</td>
</tr>
</tbody>
</table>
Default Values for FRRPXRG Fields

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRRPXRG_GRNT_CODE</td>
<td>Default value is from FRBEVNG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRRPXRG_EVNT_CODE</td>
<td>Default value is from FRBEVNG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRRPRXG_EVNT_SEQ_NUM</td>
<td>System-generated 1-up number based on the frequency of the events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRRPXRG_STATUS_IND</td>
<td>Defaults to “P”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRRPXRG_DUE_DATE</td>
<td>Calculated based on the frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRRPXRG_APPROVED_BY_USER_ID</td>
<td>Field is set to null</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRRPXRG_STATUS_DATE</td>
<td>Field is set to null</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grant User Defined Codes Mapping (FRCGUSN to FRRGUSN)

Updating this table will occur after FRBGRNT. User-defined information mapping is optional. A collector table is not required to include any user-defined fields information. If included, it must then contain the required fields.

Appropriate edits and validations take place prior to mapping.

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
<th>Column Comments</th>
<th>Error Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Code - Required</td>
<td>FRBGUSN_GRNT_CODE</td>
<td>Subject to same edits as FRBGRNT</td>
<td></td>
</tr>
<tr>
<td>* Literal</td>
<td>FRRGUSN_SDAT_CODE_ATTR</td>
<td>Validated against FRVSDAT</td>
<td>If invalid, process displays a warning message.</td>
</tr>
<tr>
<td>* Value</td>
<td>FRRGUSN_SDAT_CODE_OPT_1</td>
<td>Validated against FRVSDAT</td>
<td>If invalid, process displays a warning message.</td>
</tr>
<tr>
<td>* If either the Literal or Value field is populated, the other must also exist.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grant Status History Mapping (to FRVGRST)

These fields are not defined on the collector table, but are defaulted during the interface process when a Grant Status Code and Grant Status Date are valued in the collector table.
Currency Conversion Overview

Banner Finance provides the option of dealing with foreign vendors and maintaining cash accounts in foreign currencies. The base currency for the entity, referenced on the General Control Table (GUBINST), is used in all foreign currency calculations. Maintain the currency codes, with daily or periodic rates, using the Currency Table Maintenance Form (GUACURR). The Accounts Receivable, Purchasing and Procurement, Accounts Payable, and General Ledger modules use the foreign currency calculation feature.

Unless otherwise specified, the amounts input will be in the installation's base currency and referenced on the Installation Control Form (GUAINST). When dealing with a foreign vendor, you may enter a currency code in the Currency Code field. Use the List function to display the valid currency codes.

Defining Currency Conversion Values

To process documents in a foreign currency, certain values must exist on the Currency Conversion Table (GTVCURR). Access the Currency Code Maintenance Form (GUACURR) from the System Functions/Administration Menu (*GENSYS). A valid currency code must be previously defined; for example, DM for Deutsche Marks. As mentioned in the “Currency Conversion Overview,” you have the option to produce checks in foreign currencies or using disbursing agents. For those currencies for which the installation is going to produce checks directly, there must be a unique A/P and Exchange Account as well as a separate Bank Code.

When you use disbursing agents, the system records the foreign amounts throughout the procurement process but will produce a summary check to the disbursing agent using the Disbursement Check Report (FABCHKD) which lists the foreign vendors, the currency used, and the amount in the foreign currency for use by the disbursing agent in preparing individual checks. For currencies handled in this manner, there is no need for unique A/P and Exchange Accounts but there

<table>
<thead>
<tr>
<th>Temp. Table Column Name</th>
<th>Grant Table and Fields</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FRVGRST_GRNT_CODE</td>
<td>Same as FRBGRNT_CODE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRVGRST_STATUS_CODE</td>
<td>Same as FRBGRNT_STATUS_CODE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRVGRST_COAS_CODE</td>
<td>Same as FRBGRNT_COAS_CODE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRVGRST_DATE_STATUS</td>
<td>Same as FRBGRNT_STATUS_DATE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
must be a Disbursing Agent ID (on FTMVEND). The system considers disbursing
agents as vendors. Establish disbursing agents using the Vendor Maintenance Form
(FTMVEND) before they are entered on the Currency Code Maintenance Form.

**Currency Conversion by Module**

Banner Finance enables you to deal with foreign vendors and to maintain cash
accounts in foreign currencies. Use the base currency for the entity, which you
reference on the Installation Control Form (GUAINST), in all foreign currency
calculations. Maintain one and only one base currency for the entity. Maintain the
currency codes, with daily or periodic rates, on the Currency Table Maintenance
Form (GUACURR).

Use the currency conversion feature in the following modules:

**Purchasing and Procurement**

You can specify a foreign currency on requisitions and purchase orders. The system
retrieves the appropriate rate from the currency conversion table and converts the
input amount (in the foreign currency) to the converted amount for posting
purposes. In other words, the system maintains the encumbrances in the base
currency of the installation.

**Accounts Payable**

As with requisitions and purchase orders, you can process invoices and write checks
in a foreign currency. The system posts the converted amount, along with the
exchange amount (the difference between the foreign or input amount and the
converted or base currency amount).

An additional feature in the Accounts Payable module provides the option to use a
disbursing agent for foreign vendor activity. This is useful in cases in which the bank
is to produce checks to foreign vendors. If a disbursing agent handles a currency
transaction, the system accumulates the foreign currency transactions for a specific
check run, and writes a check to the disbursing agent in the base currency. In
addition, the system produces the Disbursement Check Report (FABCHKD) which
identifies the vendors with the foreign currency amounts so that the bank can write
the appropriate checks. In these cases, you do not need to calculate or post an
exchange amount.

**General Ledger**

To record purchases of foreign currency, you may reference a foreign currency on
the journal voucher. Refer to Chapter 6, *General Accounting Transactions*, for details
on the Journal Voucher Entry Form (FGAJVCD), the Journal Voucher Quick Form
(FGAJVCQ), and related procedures.
Accounts Receivable
You can record cash receipts in a foreign currency.

Currency Conversion for Journal Vouchers
To record purchases of foreign currency, reference a foreign currency on FGAJVCD. Enter an existing document number in the Document field for an encumbrance on FGAJVCD, enabling you to liquidate a purchase order using FGAJVCD. This is useful for liquidating remaining balances on purchase orders for which proper liquidation through invoice processing did not occur.

If this is final payment, the system populates the Partial Payment Indicator on the invoice with a 'T' at the time of invoice processing.

Currency Conversion Checklist
Follow the steps below to ensure that your system processes Currency Conversion correctly:

1. Determine which foreign currencies are to be used by the installation.

2. Decide which are to be handled by disbursing agents and which currency balances will be handled by the installation.

3. For currencies which are handled by disbursing agents:
   - Set up a vendor code for the disbursing agent on the Vendor Maintenance Form (FTMVEND).
   - Set up a cash account for the balance the installation wants to maintain in the Bank Fund for these transactions on the Account Code Maintenance Form (FTMACCT).
   - Set up a disbursing agent bank on the Bank Code Maintenance Form (GXMBANK) so that you can generate checks for foreign vendors in a separate batch job and produce the appropriate report for the disbursing agent to use.
   - Ensure that the A/P and Exchange Accounts are the same as are used for the regular operations which occur in the base currency.

4. For currencies which are maintained by the installation where checks will be produced in the foreign currency:
   - Set up a cash account for each foreign currency in the Bank Fund.
   - Set up a separate bank account for each foreign currency on the Bank Code Maintenance Form (GXMBANK). Note that there is a currency field on GXMBANK. Use future effective dates when setting up currency information. After establishing the currency codes, update the bank code record with the appropriate currency.
- Set up unique A/P and Exchange Accounts (asset or liability) for each currency on the Account Code Maintenance Form (FTMACCT).

5. Create your currency records using the Currency Code Maintenance Form (GUACURR).

Within Purchasing, when you enter a foreign currency, the system calculates converted amounts for use in available balance checking and posting. Record the purchase of the foreign currency itself with a simple journal entry in the Bank Fund. Use the JE15 Rule Class. Enter a credit entry to the account in the bank fund used to purchase the foreign currency. Debit the cash account used to maintain the balance of the specific foreign currency (referenced on the Currency Code Maintenance Form, GUACURR); debit/credit the difference to the exchange account (also GUACURR).

**Identifying Persons and Entities in Finance**

When you add a person or entity into the Finance database, the system establishes an ID and an internal Personal Identification Number (PIDM). An entity could be a corporation, a bank, a university, a government agency, or a business.

Generally, you define IDs through ID or Key ID fields of the forms you are using to add persons or entities to the database. IDs display on forms and reports. You may modify ID numbers over time.

You have the capability of allowing the system to generate a sequential number for the person or entity you are adding to the system. The system bases generated ID numbers on the values defined on the Sequence Number Maintenance Form (FOASEQN).

The PIDM is an internal and unique system-generated eight-digit number stored on the Person Identification Table (SPRIDEN). Every person and entity defined to the database, regardless of what form is used to define them, has a PIDM on the SPRIDEN table. The PIDM does not display on forms or reports. Once the system creates a PIDM, you cannot modify it.

**Adding Persons or Entities to Finance with the Identification Form (FOAIDEN)**

Generally, you will add persons and entities to the Finance database using the Identification Form (FOAIDEN). FOAIDEN provides you with the capability of assigning system-generated or user-defined ID numbers. Once you define person/entity information on this form, you may modify it. When you save persons/entities to the database, the system creates their PIDM(s).
The ID field on FOAIDEN is required. Enter NEXT to have the system generate a sequential ID number. Use existing IDs to display and change a record, or add an ID to the system.

Select Next Block to go to the Current Identification Information. Notice that the value you entered in Key ID field defaults to the ID field in the Current Identification Information.

You cannot supply both person and non-person name information under the same ID.

Searching the Database for Entities with the Non-Person Name/ID Search Form (FOICOMP)

The Non-Person Name/ID Search Form enables you to query all the entities (non-persons) in the database. This form is in query mode when it displays.

From the ID field on FOAIDEN, select Count Query Hits to access the Non-Person Name/ID Search Form (FOICOMP).

Select Next Block to execute a query of every entity and ID Number in the database. The entity names display in alphabetical order.

Enter a possible spelling of the name you want in the Name field to narrow your search. If you enter a partial name, use a percent sign (%) as a wild card. This tells the system that you want to view all names containing the letter combination you specify. For example, you can enter %ton to view all names ending in -ton, And% to view all names beginning with And-, or %bel% to view all names containing the -bel- letter combination.

Select Next Block to execute the query.

Position the cursor on the value you wish to display on the Identification form. Click or select Exit from that field to populate the Identification form with the ID in the ID field.

Searching the Database for Persons with the Person Name/ID Search Form (FOIIDEN)

This form enables you to query all the persons (non-entities) in the database. You are in query mode when this form displays.

From the ID field on FOAIDEN, select List to access the Person Name/ID Search Form (FOIIDEN).

Select Next Block to execute a query of every person and ID Number in the database. The entity names display in Last Name alphabetical order.

Enter a possible spelling of the name you want in the Last Name and/or First Name fields to narrow your search. The system conducts the search based on one or both values as specified. If you enter a partial name, use a percent sign (%) as a wild card. This tells the system that you want to view all names containing the letter combination you specify. For example, you can enter %ton
to view all names ending in \(-ton, And\%\) to view all names beginning with \(And\text{-}\),
or \(\%bel\%\) to view all names containing the \(-bel\)-letter combination.

Select Next Block to execute the query.

- Position the cursor on the value you wish to display on the Identification Form (FOAIDEN). Select Exit from that field to populate the Identification form with the ID in the ID field.

- Select Next Block from the Current Identification Information after you enter the required names. The Previous Identification Information is display only. If you make changes to existing person or entity names, data displays in this block.

- Select Next Block to access the Address Information.

The following are required fields and allowable values:

- **Type:** Enter the address type for this individual. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to display STVATYP. Position the cursor on the value you wish to display in the Type field. Select Exit from that field to display FOAIDEN with that value in the Type field. Select Next Item.

- **Address:** This is the first line of the address for this individual. Enter at least one line in an address. You may enter up to three address lines. For a person or entity, you may define one address for each address type. If multiple addresses exist in the database, you may scroll through them here.

When you save these addresses, the system assigns a sequence number in the Seq# field. Sequence numbers specifically identify addresses within address types. Select Next Record within the Address Information to add addresses and address types.

- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.

- **State/Prov or Nation:** Populate the appropriate fields according to your site policies. The system validates state/province codes using the State/Prov Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the State/Prov or Nation field. Select Exit from that field to display FOAIDEN with that value in the State/Prov or Nation field. Select Next Item.

- **ZIP/PC:** The ZIP/PC in the address. The system validates ZIP/PC using the ZIP/PC Code Validation Form (GTVZIPC). Select List to display GTVZIPC. Position the cursor on the value you wish to display in the ZIP/PC field. Select Exit from that field to display FOAIDEN with that value in the ZIP/PC field.

Depending on your sites’ policies, the ZIP/PC value may default the corresponding city, state/prov, nation, and county codes. If your site uses the default feature, go to the ZIP/PC field. Enter the ZIP/PC and select Next Item to invoke the default feature.

- Select Next Block when the pop-up window appears to display the entire validation form.
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- The address type defaults to the Phone Type field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the Phone Type field. Select Exit from that field to display FOAIDEN with that value in the Phone Type field.
- Click or select Save.

Adding Vendors to the Finance Database

The Vendor Maintenance Form (FTMVEND) enables you to add individuals to the database identified as vendors. Use FTMVEND to define persons and corporations as vendors. FTMVEND also enables you to identify persons already defined to the SPRIDEN table as vendors.

Select List from the Vendor field to access the Entity Name/ID Search Form (FTIIDEN). FTTIDEN is useful if you are defining an individual or a corporation as a vendor.

Searching the Database for Vendors

FTIIDEN allows you to query persons/entities defined to the database. This form is in query mode when you access it.

1. If you know the ID number of the vendor, enter it in the ID Number field.

2. You may enter a partial name with a wildcard (%) or the entire last name in the Last Name field. Enter values in the First and Middle Name fields to narrow the search.

3. The Ent field is an Entity Indicator. To narrow the search, enter P (Person) or C (Corporation). This form enables you to exit with a person or entity ID number.

4. The Chg field is a Change Indicator. The system defaults N (Name change) or I (Identification change) into this field based upon the last change made to this ID. You may also populate this field before executing a query.

5. The four indicator fields represent V (Vendor), F (Financial Manager), A (Agency) and I (Investment Manager). Enter Y (Yes) in any of these fields to narrow your search. For example, enter Y in the V (Vendor) Indicator. Execute the query to display individuals previously defined as vendors. You may enter A (All) in any of these four indicators to display all the persons/entities defined to that category. The system defaults Y or N in the remaining indicator fields, as appropriate. If no query information is entered, the system defaults vendors.

6. Select Exit to display an ID number in the Vendor field.
Using the Vendor Maintenance Form (FTMVEND)

Identifying a Vendor as a Corporation

1. You may enter a one-to-nine character ID number for the vendor being established. Enter NEXT to have the system generate a sequential ID number.

2. Select Next Item and enter from one to 60 characters describing the Corporation. You may define either Corporation or Last Name and First Name and Middle Name.

3. Select Next Block to continue.

Identifying a Vendor as an Individual

1. You may enter a one-to-nine character ID number for the vendor being established. Enter NEXT to have the system generate a sequential ID number.

2. Select Next Item twice to bypass Corporation.

3. Enter from one to 25 characters in the Last Name field. Select Next Item and enter from one to 15 characters in the First Name field. Select Next Item and enter from one to 15 characters in the Middle Name field.

4. Select Next Block.

5. The following are required fields on FTMVEND and their respective allowable values:
   - Dates: Enter the dates that this record is in effect. Use the DD-MON-YYYY format. Leave these fields blank to default the system date.
   - Collects Taxes: Populate this field according to your site policies. This field designates which compensating or use taxes the system collects. You may choose to collect all taxes, no taxes, or selected taxes. If you define Selected taxes, enter Tax Code(s) in the Taxes Collected Window of FTMVEND.

To enter further information for a vendor, including tax data, select the Vendor Header Additional Information Window from the Options menu. Otherwise, select Next Block to display the Vendor Types Window.

- Vendor Types Code: This field accepts one or two characters. The system validates vendor type codes using the Vendor Type List Values Form (FTVVTYP). Select List to select a vendor type from a list window. Position the cursor on the value you wish to display in the Vendor Types Code field. Select Exit to display FTMVEND with that value in the Vendor Types Code field.

Select Next Block to display the Vendor Address Window. The cursor resides in the Address Type Code field.

- Address Type Code: Enter the address code for this vendor. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to select an address type from a list window.
Position the cursor on the value you wish to display in the Address Type Code field. Select Exit from that field to display FTMVEND with that value in the Address Type Code field. Select Next Item.

- Sequence Number: You may define more than one address to a single address type. If you only define one address, that address must have an assigned sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.

Adding Financial Managers to Finance

The Financial Manager Maintenance Form (FTFMGR) enables you to add persons identified as financial managers to the Person Identification Table (SPRIDEN) and the Person Address Table (SPRADDR). FTMFMGR also enables you to identify persons already defined to the SPRIDEN table as financial managers.

Enter only persons, not entities, into the system using FTMFMGR. When you enter Select List from the Financial Manager field to access the Entity Name/ID Search Form (FTIIDEN).

Searching the Database for Persons

FTIIDEN allows you to query persons/entities defined to the database.

1. If you know the ID number of the person, enter it in the ID Number field.

2. You may enter a partial name with a wildcard (%) or the entire last name in the Last Name field. You may enter values in the First and Middle Name fields to narrow the search.

3. The Ent field is an Entity Indicator. To narrow the search, enter P (Person) or C (Corporation). This form enables you to query entities, but you may not exit the form with an entity ID to FTMFMGR.

4. The Chg field is a Change Indicator. The system defaults N (Name change) or I (Identification change) into this field based upon the last change made to this ID. You may also populate this field before executing a query.

5. The four indicator fields represent V (Vendor), F (Financial Manager), A (Agency) and I (Investment Manager). Enter Y (Yes) in any of these fields to narrow your search. For example, enter Y in the F (Financial Manager) Indicator. Execute the query to display individuals previously defined as financial managers. You may enter A (All) in any of these four indicators to display all the persons/entities defined to that category. The system defaults Y or N in the remaining indicator fields, as appropriate. If no query information is entered, the system defaults vendors.

6. Select Exit to display an ID identifying a vendor, financial manager, agency or investment manager provided you did not originally define them to the
database as corporations. You may have defined the original ID record using FOAIDEN, the Vendor Maintenance Form (FTMVEND), the Agency Code Maintenance Form (FTMAGCY), or the Investment Manager Maintenance Form (FTMIMGR).

Using the Financial Manager Maintenance Form (FTFMGR)

You may enter a one-to-nine character ID number for a financial manager being established. Enter NEXT to have the system generate a sequential ID number. Enter from one to 60 characters describing the financial manager (for example, company name, job title) in the field to the right of the Financial Manager field. Select Next Block.

Manager Information

The following are the required fields in the Manager Information and allowable values:

- **Status**: Valid entries are A(Active) and I(Inactive). The default is A.
- **Title**: Enter from 1 to 35 characters describing the job title of the financial manager you establish.
- **Effective Date**: Enter the date that this record is in effect. Use the DD-MON-YYYY format. Leave this field blank to default the system date.

You may choose to define the organization and location information based on your site policies. The system validates the Default Address Type using the Address Type Code Validation Form (STVATYP). The system supplies a Sequence Number and Last Activity Date. Select Next Block.

Address Information

The following are the required fields in the Address Information and allowable values:

- **Type**: Enter the address type for this individual. The system validates address types using the Address Type Code Validation Form (STVATYP).
  Select List to access STVATYP. Position the cursor on the value you wish to display in the Type field. Select Exit from that field to populate FOAIDEN with that value in the Type field. Select Next Item.
- **Sequence Number**: You may define more than one address to a single address type. If you only define one address, that address must have an assigned sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.
- **Address**: This is the first line of the address for this individual. Enter at least one line in an address. You may enter up to three address lines. You may define multiple address types and multiple addresses for each address type for a financial manager.
- **City**: The city line in the address. Enter the city name, up to 20 characters. Select Next Item.
- State/Prov or Nation: Populate the appropriate fields according to your site policies. The system validates state/prov codes using the State/Prov Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the State/Prov or Nation field. Select Exit from that field to populate FTMFMGR with that value in the State/Prov or Nation field. Select Next Item.

- ZIP/PC: The ZIP/PC in the address. The system validates ZIP/PC using the ZIP/PC Code Validation Form (GTVZIPC). Select List to display GTVZIPC. Position the cursor on the value you wish to display in the ZIP/PC field. Select Exit from that field to display FOAIDEN with that value in the ZIP/PC field. Depending on your site’s policies, the ZIP/PC value may default the corresponding city, state/prov, nation, and county codes. If your site uses the default feature, go to the ZIP/PC field. Enter the ZIP/PC and select Next Item to invoke the default feature.

The address type defaults to the Phone Type field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the Phone Type field. Select Exit from that field to access FTMFMGR with that value in the Phone Type field. Select Save.

### Adding Agencies to Finance

The Agency Code Maintenance Form (FTMAGCY) enables you to add agencies and contacts to the database. You may define persons and corporations as agencies. FTMAGCY enables you to identify persons and corporations already defined to the SPRIDEN table as agencies. Select List from the Agency field of FTMAGCY to access the Entity Name/ID Search Form (FTIIDEN).

### Searching the Database for Agencies

FTIIDEN allows you to query agencies defined to the database.

1. If you know the ID number of the agency, enter it in the ID Number field.

2. You may enter a partial name with a wildcard (%) or the entire last name in the Last Name field. Enter values in the First and Middle Name fields to narrow the search. Remember, agencies can be persons.

3. The Ent field is an Entity Indicator. To narrow the search, enter P (Person) or C (Corporation). This form enables you to exit with a person or entity ID number.

4. The Chg field is a Change Indicator. The system defaults N (Name change) or I (Identification change) into this field based upon the last change made to this ID. You may also populate this field before executing a query.
5. The four indicator fields represent V (Vendor), F (Financial Manager), A (Agency) and I (Investment Manager). Enter Y (Yes) in any of these fields to narrow your search. For example, enter Y in the A (Agency) Indicator. Execute the query to display previously defined agencies. You may enter A (All) in any of these four indicators to display all the persons/entities defined to that category. The system defaults Y or N into the remaining indicator fields, as appropriate. If no query information is entered, the system defaults vendors.

6. Select Exit to display an ID in the Agency field.

Using the Agency Code Maintenance Form (FTMAGCY)

You may enter a one-to-nine character ID number for a person/agency you wish to establish. Enter NEXT to have the system generate a sequential ID number. Enter from one to 60 characters describing the agency in the field to the right of the Agency field. Select Next Block.

The Active Status field is required. Check the box for Active Status or uncheck the box for Inactive Status. The default is checked (Active).

The Contact at the agency is optional. You may define agencies in hierarchies. The Finance sample data provides you with a level one agency hierarchy.

The following are the required fields in the Address Information and allowable values:

- **Type:** Enter the address type for this agency. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to display STVATYP. Position the cursor on the value you wish to display in the Type field. Select Exit from that field to populate FTMAGCY with that value in the Type field. Select Next Item.

- **Sequence Number:** You may define more than one address to a single address type. If you only define one address, that address must have an assigned sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.

- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.

- **State/Prov or Nation:** Populate the appropriate fields according to your site policies. The system validates state/prov codes using the State/Prov Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the State/Prov or Nation field. Select Exit from that field to access FTMAGCY with that value in the State/Prov or Nation field. Select Next Item.

- **ZIP/PC:** The ZIP/PC in the address. The system validates ZIP/PC using the ZIP/PC Code Validation Form (GTVZIPC). Select List to display GTVZIPC. Position the cursor on the value you wish to display in the ZIP/PC field. Select Exit from that field to access FOAIDEN with that value in the ZIP/PC field.
Depending on your site’s policies, the ZIP/PC value may default the corresponding city, state/prov, nation and county codes. If your site uses the default feature, go to the ZIP/PC field. Enter the ZIP/PC and select Next Item to invoke the default feature.

The address type defaults to the Phone Type field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the Phone Type field. Select Exit from that field to display FTMAGCY with that value in the Phone Type field. Select Save.

**Adding Investment Managers to Finance**

The Investment Manager Maintenance Form (FTMIMGR) enables you to add persons identified as investment managers to the Person Identification Table (SPRIDEN) and the Person Address Table (SPRADDR). FTMIMGR also enables you to identify persons already defined to the SPRIDEN table as investment managers.

This form is available only through the Investment Management Module. Select List from the Investment Manager field of FTMIMGR to access the Entity Name/ID Search Form (FTIIDEN). FTTIIDEN is useful if you are defining a person or a corporation as an investment manager. You may define persons and corporations as investment managers.

**Searching the Database for Investment Managers**

FTTIIDEN allows you to query investment managers defined to the database.

1. If you know the ID number of the investment manager, enter it in the ID Number field.

2. You may enter a partial name with a wildcard (%) or the entire last name in the Last Name field. Enter values in the First and Middle Name fields to narrow the search. Investment managers can be persons or corporations (such as banks or investment firms).

3. The Ent field is an Entity Indicator. To narrow the search, enter P (Person) or C (Corporation). This form enables you to exit the form with a person or entity ID number.

4. The Chg field is a Change Indicator. The system defaults N (Name change) or I (Identification change) into this field based upon the last change made to this ID. You may also populate this field before executing a query.

5. The four indicator fields represent V (Vendor), F (Financial Manager), A (Agency) and I (Investment Manager). Enter Y (Yes) in any of these fields to narrow your search. For example, enter Y in the I (Investment Manager) Indicator. Execute the query to display previously defined investment managers. You may enter A (All) in any of these four indicators to display all the persons/entities defined to that category. The system defaults Y or N into
the remaining indicator fields, as appropriate. If no query information is entered, the system defaults vendors.

6. Select Exit to display an ID identifying a vendor, financial manager, agency, or investment manager provided you did not originally define them to the database as corporations. You may have defined the original ID record using FOAIDEN, the Vendor Maintenance Form (FTMVEND), the Agency Code Maintenance Form (FTMAGCY), or the Investment Manager Maintenance Form (FTMIMGR).

Using the Investment Manager Maintenance Form (FTMIMGR)

Identifying an Investment Manager as a Corporation

You may enter a one-to-nine character ID number for an investment manager being established. Enter NEXT to have the system generate a sequential ID number. Select Next Item and enter from one to 47 characters describing the Corporation. You may define either Corporation or Last and First and Middle names. Select Next Block to the Manager/Corporation Information.

Identifying an Investment Manager as an Individual

You may enter a one-to-nine character ID number for an investment manager being established. Enter NEXT to have the system generate a sequential ID number.

Select Next Item twice to bypass Corporation. Enter from one to 60 characters in the Last name field. Select Next Item and enter from one to 15 characters in the First name field. Select Next Item and enter from one to 15 characters in the Middle name field. Select Next Block to enter the Manager/Corporation Information.

Manager/Corporation Information

The following are the required fields in the Manager/Corporation Information and allowable values:

- Status: Valid entries are A (Active) and I (Inactive). The default is A.
- Title: Enter from one to 35 characters describing the job title or company of the investment manager being established.
- Effective Date: Enter the date that this record is in effect. Use the DD-MON-YYYY format. Leave this field blank to default the system date.

You may choose to define the chart of accounts, address and date information, based on site policies. The system validates Default Address Type using the Address Type Code Validation Form (STVATYP). The system supplies a Sequence Number and Last Activity Date. Select Next Block.
Address Information

The following are the required fields in the Address Information and allowable values.

- **Type:** Enter the address type for this investment manager. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to display STVATYP. Position the cursor on the value you wish to display in the Type field. Select Exit from that field to access FTMIMGR with that value in the Type field. Select Next Item.

- **Sequence Number:** You may define more than one address to a single address type. If you only define one address, that address must have an assigned sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.

- **State/Prov or Nation:** Populate the appropriate fields according to your site policies. The system validates state/prov codes using the State/Prov Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the State/Prov or Nation field. Select Exit from that field to access FTMIMGR with that value in the State/Prov or Nation field. Select Next Item.

- **ZIP/PC:** The ZIP/PC in the address. The system validates ZIP/PC using the ZIP/PC Code Validation Form (GTVZIPC). Select List to access GTVZIPC. Position the cursor on the value you wish to display in the ZIP/PC field. Select Exit from that field to access FOAIDEN with that value in the ZIP/PC field. Depending on your site policies, the ZIP/PC value may default the corresponding city, state/prov, nation and county codes. If your site uses the default feature, go to the ZIP/PC field. Enter the ZIP/PC and select Next Item to invoke the default feature.

The address type defaults to the Phone Type field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the Phone Type field. Select Exit from that field to display FTMIMGR with that value in the Phone Type field. Click or select Save.

Adding Customers to Finance

The Customer Maintenance Form (FTMCUST) enables you to identify existing IDs as customers. You may define persons or corporations as customers. Select List from the Customer # field of FTMCUST to access the Customer Code List Values Form (FTVCUST). FTVCUST is most useful when you are using the Cost Accounting module. Individuals defined as customers must exist in the database before being entered on FTMCUST.

Add customers to Finance using the Identification Form (FOAIDEN) if the individual does not already exist as another person type in the system. FOAIDEN provides you with the capability of assigning system-generated or user-defined ID
numbers. Once you define the customer information on this form, you may modify it.

Using the Identification Form (FOAIDEN)

The following are the required fields on FOAIDEN and allowable values.

- **Key ID**: Enter \textit{NEXT} to have the system generate a sequential ID number. You may use existing IDs or add an ID to the system. Select Next Block to go to the PERSON NAME INFORMATION Last field. Notice that the value you entered in the Key ID field defaults to the ID field in the Current Identification Information.

- **Type**: Enter the address type for this individual. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to access STVATYP. Position the cursor on the value you wish to display in the Type field. Select Exit from that field to access FOAIDEN with that value in the Type field. Select Next Item.

- **Address**: This is the first line of the address for this individual. Enter at least one line in an address. You may enter up to three address lines. You may define more than one address for a person/entity. When you save these addresses, the system assigns a sequence number in the Seq# field.

- **City**: The city line in the address. Enter the city name, up to 20 characters. Select Next Item.

- **State/Prov or Nation**: Populate the appropriate fields according to your site policies. The system validates state/prov codes using the State/Prov Code Validation Form (STVSTAT). Select List to access STVSTAT. The system validates nation codes with the Nation Code Validation Form (STVNATN). Move the cursor on the value you wish to display in the State/Prov or Nation field. Select Exit from that field to access FOAIDEN with that value in the State/Prov or Nation field. Select Next Item.

- **ZIP/PC**: The ZIP/PC in the address. The system validates ZIP/PC with the ZIP/PC Code Validation Form (GTVZIPC). Select List to display GTVZIPC. Place the cursor on the value to display in the ZIP/PC field. Select Exit from that field to access FOAIDEN with that value in the ZIP/PC field. Depending on your site’s policies, the ZIP/PC value may default the corresponding city, state/prov, nation, and county codes. If your site uses the default feature, go to the ZIP/PC field. Enter the ZIP/PC and select Next Item to invoke the default feature.

The address type defaults to the Phone Type field. You may override the default. The system validates phone types with the Telephone Type Validation Form (STVTELE). Select List to display STVTELE. Move the cursor on the value you wish to display in the Phone Type field. Select Exit from that field to access FOAIDEN with that value in the field. Click or select Save.
Customer Maintenance Form (FTMCUST)

Access the Customer Maintenance Form (FTMCUST). Enter the ID you just created on FOAIDEN in the Customer # field. List is available for the Customer # field. Only those IDs defined through FTMCUST appear on the Customer Code List Values Form (FTVCUST). Select Next Item to display the customer name. Select Next Block to go to the Customer Information.

Customer Information

- Customer Type: This field enables you to identify customers as internal or external. For example, an internal customer is a financial manager at your site. Consider all other customers external. This field is informational. By definition a financial manager is an internal customer and the Cost Accounting module controls it accordingly.
- Effective Date: Enter the date that this record is in effect. Use the DD-MON-YYYY format. Leave this field blank to default the system date.

Customer Address

- Type: Enter the address code for this vendor. The system validates address types using the Address Type Code Validation Form (STVATYP). Select List to display STVATYP. Position the cursor on the value you wish to display in the Address Code field. Select Exit from that field to access FTMVEND with that value in the Address Code field. Select Next Item.
- Sequence Number: You may define more than one address to a single address type. If you only define one address, that address must have an assigned sequence number. As you add addresses, you must assign sequence numbers. Sequence numbers must be unique within address types.
- City: The city line in the address. Enter the city name, up to 20 characters. Select Next Item.
- State/Prov or Nation: Populate the appropriate fields according to your site policies. The system validates state/prov codes using the State/Prov Code Validation Form (STVSTAT). Select List to display STVSTAT. The system validates nation codes using the Nation Code Validation Form (STVNATN). Position the cursor on the value you wish to display in the State/Prov or Nation field. Select Exit to access FTMCUST with that value in the State/Prov or Nation field. Select Next Item.
- ZIP/PC: The ZIP/PC in the address. The system validates ZIP/PC using the ZIP/PC Code Validation Form (GTVZIPC). Select List to access GTVZIPC. Position the cursor on the value you wish to display in the ZIP/PC field. Select Exit from that field to access FOAIDEN with that value in the ZIP/PC field.

The address type defaults to the Phone Type field. You may override the default. The system validates phone types using the Telephone Type Validation Form.
(STVTELE). Select List to display STVTELE. Position the cursor on the value you wish to display in the Phone Type field. Select Exit from that field to access FTMCUST with that value in the Phone Type field. Click or select Save.

**Adding Employees to Finance**

The Employee Maintenance Form (FCAEMPL) enables you to identify existing IDs as employees. Select List from the Employee # field of FCAEMPL to access the Employee Code List Form (FCVEMPL). FCVEMPL is most useful when you are using the Cost Accounting module. Individuals defined as employees must exist in the database before being entered on FCAEMPL.

Add employees to Finance using the Identification Form (FOAIDEN). FOAIDEN enables you to assign system-generated or user-defined ID numbers. Once you define the customer information on this form, you may modify it. When you save customer IDs to the database, a PIDM is also created.

**Using the Identification Form (FOAIDEN)**

The following are the required fields on FOAIDEN, and the allowable values.

- **Key ID:** Enter `NEXT` to have the system generate a sequential ID number. You may use existing IDs, or you may add an ID to the system. Select Next Block to go to the PERSON NAME INFORMATION Last field. Notice that the value you entered in the Key ID field defaults to the ID field in the Current Identification Information.
- **Type:** Enter the address type for this employee. Address types are validated on the Address Type Code Validation Form (STVATYP). Select List to access STVATYP. Position the cursor on the value you wish to display in the Type field. Select Exit from that field to access FOAIDEN with that value in the Type field. Select Next Item.
- **Address:** This is the first line of the address for this employee. Only one line in an address is required. You may enter up to three address lines. You may define more than one address for an employee. When you save these addresses, the system assigns a sequence number in the Seq# field.
- **City:** The city line in the address. Enter the city name, up to 20 characters. Select Next Item.
- **State/Prov or Nation:** Populate the appropriate fields according to your site policies. The system validates state/prov codes using the State/Prov Code Validation Form (STVSTAT). Select List to access STVSTAT. Position the cursor on the value you wish to display in the State/Prov or Nation field. Select Exit from that field to access FOAIDEN with that value in the State/Prov or Nation field. Select Next Item.
- **ZIP/PC:** The ZIP/PC in the address. ZIP/PC are validated on the ZIP/PC Code Validation Form (GTVZIPC). Select List to access GTVZIPC. Position the cursor...
on the value you wish to display in the ZIP/PC field. Select Exit from that field to access FOAIDEN with that value in the ZIP/PC field.

Depending on your site’s policies, the ZIP/PC value may default the corresponding city, state/prov, nation, and county codes. If your site uses the default feature, go to the ZIP/PC field. Enter the ZIP/PC and select Next Item to invoke the default feature.

The address type defaults to the Phone Type field. You may override the default. The system validates phone types using the Telephone Type Validation Form (STVTELE). Select List to access STVTELE. Position the cursor on the value you wish to display in the Phone Type field. Select Exit from that field to access FOAIDEN with that value in the Phone Type field. Click or select Save.

Using the Employee Maintenance Form (FCAEMPL)

Access the Employee Maintenance Form (FCAEMPL). Enter the ID you just created on FOAIDEN in the Employee # field. List is available for this field but only employees defined to the Cost Accounting module appear. Select Next Item to display the employee name. Select Next Block to go to the Detail Information.

**Detail Information**

- **Wages:** Enter the employee’s annual wages up to 13 digits. The system supplies the decimal point and zeros if the sum is even. Enter the decimal point and the cents if the sum is not even. To successfully add an employee record, you must save at least one field.
- **COA:** Enter the one-character chart of accounts code to which this employee is being established. The system validates Chart of Accounts using the Chart of Accounts List Form (FTVCOAS). Select List to access FTVCOAS. Position the cursor on the value you wish to display in the COA field. Select Exit from that field to access FCAEMPL with that value in the COA field. Select Next Item.

Organization Code: Enter from one-to-six characters identifying the organization being established. The system validates organization codes using the Organization Code List Form (FTVORGN). Select List to access FTVORGN. Position the cursor on the value you wish to display in the Organization field. Select Exit from that field to access FCAEMPL with that value in the Organization field. Select Next Item.

Classification: Enter from one-to-four characters identifying the classification (job description) being established. The system validates classification codes using the Classification Code List Form (FTVCLAS). Select List to access FTVCLAS. Position the cursor on the value you wish to display in the Classification field. Select Exit from that field to access FCAEMPL with that value in the Classification field. Select Next Item to display the code description. Enter only one organization and classification within the organization. Click or select Save.
**ID and PIDM Relationship**

Customers and Employees must have pre-existing Personal Identification Numbers (PIDMs) defined in the Person Identification Table (SPRIDEN).

**List of ID Definition Tables**

The following is the list of tables accessed when you define persons and entities to the Finance database:

- Person Identification Table (SPRIDEN)
- Person Address Table (SPRADDR)
- Agency Validation Table (FTVAGCY)
- Customer Table (FTVCUST)
Receiving/Matching Processing

Receiving/Matching

Overview

The Receiving/Matching feature enables you to control the payment of invoices pending receipt of goods. The System Control Maintenance Form (FOASYSC) and the User Profile Maintenance Form (FOMPROF) contain the fields you populate to establish the Receiving/Matching control parameters.

Receiving Feature

On FOMPROF, Receiving Overage Tolerance and Receiving Override pertain to users who receive goods using the Receiving Goods Form (FPARCVD). These fields enable you to control overshipments or duplicate shipments from vendors.

Receiving Overage Tolerance Field

Enter the percentage in excess of the ordered quantity that the user has the authority to accept, into the Receiving Overage Tolerance field. Your site procedures might authorize a receiving clerk to receive up to 10% over the ordered quantity. Quantities over that limit require further investigation involving Purchasing or other personnel. The receiving clerk will still be able to receive the goods, but the system considers the packing slip document in suspense and flags the document as an exception in the Receiving/Matching Process (FABMATC).

Receiving Override Field

Depending on site procedures, one method for handling the Receiving Overage condition is to override the suspense flag. Enter Y in the Receiving Override field for those users, typically a supervisor, who have the authority to override a suspense as the result of an overshipment.
Invoicing Feature

Enter the dollar threshold for paying invoices without evidence of receipt in the Invoice Amount Requiring Receipt field of the System Control Maintenance Form (FOASISC). This is the dollar amount for which the system requires receiving information to pay the invoice.

Note: All invoices that reference Standing types of purchase orders bypass the Receiving/Matching Process, despite the invoice amount. The Receiving/Matching Process uses the quantity of a commodity to match an item for payment. Standing type purchase orders use only dollar amount, not quantity.

Invoice Overage Tolerance and Invoice Tolerance Amount Fields

The Invoice Overage Tolerance field on FOMPROF represents the percentage of dollars over the original Purchase Order amount that the Invoice form user, usually an A/P clerk, can pay an invoice. Unlike the Receiving Overage Tolerance, this value takes into account the amount (quantity x unit price) rather than just quantity. In the Invoice Tolerance Amount field on FOMPROF, enter the dollar amount limit for overpayments.

The Overage and amount fields work together. For example, your site’s policies may stipulate that A/P clerks can pay up to 10% more than the ordered amount (quantity x unit price), not to exceed $100.00. In this case you would enter 10 in the Invoice Overage Tolerance field and 100 in the Invoice Tolerance Amount field.

If the approved amount plus the previously paid amount on the invoice is greater than the ordered amount, FAAINVE checks the values in both the Invoice Overage Tolerance and Invoice Tolerance Amount fields. FAAINVE calculates the lower amount and determines whether the user has the authority to complete the invoice. For example, with these fields populated with 10% and $100.00 the invoice approved amount is $10,500.00 with an ordered amount of $10,000.00. Although the overage amount as a percentage is less than 10%, the invoice form still prevents the invoice from being completed because the amount in dollars exceeds the $100.00 specified in the Invoice Tolerance Amount field on FOMPROF.

If you impose no limits on overage payments, leave these fields blank. If all overpayments require further scrutiny, enter 0 (zero) in these fields. The system uses these two fields together. If you enter a value for one field, you must enter a value for the other field. If you do not enter values in both fields, the system assumes that a blank value prevails.

Establishing Users for the Process

Once you have determined the appropriate limits for the individuals processing invoices, you will need to establish a user, typically the A/P supervisor, who has the authority to override an overage condition.
For this hypothetical user, enter Y in the Invoice Tolerance Override field on FOMPROF. Once the system recognizes an overage condition, this user may enter Y in the Tolerance Override field on the Invoice/Credit Memo Form (FAAINVE) and complete the invoice if site-defined policies allow.

**Completing the Invoice**

If the total dollars on the invoice are less than the dollar amount in the Invoice Tolerance Amount field at document completion time, the invoice form sets Receipt Required to “N” (No) and marks the invoice as complete.

- If you have turned approvals processing on for invoices, the system forwards the document to the Approvals in Process Table (FOBAINP).
- If you have not turned approvals processing on for invoices, the system forwards the document to the Approved Documents Table (FOBAPPD).

If the total dollar amount on the invoice is greater than the value in the Invoice Amount Requiring Receipt field, the system sets Receipt Required to “Y” (Yes) and marks the invoice equal to “R” (Receipt Required). If authorized, the user can override the Receipt Required value. (For additional information, see “Using the Receipt Required Field”.) This status means that the invoice is awaiting matching before completion. When an invoice has this status, you may re-enter it to update or delete information. If the invoice references a Standing type purchase order, the system marks the invoice equal to C (Complete) thus bypassing the Receiving/Matching Process. Enter zero (0) in the Amount Requiring Receipt field on FOASYSC to ensure that all invoices require evidence of receipt before payment. If you do not want to control payment of invoices based on receiving data, leave this field blank.

The R status is the signal to the Receiving Matching Process (FABMATC) to find the receiving information for the invoice. FABMATC performs a three-way match of the purchase order, packing slips, and invoice and produces an audit report. The PO Receiving Status Report (FPRRCST) displays the receiving status. The Document History Form (FOIDOCH) displays the receiving document associated with a purchase order and/or invoice. Click in the Receiving window of FOIDOCH and click Document Inquiry or select Duplicate Item to access the Receiving Goods Query Form (FPIRCVD). The invoice status options include R.

**Choosing to use these Optional Features**

It is important to remember that these features are strictly optional. Depending on your policies and procedures, you may elect to control payment of invoices based on receipt of goods by entering a value in the Invoice Amount Requiring Receipt field on FOASYSC but not control for either overshipments or overpayments.

You can choose to control overshipments in the receiving function by valuing the Receiving Overage Tolerance field on FOMPROF, but permit completion for all invoices regardless of any overage conditions.

In some cases, you might determine that appropriate procedures dictate that no one can override either a Receiving Overage condition or an Invoice Tolerance Overage
condition and that the correct procedure is to re-enter the documents and only approve those quantities or amounts that are equal to the limits set. Under these circumstances, no users would have the Invoice Tolerance Override or Receiving Override fields populated on FOMPROF.

**Document Level Matching**

Document Level Matching gives you the option of using the system default for matching with an optional Receipt Required override at the document level, despite the document’s amount.

Document identification (for those items that require matching/receiving at an institutional level) allows departments to perform the following tasks:

- Identify specific purchases, beginning with the procurement process, where the associated invoices require receiving/matching prior to payment.
- Permit the enterprise level matching default to be overridden on a case-by-case basis.

Approval queue criteria (chart, fund type, fund, organization, account type, account, and program) are used without modification to route the invoice to the appropriate personnel for approval.

**Using the Receipt Required Field**

The Receipt Required field is a display-only field that appears *only* if document level matching is enabled, based on the value in FOASYSC. The value in this field indicates whether invoices associated with this document will require matching.

The amount for which a receipt is required is entered on the System Control Maintenance Form (FOASYSC) in the appropriate field for the document type: Requisition Amount Requiring Receipt, Purchase Order Amount Requiring Receipt, or Invoice Amount Requiring Receipt. This value sets the Receipt Required value on the first document in a linked series of documents. Subsequent linked documents are initiated with the same Receipt Required value as the predecessor document. If you have permission to override this value, as established on FOMPROF, you can override this operation.

When document level matching is enabled, the Receipt Required field displays on the form for each document type: FPAREQN, FPAPURR, and FAAINVE. If you have the authority, as defined on FOMPROF, you can override the value that appears in this field.

When document level matching is enabled, the document must be set to either “Yes Receipt Required” or “No Receipt Required” to be completed.

Information about the Receipt Required value specific to each document type is included in the following sections.
Requisitions

The Receipt Required value on the requisition is applied to the document as a whole. Any purchase orders assigned to that requisition include, by default, a matching Receipt Required value. Authorized users can override the default value.

Purchase Orders

1. Multiple requisitions may be assigned to a single purchase order. If the Receipt Required value on any requisition is set to “Receipt Required”, the associated purchase order is also set to “Receipt Required,” even if other requisitions on the purchase order are set to “No Receipt Required”. Authorized users can override the default value.

2. The Receipt Required value on the purchase order is applied to the document as a whole. Any invoice processed against that purchase order includes, by default, a matching Receipt Required value. Authorized users can override the default value.

3. All invoices that reference Standing types of purchase orders bypass the Receiving/Matching Process, despite the invoice amount. The Receiving/Matching Process uses the quantity of a commodity to match an item for payment. Standing type purchase orders use only dollar amount, not quantity.

Invoices

1. When an invoice is marked complete, the wrap-up routine checks to see if the enterprise-level matching requirement is more restrictive than the Receipt Required value defaulted from the purchase order. If the value is “No Receipt Required”, and if the invoice amount is greater than or equal to the Invoice Amount Requiring Receipt amount on the System Control Maintenance Form (FOASYSC), the wrap-up routine sets the value to “Receipt Required”. The wrap-up routine sends the user a message that the value has been reset. With appropriate permissions, the user can change the value back to its original value of “No Receipt Required”. This process ensures that institutional policies are not overridden unintentionally.

2. All invoices that reference Standing types of purchase orders bypass the Receiving/Matching Process, despite the invoice amount. The Receiving/Matching Process uses the quantity of a commodity to match an item for payment. Standing type purchase orders use only dollar amount, not quantity.

SCT Banner Document Level Matching Setup

This section includes a flowchart for the setup of Document Level Matching and a detailed description of each step in the flow.

Note: A database level definition defaults “U-Unspecified” in the Receipt Required columns. This ensures that any existing process, including locally created scripts and enhancement, will inherit a valid default value of “U-
Unspecified" for Receipt Required when inserting new records, without modifications to code.

1. Create an effective dated record using the Procurement Processing Information window of the System Control Maintenance Form (FOASYSC). Define the following:
   - Document Level Matching start point (requisition, purchase order, or no Document Level Matching).
   - Receipt Required threshold (amount requiring receipt).

**Note:** A separate threshold field is provided for Requisition, Purchase Order, and Invoice. Threshold amount fields do not accept data if Document Level Matching is disabled.

The Requisition Amount Requiring Receipt field will accept a value only if the Document Level Matching start point is Requisition.

The Purchase Order Amount Requiring Receipt field will accept a value only if the Document Level Matching start point is either Requisition or Purchase Order.

The Invoice Amount Requiring Receipt field will accept a value without regard to the Document Level Matching start point.

A value in the Invoice Amount Requiring Receipt and a Document Level Matching start point of No Document Level matching results in Enterprise (System) Level Matching at the Invoice level.
2. Identify users to be granted Receipt Required override permissions (per document type) and define Receipt Required override authorization rules on the User Profile Maintenance Form (FOMPROF) to reflect intended user capabilities. Repeat this process for all document types and desired users.

SCT Banner Invoicing with Document Level Matching

This section includes a flowchart that outlines the process of Document Level Matching and a description of each step in the process. The example discussed here assumes the user is beginning with a requisition. If, instead, you begin at the purchase order or invoice level, then only that portion of the flow applies.

1. Designate the matching process.
   - If approvals for requisitions is enabled, the requisition is sent through approvals processing before being posted.
   - If approvals for requisitions is disabled, the document is sent directly to the posting job.

2. The Posting Process (FGRACTG) posts the requisition.

   Note: A user who has the proper authority on FOMPROF can use the Receipt Required Value Maintenance Form (FPARRIM) to change the value of the Receipt Required field.

3. Assign requisition line items to a purchase order using the Purchase Order Assignment Form (FPAPOAS). The Receipt Required value from the requisition is used as a default value for the purchase order header that is created on this form.

   (a) If there are multiple requisitions to a single purchase order, the most restrictive value is defaulted into the purchase order.
   (b) If no Receipt Required value is on the Requisition, the purchase order is created with the value of “Unspecified.”

   Note: Users may not directly change the value on this form, but if authorized, can use the Purchase Order Form or the Receipt Required Indicator Maintenance form to override the value later.

4. Define the matching process via the pull-down list using the Purchase Order Form (FPAPURR). The value in the Receipt Required field is set initially to the most restrictive case found on associated requisitions.

   If document level matching is not used for requisitions or there is no associated requisition, the document will be initiated with a value of “Unspecified”. Accessing the Balancing/Completion window will set the Receipt Required field to match based on the system value. For example, if FOASYSC Purchase Order Amount Requiring Receipt = $500 and the purchase order total is $600, then the Receipt Required value is automatically set to “Receipt Required.”
Chapter 3  Processing

Note: An authorized FOMPROF user (cleared for Purchase Order override) may update the value that is either defaulted or set by the form’s trigger.

- If approvals for purchase orders is enabled, the purchase order follows approvals processing prior to being posted.
- If approvals for purchase orders is disabled, the document is sent to the posting job.

5. The Posting Process (FGRACTG) posts the purchase order.

Note: A user who has the proper authority on FOMPROF can use the Receipt Required Value Maintenance Form (FPARRIM) to change the value of the Receipt Required field.

6. Open the Invoice/Credit Memo Form (FAINVE).

(a) When you access this form for the first time, the display-only field in the header reflects the value from the underlying purchase order. This value may change when you access the Balancing/Completion window.

(b) The Invoice wrap-up routine checks the Receipt Required value and updates the field to the most restrictive case.

For example, if the Invoice Amount Requiring Receipt is $500, the default value for Receipt Required from the purchase order is “No Receipt Required”, and the Invoice amount is $600. The wrap-up routine resets the Receipt Required value to “Receipt Required.” A message indicates this change, and if you have been granted override authority, you can reset the value to “No Receipt Required” and complete the document.

(c) If authorized, you can override the existing “Receipt Required” value.

When the document is marked complete, the system tests the value of the FAINVE Receipt Required flag to determine the value to set for the Invoice Complete indicator as follows:

- If the Receipt Required flag is set to “Receipt Required,” the invoice complete indicator is set to “R” and the invoice is forwarded to the matching process.
- If the Receipt Required flag is set to “No Receipt Required,” the invoice complete indicator is set to “Y” and the invoice is forwarded to approvals or posting as appropriate.

If you leave this document in process and return to it later the new display only field in the header reflects the value that was saved.

7. If the Complete indicator is “R” (Receiving Required), open the Receiving Goods Form (FPARCVD) to create a receiving document. Continue with Step 8.

If the Complete indicator is “Y” (No Receipt Required), the document will be forwarded to the appropriate process. Continue with Step 9.
8. The Matching/Receiving Process (FABMATC) executes and compares Invoice and Purchase Order quantities/amounts. If sufficient quantities have been received, the invoice is forwarded to the approvals or posting process as appropriate.

The Matching/Receiving Process produces a report that lists unmatched and matched documents. Use this report to review and investigate potential receiving/invoicing problems.

**Note:** A user who has the proper authority on FOMPROF can use the Receipt Required Value Maintenance Form (FPARRIM) to change the value of the Receipt Required field.

9. The Posting Process (FGRACTG) posts the Invoice. After successful posting, the Invoice is available for payment.
Start

FPAREQN → FGRACTG → FPAPOAS → FPAPURR

FGRACTG → FAAINVE

FAAINVE ("Receipt Required" Flag Prioritization)

"Receipt Required" value default from P.O.

"Wrap-up Routine" sets most restrictive case.

Choice to Override "Receipt Required" Value.

Complete document

End FAAINVE

Flag set? No Yes

FGRACTG

Receiving document created

Invoice Posting Job

Report

Invoice Approval? No Yes

FPARCVG

Approval Processing

End FAAINVE

FAAINVE

Choice to Override "Receipt Required" Value.
Internal Vendor Order Processing

Internal Vendor Order Processing includes a standardized interface process that enables internal vendors to charge other departmental and organizational customers for goods and services provided. Charges for internal vendor purchase are made directly to the appropriate accounts in the general ledger at the time of payment release. Unlike external vendor transactions, internal vendor transactions are not invoiced.

This process enables you to upload a file of expense, revenue, GL, encumbrance liquidation and adjustment transactions from internal vendors or other sources. The file is posted to the SCT Banner Finance General and Operating Ledgers. Text associated with the transactions is also loaded.

Security Considerations

SCT Banner baseline object level security is used to identify which User IDs are permitted to run the FUPLOAD, FURFEED, GUPDELT, FGRTRNI, GURDETL, FOMFSEQ, and GURTEXT processes.

Fund level security is not invoked, since GURFEED documents do not route through Fund/Organization security.

Interface transactions that error during FGRTRNI and/or FGRACTG processing will be available as incomplete Journal Vouchers, for correction. As with “normal” JV processing, staff responsible for correcting journal entries will need appropriate permissions, such as fund/organization, rule class, and user class as per site usage.

Internal Controls

You will need to develop procedures for internal controls, to perform the following:

- Ensure the upload process functions in accordance with your site’s policy.
- Provide a document numbering schema that does not conflict with document numbers created during the load process.

**Note:** Documents assigned numbers during the load process will not load successfully if another document exists in SCT Banner Finance transaction history (FGBTRNH, FGBJVCH, and GURFEED).

Things to Remember about Internal Vendor Order Processing

- Internal Vendor Order Processing does not perform inventory tracking functions and does not affect the Stores Inventory module.
- The requesting department decides if the purchase is to be filled by an Internal Vendor and would complete the appropriate form outside of SCT Banner.
• The client is responsible for writing the extract process for each internal vendor used to select the appropriate interdepartmental charges and create data files that can be uploaded to SCT Banner.
• Data files uploaded to SCT Banner must conform to a standard fixed file format as provided by SCT and accessible to the FUPLOAD process.
• Maintenance of upload files is site-specific.
• Transactions that include a Fixed Asset account will, through FGRACTG processing, create a record in the Temporary Origination Tag Table (FFBOTAG) if the System Control Form (FOASYSC) is set to process Journal Vouchers for fixed assets.
• Transactions processed through this enhanced upload/interface are created as completed and approved documents.
• Transactions processed through this enhanced interface are assigned the next available document number, using the two-digit document number prefix according to the System ID, if a document number is not present in the upload file.
• The necessary level of detail in the interfaced transactions (in addition to that required by system processing) is defined by the client and must facilitate future processing within SCT Banner Finance and the Fixed Asset module.
• No encumbrance establishment will occur, only liquidations and adjustments to encumbrances established within SCT Banner Finance.
• Budget processing transactions will not occur.
• Transactions requiring vendor pidm or one-time vendor codes will not occur.
• Tax processing will not occur.
• Currency conversion will not occur.

Internal Vendor Setup

1. Open the System Data Maintenance Form (FTMSDAT) to define all System IDs used in this process. Enter the following for each System ID:
   • Entity/Usage Code – FGBTRNI
   • Attribute Code – SYSTEM_ID
   • Optional Code #1 – SYSTEM_ID (user-defined value)
   • Effective Date – As desired
   • Description/Title – As desired
   • Short Title – As desired
   • Data Field – Two alpha characters, as shown in the following chart.
FOMFSEQ relationships are not necessary for a System_ID where the document number is supplied in the upload file.

2. (Optional) Open the Document Number Management Form (FOMFSEQ) to create any system ID/document number relationship, where FUPLOAD is expected to create the document number.

3. (Optional) Open the Parameter Value Validation Form (GJAPVAL) and enter the System ID(s) established in Step One in the Parameter 01 Value.

   **Note:** If any one System ID Parameter Value is entered here, all System IDs that will be used by FUPLOAD must also be entered here.

### Internal Vendor Setup - Process Flow

```
Start
  ↓
FTMSDAT
  ↓
FOMFSEQ
  ↓
GJAPVAL
  ↓
End
```

### Internal Vendor Order Process

1. Create an input file to include related internal vendor charges.

2. Execute the Finance Upload to GURFEED Process (FUPLOAD) to save valid internal charge records. Data load confirmation (document numbers and record count) and related errors are listed in the resulting report.

---

**Character Description Allowable Values**

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
<th>Allowable Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>First character</td>
<td>Determines format</td>
<td>D - Detail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S - Summary</td>
</tr>
<tr>
<td>Second character</td>
<td>Transactions</td>
<td>R - Rejects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S - Suspends</td>
</tr>
</tbody>
</table>

---

Data must conform to specific GURFEED population requirements. For detailed file-related details, refer to Chapter 26, Finance Upload to GURFEED Process (FUPLOAD).
If you run FUPLOAD in Audit mode,

- All associated records are validated.
- Edited rows are not committed (to GURFEED or GURTEXT).
- A resulting FUPLOAD Report is generated.

If you run FUPLOAD in Update mode,

- Individual input file documents are validated as follows:
  
  (a) The System ID from the selected document’s header record is compared to the input file’s system ID parameter.
  
  (b) The header record’s Doc. Code is verified. If a Doc. Code does not exist, a Doc. Code is generated. If the Doc. Code is currently in use, an error is generated and the record is not committed.
  
  (c) The header record’s Transaction Date is checked for an open fiscal period based on the chart of accounts on the detail record.
  
  (d) The detail record’s encumbrance data are validated. If the encumbrance type is “L”, encumbrance validation is bypassed.
  
  (e) The document’s trailer record is validated.
  
  (f) The document’s text record sequence numbers are system-generated (starting at number 10, incrementing by 10, for each new document).

- Successfully validated data are written directly to GURFEED/GURTEXT. Documents that do not pass validation tests are noted in the FUPLOAD Report.

- When document validation is complete, a resulting FUPLOAD Report (.lis and .log) is generated.

- If the input file’s permissions are configured to accept changes, the file’s extension is updated to “processed” to indicate job status. For example, if the original input file’s name was filename.prn, it is changed to filename.processed. Maintenance of upload files is site-specific.

- Any errors noted in the FUPLOAD report should be corrected in the Internal Vendor data file or, preferably, within the system used to generate the Internal Vendor data file. Specific correction methods are site-specific.

- Corrected internal vendor data are resubmitted to Finance Upload to GURFEED Process (FUPLOAD) for additional processing.

3. (Optional) Execute the Document Detail Report (GURDETL) to review GURFEED data.
If document data are considered invalid, execute the Document Code Delete Process (GUPDELT) to remove invalid document(s).

**Caution:** SCT recommends that access to the Document Code Delete Process (GUPDELT) be restricted to staff members responsible for maintenance of data in the GURFEED and GURTEXT tables. Caution should be exercised when selecting a document for removal. This process can be used for any document in GURFEED, not just those from FUPLOAD. As such, AR, Alumni, and HR information could be deleted without chance of recovery.

4. Execute the Finance Feed Sweep Process (FURFEED) to identify valid data for further processing.
   - If document data are considered invalid, via FURFEED view mode, execute the Document Code Delete Process (GUPDELT) to remove invalid documents.
   - If document data are considered valid, GURFEED data are loaded via FURFEED select mode, through FGBTRNI to the FGBTRNI table.

5. Execute the Interface Process (FGRTRNI) to populate FGBJVCH and FGBJVCD. The FOBTEXT table is loaded from records in GURTEXT.

**Note:** Documents that fail FGRTRNI edits are presented as incomplete Journal Vouchers in SCT Banner Finance for user correction and completion. Documents that interface successfully are submitted for posting as Journal Vouchers.

6. Execute the Posting Process (FGRACTG) to store accounting data from Finance transactions to the appropriate SCT Banner Finance ledgers.
Internal Vendor Order Processing - Process Flow (1 of 2)
Internal Vendor Order Processing - Process Flow (2 of 2)

Valid Input File?

Yes

Audit or Update?

Update

Select & Validate each document (individually)

Document Passed?

Yes

GURFEED

GURTEXT

No

End of file?

Yes

FUPLOAD Report

No

Create corrected second source file and resubmit

Corrections required?

Yes

End

No

FUPLOAD Report

FUPLOAD Sub-processing (from prev. page)

FUPLOAD Report

End

Validate all Documents
Approvals Processing

Overview

This overview identifies the forms and fields you need to define for minimum approvals processing. Approval forms include:

- Finance Approval Menu (*FINAPPR)
- User Approval Form (FOAUAPP)
- Document Approval Form (FOAAINP)
- Approvals Notification Form (FOIAINP)
- Document Approval History Form (FOIAPPH)
- Approval History Form (FOIAPHT)
- Approval Queue Routing Codes Form (FOMAQR)
- Approval Queue Maintenance Form (FTMAPPQ)

Note: You can only approve or disapprove documents on the User Approval Form (FOAUAPP) and the Document Approval Form (FOAAINP). The Originating User can disapprove a document using the Document by User Form (FOADOCU). When you disapprove (that is, deny) a document, the system inserts a record with a queue of DENY into the history table.

Finance documents are created online in document entry forms. These documents include Journal Vouchers, Automatic Journal Vouchers, Encumbrances, Purchase Orders, Requisitions, Change Orders, Invoice/Credit Memos.

Documents are distributed by the Approvals Process (FORAPPL) to all required approval queues based on accounting information. Account information may include the following:

- Chart of Accounts
- Fund
- Fund Type
- Organization
- Account
- Account Type
- Program

The routing criteria determine which queue the system will use to route a document. After determining the initial routing queue, the system distributes the document to all the appropriate queues/levels necessary for final approval based on total document amount.
Required Forms and Fields:

Approval Queue Maintenance Form (FTMAPPQ):

The required fields in the Key Information of this form are Queue ID, Description, and Queue Limit. The queue contains levels of approval necessary with appropriate approval limits by level.

Once you establish approval queues using the Approval Queue Maintenance Form (FTMAPPQ), define the routings. The Approval Queue Routing Codes Form (FOMAQRC) displays the Queue ID in the Key Information. Selecting Next Block automatically queries the routing detail information.

Approval Queue Routing Codes Form (FOMAQRC):

The required fields on this form are Doc Type, Rule Group, and Chart of Accounts.

System Control Maintenance Form (FOASYSC):

- Populate the Approval Override Indicator, by document type, with N to initiate the Approval Process.
- Populate the Approval Override Indicator, by document type, with I to initiate the Implied Approval Process.
- Populate the Approval Override Indicator, by document type, with Y to bypass the Approval Process.

User Profile Maintenance Form (FOMPROF):

Enter the User ID and User Name for which you want to establish NSF Override Authority in the Key Information. Select Next Block and go to the NSF check box. Check the NSF box to provide override authority.

The NSF Checking Indicator enables you to control NSF Checking by document type at time of entry. The following document types have the NSF Checking indicator: Journal Vouchers, Encumbrances, Requisitions, Purchase Orders, Change Orders, and Invoices. The default for this indicator is checked, which directs the system to perform NSF Checking when you enter any of these documents. If the box is unchecked, NSF Checking by document type will be delayed until posting.

Approvals Process Flow

The approvals process flow appears on the following page.
Completed Documents Online for Encumbrances, Journal Vouchers, Invoice/Credit Memos, Purchase Orders, Change Orders, and Requisitions

FOBUAPP_STATUS_IND=(N)ew

1. Unapproved Document Table (FOBUAPP)

2. Approvals Process (FORAPPL)

3. Next Approver

4. Does document have final approval?

5. Approved Document Table (FOBAPPD)

6. NSF Queue

Note: This assumes approvals processing is turned on. If approvals are not being used, the document is written automatically to FOBAPPD when complete and is forwarded to Posting (FGRCTG).
Approvals Process Flow Narrative

1. Complete documents using the appropriate online forms for encumbrances, journal vouchers, automatic journal vouchers, invoice/credit memos, purchase orders, change orders, and requisitions.

2. When you complete the document, the system inserts a new row into the Unapproved Document Table (FOBUAPP):
   - Status Indicator FOBUAPP_STATUS_IND=N.
   - The Status Indicator does not recognize revised documents. Revised documents are new upon completion.
   - The Unapproved Document Table (FOBUAPP) contains records for new documents based on document type, change sequence number, and submission number.
   - The Approvals Process (FORAPPL) creates records for documents and inserts the records in the Approvals in Process Table (FOBAINP).
   - The system enters documents into all the appropriate queues based on data items, such as document type and document amount.
   - Once a document successfully processes through FORAPPL, all queue(s) and level(s) required for approval are determined. Once determined, they are unaffected by changes in queue routing (defined on FOMAQRC) and queue limits (defined on FTMAPPQ).
   - If the approval criteria are satisfied, the Approvals Process distributes the document into the appropriate queues. A document may appear in more than one queue.

   If you have not satisfied approval criteria, FORAPPL issues an error message and the record of this document remains in the Unapproved Document Table (FOBUAPP). The Approvals Process generates all approval-type error messages.

   Update the document using the appropriate online approval forms. You cannot modify a completed document unless FORAPPL denies approval. An example of approval criteria not being satisfied is an NSF condition.

   Re-save the document for approval.

   - You may view the online queues and review the commodities in the documents before you approve documents.
   - You may transfer to the document detail from the Document Approval Form (FOAAINP) and from the User Approval Form (FOAUAPP).
   - View the documents listed in the queues on the Document Approval Form (FOAAINP).
   - The system deletes records in the Approvals in Process Table (FOBAINP) when you have satisfied all approval levels for a completed document.

3. The system checks documents’ NSF conditions before they are inserted into the Approved Document Table (FOBAPPD). The system reserves the NSF Queue for approved documents with NSF errors only.
4. FORAPPL transfers documents with NSF conditions to the Approvals Table (FOBAINP).

5. If no NSF condition exists, the Approvals Process deletes the record in the Unapproved Document Table (FOBUAPP) and inserts a record in the Approved Document Table (FOBAPPD).


Canceling a Document after Final Approval

You may cancel approved documents from the following forms:

- Invoice/Credit Memo Cancel Form (FAAINVD) for invoice/credit memos
- Requisition Cancel Form (FPARDEL) for requisitions
- Purchase/Blanket Order Cancel Form (FPAPDEL) for purchase and blanket orders
- Change Order Cancel Form (FPACDEL) for change orders

Overview

The following is an overview for canceling a requisition:

When you create a requisition on the Requisition Form (FPAREQN), you may select Remove Record from the Request field and remove an incomplete document. To complete a document, enter the required data items and go to the Posting Control Information. Enter \( Y \) in the Complete field and select Next Block.

If you select Remove Record from the Requisition Commodity Information, you remove only the commodity and its accounting data. If you select Remove Record from the Key Information, you remove the document.

An authorized approver may deny (that is, disapprove) approval of this document. Approve or deny documents using the User Approval Form (FOAUAPP) and the Document Approval Form (FOAAINP). The Originating User can disapprove a document using the Document by User Form (FOADOCU). If the system denies a document, the document status is \( \text{Incomplete} \). The Incomplete status enables you to use the Remove Record function from FPAREQN to remove the document.

After final approval, the system updates the General Ledger for the total amount of the requisition. To cancel the document, access the Requisition Cancel Form (FPARDEL). Use FPARDEL to cancel a requisition document after the system has approved it. Once you save the canceled document, the system updates the General Ledger with a negative amount equal to the amount of the requisition. The system adjusts the available balance.

Note: You cannot modify completed and approved documents.
Approval Queue Set-up Example

The following is an example of an approval queue definition:

Using the Approval Queue Maintenance Form (FTMAAPPQ)

In this example, Queue ID PCH, Purchasing Office, Level 1 approver (RBOYLE) can approve documents up to $49,999.99. Documents greater than this value proceed to Level 2 (MTRAINER) as the next approver. MTRAINER, the chief purchasing officer may approve documents up to $99,999.99.

Access the Approval Queue Maintenance Form (FTMAAPPQ). To establish a queue, specify the following.

- **Queue ID**: Enter the approval code ID that you wish to create or maintain.
- **Queue Title**: Enter descriptive information for the queue.
- **Queue Limit**: Enter the queue dollar limit. This amount should be equal to the approval limit of the user at the highest level of the queue. This dollar limit defines the upper limit for document approval by any individual user within the queue.

Approval Queue Form Notes

The Queue Limit field should be less than or equal to the dollar amount being approved by the highest level approver in the queue. It is this dollar amount in the Queue Limit field that acts as the trigger to move a document into the “next queue”. The queue limit may be less than the approval limit for any or all queue levels. Any document amount that exceeds the queue limit will look for a “next queue” for approval. If the document meets the criteria for moving forward to the “next queue”, it will be immediately available for approval by the “next queue”. Approval by the previous queue is not a prerequisite.

If everything for this queue should automatically go on to the Next Queue field, regardless of amount, set the Queue Limit field to zero.

Select Next Block to the FORAQUS Information. Use these fields to define levels of approval authority at various dollar amounts.

The lowest level approver within a queue should start at level 1. The approvals process searches for the lowest level approver. Multiple approvers may exist at a given level; however, all approvers at the same level require the same approval amount.

The lowest level approver can view all documents that come into the queue while each successive user only sees those documents with a dollar value higher than the
limit of the last approver. View documents from the User Approval Form (FOAUAPP) and the Document Approval Form (FOAAINP).

The higher level approvers are now able to see if all subordinate levels have already approved the document. The higher levels are now able to “force” the lower level (s) of approval. The approver displays as the approvers of the lower level if they do so.

Approval Queue Examples

For example, enter a document for $1500.00 into the system on 6/28/96. The system routes it to queue “Q1.”

Q1 is defined as follows: Queue limit is $10,000.
Queue level 1 is $1,000.
Queue level 2 is $5,000.
Queue level 3 is $10,000.
Queue level 1 has User ID FIMSUSR1; effective 06/01/96.
Queue level 1 has User ID FIMSUSR2; effective 07/01/96 terminated 07/31/96.
Queue level 2 has User ID FIMSUSR3; effective 06/01/96.
Queue level 3 has User ID FIMSUSR4; effective 06/01/96.

The system writes two records to the Document Approval Form (FOAAINP) for the document indicating that the system requires Queue Q1 level 1 and Queue Q1 level 2 approval.

On 06/29/96, only FIMSUSR1 can approve level 1 and FIMSUSR3 can approve level 2.

For the month of July, FIMSUSR2 can approve level 1.

Note: FIMSUSR3 can force level 1 approval if desired, even though FIMSUSR3 is not at level 1.

If you reduce Q1’s limit of $10,000 to $1,000, it has no effect on the routing of this document because the routing is already determined.

If FIMSUSR1 has its approval privileges terminated as of 06/28/96, it could not approve on 06/29/96.

Warning: This would mean that no one could approve level 1 until FIMSUSR2 became valid on 07/01/94. Again FIMSUSR3 could force approval.
The system discards duplicate records from the Approvals in Process Table (FOBAINP). Records present in the Approval Process (FORAPPL) remain unaffected by changes in queue level amounts or user amounts. The system reads these queue values when FORAPPL executes.

The Approvals Notification Form (FOAINP) displays when you initially request a Banner Finance form. The Approvals Notification Form (FOAINP) displays documents for which you are the “next approver” by Document Type and Document Count.

FOAINP displays documents at the lowest approval level for the user currently logged on. Enter Y at the Transfer to Approval Screen prompt and select Enter to access the User Approval Form (FOAUAPP).

**Queue Routing Set-up Example**

The following is an example of a routing queue definition.

Once you establish the Approval Queues using the Approval Queue Maintenance Form (FTMAPPQ), define the routing. The Approval Queue Routing Codes Form enables you to establish routing paths for documents by Document Type, Rule Group, and Chart of Accounts. Optionally, you may define a variety of accounting information to the route.

Enter a valid queue ID. The description will display. List is available. Select Next Block to query routing criteria for the queue ID.

The required fields on this form are Doc Type, Rule Group, and Chart of Accounts. The following fields further define your routing criteria.

**Fund** - The system validates fund codes using the Fund Validation Table (FTVFUND). List is available. If you enter a high level fund, the system routes its subordinate funds to this queue unless a more specific queue definition exists containing the subordinate fund or a fund closer in the hierarchy.

**Fund Type** - The system validates fund type codes using the Fund Type Validation Table (FTVFNTY). List is available. You may enter either Level 1 or 2 Fund Types. Use these fund type levels to differentiate the routing of Unrestricted and Restricted Funds, if applicable at your site.

**Orgn** - The system validates organization codes using the Organization Validation Table (FTVORGN). List is available. Populate this field to route documents for approval based on departmental requirements.

**Acct** - The system validates account codes using the Account Validation Table (FTVACCT). List is available. Define this field to further specify document routings.

**Acct Type** - The system validates account type codes using the Account Type Validation Table (FTVATYP). List is available. Define this field to further specify
document routings. Use an account type code to route certain types of accounts (for example, Capital Equipment Purchases).

Prog - The system validates program codes using the Program Validation Table (FTVPROG). List is available. Populate this field to route documents for approval based on departmental requirements.

For example, if a queue contains a Fund and another queue contains an Organization, and you enter a document with both values defined, the system routes the document to the queue defined with the Fund versus the Organization. Define the precedence by the order of the values as displayed on FOMAQR. Fund takes precedence over Fund Type. Fund and Fund Type take precedence over Organization. Organization takes precedence over Account.

The system uses the following selection criteria when an exact match does not exist:

(a) Any combination of fund, organization, and account match. Fund has a higher selection criteria than organization, and organization has a higher selection criteria than account for those records that have the same number of matches.

(b) The fund matches on this form and the transaction awaiting approval.

(c) The organization matches on this form and the transaction awaiting approval.

(d) The account matches on this form and the transaction awaiting approval.

(e) There are no matches. However, the system matches the record that is the least number of levels away from the transaction. (Specify levels using the validation forms for fund, organization, and account.) Fund has a higher selection criteria than organization, and organization has a higher selection criteria than account for those records that are the same number of levels away from the transaction.

**Direct Cash Receipt Approvals**

The Approval Process allows you to route Direct Cash Receipt documents. To accommodate this feature and to invoke rule classes, the rule group **DCRG** contains the following rule classes which were established for the **DCR** document type:

**DCSR** - Direct Cash Receipt

**RBTR** - Return Rebate Cash Receipt

**TAXR** - Remove Tax Liability on Cash Receipt
Recommended Procedure

1. Verify that the rule classes (DCSR, RBTR, TAXR) are part of your production seed data.

2. Verify that a new Direct Cash Receipt Rule Group (DCRG) is valid in your production seed data and that the rule classes listed above are linked to this rule group on the Rule Group/ Rule Class Security Maintenance Form (FOMRGRC).

3. Create new approval queues for routing Direct Cash Receipts through the Approval Queue Maintenance Form (FTMAPPQ).

4. Set up approval routing criteria for the new approval queues on the Approval Queue Routing Codes Form (FOMAQRC).

5. Click the Approval Override button on the System Control Maintenance Form (FOASYSC) to go to the Approval Override Information Window.

6. On the Approval Override Information Window, select an option from the Cash Receipts pull-down list to run the document through or to bypass the approvals process.
Document Level and Commodity Level Accounting

Document Level Accounting

Document Level Accounting enables you to assign account distributions at the document level, rather than to specific commodities. This means you have less data to enter and spend less time processing documents. For a large document, which you may charge entirely to the same accounting distribution or distributions, this means you only have to enter the distributions once per document, instead of for each commodity record. In addition, when you assign accounting distributions at the document level rather than commodity level, fewer records are stored on the transaction history tables and document accounting tables.

Document Level Parameters

You can select the Doc Acctg checkbox in the Invoice/Credit Memo Header window of the Invoice/Credit Memo Form (FAAINVE), or in the Commodity/Accounting window on the Invoice/Credit Memo Form (FPAREQN) or the Purchase Order Form (FPAPURR).

If you select the Doc Acctg checkbox, the system expects and manages accounting distributions for the document in total. When you make changes to commodities, such as quantity or unit prices changes, the resulting change in dollars is shared by all the accounting distributions, depending on the amount and percentage each accounting record owns of the document total.

Note: On the Change Order Form (FPACHAR), the Doc Acctg checkbox default value comes from the purchase order. The indicator displays as selected or cleared and cannot be changed.

If you clear the Doc Acctg checkbox, you must assign accounting distributions to specific commodities (Commodity Level Accounting). The checkbox default is selected, even for purchase orders you create from rush orders. This indicator field governs the processing of the entire document. Once you create accounting records, you can no longer switch the Doc Acctg indicator. If you decide to change from Document Level Accounting to Commodity Level Accounting (or vice versa), delete the existing accounting records, return to the Commodity block of the Commodity/Accounting window and reset the indicator.

Note: With two different types of document processing available, it is very important to understand that you cannot mix the two types within documents or between documents.

If you create a requisition as a Document Level Accounting document that you roll into a purchase order, that purchase order becomes a Document Level Accounting document.
Conversely, if you create a requisition that is a Commodity Level Accounting document, the purchase order must be a commodity level purchase order. On each of the document forms, the system displays error messages to indicate whether a conflict exists.

Once you choose between Document and Commodity Level Accounting, enter the commodity items. Regardless of the accounting method, you enter commodities the same way. To create all of your commodity items first and move from one commodity to another, use Next Record and Previous Record. Alternatively, you can create one or more commodity records, select Next Block, and enter the Accounting Block of Commodity/Accounting window in order to specify the account distribution(s) for the document.

**Commodity Level vs. Document Level Accounting**

**Invoice Accounting Distribution window (FAAINVE)**

Once you enter the Invoice Accounting Distribution window on FAAINVE, some distinctions between Commodity Level and Document Level Accounting documents become apparent.

If you assign accounting distributions to the document in total, the item number associated with any accounting distribution on the document is zero. Therefore, at the top of the Invoice Accounting Distribution window, you do not see a value in the Item number field, and the Commodity field reads ‘Document Acctg Distribution.’ If the document uses Commodity Level Accounting, these fields display the specific item number and description for the commodity.

If you select the Doc Acctg checkbox, you do not have to enter the dollar amounts when you enter the account distribution. The system incorporates a redistribution process into the Wrap-Up routine, which allocates and enters the amounts to the account distributions based on the sum of the commodity dollar amounts. If you process the document with Commodity Level Accounting (for example, the Doc Acctg checkbox cleared), you must enter amounts when you create the accounting distributions, with the exception of the Requisition. For additional information, refer to "Automatic Accounting Redistribution" on page 3-201.

For both kinds of documents, enter amounts as specific dollar amounts or with assigned percentages. Once you enter a percentage in this window, the system stores it in the database. If the amount on the commodity changes, the Wrap-Up process recalculates the amounts based on these stored percentages. For additional information, refer to the section entitled "Automatic Accounting Redistribution" on page 3-201.

Once you create the accounting records, select Next Block to go to the Balancing/Completion window and complete the document.
Encumbrances and Invoices

You can use the Invoice Credit/Memo Form (FAAINVE) to liquidate an encumbrance created using the Encumbrance Maintenance Form (FGAENCB). Unlike Purchase Orders, you create these encumbrances without commodity items.

Select General Encumbrance from the Invoice Type pull-down list on the main window of FAINVE. When you bring an encumbrance into FAINVE, the system automatically creates an item when you move from the Invoice/Credit Memo Header window into the Commodity Information window.

For this reason, an Invoice that liquidates an encumbrance that you create in the Encumbrance Maintenance Form (FGAENCB) must be a commodity level accounting document. Refer to an encumbrance that you create with the Encumbrance Maintenance Form as a General Accounting Encumbrance.

Accounts Receivable and Invoices

On Invoices which you create for refunds by Accounts Receivable processing, the Doc Acctg checkbox default value is cleared, indicating a Commodity Level Accounting document.

Commodity/Accounting window (FPAPURR, FPAREQN, FPACHAR)

Once you enter the Accounting block of Commodity/Accounting window on FPAPURR, FPAREQN, or FPACHAR, some distinctions between Commodity Level and Document Level Accounting documents become apparent.

The Document Level Accounting Indicator (Doc Acctg) is visible at the top of the window to act as a visual reminder of what type of processing you have selected for the document.

Based on the type of processing selected, the Commodity/Accounting window dynamically redisplays with fields appropriate for working within the selected processing type. For details, refer to the following table.
Completing the Document

For both Document Level and Commodity Level Accounting documents, you can enter amounts as specific dollar amounts or with assigned percentages. Once you enter a percentage in the Accounting Block of Commodity/Accounting window, the system stores it in the database. If you enter a specific dollar amount the percentage is calculated and stored in the database. Therefore, if the amount on the commodity changes, the Wrap-Up routine recalculates the amounts based on these stored percentages. For additional information, refer to the section entitled "Automatic Accounting Redistribution" on page 3-201.

Once you create the accounting records, select Next Block to access the Balancing/Completion window and complete the document.

**Automatic Accounting Redistribution**

Automatic reallocation of amounts occurs at the accounting level when you make a change to an existing commodity record on a document. This eliminates the need
to adjust accounting distributions when you make a change in quantity or unit price to a commodity record. The system automatically distributes this change to the accounting distributions based on the percentage of the total held by each accounting distribution.

**Note:** For this process to automatically recalculate the amounts based on the stored percentages, the total of the percentages (either assigned or calculated) must equal 100%. Until the percentages are set to 100%, you will be required to manually update the Accounting amounts or assigned percentages for each accounting distribution entered.

For Document Level Accounting, the percentage is based on document total. For Commodity Level Accounting, you change the total related to the specific commodity.

**Automatic Accounting Redistribution Wrap-Up Routine**

The Wrap-Up routine accommodates currency conversion calculations and also prevents rounding problems encountered when you process certain kinds of tax-related transactions.

The Wrap-Up routine includes two processes:

1. The first process examines the amounts for all the accounting records for a specific commodity and determines if the detailed accounting amounts add up to the summary amounts on the commodity record. If not, a rounding error must be corrected. The process corrects the rounding error and sends you a message that states that the system has corrected a rounding error.

2. The second process calls the Available Balance process, if appropriate. If the Available Balance process determines that there are insufficient funds, the system sets the NSF Suspense flag on the accounting record to Y.

**Automatic Accounting Reallocation**

Use the Access Completion checkbox (in conjunction with the suspense indicators on the commodity and accounting records) to determine when to allocate amounts automatically to accounting distributions. In the Purchase Order Form (FPAPURR), Change Order Form (FPACHAR) and Requisition Form (FPAREQN), the Access Completion checkbox is replaced with a Distribute checkbox since the Commodity and Accounting blocks exist on the same window. The fundamental difference between these two checkboxes is that Access Completion only completes its related processes when used in conjunction with the Next Block function. The Distribute process completes its related function when used in conjunction with either Next Block or the link to the Balancing/Completion window.

When you first create a commodity record, the Access Completion/Distribute checkbox is left cleared until you create accounting distributions. Once you create
accounting distributions, the Access Completion/Distribute checkbox default value is selected.

Differences in accounting reallocation functionality between the two types of document processing are explained in the following sections entitled "Allocating Document Level Accounting Records" on page 3-203 and "Allocating Commodity Level Accounting Records" on page 3-204.

**Note:** For this process to automatically recalculate the amounts based on the stored percentages, the total of the percentages (either assigned or calculated) must equal 100%. Until the percentages are set to 100%, you will be required to manually update the Accounting amounts or assigned percentages for each accounting distribution entered.

Allocating Document Level Accounting Records

If a commodity record exists and accounting records exist for the document when you initially query the commodity, the Access Completion/Distribute checkbox default value is selected.

If you select Next Block at this point and select the Access Completion/Distribute checkbox, the system automatically allocates the change of the new dollar amount to the accounting distributions. If using the Access Completion checkbox, it then automatically opens the Balancing/Completion window. It is not necessary to go to the Accounting window to manually reallocate the amounts in this case. If using Distribute, it navigates to Accounting block and displays the updated dollar amounts.

To change unit prices on multiple commodity records on a Document Level Accounting document, make the change to the first commodity and select Next Record to add or change the next commodity. Executing Next Record saves your changes and takes you to the next commodity, but does not reallocate the change at this time. Once you complete your changes, leave Access Completion/Distribute selected, and then select Next Block or click on the Balancing/Completion link to allow the system to distribute the changes.

If you prefer to enter specific accounting amounts, leave Access Completion/Distribute cleared. When you select Next Block in this case, the system does not automatically allocate the amounts. You can distribute the amounts among the accounting distributions as you wish.

Once you make the desired changes, select Next Block from the Accounting window or click on the Balancing/Completion link to access the Balancing/Completion window and complete the document.
Allocating Commodity Level Accounting Records

Accounting amounts are reallocated differently for Commodity Level Accounting documents.

Like Document Level Accounting, the Access Completion/Distribute checkbox remains cleared until you create accounting records. The system automatically selects the Access Completion/Distribute checkbox once you create an accounting record. The system reallocates accounting amounts when you select Next Block in a Commodity Level Accounting document.

Since the system links accounting records to specific commodity items, you must invoke the Wrap-Up routine when you move from one commodity record to the next. You may still clear the Access Completion/Distribute checkbox and select Next Block to enter the Accounting window and allocate the amounts manually.

Request Processing

Creating a Requisition

To create a requisition, access the Requisition Form (FPAREQN) from the Request Processing Menu (*FINREQST). Use this form to create and maintain the header, commodity, and accounting information for requisitions.

You have two options when you create the accounting information for the requisition. Document Level Accounting enables you to assign accounting distributions to the document in total. Commodity Level Accounting enables you to assign account distributions to individual commodities.

The advantages of Document Level Accounting are reduced data entry time and a reduced number of records stored in the requisition accounting and transaction history tables.

Note: You must retain the accounting method that you choose for a given requisition through all subsequent related documents.

Entering Key Information

The Key Information in FPAREQN contains the requisition number, the vendor ID, and the vendor name.

1. Assign a request number, or enter NEXT in the Request field to have the system generate one.

2. The Vendor and the vendor name fields are optional. Several options are available for entry of vendor information:
• To assign a vendor to the header, tab to the Vendor field and type the vendor code.

• To recommend a vendor, leave the Vendor field blank and type a recommended name in the Vendor name field.

• To create a vendor or add address information, select Count Hits when the cursor is in the Vendor field to access the Vendor Maintenance Form (FTMVEND). This option may be unavailable if you do not have access privileges to this form.

• To search for a vendor, click the Vendor button or select List from the Vendor field to use the Vendor Name Search feature.

3. Select Next Block to enter the Requestor Window.

Requestor Window

1. The Transaction date defaults to the system date, but you can override it.

2. The Deliver By date, Requestor, Chart of Accounts, and Organization fields are required. The Deliver By date must be later than the Transaction date. You may select List from the Chart of Accounts and Organization fields.

   The Cancel date and Printed indicator fields are non-enterable.

3. The Document Level Accounting box defaults to checked, which enables you to assign accounting distributions to the requisition in total, rather than to the individual commodities. To select Commodity Level Accounting, uncheck this box.

4. To create requisition header text, click Document Text or select the corresponding menu option to access the Procurement Text Entry Form (FOAPOXT).

5. Click or select Save and select Next Block to go to the Requisition Commodity Data Window. To enter the Vendor Information Window, select the corresponding menu option.

Vendor Information Window

1. The Vendor and vendor name fields default from the Key Information. The Address Code and Seq # fields default, but you can enter information into both fields. The combination of these fields must be valid for you to save the record.

   If a new vendor which is not on FTIIDEN is entered in the Vendor name field, you cannot specify an address.

2. To select a currency code, click the Currency Code button or select List from that field. The currency code defaults if the selected vendor uses foreign currency.
3. Click or select Save and select Next Block to go to the Requisition Commodity Data Window. To enter the Document Indicators Window, select the corresponding menu option.

**Document Indicators Window**

1. Check the NSF Checking box to have the system perform budget checking online. If NSF Checking is activated on the System Control Maintenance Form (FOASYSC), you may not uncheck it here.

2. If the Deferred Editing box is unchecked, ongoing editing of the document is performed by the system. Check this box to activate the deferred editing feature. This feature speeds up system processing, but disables the system from displaying online errors immediately.

3. The In Suspense indicator displays the status of the requisition. If the document is in suspense (as shown by a Y in this indicator), the document contains one or more errors which must be resolved before the document is completed.

4. Click or select Save and select Next Block to enter commodity data.

**Entering Commodity Data on the Requisition**

**Requisition Commodity Data Window**

1. Enter the Commodity code, the commodity Desc (Description), or both. You may choose from the following options while in these fields:
   - To select a commodity from the Commodity Validation Form (FTVCOMM), click on the Commodity button or select List from the Commodity field. To select a commodity from the Commodity Alpha Search Form (FPIACOM), tab to the Desc field and use the button or List.
   - To access the Vendor Products Query Form (FPIVPRD) and view the vendor commodity relationships, click on the Commodity button or select Count Hits from the Commodity field. If an agreement exists with a vendor other than the vendor you specify, a message displays.

2. The U/M is a required field. To select from a list of unit of measure codes, click on the U/M button or select List.

3. Specify the Quantity and Unit Price for the commodity. If an agreement exists with the vendor, these fields default to the quantity and unit price specified in the agreement. To access the Currency Conversion Window (which you can only access when you enter a foreign currency in the Vendor Information Window), select Count Hits from either the Quantity or Unit Price fields. The system calculates the extended price.
4. The Deliver By date defaults from the header, but you may change it here. Select from Standard, Modified, and Ignore in the Text Usage field.

5. To view the commodity text, click the View Commodity Text button or select the menu option. If you wish to create text for this item on the requisition, click the Line Item Text button or select the menu option.

6. Click or select Save. Select Next Record to enter additional commodity records.

7. If you check the Access Completion box, you may change commodity amount information after you create accounting records, and the form will automatically reallocate the commodity amounts to the accounting records. You cannot access the Access Completion box until accounting records exist for the commodity. When accounting records exist, the field defaults to checked. To make a change to the commodity amount, select Next Block. This navigates you to the Balancing/Completion Window.

The Wrap-up routine recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance process. Wrap-up only occurs when you navigate from the Requisition Commodity Data Window to the Balancing/Completion Window (when accounting records exist) or from the Requisition Accounting Data Window to the Balancing/Completion Window if the Document Level Accounting box has been checked. If the requisition is a Commodity Level Accounting document, Wrap-up also occurs when you go from the Requisition Accounting Data Window back to the Requisition Commodity Data Window.

If you wish to reallocate the accounting amounts manually, uncheck the Access Completion box and select Next Block to access the Requisition Accounting Data Window.

You may go to the following areas from this window:

- To access the Commodities for Review Query Form (FOICOMM), click Review Commodities or select the menu option.
- To access the Vendor Products Query Form (FPIVPRD), select Count Hits from the Commodity Code field.
- To access the Currency Conversion Window, select Count Hits from the Quantity field.
- To access the General Text Entry Form (FOATEXT), click View Commodity Text or select the menu option.
- To access the Procurement Text Entry Form (FOAPOXT), click Line Item Text or select the menu option.
- To access either the Balancing/Completion Window or the Requisition Accounting Data Window, select Next Block. You can only access the Balancing/Completion Window from this window when accounting records exist for the commodity. When accounting records exist, the Access Completion box defaults to checked.
To access the Requisition Accounting Data Window when accounting records already exist, uncheck the Access Completion box and select Next Block.

Requisition Commodity Supplemental Data Window

This window is used primarily to add or view shipping location information.

1. The vendor or recommended vendor defaults from the header. The Address Code also defaults, but may be changed here. You can specify the Seq (Sequence) number for each commodity record for those vendors already on the Entity Name/ID Search Form (FTIIDEN).

2. Enter the Ship To code. A button and List are available to select a code from a list window.

3. You may enter a Currency Code in this window if the vendor uses a currency other than your installation’s base currency.

Default Vendor Window

Use this window to change the vendor for a specified commodity on the requisition. The default Vendor code and name default, but may be changed here. To scroll through multiple commodities, use Next Record and Previous Record from within the Requisition Commodity Data Window.

When you enter additional commodity records, the vendor you specify in the previous commodity record defaults into the Key Information. To retrieve the header vendor, use the Clear Block function.

To select a vendor previously assigned to a commodity on this requisition:

1. Select Previous Record or Next Record (from within the Requisition Commodity Data Window) to scroll to the desired commodity record.

2. Access the Default Vendor Window using the Options menu.

3. Place the cursor in the Vendor field.

4. Select Exit with Value.

5. Scroll to the next new commodity record.

The system defaults the vendor you select.

Entering Accounting Data on the Requisition

The values in the commodity Item and Commodity description fields for requisitions using Document Level Accounting are different than requisitions with Commodity Level Accounting.
If the requisition uses Document Level Accounting, the accounting distribution(s) pertain to the entire requisition document rather than to an individual commodity.

If Document Level Accounting is selected, the commodity Item field is blank and the Commodity description field reads Document Acctg Distribution. For a Commodity Level Accounting requisition, the Item field is populated with an item number, and the Commodity description field displays the description for that item.

To enter accounting data in the Requisition Accounting Data Window:

1. Enter the COA, Fund, Orgn, Acct, Prog, and Amt fields. If you use an account Index, the system checks the Override indicators when you save.
2. You can also enter Activity, Location, and Project codes.
3. You can create multiple accounting sequences and distribute the amounts on a percentage or amount basis.

Several options are available for entering accounting information:

- You can save the record without entering amounts. When you execute, the redistribution function from the Requisition Commodity Data Window assigns the extended amounts equally among the entered account distributions.
- You can manually enter the dollar amounts.
- You can enter the percentages and have the form calculate the amounts.

If the Document Level Accounting box is checked:

When you select Next Block from the Requisition Commodity Data Window to execute the redistribution function, the system redistributes the total of all commodity items to the accounting records using the percentages previously entered for each account distribution.

If the Document Level Accounting box is unchecked:

If this is a commodity level requisition, the system redistributes only the specific commodity amount among the assigned accounting sequences that use the entered percentages.

Note: Use either all dollar amounts or all percentages on the account sequences for each commodity. To take advantage of commodity automatic redistribution of amounts by percent, use percentages. If you did not use a percentage to originally derive the amount, the system redistributes the commodity amount equally among its account distributions.

You can move from one accounting sequence to another with the Next Record and Previous Record functions. To view the available budget, select Block Menu from any of the FOAPAL fields to access the Budget Availability Form (FGIBAVL). Select Next Block to access the Balancing/Completion Window.
Note: The FOAPAL fields are the Fund, Organization, Account, Program, Activity, and Location fields.

Several navigation options are available when you enter accounting information from this window:

- To access the Currency Conversion Window, click Currency Conversion or select Count Hits.
- To view the Commodities and Accounting for Review Query Form (FOICACT), click View Accounting or select the menu option.
- To view the Budget Availability Form (FGIBAVL), click Budget Availability or select Block Menu from any of the FOAPAL fields.
- To advance to the Balancing/Completion Window, select Next Block.

The system performs the Available Balance process after you enter and save all the accounting records for a commodity or a document (depending on which type of accounting was selected). The NSF Suspense indicator shows A while you enter accounting records. If you receive an insufficient funds message, and if you have authorization to override the budget, check the NSF Override box and recommit the record.

To enter additional commodities, select Previous Block to return to the Requisition Commodity Data Window. If the requisition uses Document Level Accounting, Wrap-Up does not occur at this time. If the requisition uses Commodity Level Accounting, Wrap-Up occurs when you select Previous Block.

Note: Remember that when you return to the Requisition Commodity Data Window, the Access Completion box is checked. If you select Next Block once you create the commodity record, the system executes the Wrap-Up routine and opens the Balancing/Completion Window.

If you need to enter additional accounting records or reallocate the amounts manually, uncheck the Access Completion box and select Next Block to access the Requisition Accounting Data Window. Once you complete the accounting records, select Next Block to access the Balancing/Completion Window.

### Entering Currency Conversion Information on the Requisition

Unless you specify otherwise, all entered amounts are in the base currency of your installation. To verify this currency, refer to the Installation Control Form (GUAINST).

When you select a foreign vendor, you can enter a currency code in the Currency Code field in the Requisition Commodity Supplemental Data Window. Select List to select from a Currency Code Validation Window. When you enter an established vendor, the vendor’s currency code defaults into this field.

The system calculates the converted amount (by dividing the input amount by the exchange rate) at both the commodity and accounting levels.
The system uses the converted amount for Available Balance checking and posts this amount to the ledgers.

To view the converted amounts, navigate to the Currency Conversion Window. To access this window, select Count Hits from either the Quantity or Unit Price fields in the Requisition Commodity Data Window or from anywhere within the Requisition Accounting Data Window.

**Currency Conversion and Document Level Accounting**

When commodities are brought forward from a requisition in the Currency Conversion process, the accounting distributions are brought forward based on the proportionate amounts of the commodity to the document total.

For example, assume that you have a requisition with two commodities, each valued at $100.00. If the requisition has two accounting distributions at the document level, it brings forward $100.00 of accounting distributions if one of the two items is assigned to a purchase order. The system distributes the $100.00 of accounting distributions based on the percentage of the document total each accounting distribution holds.

**Automatic Accounting Redistribution**

The system reallocates amounts at the accounting level when you change an existing commodity record on a document. This eliminates the need to adjust accounting distributions when you make a change in quantity or unit price to a commodity record. The system distributes this change to the accounting distributions based on the percentage of the total each accounting distribution holds.

This feature is available for both Document Level Accounting and Commodity Level Accounting document processing. For Document Level Accounting, this percentage is based on document total; for Commodity Level Accounting, this percentage is based on the total as it relates to the specific commodity that you change.

**Wrap-Up Routine**

This routine accommodates currency conversion calculations and tax calculations, as well as online budget availability checking. It includes two processes:

- The first process examines the amounts for all the accounting records for a specific commodity and determines if the detailed accounting amounts add up to the summary amounts on the commodity record. If they do not add up, a rounding error occurs. This process corrects the rounding error and sends a message that a rounding error has been corrected.

- The second process calls the Available Balance process, if appropriate. If this process determines that there are insufficient funds, it sets the NSF Suspense flag on the accounting record to Y.

An additional process enables you to save accounting changes automatically on the basis of commodity changes without reentering the Requisition Accounting Data.
Window. When appropriate (see below), the first process reallocates the sum of the commodity amounts to the accounting distributions based either on an equal allocation (if no percentages appear in the accounting records or if you use stored percentages).

Remember, when you enter accounting information, you may reallocate the amounts on a percentage basis. Also, when you create a purchase order from this requisition, the system calculates the proportions of the accounting to the commodity and stores them as percentages in the purchase order.

Automatic Reallocation

In the Commodity Data Window of each of the purchasing forms, there is an Access Completion check box to facilitate the automatic reallocation process. This check box, in conjunction with the suspense indicators on the commodity and accounting records, determines when to allocate amounts automatically to the accounting distributions.

If no accounting distributions exist, the Access Completion box defaults to unchecked. You cannot check this box until you create accounting distributions. The system automatically checks the Access Completion box once you create accounting distributions, the box defaults to checked each time a commodity record displays regardless of the type of document processing selected. However, the functionality for Document Level Accounting is slightly different than for Commodity Level Accounting.

Document Level Accounting

If a commodity record exists and accounting records exist for the document when you first query the commodity, the Access Completion box is checked. If you make a change to the commodity (for example, if you change the unit price), the commodity Suspension indicator displays Y. If you select Next Block with the Access Completion box checked, the system automatically reallocates the change in terms of the new amount to the accounting distributions and opens the Balancing/Completion Window. You do not need to reallocate the amounts manually in the Accounting Data Window.

To make changes to unit prices on multiple commodity records on a Document Level Accounting document, change the first commodity record and select Next Record to add or change the next commodity. This saves your changes and takes you to the next commodity record, but it does not automatically reallocate the change at this time.

Once you complete all your changes, select Next Block to have the system distribute the changes. If you prefer to enter specific amounts for the accounting, uncheck the Access Completion box. When you select Next Block at this point, the automatic redistribution does not take place, and the Accounting Data Window opens.
Distribute the amounts among the accounting distributions as desired. When you complete the changes, select Next Block to open the Balancing/Completion Window and complete the document.

**Commodity Level Accounting**

The allocation process for Commodity Level Accounting documents differs somewhat from Document Level Accounting. As with Document Level Accounting, the Access Completion box remains unchecked until accounting records are created, and you cannot access the check box. Once you create an accounting record, the system automatically checks the Access Completion box. However, unlike the Document Level Accounting, the system automatically reallocates accounting amounts when you select Next Block or Next Record in a Commodity Level Accounting document.

Since the system links accounting records to specific commodity items, you should invoke the Wrap-Up routine when you move from one commodity record to the next. You may still uncheck the Access Completion box. Select Next Block to enter the Accounting Data Window and allocate the amounts manually.

Whether you use Commodity Level or Document Level Accounting on the Requisition Form (FPAREQN), you can leave the amounts on the Accounting Window blank, and the form will automatically allocate the amounts.

When you incorporate this additional process into Wrap-Up, you can enter accounting distributions without entering dollar amounts on Document Level Accounting documents.

**Purchase Order Processing**

**Issuing a Purchase Order**

Use the Purchase Order Form (FPAPURR) to create and issue purchase orders. Access this form from the Purchase Order Processing Menu (*FINPO).

If you create the purchase order with Document Level Accounting, assign accounting distributions to the purchase order document in total. If you create the purchase order with Commodity Level Accounting, you may assign account distributions to specific commodities, if necessary.

Document Level Accounting has the following advantages:

- Reduced data entry time.
- Fewer records stored by the system in the purchase order accounting and transaction history tables.

**Note:** If you create a purchase order from an existing requisition, you must use the same method of accounting that you used on the requisition.
Entering Purchase Order Key Information

Enter the following information in the main window of FPAPURR:

1. Enter the purchase order number in the Key Information or enter NEXT to have the system generate a document number.

2. Enter the number of the vendor from whom you wish to order the goods in the Vendor field.

3. If the purchase order is associated with a blanket order, enter the Blanket Order number. List is available for this field.

   Select Next Block to default the vendor and all header information from the blanket order.

You can navigate to additional forms from the Vendor and Name (unlabeled) fields:

- Select List from the Vendor or the Vendor Name (unlabeled) field to access the Entity Name/ID Search Form (FTIIDEN).
- If you need to establish a new vendor for this purchase order, select Count Hits from the Vendor field to access the Vendor Maintenance Form (FTMVEND). You may only navigate to this form if you have the proper access privileges.

Purchase Order Header Information Window

1. Enter the Order date, the Transaction date, and the Deliver By date. The Order and Transaction dates default to the current date, but you may override them.

   The Canceled and Printed dates default and are unenterable. The Canceled date defaults from the requisition if the purchase order was created from a requisition.

2. The Buyer and Ship Code fields are required for completion of the document. List windows are available for each of these fields.

3. The Discount Code defaults for the vendor you specify, but you may override this value.

4. Enter any additional charges in the Additional Amount field.

5. If you create the purchase order from a requisition, a Y appears in the P.O. Created from Req indicator box.

6. The Document Text Exists indicator shows Y if text is attached to this document.

7. The Document Level Accounting box defaults to checked, but you can uncheck it if you did not create the purchase order from a requisition. Check the Document Level Accounting box to assign accounting distributions to the purchase order document in total rather than to individual commodities.
Uncheck this box to assign accounting records to specific commodities. For purchase orders created from requisitions, the Document Level Accounting box is populated by the value used on the requisition and cannot be changed.

8. Click Document Text or select Block Menu to modify or add text. When you save this record, the system includes the text in the purchase order.

Purchase Order Header Supplemental Data Window

All fields in this window are optional. You may enter the following codes in the appropriate fields in this window:

- Freight on Board
- Tax Group
- Class
- Carrier
- Currency Code

Document Indicators Window

1. When the NSF Checking feature is deactivated on the System Control Maintenance Form (FOASYSC), you can check the NSF Checking box here to perform budget checking online.

2. If the Deferred Editing box is unchecked, ongoing editing of the document is performed by the system. Check this box to activate the deferred editing feature. This feature speeds up system processing, but disables the system from displaying online errors immediately.

3. The Rush Order indicator displays a Y if the purchase order was created from a rush order on the Rush Order Form (FPARORD).

4. The In Suspense indicator displays the status of the requisition. If the document is in suspense (as shown by a Y in this indicator), the document contains one or more errors which must be resolved before the document is completed.

Purchase Order Commodity Data Window

You may choose one of several options from the Commodity fields:

- To select a commodity, select List from the Commodity field to access the Commodity Validation Form (FTVCOMM). You may also select Next Item to
enter the Desc (Description) field. Select List from the Desc field to access the Commodity Alpha Search Form (FPIACOM).

- To access the Vendor Products Validation Form (FPVVPRD), select Count Hits from the Commodity field. This form displays a list of commodities which are available from the requested vendor.

- To access the Vendor Products Query Form (FPIVPRD), select Execute Query from the Commodity field. This form displays a list of vendors that offer a particular commodity. If an agreement exists with a vendor other than the vendor that you select, a message displays.

**Note:** When the purchase order is associated with a blanket order, you may check the Select BO box to select items from the blanket order into the purchase order. If the purchase order is not associated with a blanket order, you cannot access the Select BO field. Instead, the system navigates you to the Commodity field in the Purchase Order Commodity Data Window, where you enter the desired commodity.

1. To add a commodity code to the Commodity Table, enter the new code and description, then enter Y in the Add field. The system updates the FTVCOMM table when you save the commodity record.

2. The U/M field is required. The unit of measure defaults from the commodity, but you may change it if desired.

3. The Tax Group defaults if the system has taxes turned on.

4. Enter the Quantity and Unit Price. The system calculates the Extended Amount.

5. The system automatically calculates the Discount Amount if a discount code was entered in the Purchase Order Header Information Window. If not, you can manually enter a Discount Amount here if desired.

6. The system calculates the Tax Amount based on the commodity tax group. The Net Amount is also system-calculated. This amount may be negative; however, you will receive a message alerting you that the net amount is less than zero in this case.

7. The Access Completion box enables you to move directly to the document completion process from the Purchase Order Commodity Data Window once accounting records have been created. You cannot check the Access Completion box until accounting records exist for the commodity. When accounting records exist, the box defaults to checked. If you change the commodity information and select Next Block with the Access Completion box checked, the form opens the Balancing/Completion Window. The Wrap-Up routine recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance process.
Note: When the Purchase Order is associated with a Blanket Order, the Blanket Order Remaining Balance field displays the amount that remains for either the entire Blanket Order, or the amount that remains for a specific commodity. To determine the definition of the value, refer to the Doc Control indicator on the Blanket Order Form (FPABLAR) or on the Blanket Order Activity Form (FPIBLAR).

Wrap-Up only occurs when you navigate from the Purchase Order Commodity Data Window to the Balancing /Completion Window (when accounting records exist) or from the Purchase Order Accounting Data Window to the Balancing/Completion Window if Document Level Accounting was selected. If the purchase order is a Commodity Level Document, Wrap-up also occurs when you navigate from the Purchase Order Accounting Data Window back to the Purchase Order Commodity Data Window.

Note: To reallocate the accounting amounts manually, uncheck the Access Completion box and select Next Block to access the Purchase Order Accounting Data Window.

You may navigate to the following areas from this window:

- To access the Currency Conversion Window (which is only accessible when you enter a foreign currency), select Count Hits from either the Quantity or Unit Price fields.
- To access the Tax Distribution Window, select Next Set of Records from anywhere in this window. You can only access this window when the Tax Processing indicator on FOASYSC has been set to Y.
- If text is attached to the entered commodity, click View Commodity Text or select the menu option to access the General Text Entry Form (FOATEXT).
- To add text for the commodity, click Line Item Text or select the menu option to access the Procurement Text Entry Form (FOAPOXT).
- If accounting records do not exist, select Next Block to enter the Purchase Order Accounting Data Window. To access the Purchase Order Accounting Data Window when accounting records exist, uncheck the Access Completion box and then select Next Block.
- To access the Balancing/Completion Window when accounting records exist and the Access Completion box is checked, select Next Block.

Purchase Order Accounting Data Window

The commodity Item and Commodity description fields differ depending upon whether Document Level Accounting or Commodity Level Accounting was selected. This difference exists because Document Level Accounting distribution(s) pertain to the entire purchase order document, rather than to an individual commodity. If Document Level Accounting was selected, the commodity Item field appears blank or null, and the Commodity description field reads ‘Document Acctg Distribution.’ For a Commodity Level purchase order, the Item field is populated with an item number and the Commodity description field displays that item’s description.
Enter the accounting distributions that relate to each commodity item. Select Next Item to navigate to the Extended Amount field.

You have several options at this point:

- If this document was created with Document Level Accounting, you can save the record without entering any amounts. If the document was created with Commodity Level Accounting, you must enter the accounting amounts manually.
- You can manually enter the dollar amounts.
- You can enter percentages and allow the form to calculate the amounts.

**If the Document Level Accounting box is checked:**

When you select Next Block from the Purchase Order Commodity Data Window to execute the redistribution function, the system redistributes the total of all commodity items to the accounting records that use the percentages you enter for each account distribution.

**If the Document Level Accounting box is unchecked:**

The system only redistributes the specific commodity amount among the assigned accounting sequences that use the percentages you enter.

**Note:** Use either all dollar amounts or all percentages on the account sequences for each commodity. To take advantage of automatic accounting redistribution of amounts by percent, use percentages. If you did not originally use a percentage to derive the amount, the system redistributes the commodity amount equally among its account distributions.

To move from one accounting sequence to another, use Next Record and Previous Record.

You may navigate to the following areas from this window:

- To access the Budget Availability Status Form (FGIBAVL), select Block Menu from any of the FOAPAL fields.
- To access the Commodities and Accounting for Review Query Form (FOICACT), click View Accounting or select the menu option.
- To transfer to the Currency Conversion Window, click Currency Conversion or select Count Hits.
- To transfer to the Balancing/Completion Window, select Next Block.

The system performs Available Balance checking after you enter and save all the accounting records for a commodity or a document (depending upon whether Document Level Accounting or Commodity Level Accounting was selected). The NSF Suspense indicator is set to A while you enter accounting records.
If you already entered all your commodities and accounting records, select Next Block to navigate to the Balancing/Completion Window. This form invokes the Wrap-Up routine that automatically allocates the accounting amounts (if these are null), corrects any rounding problems, and calls the Available Balance process. For Document Level purchase orders, the system allocates the sum of all the commodities. For commodity level purchase orders, the system only allocates the amounts for specific commodities. If you receive an insufficient funds message, and if you have authorization to override the budget, check the NSF Override box and save the record.

To enter additional commodities, select Previous Block to return to the Commodity Data Window and continue to add commodities. If the document uses Document Level Accounting, Wrap-Up does not occur at this time. If the document uses Commodity Level Accounting, Wrap-up occurs when you select Previous Block.

**Note:** When you return to the Commodity Data Window, the Access Completion box is checked. When you create additional commodity records, you may select Next Block to execute the Wrap-Up routine and navigate to the Balancing/Completion Window.

To enter additional accounting records or to manually reallocate the amounts:

1. Uncheck the Access Completion box.
2. Select Next Block to navigate to the Purchase Order Accounting Data Window.
3. Once you complete the accounting records, select Next Block to access the Balancing/Completion Window.

**Date Processing**

Even though you may roll encumbrances from a prior year if the accrual period is still open, you can also enter a transaction date for the purchase order into the prior year. The system treats this purchase order as if you had rolled it as a committed encumbrance. The system posts this balance to the general ledger for the prior year for which you enter this transaction.

**Using Currency Conversion**

Unless you specify otherwise, all amounts are entered in the installation’s base currency. This currency is referenced on the Installation Control Form (GUAINST).

When you select a foreign vendor, enter a currency code in the Currency Code field in the Purchase Order Supplemental Data Window. Click the button or select List to select a currency code from a list window. When you enter an established vendor, the associated vendor’s currency code defaults into the field from the vendor record. The system calculates the converted amount (input amount divided by the exchange rate) at both the commodity and accounting levels. The system uses the
converted amount for available balance checking and posts this amount to the ledgers.

To view the converted amounts:

1. Open the Currency Conversion Window.
2. Select Count Hits from either the Quantity or Unit Price fields in the Purchase Order Commodity Data Window or from anywhere within the Purchase Order Accounting Data Window.

**Entering Commodity Tax Information**

If you use the tax features of Banner Finance, then you must check the Tax Processing On box on the System Control Maintenance Form (FOASYSC) and also select a Default Tax Group Code.

You can establish tax groups at the Ship-To or commodity levels. At the header level, the system looks to the Ship Code for a tax group. If no tax group exists on the Ship Code, the system uses the default tax group on the System Control Maintenance Form (FOASYSC). At the commodity level, the form looks for a tax group on the commodity record (FTVCOMM). If a tax group does not exist, the tax group defaults from the header.

Other options for commodity tax information:

- You should always set up a no-tax group on the tax group table to use when you do not want to tax either an entire document or certain commodities on a document.
- You can view the tax calculations and how the system distributes them by selecting Next Set of Records from either the Commodity Data Window or the Accounting Data Window.
- You can calculate tax rates in a simple or compounded manner at the commodity level.

**Completing a Document**

The final window on FPAREQN is the Balancing/Completion Window. If the document is in balance and you wish to mark the document complete, click or select Complete. When you complete the document, you return to the main window and can enter a new document.

In the completion process, the form calculates the percentage allocation of the accounting relative to either the document or commodities (depending on type of accounting selected). It then stores this percentage, subsequent change order, or invoice activity and uses the stored percentages when reallocating commodity or document amounts.
Once you complete and approve a purchase order, post it in the next posting run. You can review the encumbrance activity using the forms on the General Accounting Query Forms Menu (*FINGENLQ). Any changes you make to a completed purchase order must be performed through the Change Order process.

Creating a Change Order

Access the Change Order Form (FPACHAR) from the Change Order Processing Menu (*FINCO). Use this form to revise header, commodity, and accounting information on the current purchase order or blanket order.

There are some important exceptions when you revise purchase order information using the Change Order Form. You cannot change the Vendor, the Document Level Accounting indicator, or Currency Code with a change order. In addition, you cannot change an Expense Purchase Order to a G/L Purchase Order or vice versa.

The Document Level Accounting box in the Change Order Header Information Window indicates whether the purchase order or change order document assigns account distributions to the entire document in total or to specific commodities.

Creating the Change Order

The main window contains the Purchase Order and Blanket Order number fields.

1. Enter the number of the purchase order or the blanket order which you wish to revise. A button and List are available for both fields. To revise a blanket order, leave the Purchase Order field blank.

2. Enter NXT in the Change Seq field to have the system generate the next available change sequence number. You cannot generate a new change order sequence number until you complete, approve, and post the previous purchase order and/or blanket order.

3. If you need to revise the entire order, check the Change All box. Select Next Block to access the Change Order Header Information Window. To select specific line items from the order to modify, check the Select Items box. If Select Items is checked, Next Block navigates you to the Purchase Order Item Selection Form (FPQCHAP) to select items. You can also access FPQCHAP by checking the Select Item box in the Change Order Commodity Data Window and selecting Next Item.

Change Order Header Information Window

A copy of the current header information defaults into this window; you may update the fields as necessary.
1. The purchase order date field (Order) represents the date associated with the change order. It defaults to the system date, but may be changed. The purchase order date from the original purchase order remains unchanged.

2. The Transaction date is a required field that determines the fiscal period. It defaults to the system date, but also may be changed.

3. The Buyer code and Ship Code are required fields. If you change the Discount Code, the system adjusts all items automatically for the new order.

4. The Document Level Acctg indicator defaults from the original order and cannot be changed. If this field shows Y, then Document Level Accounting is in effect. Document Level Accounting enables you to assign an account distribution(s) to the document in total. If this field shows N, then Commodity Level Accounting is in effect which enables you to assign different account distributions to each commodity.

5. If Document Level Accounting is in effect and you wish to change only the accounting distribution, you may check the Change Accounting Only box, which permits changes to the accounting distribution information only.

Note: Because you cannot process a procurement document without both a commodity and an accounting record, the form automatically brings in a commodity from the purchase order. This results in the system creating a commodity record for the change order, even though no changes were made to the commodity. When you query the Purchase/Blanket/Change Order Form (FPIPURR) for the specific change, a commodity record displays with zero amounts.

6. Click Document Text or select Block Menu to access the Procurement Text Entry Form (FOAPOXT).

If you are changing only the header information on this order, select Previous Block to access the Balancing/Completion Window and complete the change order.

Change Order Header Supplemental Data Window

In this window, optional information such as the FOB Code, the chart of accounts Class Code, and the Carrier may be changed. The Currency Code cannot be changed.

If the current record has header text, you may copy it into the change order by checking the Copy Text from Current box and selecting Save.

Vendor Information Window

The Vendor Number and Name (unlabeled) fields default and may not be changed. You can enter and change information in both the vendor Address Code and Seq # fields, but the combination of these fields must be valid for you to save the record.
Document Indicators Window

1. Check the NSF Checking box to have the system perform budget checking online.

2. If the Deferred Editing box is unchecked, ongoing editing of the document is performed by the system. Check this box to activate the deferred editing feature. This feature speeds up system processing, but disables the system from displaying online errors immediately.

Change Order Commodity Data Window

Use this window to revise the commodity information. The order and vendor information defaults.

1. You may check the Select Item box and select Next Item to navigate to the Purchase Order Item Selection Form (FPQCHAP) and select individual commodity items. The Purchase Order Item Selection Form lists the items from the original order. To select all of the items, check the Change All box and click or select Save. To choose a specific item, check the box at the right of the item record and click or select Save. To return to the Change Order Form, select Exit. Select Next Block to access the commodity data.

   If Select Item is not checked, you may select Next Block to access the commodity information.

2. Enter the Item number if you know it, or select Next Item to enter or change the Commodity code (or the commodity Description if you do not specify a commodity code). You have several navigation options from the commodity fields:
   - Select List from the Commodity code field to access the Commodity Validation Form (FTVCOMM) and select a commodity.
   - Select Count Hits from the Commodity code field to access the Vendor Products Validation Form (FPVVPRD). This form displays a list of commodities which are available from the requested vendor.
   - Select Execute Query from the Commodity code field to access the Vendor Products Query Form (FPIVPRD). This form displays a list of vendors who offer a particular commodity. If an agreement exists with a vendor other than the vendor you first select, a message displays.
   - If you click the Commodity button, an Option List enables you to choose one of the three forms mentioned above.
   - Click Description or select List from that field to access the Commodity Alpha Search Form (FPIACOM).

To add a commodity code to the Commodity Table, enter the new code and description, then enter Y in the Add field. The system updates the FTVCOMM table when you save the commodity record.
3. The U/M field is required. Once you enter the commodity, the unit of measure defaults from the commodity, and if you desire, you can change it.

4. As with a purchase order, the system requires the Tax Group field when you set the Tax Processing indicator is activated on the System Control Maintenance Form (FOASYSC). You can change the tax group at the commodity level, if necessary.

5. You may enter or modify the Quantity and Unit Price. The Extended Amount is calculated automatically.

6. The system calculates the discount amounts, provided you enter a discount code in the Change Order Header Information Window. If not, you may enter a Discount Amount manually in this window.

7. The system calculates the Tax Amount based on the commodity tax group.

8. The Blanket Order Remaining Balance field displays only when the change order is associated with a blanket order or the purchase order you enter is associated with a blanket order. When this field displays, the amount shown can either represent the remaining balance for the entire blanket order document or the amount that remains for a specific commodity. The definition of the displayed amount depends on the value in the Document Control indicator on the Blanket Order Form (FPABLAR). You cannot enter any changes to the purchase order that exceed the Remaining Blanket Order balance.

9. If line item text exists on the original order, you may attach it to change order by checking the Copy Text From Current box and selecting Save. If you wish to review or edit line item text, click Line Item Text or select the menu option to access the Procurement Text Entry Form (FOAPOXT).

10. The Access Completion box enables you to move directly to the document completion process from the Change Order Commodity Data Window when accounting records have been created. You cannot check the Access Completion box until accounting records exist for the commodity. When accounting records exist, the box defaults to checked. If you change the commodity information and select Next Block with the Access Completion box checked, the form opens the Balancing/Completion Window. The Wrap-Up routine recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance process.

Wrap-Up occurs when you navigate from the Change Order Commodity Data Window to the Balancing/Completion Window (when accounting records exist) or from the Change Order Accounting Data Window to the Balancing/Completion Window if the document uses Document Level Accounting. If the purchase order is a Commodity Level Document, Wrap-up also occurs when you navigate from the Change Order Accounting Data Window to the Change Order Commodity Data Window. To reallocate the accounting amounts manually, uncheck the Access Completion box and select Next Block to access the Change Order Accounting Data Window.
You may navigate to the following areas from the Change Order Commodity Data Window:

- To navigate to the Tax Distribution Window (which you can only access when the Tax Processing Indicator is set to Y), select Next Set of Records from anywhere within this window.
- To access the Currency Conversion Window (which you can only access when you enter a foreign currency), select Count Hits from either the Quantity or Unit Price fields.
- To navigate to the Change Order Accounting Data Window, uncheck the Access Completion box and select Next Block.
- To save commodity amount changes automatically to the Change Order Accounting Data Window and transfer to the Balancing/Completion Window, check the Access Completion box and select Next Block.
- To view the commodities you wish to review and/or approve, click Review Commodity Text Entry Form (FOICOMM).
- To access the General Text Entry Form (FOATEXT), click View Commodity Text or select the menu option.
- To access the Procurement Text Entry Form (FOAPOXT) to create and edit line item text, click Line Item Text or select the menu option.

Change Order Accounting Data Window

The accounting data for existing commodities displays in this window.

You cannot enter information in the Seq# field. Also, you cannot enter information in the FOAPAL fields for an account sequence which exists on the current order. If you need a new FOAPAL sequence, delete (or zero out) the old amount on the old FOAPAL, select Insert Record, and enter all of the new accounting information.

The system generates a new sequence number when you save the record. If you use an account index, the system checks Override Indicators when you save the record. You can create multiple accounting sequences and distribute the amounts on a percentage or amount basis.

You have the following options when you enter accounting information:

- You can save the record without entering amounts. When you execute redistribution from the Change Order Commodity Data Window, the system assigns the extended amounts equally among the number of account distributions that you enter. If the document uses Document Level Accounting, the system distributes all commodity amounts. If this is a Commodity Level change order, the system only distributes the specific commodity amount among the assigned accounting sequences.
- You can manually enter the dollar amounts.
- You can manually enter the percentages.
If the Document Level Accounting box is checked:

When you select Next Block in the Change Order Commodity Data Window to execute the redistribution function, the system redistributes the total of all commodity items to the accounting records using the percentages you enter for each account distribution.

If the Document Level Accounting box is unchecked:

The system only redistributes the specific commodity amount among the assigned accounting sequences based on the percentages you enter.

Move from one accounting sequence to another using the Next and Previous Record functions. To view the available budget, select Block Menu from any of the FOAPAL fields to access the Budget Availability Status Form (FGIBAVL).

Select Next Block to access the Balancing/Completion Window. If you receive an insufficient funds message and you have authorization to override the budget, check the NSF Override box and click or select Save again to recommit the record.

You may navigate to the following areas from this window:

- To navigate to the Currency Conversion Window, select Count Hits.
- To access the Balancing/Completion Window, select Next Block.
- To view the available balance, click Budget Availability or select Block Menu from any of the FOAPAL fields to access the Budget Availability Status Form (FGIBAVL).
- To view the accounting records, click View Accounting or select the menu option to access the Commodities and Accounting for Review Query Form (FOICACT).

Currency Conversion Window

As with the other procurement documents, the system calculates the converted amount (input amount divided by the exchange rate) at both the commodity and accounting levels. Banner Finance uses the converted amount for available balance checking; this is the amount that posts to the ledgers.

To view the converted amounts, navigate to the Currency Conversion Window. Select Count Hits from either the Quantity or Unit Price fields in the Change Order Commodity Data Window or from anywhere within the Change Order Accounting Data Window.

Entering Commodity Tax Information

If you use the tax features of Banner Finance, enter the Default Tax Group Code on the System Control Maintenance Form (FOASYSC) to create a default tax group. You can establish tax groups at the Ship-To or commodity levels. When the header record is created, the system looks to the Ship Code for a tax group. If none exists,
the form defaults in the Default Tax Group from FOASYS. At the commodity level, the form looks to the commodity for a tax group. If there is no commodity tax group, it defaults from the header. You should always set up a no-tax group in the Tax Group Table to use when either an entire document or certain commodities on a document are not to be taxed.

You can view the tax calculations and see how the system distributes them by selecting Next Set of Records from either the Commodity or Accounting Data Windows. You can direct the Banner Finance system to calculate tax rates in a simple or compounded manner at the commodity level. Refer to Chapter 17, *Accounts Payable Table Maintenance* for further details.

Completing the Change Order

The Balancing/Completion Window displays summary information. The amounts that display on the Balancing /Completion Window reflect summary information for the entire order (items that you did not change in addition to items you changed or added).

Click or select Complete to complete this document and return to the main window.

Querying a Change Order

Special conditions exist when you query an unposted change order on the Purchase/Blanket/Change Order Query Form (FPIPURR). The value for several fields varies depending upon whether you completed, approved, and posted the change order, and whether Document Level Accounting was used on the original document.

If the change order has not yet been posted, the Total Amount field in the Key Information on FPIPURR will differ from the amount you enter on the change order by the additional charge amounts, regardless of whether Document Level or Commodity Level Accounting is in effect.

If the change order has not yet been posted and Document Level Accounting is in effect, the following fields will differ:

- In the Accounting Data Window, the Commodity Amount fields reflect the amount of the current commodity totals. The Accounting Amount fields reflect the change to amounts prior to posting and the actual change, subsequent to posting.
- In the Balancing/Completion Window, the Header, Commodity, and Status columns reflect the current commodity amounts rather than the total purchase order consolidated amounts and status.

Once you post the change order, these fields reflect the changes.
Creating a Blanket Order

Banner Finance enables you to control spending against a blanket order either at the Document total or Item level. The Purchase Order Form (FPAPURR), Change Order Form (FPACHAR), and Invoice/Credit Memo Form (FAAINVE) display the Blanket Order Remaining Balance in the commodity window when appropriate.

If you exceed the Blanket Order Amount, you receive an error in the Purchase Order Form (FPAPURR) and a warning in the Invoice/Credit Memo Form (FAAINVE). On the Change Order Form (FPACHAR), you can reduce or increase the blanket order but you receive an error if you attempt to reduce the Remaining Balance below the current Remaining Balance.

These forms, in addition to the cancellation forms (FPAPDEL, FPACDEL, and FAAINVD) also update the Blanket Order Remaining Balance Table (FPRBLAO). This table provides the information that appears on the Blanket Order Activity Form (FPIBLAR). The Purchase/Blanket/Change Order Query Form (FPIPURR) and the Invoice/Credit Memo Query Form (FAIINVE) display the Blanket Order Remaining Balance.

Blanket Order Balance Information

Note that the system issues blanket orders for gross rather than net amounts. All validation against the Blanket Order Remaining Balance is against the approved amount (quantity x unit price), not inclusive of taxes or discounts.

The Posting Process (FGRACTG) updates the Remaining Balance column of the new Blanket Order Remaining Balance Table (FPRBLAO). Prior to the posting update, the Pend column on the Blanket Order Activity Form (FPIBLAR) shows Y.

Once the system posts a document associated with a blanket order, this field appears null, unless the posted document is a cancellation. Cancellations display a C in the Pend column.

The Blanket Order Remaining Balance that displays on the transaction forms always includes pending as well as posted activity. However, the two situations listed below may create confusion. Keep in mind:

- Regardless of whether you control the blanket order at the Document total or Item level, the Posting Process (FGRACTG) updates the item Remaining Balance. This means that if you control a blanket order at the Document total level, the Blanket Order Remaining Balance for a given item could be negative and display as such, even though the overall balance is positive.
- When you create a purchase order or an invoice directly against a blanket order, the Blanket Order Remaining Balance displays once you create the transaction.

Both types of transactions reduce the Blanket Order Remaining Balance by the amount of the transaction.
Processing an Invoice Against a Purchase Order

Blanket Order Remaining Balance

An invoice against a purchase is slightly different than an unencumbered invoice. At the point when you process an invoice against a purchase order, the system has already adjusted the Blanket Order Remaining Balance to reflect the purchase order. The Posting Process (FGRACTG) determines if the invoice amount is greater than the purchase order amount for the item for which you pay. If this is so, the system adjusts the Blanket Order Remaining Balance to reflect the difference. If the invoice amount is less than or equal to the purchase order item amount, there is no adjustment to the Blanket Order Remaining Balance.

The result is that when you pay for an invoice against a purchase order against a blanket order, the Blanket Order Remaining Balance field does not display on the invoice form. Also, when you query the activity on the Blanket Order Activity Form (FPIBLAR), the invoice record shows a Transaction Amount of 0.00 prior to when you post the invoice. Once the invoice posts, the Transaction Amount field reflects any adjustments you make during the posting process.

Termination Date

The system uses the Termination Date to determine whether or not a blanket order is still open. You can change this date with the Change Order Form (FPACHAR) as long as the new Termination Date is not earlier than the dates of the existing purchase order or invoice activity against the blanket order. This means that a blanket order can have a balance of zero and the Invoice/Credit Memo Form will not prevent you from paying invoices against the blanket order. If this occurs, the Blanket Order Remaining Balance field appears highlighted on the Invoice/Credit Memo Form (FAAINVE).

Determining the Remaining Balance of a Blanket Order

Blanket Order Remaining Balance

The Blanket Order Remaining Balance field in the Purchase Order Commodity Data Window or Currency Conversion Window of FPAPURR displays the remaining balance of the blanket order and Purchase/Blanket/Change Order Query Form (FPIPURR) only when a purchase order is accountable to a blanket order.

When you enter a quantity in a purchase order or you change a unit price, FPAPURR checks the remaining balance of the blanket order. Based on the type of document control, FPAPURR determines if you will exceed this balance. If it appears that you may exceed the blanket order by the new amount (quantity x unit price), an error message displays and you are unable to enter this item.
If the new amount is acceptable (i.e., does not exceed the total amount or item level) the remaining balance of the blanket order redisplay to reflect the change.

The system performs blanket order checking twice: once when you calculate the commodity extended amount, and again when you complete the purchase order. This enables other documents to access the same blanket order between the time you enter the purchase order commodity and the time that you complete it. Once you complete the document, the system updates the remaining balance of the blanket order, and you may not make any other modifications.

Posting the Purchase Order

When the document is complete, the system places a record in the Blanket Order Remaining Balance Table (FPRBLAO). FPRBLAO calculates the remaining balance of the blanket order. In this scenario, FPRBLAO determines that you created a document against a blanket order, and it has not posted. Therefore, the system does not update the remaining balance of the blanket order in the Purchase Order Detail Goods Table (FPRPODT). Once you execute posting, the system executes FPRBLAO and FPRPODT to reflect the document remaining balance.

If the purchase order does not pass the approvals process, the system deletes the record in FPRBLAO, and removes the document amounts from the blanket order balances that remain. Once the purchase order is complete, the system inserts a record into FPRBLAO.

Note: Remaining balances that display on blanket order, purchase order and change order windows display in foreign currency, not base currency, if you use currency codes. Remaining balances display specific to document total control and item control.

You can review the activity for the blanket order or the purchase order on the Blanket Order Activity Form (FPIBLAR).

Commodity Level Accounting with a Purchase Order

When you assign requisition line items to a purchase order, the accounting distributions are brought forward based on the amounts. Based on these amounts, the system computes percentage relationships.

- Since commodities are brought forward as individual line items on the purchase order, then the amounts and percentages are exactly the same as the requisition.

Assigning Requisitions to a Purchase Order

Commodity codes affect how you transfer commodities from requisitions to purchase orders. When you enter a requisition, a detail commodity code represents
the specific item you intend to purchase and ensures that the commodity transfers to the purchase order as a unique item.

If you use a high level commodity code, the text feature can explain the specific item you intend to purchase. This text ensures that a unique item appears in the purchase order, provided that you exercise the Copy Text option in the Purchase Order Assignment Form (FPPOAS).

If you do not use a commodity code, then you should probably enter a description and possibly additional text. This free form description ensures, in most cases, that a distinctly identified item appears in the purchase order.

The Purchase Order Assignment Form provides the capability for a buyer to select items from a single requisition or multiple requisitions for inclusion in a particular purchase order.

**Opening/Closing Items on a Purchase Order or a Requisition**

Use this procedure to open/close one or more items on a purchase order document or a requisition document. You can also use this procedure to open or close the entire document.

1. Access the Encumbrance Open/Close Form (FPAEOCD).
2. Enter the code for a document in the Document # field. If you want the system to generate a document code for you, enter NEXT.

   **Note:** All document codes created by this form begin with an asterisk (*).

3. Perform a Next Block function.
4. Select the action you want to perform from the untitled pull-down list.
5. (Optional) Enter a new Document Transaction Date.
6. Perform a Next Block function.
7. Enter the document number of the purchase order or requisition.
8. (Optional) Select the Close All Items check box if you want to close all items associated with the specified requisition or purchase order.

   Select the Reopen All Items check box if you want to reopen all items associated with the specified requisition or purchase order.

   **Note:** The title of this check box depends on the action you selected in Step 4.
9. (Optional) Select the Change Encumbrance check box if you want to change the encumbrance amount for the document.
If you want to close all of the items on a requisition or purchase order document or you want to close the last open item on a document, you must select the Change Encumbrance check box and enter the appropriate encumbrance change amounts.

10. Perform a Next Block function to access the Commodity Information window and other windows required to perform the action you selected in Step 4. These windows will be stacked and visible simultaneously.

11. Select the check boxes of the items you want to reopen or close.

If you selected the Close All Items or Reopen All Items check box in Step 8, SCT Banner will automatically select the check boxes of the appropriate items.

12. (Optional) Perform a Next Block function to access Accounting Information window. This window appears only when you select the Change Accounting check box on the main window.

You must fill out the Accounting Information window if you want to close an entire purchase order or requisition document, or if you want to close the last open item on a document.

13. Click Complete in the navigation frame to complete the document and submit it for posting.

Procurement Card (PCard) Processing

PCard processing integrates Procurement Card transactions with SCT Banner Finance. Institutions that use this process will be able to perform the following tasks.

- Credit card assignment (default FOAPAL, Cardholder, Business Manager, and Account Manager for each PCard).
- Payment cutoff schedule for different credit cards such as American Express, Visa, Discover, and MasterCard.
- Override default FOAPAL and date fields and change vendors on the Purchase Card Transaction: Document Information Form (FAAINVT).

This section highlights the types of information you will need to enter into Banner to set up PCard. For additional information about specific PCard processes, such as the Purchase Card Transaction Process (FAPCARD) and the Invoice Feed Process (FAPINVT), please refer to Chapter 26, Reports and Processes.

Note: Some information will not need to be user-defined since it was provided with the seed data delivered with the release. For details, refer to the SCT Banner Finance 5.3 Release Guide.
Things to Consider before Using PCard Processing

You are responsible for creating a process (such as SQL*Loader or Pro*C) to load each PCard file type: American Express, Visa, Discover, and MasterCard.

- These data are then loaded to the SCT Banner Temporary Purchase Card Transaction file (FATCARD).
- Taxes are not used. The transaction detail is at the “total dollar” level and is not itemized.
- Currency conversion is not used. Conversion information is passed into the bank files. Because the base currency transaction amount is always loaded, there is no need to include the converted information for the foreign amount.

Enabling PCard Processing

The following three steps are required to enable PCard Processing.

1. Configure SCT Banner
2. Load PCard Data from the bank file.
3. Run PCard process (FAPCARD).

Configure SCT Banner

Configuration and implementation of the PCard interface requires initial data entry to include credit card definition, payment scheduling, cardholder information and defaults, and PCard override capabilities by user ID. You will also need to translate the company numbers provided on the bank flat file into campus codes.

Banner Objects Involved in PCard Setup

- Purchase Card Maintenance Form (FTMCARD)
- Payment Cutoff Schedule Maintenance Form (FTMPCSH)
- User Profile Maintenance Form (FOMPROF)
- System Data Maintenance (FTMSDAT)
PCard Setup Process Flow

Company Numbers/Campus Codes (FTMSDAT)

These numbers are user defined; a different company number can exist for each campus. Company numbers are not included with the seed data delivered with the 5.3 release.

A liability fund, monthly liability clearing account, and daily liability clearing account are defined for each company/campus. These are used to generate liability journal vouchers from the Purchase Card Transaction Process (FAPCARD).
SDAT Entry to Identify Liability Fund by Campus

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity/Usage Code (FTVSDAT_Sdat_Code_Entity)</td>
<td>FAPCARD</td>
</tr>
<tr>
<td>Attribute Code (FTVSDAT_Sdat_Code_Attr)</td>
<td>LIABILITY_FUND</td>
</tr>
<tr>
<td>Optional Code #1 (FTVSDAT_Sdat_Code_Opt_1)</td>
<td>COMPANY/CAMPUS CODE (user defined)</td>
</tr>
<tr>
<td>Chart of Account (FTVSDAT_Coas_Code)</td>
<td>B (user defined)</td>
</tr>
<tr>
<td>Title (FTVSDAT_Title)</td>
<td>Campus Liability Fund</td>
</tr>
<tr>
<td>Short Title (FTVSDAT_Short_title)</td>
<td>Campus Fund</td>
</tr>
<tr>
<td>Data (FTSDAT_Data)</td>
<td>1105 (user defined)</td>
</tr>
</tbody>
</table>

SDAT Entry to Identify Monthly Liability Account by Campus

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity/Usage Code (FTVSDAT_Sdat_Code_Entity)</td>
<td>FAPCARD</td>
</tr>
<tr>
<td>Attribute Code (FTVSDAT_Sdat_Code_Attr)</td>
<td>MONTHLY_LIABILITY_ACCT</td>
</tr>
<tr>
<td>Optional Code #1 (FTVSDAT_Sdat_Code_Opt_1)</td>
<td>COMPANY/CAMPUS CODE (user defined)</td>
</tr>
<tr>
<td>Chart of Account (FTVSDAT_Coas_Code)</td>
<td>B (user defined)</td>
</tr>
<tr>
<td>Title (FTVSDAT_Title)</td>
<td>Campus Monthly Liability Acct</td>
</tr>
<tr>
<td>Short Title (FTVSDAT_Short_title)</td>
<td>Month Clear Acct</td>
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<tr>
<td>Data (FTSDAT_Data)</td>
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</table>
SDAT Entry to Identify Daily Liability Account by Campus

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
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<td>FAPCARD</td>
</tr>
<tr>
<td>Attribute Code</td>
<td>DAILY LIABILITY_ACCT</td>
</tr>
<tr>
<td>Optional Code #1</td>
<td>COMPANY/CAMPUS CODE</td>
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<td>Chart of Account</td>
<td>B (user defined)</td>
</tr>
<tr>
<td>Title</td>
<td>Campus Daily Liability Acct</td>
</tr>
<tr>
<td>Short Title</td>
<td>Daily Clear Acct</td>
</tr>
<tr>
<td>Data</td>
<td>2211 (user defined)</td>
</tr>
</tbody>
</table>

Load PCard Data

PCard control and detail records are transmitted to you daily by the bank of record. Data received varies according to credit card type: Visa, Master Card, American Express, or Discover.

It is expected that you will populate the Temporary Purchase Card Transaction file (FATCARD) with your own process, such as SQL*Loader, “C”, etc. It is recommended that only one bank file be loaded into FATCARD for processing at any one time.
Loading PCard Data - Process Flow

Start

Bank

Daily PCard Distribution

PCard Transaction Data

External Load Process

FATCARD

End
Run PCard Process

PCard processing involves the following three steps:

1. Data Validation
2. Invoice Generation
3. Payment Posting

Data Validation and Journal Voucher Generation

The Purchase Card Transaction Process (FAPCARD) validates the FATCARD table for sum and duplication errors.

- If errors are found, a report is produced and the transactions are not processed.
- If errors are not found, the transactions are loaded into the FABINVT and FARINVT tables, and the appropriate journal voucher, if any, is entered into the GURFEED table for standard interface processing (SYSTEM ID equals FAPCARD).

Note: The FATCARD population step does not have to be performed if you only want to create invoices. FABINVT and FARINVT tables can be populated directly. You can also set up parameters that do not generate a journal voucher and still populate the FATCARD table using the Data Validation feature.

The system calculates the payment due date using data found in the payment schedule table (FTVPCSH). The account manager is notified via GUAMESG as soon as the FATCARD table has been validated and processed.

If you have access to the Purchase Card Transaction: Documentation Information Form (FAAINVT), you can perform the following actions:

- Correct transactions that are missing FOAPAL elements.
- Change the feed to finance date.
- Change the vendor.
- Split account distributions.

The system also analyzes the one-time vendor status. The Vendor ID can be linked on this form to allow a feed to a real vendor instead of a one-time vendor. Quick Navigation is allowed to the Vendor Maintenance Form (FTMVEND) to create a vendor.

Liability journal vouchers are generated for GURFEED population based on the SYSTEM_ID in SDAT as follows:
• Generate liability JV with pre-defined fund and clearing accounts in SDAT.
• Generate liability JV with expense FOAPAL as defined on the cardholder record (Purchase Card Maintenance Form, FTMCARD) and liability account defined in SDAT.
• Do not generate liability JV.

**Banner Objects Involved in PCard Data Validation**

- FAAINV - Purchase Card Transaction Form
- FABINV
- FAPCARD - Purchase Card Transaction Load
- FARINV
- FATCARD
- FTVPCH
- FTVSDAT
- GUAMESG
- GURFEED

**Invoice Generation**

The batch Invoice Feed Process (FAPINV) is used to generate invoices in Banner Finance. Transactions are extracted from FABINV/FARINV and populated directly into the invoice tables FABINVH, FARINVC, and FARINVA. This is done based on feed date. Run this job nightly via standard sleep/wake functionality.

This program is modeled after the FURAPAY process without the Accounts Receivable requirements and provides the ability to perform the following functions:

• Create a normal payment voucher.

• Create a zero payment voucher.

• Initiate bank payment via a check run or ACH.

  When an ACH vendor is attached to the purchase transaction, ACH information defaults into the invoice table (FABINVH).

• Use approvals processing.

• Populate the payment due date, invoice date, and transaction posting date fields.

• Use one-time vendors.

**Banner Objects Involved in PCard Invoice Generation**

- FABINVH
- FABINV

The Zero Payment Invoice/Credit Memo does not generate a check to the merchant. This feature is intended for clients who pay the bank at the end of the month but who do not pay the merchant. This process records information by vendor to track purchasing information via a setting on the System Data Validation Form (FTVSDAT).
• FAPINVT - Invoice Generation Process
• FARINVA
• FARINVC
• FARINVT
• FGRTRNR - Transaction Error Report
• FOBAPPD
• FOBUAPP
• FORAPPL
• FTVSDAT

Payment Posting

The Posting Process (FGRACTG) identifies and manages Zero Payment invoices.

Zero Payment Invoices

A zero payment invoice is required to use the processes associated with the INNI, INNC, and DNNI rule class codes. The invoice must be marked as “P” (paid). This prohibits the invoice from being picked up on the invoice selection report.

Since the Zero Payment invoice ultimately has a zero dollar amount— with a positive amount reflected in the expense line and a minus amount for the campus fund and liability account—such an invoice would remain in perpetuity as never being paid or selected for check processing, especially one-time vendors.

A new process, Mark Zero Payment Invoices as Paid, values the following indicators to “P” (Paid): FABINVH_OPEN_PAID_IND, FARINVC_OPEN_PAID_IND, and FARINVA_OPEN_PAID_IND.

The Posting Process processes the Zero Payment Invoice as if it had been selected for checks processing/accounting and marked as paid.

Banner Objects Involved in PCard Payment Posting

• FGRACTG - Posting Process

PCard Forms

This section includes detailed descriptions of each form used in PCard processing.

Purchase Card Transaction Maintenance Form (FAAINVT)

This form’s security should be managed via normal Oracle role security. Two levels of control are provided using this form, one for account or business managers, and the other for specially designated users.
Any user can view any PCard Transaction through normal role security. However, only the account/business manager can make changes, such as to correct FOAPALs or redistribute FOAPALs, for those PCard Transactions that belong to them. Additional security is added to provide specially designated users (FOMPROF override checkbox) the ability to change anything on the PCard Transaction that can be changed.

### Account/Business Managers

Account/business managers can perform all of the following functions:

- Correct transactions missing FOAPAL elements.
- Change the feed date.
- Split account distributions.
- Determine vendor status.
- Use quick navigation to FTMVEND to create a vendor.

### Specially Designated Users

Specially designated users, with an override capability assigned on the User Profile Maintenance Form (FOMPROF), can perform all the functions of account or business managers.

### Document Information Window - Key Block

In this block, you can enter cardholder name and other information for the cardholder whose information you would like to review. Select Next Block to review additional information about this cardholder’s account. To review all transactions for the type specified, leave these fields null.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder ID</td>
<td>Identification number and name for the cardholder.</td>
</tr>
<tr>
<td>Resp Orgn</td>
<td>Code for the responsible organization.</td>
</tr>
<tr>
<td>Acct Mgr ID</td>
<td>Account Manager ID.</td>
</tr>
<tr>
<td>Bus Mgr ID</td>
<td>Business Manager ID.</td>
</tr>
<tr>
<td>Type</td>
<td>Type of transactions. From the pull-down list, choose one of the following: Fed Transactions, Not Fed Transactions, All Transactions.</td>
</tr>
</tbody>
</table>

### Document Information Window - Cardholder Information Block

This block repeats the information from the Key Block, and provides additional information about the cardholder’s account number and card type. More than one cardholder may be reviewed, depending on the selection criteria in the Key Block. To review transaction information, select Next Block.
### Document Information Window - Transaction Information Block

This block contains specific information relevant to the transaction and vendor from whom the cardholder purchased commodities.

<table>
<thead>
<tr>
<th><strong>Fields</strong></th>
<th><strong>Descriptions / Buttons</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder ID</td>
<td>Number and name associated with this account.</td>
</tr>
<tr>
<td>Card Account Number</td>
<td>Credit card number.</td>
</tr>
<tr>
<td>Start</td>
<td>Month and year of card’s effective date.</td>
</tr>
<tr>
<td>Thru Expiration</td>
<td>Month and year of card’s expiration date.</td>
</tr>
<tr>
<td>Card Type</td>
<td>Abbreviation for card, for example, “MC” represents Master Card.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of card from FTMCARD.</td>
</tr>
<tr>
<td>Card Descriptor</td>
<td>Description from FTMCARD.</td>
</tr>
<tr>
<td>Acct Mgr ID</td>
<td>Account Manager ID code.</td>
</tr>
<tr>
<td>Bus Mgr ID</td>
<td>Business Manager ID code.</td>
</tr>
<tr>
<td>Resp Orgn</td>
<td>Code for the organization responsible for the purchase of commodities or services.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fields</strong></th>
<th><strong>Descriptions / Buttons</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>Code and name for a vendor</td>
</tr>
<tr>
<td>One Time</td>
<td>Checkbox that indicates this vendor will not be paid on a recurring basis.</td>
</tr>
<tr>
<td>Check Vendor</td>
<td>Alternative payee to the vendor.</td>
</tr>
<tr>
<td>Fields</td>
<td>Descriptions / Buttons</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Checkbox that indicates this is a credit to be applied to the cardholder’s account, for example, credit from the vendor for a returned item.</td>
</tr>
<tr>
<td>Address Code</td>
<td>Two-character code identifying the type of address.</td>
</tr>
<tr>
<td>Seq #</td>
<td>Sequence number for this address.</td>
</tr>
<tr>
<td>Address</td>
<td>Street address for this vendor.</td>
</tr>
<tr>
<td>City</td>
<td>City for this vendor’s address.</td>
</tr>
<tr>
<td>State/Prov</td>
<td>State or province for this vendor’s address.</td>
</tr>
<tr>
<td>ZIP/PC</td>
<td>ZIP or postal code for this vendor’s address.</td>
</tr>
<tr>
<td>Nation</td>
<td>Nation for this vendor’s address.</td>
</tr>
<tr>
<td>Reference #</td>
<td>Transaction reference number from the bank file.</td>
</tr>
<tr>
<td>Document</td>
<td>Invoice number assigned by FAPINVT.</td>
</tr>
<tr>
<td>Bank Post</td>
<td>Date that transaction was posted by the bank.</td>
</tr>
<tr>
<td>Feed</td>
<td>Date on or after which the transaction will be processed by FAPINVT as specified by the parameter in that process.</td>
</tr>
<tr>
<td>Payment Due</td>
<td>Invoice payment due date. Feed date may not follow this date.</td>
</tr>
<tr>
<td>Invoice</td>
<td>Date the purchase was made. This information comes from the bank file.</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>Purchase transaction amount.</td>
</tr>
</tbody>
</table>
Accounting Information Window - Key Block

This window displays relevant information for the cardholder, including the default FOAPAL elements that apply to the specified transaction amount. Select Next Block to review or change the accounting associated with this transaction.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder ID</td>
<td>Number and name associated with this account.</td>
</tr>
<tr>
<td>Card Account Number</td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
<td>Code and name for a vendor</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td></td>
</tr>
<tr>
<td>COAS</td>
<td>Code representing the chart of accounts. The default value comes from FTMCARD.</td>
</tr>
<tr>
<td>Index</td>
<td>Code representing a pre-determined combination of FOAPAL elements associated with the transaction. The default value comes from FTMCARD.</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code associated with the transaction. The default value comes from FTMCARD.</td>
</tr>
<tr>
<td>Orgn</td>
<td>Organization code associated with the transaction. The default value comes from FTMCARD.</td>
</tr>
<tr>
<td>Acct</td>
<td>Account code associated with the transaction. The default value comes from FTMCARD.</td>
</tr>
<tr>
<td>Prog</td>
<td>Program code associated with the transaction. The default value comes from FTMCARD.</td>
</tr>
<tr>
<td>Actv</td>
<td>Activity code associated with the transaction. The default value comes from FTMCARD.</td>
</tr>
<tr>
<td>Locn</td>
<td>Location code where the specific activity took place associated with the displayed invoices. The default value comes from FTMCARD.</td>
</tr>
</tbody>
</table>
### Accounting Information Window - Transaction Information Block

This block displays the default accounting string for the cardholder identified in the Key Block. Designated users or account/business managers identified on FTMCARD can make changes to the FOAPAL elements displayed here.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proj</td>
<td>Code representing the specific project for which the purchase was made. The default value comes from FTMCARD.</td>
</tr>
<tr>
<td>Bank</td>
<td>Bank code associated with the transaction. The default value comes from FTMCARD.</td>
</tr>
</tbody>
</table>

### Fields | Descriptions / Buttons
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq</td>
<td>Sequence number for the invoice.</td>
</tr>
<tr>
<td>COAS</td>
<td>Code for the specified chart of accounts.</td>
</tr>
<tr>
<td>Index</td>
<td>Code representing a pre-determined combination of FOAPAL elements associated with the invoice.</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code associated with the invoice.</td>
</tr>
<tr>
<td>Orgn</td>
<td>Organization code associated with the invoice.</td>
</tr>
<tr>
<td>Acct</td>
<td>Account code associated with the invoice.</td>
</tr>
<tr>
<td>Prog</td>
<td>Program code associated with the invoice.</td>
</tr>
<tr>
<td>Actv</td>
<td>Activity code associated with the invoice.</td>
</tr>
<tr>
<td>Locn</td>
<td>Location code associated with the invoice.</td>
</tr>
<tr>
<td>Proj</td>
<td>Code representing the specific project associated with the invoice.</td>
</tr>
<tr>
<td>Bank</td>
<td>Bank code associated with the invoice</td>
</tr>
</tbody>
</table>
### Purchase Card Maintenance Form (FTMCARD)

This form stores and associates the cardholder for each card issued, default FOAPAL information, an account manager (person to be notified), and other key information. Most of this form’s stored data is informational only.

**Things to Remember:**

- Both the account manager and the business manager must be pre-defined on the User Profile Maintenance Form (FOMPROF) but do not need the override box checked.
- Cardholder ID and Sponsor ID must be pre-defined in the SPRIDEN table.
- The use of Fund/Orgn security is not enforced on this maintenance form for setup.
- Standard defaulting logic applies for all FOAPAL elements.

#### Key Block

In this block, enter the User ID and account number for the account you want to review/establish/maintain. Select Next Block.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pct</td>
<td>Checkbox that indicates that this invoice represents a percentage of the total transaction amount listed in the Key Block.</td>
</tr>
<tr>
<td>Amount/Percent</td>
<td>Dollar amount or percentage associated with this invoice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder ID</td>
<td>Number and name associated with this account. Required field.</td>
</tr>
<tr>
<td>Card Account Number</td>
<td>Credit card number. Required field.</td>
</tr>
</tbody>
</table>

#### Detail Block

This block contains detailed information about the cardholder account you entered in the Key Block.

SCT Banner Release 5.4  
Using SCT Banner Finance  
Confidential
<table>
<thead>
<tr>
<th><strong>Fields</strong></th>
<th><strong>Descriptions / Buttons</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Status of card. Check the LOV for allowable values. Required field.</td>
</tr>
<tr>
<td>Start</td>
<td>Month and year of card’s effective date. Required field.</td>
</tr>
<tr>
<td>Thru Expiration</td>
<td>Month and year of card’s expiration date. Required field.</td>
</tr>
<tr>
<td>Card Type</td>
<td>Abbreviation for card. Check the LOV for allowable values. Required field.</td>
</tr>
<tr>
<td>Mother Maiden Name</td>
<td>Cardholder’s mother’s maiden name. Required field.</td>
</tr>
<tr>
<td>Account Manager</td>
<td>User ID and name of account manager. Required field.</td>
</tr>
<tr>
<td>Business Manager</td>
<td>User ID and name of business manager.</td>
</tr>
<tr>
<td>Sponsored Card</td>
<td>Checkbox that indicates if this account is sponsored.</td>
</tr>
<tr>
<td>Multiple Cards</td>
<td>Checkbox that indicates if multiple cards exist for this cardholder.</td>
</tr>
<tr>
<td>Sponsor ID</td>
<td>User ID and name of sponsor, if applicable. Required field if Sponsored Card checkbox is selected.</td>
</tr>
<tr>
<td>Card Descriptor</td>
<td>Text description for this account. Required field if Multiple Cards checkbox is selected.</td>
</tr>
<tr>
<td>COAS</td>
<td>Code representing the chart of accounts. Required field.</td>
</tr>
<tr>
<td>Index</td>
<td>Code representing a pre-determined combination of FOAPAL elements associated with this account.</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code associated with this account Required field.</td>
</tr>
<tr>
<td>Orgn</td>
<td>Organization code associated with this account.</td>
</tr>
<tr>
<td>Acct</td>
<td>Account code associated with this account. Required field.</td>
</tr>
</tbody>
</table>
### Fields Descriptions / Buttons

<table>
<thead>
<tr>
<th>Fields</th>
<th>Descriptions / Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prog</td>
<td>Program code associated with this account.</td>
</tr>
<tr>
<td>Actv</td>
<td>Activity code associated with this account.</td>
</tr>
<tr>
<td>Locn</td>
<td>Location code associated with this account.</td>
</tr>
<tr>
<td>Proj</td>
<td>Code representing the specific project for which purchases can be made.</td>
</tr>
<tr>
<td>Bank</td>
<td>Bank code.</td>
</tr>
<tr>
<td>Responsible Orgn</td>
<td>Code for the organization ultimately responsible for payments on this account.</td>
</tr>
<tr>
<td>MCC</td>
<td>Merchant Category Code</td>
</tr>
<tr>
<td>Single Purchase Limit</td>
<td>Dollar amount limit for a single purchase.</td>
</tr>
<tr>
<td>Spending Limit</td>
<td>Maximum dollar amount that can be charged to this account.</td>
</tr>
<tr>
<td>Allowable Transactions: Daily</td>
<td>Number of transactions permitted for this account per day.</td>
</tr>
<tr>
<td>Allowable Transactions: Monthly</td>
<td>Number of transactions for this account permitted per month.</td>
</tr>
<tr>
<td>Lag Days</td>
<td>Number of days allowed for review of this transaction. Defaults from FTVSDAT but may be overridden. Used in the calculation of the Feed Date for FAAINVT. Required field.</td>
</tr>
</tbody>
</table>

### Payment Cutoff Schedule Maintenance Form (FTMPCSH)

PCard payment cutoff schedule information is managed on this form using the FTVPCSH table. The key to this form is the credit card company defined on the System Data Maintenance Form (FTMSDAT), and the calendar year. Payment cutoff schedule information for credit card companies is entered using date per month. The system uses this information with the PCard Interface Process.
(FAPCARD) to calculate the payment due date on the invoice (that is, the cutoff date plus the cycle days defined on SDAT).

A copy function is provided in the form's Key Block to duplicate an existing payment schedule from a prior year or credit card company to a new year or credit card company. The system calculates the difference in the year being copied "from" into the year being copied "to" and adds the appropriate year to the Start Date, End Date, and Payment Cut-off date.

This form is modeled after the Fiscal Year Maintenance Form (FTMFSYR) and permits different payment schedule cutoff dates per year for American Express. This format is based on a calendar year, not a fiscal year, which allows for any changes in cutoff dates during the year(s).

This should be a highly secured form using normal Oracle role security.

Key Block

In this block, enter the name of the credit card company and the year for which you want to review or maintain the schedule.

Fields

| Card Type | Abbreviation for card. Check the LOV for allowable values. Required field. |
| Year | Calendar year. Required field. |

Detail Block

This block identifies cut-off dates and due dates for payments to be made to the credit card company you identified in the Key Block.

Fields

| Period | Period of the calendar year for which payment is made. |
| Start Date | Start date of this period. |
| End Date | End date of this period. |
User Profile Maintenance Form (FOMPROF)

This form includes a field for User Purchase Card Override authority (the FOBPROF table). Normally, only an account manager can adjust the accounting distribution to correct or redistribute amounts on the Purchase Card Transaction form (FAAINVT). This override feature allows the specified user ID to perform account manager functions, including changes to the feed date, vendor, and expense account distribution on any PCard transaction.

Note: Account and business managers entered on the Purchase Card Maintenance Form (FTMCARD) do not require this override authorization, since this would not limit the transactions they can process.

Entity Name/ID Search Form (FTIIDEN)

When this form is called from either the Purchase Card Maintenance Form (FTMCARD) or the Purchase Card Transaction: Document Information Form (FAAINVT), the "All" checkbox in the Key Block is selected. This enables the system to search for all records in SPRIDEN.

Configuring PCard

You can configure the PCard process to produce one of the following three types of output. Accounting models are included for the first option.

1. Liability journal vouchers and zero payment invoices
2. Liability and direct charge journal vouchers only
3. Direct payment invoices and no journal voucher
Liability Journal and Zero Payment Invoices

Setup Information

Set the FAPCARD_System_ID in SDAT to “C”.

Set the FAPINVT_System_ID in SDAT to “A” or “N” and “Z” (for example, “AZ” or “NZ”).

Processing Detail

The journal voucher debits the daily clearing account and credits the monthly clearing account in the liability fund as defined on the SDAT records for the company/campus. The zero payment invoice debits the expense FOAPAL on the Purchase Card Transaction: Document Information Form, FAAINVT (defaults from the Purchase Card Maintenance Form, FTMCARD) and credits the daily clearing account. Payment to the bank is made using a normal invoice to debit the monthly clearing account.

Monthly clearing acts to provide the total outstanding liability on all PCard transactions at any point in time. The daily summary from the activity is credited to this account. The sum of the daily summary activity represents the total amount due the bank on all received transactions, month to date.

Posting the invoiced amount from the bank as received and due clears this account to the system accounts payable account from where the check or wire is cut.

The daily clearing account acts to relate the number of transactions that have yet to post to the operating ledgers. This is the debit side of the monthly clearing entry. All individual items ultimately relieve the daily summary debit as they post, generating a credit from the individual transaction whose debit is the appropriate department’s expense as entered/defaulted on the Purchase Card Transaction Maintenance Form (FAAINVT).

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>Monthly Clearing</th>
<th>Daily Clearing</th>
<th>Departmental Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Summary (JV)</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Individual Charge (INV)</td>
<td></td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Individual Charge (INV)</td>
<td></td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Individual Charge (INV)</td>
<td></td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Monthly Invoice (INV)</td>
<td>300,000</td>
<td>300,000</td>
<td></td>
</tr>
</tbody>
</table>
Liability Journal Only

*Setup Information*

Set the `FAPCARD_System_ID` in SDAT to “S”.

*Note:* Do not execute the Invoice Feed Process (FAPINVT).

*Processing Detail*

The journal voucher debits the expense FOAPAL defined on the cardholder record on the Purchase Card Maintenance Form (FTMCARD) and credits the monthly clearing account defined on the SDAT record for the company/campus. Invoices are not processed. Payment to the bank is made using a normal invoice to debit the monthly clearing account.

Invoices Only

*Setup Information*

Set the `FAPCARD_System_ID` in SDAT to “N”.

Set the `FAPINVT_System_ID` in SDAT to “A” or “N” and “N” (for example, “AN” or “NN”).

*Processing Detail*

The Purchase Card Transactions process (FAPCARD) does not produce a journal voucher. Normal direct pay invoices are generated by the Invoice Feed Process (FAPINVT).

These invoices debit the FOAPALs entered on the Purchase Card Transaction: Document Information Form, FAAINVT (defaults from the Purchase Card Maintenance Form, FTMCARD) and credit the normal accounts payable account.

These invoices also generate checks payable to the vendor specified on FAAINVT. If payment is to be made to the bank, verify that the bank is either the vendor or the check vendor on FAAINVT.

**Bid Processing**

**Creating Bids from Requisitions**

The first step in creating a bid from a requisition is to create a bid with the Bid Creation Form (FPACTBD). You do this by consolidating information from existing requisitions.
1. Enter a buyer code in the Buyer Code field. Click Buyer Code or select List to display a list of buyer codes. You may only select a buyer that has open requests. Select Exit with Value to retrieve a buyer. Select Next Block.

2. In the Bid Number field, type NEXT to generate a new bid number or click Number or select List to select from a list of existing bids.

To continue the bid process, access the Bid Header Form (FPABIDH). Enter the bid number you established on the Bid Header Form (you may click Bid # or select List to view a list of existing bid numbers) and enter a bid description.

1. Verify that the Buyer and Commodity windows default from FPACTBD and that the Bid Eff (Effective) Date defaults to the system date.

2. Enter the Bid Eff (Effective) Date (if different from system date) and the Bid Term (Termination) Date.

3. Enter Y in the Approved/Printable field.

Continue the bid process using the Prospective Bidders Form (FPAPRBD).

1. Verify that the Bid # and Description fields default from FPABIDH.

2. Verify that the commodity information associated with this bid defaults into the commodity information on this form.

3. From the Vendor field, click Vendor or select List to enter a vendor code.

4. Additional prospective vendors are added in the same manner as the first vendor; enter the bid number and vendor code for each additional vendor.

Continue the bid process using the Process Submission Control Form (GJAPCTL).

1. In the Process field, enter FPTBIDD (Print Bid Form Test Patterns Process). Verify that List Fields, Execute Query, and Exit with Value are available.

2. Select Submit on the Hold/Submit indicator.

3. Enter Alternate User ID and Alternate Password.

4. Verify that a bid test pattern is printed.


6. Verify that you printed the Requests for Bids (RFB).
Receiving Processing

Creating a Receipt of Goods

Enter a receipt of goods on the Receiving Goods Form (FPARCVD). To enter a receipt of goods:

1. Access FPARCVD from the Receiving Process Menu (*FINRECV). Use this form to enter or update receiving header and detail information on a packing slip.

2. Enter the receiver document code number or type NEXT to have the system generate a number for you. Click the search button or request a List to select an existing receiver document and packing slip number.

3. To create or view comments associated with the receiver document, click the View Receiving Text link to access the General Text Entry Form (FOATEXT).

4. Select Next Block.

The Receiving Method and Carrier fields are optional. The Date Received and theReceived By fields automatically default into the form.

5. Enter the Date Received. This is a required field.

6. Select Next Block to enter packing slip information.

Entering Packing Slip Information

1. Enter the Packing Slip number. All purchase orders on the packing slip must have the same vendor. You may click the search button or request a List to select from a list window.

 Bill of Lading is an optional field.

2. To create or view comments associated with the packing slip, select the View Packing Slip Text link to access the General Text Entry Form (FOATEXT).

3. Select Next Block to enter purchase order information.

Entering Purchase Order Information

1. Enter the Purchase Order number for the purchase order associated with the packing slip. This is a required field.

 Purchase orders are not required to be closed out prior to invoicing. As a result, invoicing may be performed before receiving.

 You may navigate to one of the following areas from the Purchase Order field:

- To access the Purchase Order Validation Form (FPIPOHD) click on the search button, or select List.
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- To view the open purchase orders click on the search button or select Next Set of Records to access the Open Purchase Orders by Vendor Form (FPIOPOV).

- To access the Purchase/Blanket/Change Order Query Form (FPIPURR), click on the search button or select Count Hits. This form enables you to view a specific purchase order document.

2. Click Receive All Purchase Order Items link if all the items on the purchase order are being received for the first time all at once. Receiving detail records are then created for all the items on the purchase order. In addition, the system creates or updates all temporary fixed asset tags at this time.

   Select Next Record to enter another purchase order.

3. If you only receive a few items from this packing slip or if you are unaware of the item number, click Select Purchase Order Items link to access the Receiving Goods PO Item Selection Form (FPCRCVP).

   This form displays all the items on the purchase order that you have not yet received on this packing slip.

   To select the desired items, select Next Block and select the Add Item checkbox next to the items you wish to receive.

   The system creates detail items with a blank quantity.

   The Quantity/Amount and Quantity/Amount Accepted fields on FPCRCVP are updated once the corresponding fields are updated in the Commodity Window of FPARCVD.

4. Identify whether receiver document is to Receive Items or Adjust Items by selecting the appropriate radio group button. “Receive Items” functionality enters the receiver information into the system as normal “positive” transaction. The “Adjust Items” functionality enters receiver information into the system as a reverse or “negative” transaction to allow for correction of previously received amounts. The “Adjust Items” functionality may only be used when a previously received amount exists and may not be for an amount greater than the previously received amount.

Commodity Window

All records that have been selected to exist on the packing slip display in the Commodity window of the Receiving Goods Form (FPARCVD). Use the scroll bar or Next Record and Previous Record to scroll through the existing records. The Commodity Window will display in one of two formats based on the Purchase Order Type of the purchase order document selected to be received. When the purchase order is a Regular Type the Commodity window displays based on quantity. When the purchase order is a Standing Type the Commodity window displays based on dollar amount.
To enter information on the receiving detail record in the Commodity Window of the Receiving Goods Form (FPARCVD):

1. Scroll through the items to find the commodity you are receiving.

2. Select Next item to navigate to the FOB field.

3. Select the Final Received checkbox in order to indicate this receiver document is intended to be the final receiver entered against the referenced purchase order. This indicator is carried forward and displayed on the Invoice/Credit Memo Form (FAAINVE).

4. Select Next Item and enter the Current - Quantity - Received field. If receiver document is against a Standing Type purchase order, enter the Current – Amount – Received in the field.

5. The U/M (Unit of Measure) default value comes from the purchase order. If the unit of measure for the goods being received is different than that of the purchase order, enter the received quantity and the received unit of measure. The form converts the quantity into the unit of measure from the purchase order, as long as you make an equivalency entry on the Equivalency Maintenance Form (FTMEQUL). If no entry exists, an error message displays to notify you when you attempt to enter the quantity.

6. If items are rejected at delivery time, enter the Current - Quantity - Rejected and the corresponding unit of measure for the rejected quantity. If the receiver document is against a Standing Type purchase order this field is not displayed.

7. The Suspense indicator appears selected when the received quantity exceeds the tolerance specified in the Receiving Overage Tolerance field on the User Profile Form (FOMPROF).

8. If you have override authority (refer to the Receiving Override field on FOMPROF to verify this), select the Override box and click or select Save. The Suspense indicator then appears cleared and you can use the record in the Receiving/Matching Process.

If the commodity received is a stock item from an inventory purchase order, you must enter the primary location; you may also enter the sublocation. Otherwise, the Primary Location and Sub Location fields are not enterable.

You may also refer to the following fields:

- The To Date - Quantity - Received field shows the total quantity received across all packing slips. If the receiver document is against a Standing Type purchase order, the To Date – Amount – Received is displayed in the field.

- The To Date - Quantity - Rejected field shows the quantity rejected at the time of delivery across all packing slips. If the receiver document is against a Standing Type purchase order, this field is not displayed.
The To Date - Quantity - Returned field indicates the quantity returned at a later date across all return codes. If the receiver document is against a Standing Type purchase order, this field is not displayed.

The To Date - Quantity - Accepted field shows the total quantity accepted across all packing slips. If the receiver document is against a Standing Type purchase order, this field is not displayed.

The To Date – Quantity – Ordered field shows the original ordered quantity from the purchase order. If the receiver document is against a Standing Type purchase order, the To Date – Amount – Ordered is displayed in this field.

To enter returns, use the Returned Goods Form (FPARTRN).

Accounts Payable

Running Banner Bank Reconciliation

The Banner Finance System enables you to reconcile the checks, deposits, and bank-related transactions that you have processed to records that your installation maintains. All checks produced through the Check Processes update the Check Table (FABCHKS). All entries (including checks and deposits) produced through the system are stored in the Transaction Detail Table (FGBTRND).

When you execute the Bank Reconciliation Report (FARBREC), it produces an outstanding check and deposit register. Although checks exist in both FGBTRND and FABCHKS, checks are not displayed twice on this report because they exist as values in the System Data Maintenance Table (FTVSDAT) that tell the system to exclude them. Anytime a bank code is used on a journal voucher (i.e. interfaces), these entries will appear as deposits on this report unless you have excluded them on FTVDSAT (see “Preventing Inclusion of Journal Voucher Rule Classes”).

Running Banner Bank Reconciliation

You can manually enter the records that your installation maintains, or the records can be interfaced via electronic media. A description of the reconciliation process and the appropriate forms and reports follows.

Bank Reconciliation Process

1. Select the Accounts Payable System Menu (*FINAP) from the Main Financial Systems Menu (*FINANCE).

2. Access the Bank Tape Reconciliation Form (FAABREC) from the Accounts Payable Menu (*FINAP).

   Use FAABREC to manually enter bank activity information from the bank statement or to view information downloaded to the bank tape table. If bank
activity is interfaced via electronic media, the interfaced information appears on this form.

3. Enter information into the Bank Tape Reconciliation Form by indicating the bank code for the bank account you need to reconcile. Click Bank or select List to select a bank code from a list window.

   **Note:** The system automatically retrieves the bank account number for both this bank account and your cash account.

4. Select Next Item to go to the Status Selection field.

5. Select All, Reconciled only, or Not reconciled in the Status Selection field.
   - All displays all check and deposit entries.
   - Reconciled only displays the entries from the bank which reconciles to your institution’s records.
   - Not reconciled only displays entries for which there is no corresponding bank or institution matches.

6. Select Next Block to enter detail information.

   **Note:** Before entering data, make sure that the Bank Acct (Account) Number matches the bank account number on your bank statement.

7. Beginning with the first row of the Document Number column, enter data from the bank statement as follows:
   - Document - The document number for the transaction that appears on the bank statement.
   - Transaction Type - Each transaction type is categorized as follows: Check, Deposit, Other, or Unknown. Use the appropriate transaction type to indicate the type of entry.
   - Transaction Date - The transaction date that appears on the bank statement.
   - Description - A description of the transaction.
   - Amount - The amount of the transaction that appears on the bank statement.
   - Internal Doc (Document) Code - This is the document number that appears in your own records. For checks, this should be the same document number. Other transaction types may have different numbers. The system is able to reconcile transactions with differing internal and external document codes. The system copies the Document Number into the Internal Document Code. Note that this references the Deposit field for cash receipt transactions on the Journal Voucher Entry Form (FGAJVCD). If you enter cash receipts without a value in the Deposit field on FGAJVCD, you cannot reconcile your receipts without processing an adjusting journal. The same is true if you use the Journal Voucher Quick Form (FGAJVCQ) to process cash receipts, as this field does not exist on the form. This value defaults if left blank.
8. After you enter all the information, run the Bank Reconciliation Report Process (FARBREC).

This process matches records, updates the Status Ind (Indicator) field on the Bank Tape Reconciliation Form (FAABREC) with an R as appropriate, and then prints a report (FARBREC).

FARBREC contains fields similar to those on the Bank Tape Reconciliation Form, with the addition of a column to indicate the bank amount. Also the Status Indicator field displays as Recon Ind. The system does not enter a value in this field for items that you reconcile. Items that you do not reconcile show an indicator value of:

- G If your amount is greater than bank amount.
- L If your amount is less than bank amount.
- N If there is no matching record.

To complete the Bank Reconciliation Process:

1. After each iteration of this job, make the appropriate adjustments on the Bank Tape Reconciliation Form and/or your records, until you reconcile all your items.

2. Run the Bank Reconciliation Balance Report (FARBBAL) to produce a summarized statement.

3. Run the Bank Reconciliation Activity Aging Report (FARAAGE). This report provides an aging of reconciling items.

For additional information on each of the reports mentioned above, refer to the reports documentation in Chapter 26, *Reports and Processes*.

### Preventing Inclusion of Journal Voucher Rule Classes

You can prevent certain journal voucher rule classes from being included in bank reconciliation by creating a record in the FTVSDAT table. Create this record by following these steps:


2. Enter `EVENT_CODE` in the Attribute Code field.

3. Enter the names that you have assigned for each rule class in the Option Code #1 and #2 fields.
For example: You may want to use OMIT1 or OMIT2 in the Option Code #1 field and a single alpha character, such as D, in the Option Code #2 field.

4. Type Omit_from_Bank_Reconciliation in the Description/Title field.

5. Make sure that the rule class that you wish to exclude is displayed in the Data field.

Populating the Bank Tape Table

When you feed information electronically, you must populate the Internal Document field with an appropriate value. Although this field is not required in the Bank Tape Table (FABBKTP), it is required in the Collector Table (FABBRC).

Creating a New Vendor

Access the Vendor Maintenance Form (FTMVEND) from the Accounts Payable Table Menu (*FINAPTAB). This form enables you to create new vendors, or to modify existing vendor data (except for vendor name).

To add a new vendor:

1. Enter the assigned vendor number or enter NEXT to have the system assign one.

2. Enter the name of the Corporation or the Last Name and First Name of the individual.

3. Select Next Block to enter detail information.

   The PO Default and the A/P Default address type codes are optional fields which streamline data entry on the procurement documents. If specified, the PO Default address defaults when you select the vendor for a requisition or purchase order. The A/P Default address defaults on the Invoice/Credit Memo Form (FAAINVE).

   **Note:** These fields only specify that a default exists; you need to create these addresses in the Vendor Address Window of the Vendor Maintenance Form (FTMVEND).

4. Select Collects All Taxes, Collects No Taxes, or Collects Selected Taxes from the Collects Taxes pull-down list.

5. The Owner ID and owner name (unlabeled) fields are used to establish owner vendor information for “Doing Business As” (DBA) vendors.

   If a vendor operates multiple business under the heading “Doing Business As,” the owner vendor is created as a 1099 vendor. When the DBA vendor is subsequently created, the owner vendor’s ID number is entered in the Owner
ID field. The owner vendor’s name and tax identification number will now be referenced on the vendor records and 1099s of the affiliated DBA vendors.

6. Select Next Block to access to the Vendor Types Window or Additional Information to access the Vendor Header Additional Information Window.

Vendor Header Additional Information Window

1. Enter the Tax ID number for the vendor. The Federal and State Withholding Percent fields are optional.

2. The Income Type and Currency Code fields are optional. Click the buttons or select List to view a list of valid codes for each field.

3. You may classify the vendor as a Domestic Carrier or a Foreign Carrier, as an In State Vendor or Out of State Vendor, and may select One invoice per check or Many invoices per check.

Vendor Types Window

The Vendor Types Window of the Vendor Maintenance Form specifies the vendor type codes associated with the vendor. A vendor may have multiple vendor types.

To use this window:

1. Click Code or select List to select from a list of vendor type codes.

2. Click or select Save.

3. Select Next Block to access the Vendor Address Window.

Vendor Address Window

The Vendor Address Window enables you to define the appropriate vendor address and phone number information. A specific vendor may be assigned multiple address codes and sequences.

To use this window:

1. Enter the desired address code and sequence number, and enter the address associated with these codes.

2. If you specified either of the optional Address Type Codes in the main window of FTMVEND, enter the address information for those defaults in this window.

   The City field and either the State/Prov or the Nation field is required. When you enter State/Prov, the ZIP/PC Code field is also required. In addition, Phone Type and Phone Number fields are available. The Phone Type field defaults from the address type, but is enterable.
3. Click Phone Type or select List to view a list of valid codes.

You can enter the primary phone number in the Phone Number field; however, to view or add additional phone numbers for an address code and sequence, you must access the Telephone Form (FOATELE). Select Duplicate Field from any of the phone fields to access FOATELE.

4. Click or select Save and select Next Block to access the Taxes Collected Window.

Note: To delete an address, use the Identification Form (FOAIDEN).

Taxes Collected Window

Use the Taxes Collected Window to define which taxes you wish to collect. This window is only accessible when you define a vendor that Collects Selected Taxes on the header window.

To use this window:

1. Enter the appropriate tax code(s). Click Code or select List to select a valid tax code.

   The invoice process uses these values to determine which tax amounts to pay to the vendor and which tax amounts to pay to the Taxing Authority.

2. Enter the Effective Date, which is a required field.

3. Click or select Save to complete the form.

Note: To validate the newly created information, use the Entity Name/ID Search Form (FTIIDEN). Refer to Chapter 16, Invoice Processing, for more information.

Establishing Tax Information

To control tax calculations in Banner Finance on a system-wide basis, select the Tax Processing field on the System Control Maintenance Form (FOASYSC) and supply a Default Tax Group Code in the Tax Processing Information Window. If you set these values, the system calculates all taxes on all purchase orders and invoices.

Access both the Tax Rate Code Maintenance Form (FTMTRAT) and the Sales/Use Tax Group Maintenance Form (FTMTGRP) from the Accounts Payable Table Menu (*FINAPTAB).
Using the Tax Rate Code Maintenance Form (FTMTRAT)

Use the Tax Rate Code Maintenance Form (FTMTRAT) to establish the individual tax rates applicable to your installation.

The Tax Rate, Description, Rate, Priority, and Pay Tax to? fields are required. The Active Status box defaults from the system. When the Active Status box is unchecked (inactive), the Last Activity field defaults. The Effective Date defaults to the system date.

Explanations for several tax parameters you may set on this form appear below.

**Note:** After you enter all of the desired data on this form, remember to click or select Save.

Compounding Taxes

To support cases in which the system calculates taxes in a compounded manner, there is a Priority field, which is required. To compound taxes, assign a number to each tax rate. This number should denote the order in which the system calculates taxes. For example, if you compute Duty first, the priority number is 1. Another tax rate, Federal Sales Tax, is to include Duty in its calculation. Therefore, the Federal Sales Tax priority is 2.

Including Additional Charges

Ordinarily, the system only calculates taxes for the Approved Amount (quantity x unit price). However, if you check the Include Additional Charges box, the additional charges will be added to the Approved Amount to compute taxes.

Including Discounts

Ordinarily, the system calculates taxes for the Approved Amount (quantity x unit price). However, if you check the Include Discount box, the discount amount will be deducted from the Approved Amount to compute taxes.

Establishing a Taxing Authority ID

In cases where the vendor does not collect taxes, but you remit them directly to a governing body instead, you can establish a taxing authority identification code. Enter this ID number in the Taxing Authority ID field. You maintain valid values as vendors. If the Pay Tax To? value is either C (Pay Vendor if a Collector) or T (Always Pay Tax to Taxing Authority), you must enter a Taxing Authority ID.
Identifying to Whom You Pay Taxes

Use the Pay Tax To? field to specify to whom you intend to pay taxes, and when. To pay taxes to the vendor in all cases, enter V. To pay taxes only to those vendors who are tax collectors, enter C. Finally, to pay only to the taxing authority, enter T. If you specify either C or T, be sure to enter a valid Taxing Authority ID.

Specifying a Liability Accounting Distribution

When you pay taxes to a taxing authority, specify an accounting distribution to record the liability when the invoice or direct cash receipt posts. For an invoice, the system draws the tax amount that awaits payment to the taxing authority out of the accounts payable account and records it in the liability account that you create for this purpose. For a direct cash receipt, this process is reversed.

To specify this type of accounting distribution:

1. Click Accounting Information or select the menu option to access the Tax Rate Accounting Information Window.
2. Enter the Chart of Accounts and Fund codes in the respective fields.
3. Enter the Liability Account field if the Pay Tax To? field displays either a C or a T.

Specifying a Default Rebate Accounting Distribution

You may enter the default rebate percentage and accounting distribution for the system to calculate rebates at the time the invoice is created. If you have more than one rebate percentage associated with the same tax rate, you must enter the multiple rebate percentages using the Rebate Maintenance Form (FTMREBT) and associate each rebate percentage with individual or combined FOAP (Fund, Organization, Account, Program) attributes. The FOAPAL on the Invoice/Credit Memo Form (FAAINVE) or the Direct Cash Receipt Form (FGADCSR) will be matched with the data on FTMREBT to retrieve the appropriate rebate percentage; if there is no match, the rebate percentage on the Tax Rate Code Maintenance Form (FTMTRAT) will be used as the default rebate percentage to calculate rebate amounts.

Establishing Multiple Rebate Percentages

Using the Rebate Maintenance Form (FTMREBT)

Use the Rebate Maintenance Form (FTMREBT) to establish multiple rebate percentages for a tax rate and associate each rebate percentage with individual or combined FOAP attributes. An invoice or direct cash receipt will use the rebate percentage that most closely matches the transaction FOAP.
Enter the Tax Rate code in the key block and select Next Block. The Effective Date defaults to the system date. The Tax Rate Code Desc (Description) and the Tax Rate Code Percent will default from the Tax Rate Code Maintenance Form (FTMTRAT), and they cannot be overridden. Rebate Percent is a required field. The Chart of Accounts related to the FOAP attributes for this percentage should be entered. The rebate accounting distribution will default from FTMTRAT and can be overridden.

Specifying Distribution Information

The FOAP ranges associated with the Rebate Percent entered on the header block will be entered in the Distribution Information Window. If a value is entered in the From field and if the To field is left blank, then the To field is the same as the From field.

When a rebate percentage must be determined for an invoice or a direct cash receipt, the data on FTMREBT is scanned and the Rebate Percent is selected whose FOAP best matches the document’s FOAP. On FTMREBT, any FOAP specification that has a single element (with nothing in the To field) is considered a better match to the document than a range specification; a narrow range produces a better match than a wide range.

The Fund is checked first; if more than one row qualifies with the same priority, the Organization is checked. If this does not result in a unique selection, the Account is then checked. Finally, if necessary, the Program is checked.

Once an FTMREBT row is chosen in this way, any remaining FOAP elements in that row that were not needed for selection are scanned to make sure that they do not conflict with the document’s FOAP. For example, an invoice with a Fund of 1000 and an Organization of 120 cannot match an FTMREBT row where the Fund is 1000 but the Organization is 250.

Nested ranges can be specified on FTMREBT. A nested range is one whose From and To values fall on or within those of another range. Examples of nested ranges are 1000-1500 and 1100-1300. Any number between 1000-1099 and 1301-1500 should match the 1000-1500 range, but any number from 1100-1300 would match the narrower 1100-1300 range.

Overlapping ranges can also be specified on the form, but this is not recommended because it leads to ambiguities that are not necessarily resolved in the desired way. Examples of overlapping ranges are 1000-1500 and 1300-1700, where the numbers from 1300-1500 could fall into either group. Any set of overlapping ranges can be specified for clarity. In the above example, you should decide which group the numbers between 1300-1500 belong to, and respecify the ranges as either 1000-1300 and 1301-1700 or as 1000-1500 and 1501-1700.

Example: The Tax Rate TR1 has eight different rebate percentages. The default rebate percentage on FTMTRAT is 70%, and there are seven different rebate percentages on FTMREBT associated with the FOAP attributes.

Note: Please refer to the following table.
The following table shows the percentages that are retrieved by the form based on the FOAPAL on the invoice:

**Table 1:**

<table>
<thead>
<tr>
<th>Rebate Percentage</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>57.14</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>1000</td>
<td>1020</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>1000</td>
<td>1020</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>6100</td>
<td>6170</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td></td>
<td></td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>2222</td>
<td>165</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

The following table shows the percentages that are retrieved by the form based on the FOAPAL on the invoice:

**Table 2:**

<table>
<thead>
<tr>
<th>FOAPAL on the Invoice or Direct Cash Receipt</th>
<th>Rebate Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Orgn</td>
</tr>
<tr>
<td>1000</td>
<td>120</td>
</tr>
<tr>
<td>1000</td>
<td>120</td>
</tr>
<tr>
<td>1010</td>
<td>111</td>
</tr>
<tr>
<td>1010</td>
<td>111</td>
</tr>
<tr>
<td>2000</td>
<td>125</td>
</tr>
<tr>
<td>2010</td>
<td>120</td>
</tr>
<tr>
<td>2422</td>
<td>120</td>
</tr>
</tbody>
</table>

Creating Tax Groups

Once you establish the tax rates, you can create the tax groups. The first tax group you should establish is for items which are not taxed.

To create a tax group:
1. Establish a tax group, and check the Non-Taxable Indicator on the Sales/Use Tax Group Maintenance Form (FTMTGRP).

   You should reference this group on documents or items for which you do not have the system calculate taxes.

2. Uncheck the Non-Taxable Indicator for all other tax groups.

3. Once you create the tax group, select Next Block to enter the rates appropriate for this tax group.

4. Enter the tax group code, or click Code or select List to select a valid code from a list window.

   Enter the tax rates associated with this tax group as established on the Tax Rate Code Maintenance Form (FTMTRAT).

5. Once you establish the tax groups, update the System Control Maintenance Form (FOASYSC) with the default tax group.

**Associating Tax Groups**

You can associate tax groups with the Ship To Codes on the Ship To Address Maintenance Form (FTMSHIP) and/or with Commodity Codes. On a given document, the system retrieves the tax group from the Ship-To Code. If there is no tax group for the Ship-To Code, the system uses the Default Tax Group from FOASYSC. For a given commodity, the first source of a tax group is the commodity record (maintained on FTMCOMM). If there is no commodity tax group, the form uses the tax group from the header. You can override tax groups at the header and commodity levels.

**Invoice Processing**

**Issuing an Invoice**

**Selecting the Invoice Type**

When you create an invoice, you need to specify which type of invoice you wish to use. To do this, select **Direct Pay**, **Regular**, or **General Encumbrance** from the Invoice Type pull-down list (unlabeled). As well you must specify if you wish to utilize the vendor invoice consolidation functionality to enter more than one vendor invoice per Invoice Document by checking the Multiple checkbox.
Chapter 3  Processing

- **Direct Pay** - Use a direct pay invoice when you do not reference a purchase order. Direct pay is the default invoice type.

- **Regular** - Use a regular invoice when you reference a purchase order created previously through the Purchase Order Form (FPAPURR). Vendor invoice consolidation may only be utilized if purchase order is defined as Regular type.

- **General Encumbrance** - Use a general encumbrance invoice when you reference a General Accounting Encumbrance created previously through the Encumbrance/Reservations Maintenance Form (FGAENC). Vendor invoice consolidation may not be used when processing General Encumbrance invoices.

For additional information, refer to the form instructions in Chapter 16, *Invoice Processing*.

Choosing Document or Commodity Level Accounting

You have two options when you enter accounting information for an invoice.

Document Level Accounting enables you to assign account distributions to an invoice document in total. To use Document Level Accounting, check the Doc Lev Acctg box in the Invoice/Credit Memo Header Window of the invoice form.

Document Level Accounting has two significant advantages:

1. Reduces the amount of time it takes to enter data.
2. Reduces the number of records that the system stores in the invoice accounting and transaction history tables.

Use Commodity Level Accounting to assign account distributions to individual commodities, if necessary. To use Commodity Level Accounting, uncheck the Doc Lev Acctg box.

**Note:** If you issue an invoice created from a purchase order, you must use the accounting method used on the purchase order throughout the document.

Using the Invoice/Credit Memo Form (FAAINVE)

The Invoice/Credit Memo Form (FAAINVE) provides the basis for all Accounts Payable processing activities. The form accommodates Direct Pay (an invoice that does not involve a purchase order), Regular (an invoice that involves a purchase order), and General Encumbrance (a general accounting encumbrance created through FGAENC) is referenced on the invoice). In addition, this form accommodates additional charges or discounts, currency conversion, and taxes. Access this form from the *FININVS Menu.*
Entering Key Information for the Invoice

To enter the Key Information:

1. Enter the invoice Document # or enter NEXT to have the system generate one. Click Document # or select List to select an existing invoice document from the Invoice/Credit Memo List Form (FAINVL).

2. Select Next Item to specify if vendor invoice consolidation will be utilized in processing the invoice. Check the Multiple checkbox if you wish to use this functionality.

3. Select Next Item to specify the type of invoice you wish to create.

4. If a regular invoice is being created without using the vendor invoice consolidation functionality, enter Y in the Select POs box to select items from the purchase order for invoicing. Selection of items to be paid on a regular invoice with vendor invoice consolidation will be done later in the invoice process.

5. Select Next Block to access the Invoice/Credit Memo Purchase Order Selection Form (FAQINVP).

6. To pay the entire purchase order referenced without using the vendor invoice consolidation functionality, enter Y in the Invoice All box. This creates the invoice from the entire purchase order, including the Commodity and Accounting records.

   If the transaction is a Credit Memo, and you do not wish to Invoice All items, leave the Select POs and Invoice All fields blank in the Key Information. Instead, proceed with the remainder of the Key Information and Header windows. Purchase Order items may then be selected in the Commodity Information (Regular) Window by entering a Y in the Select PO field and selecting Next Item.

7. Enter the Vendor Number for Direct Pay invoice. Field defaults for Regular and General Encumbrance invoices and may not be changed.

   To enter a one-time vendor, leave the Vendor number field blank, and enter the vendor’s name.

8. Select Count Hits from the Vendor field to access the Vendor Maintenance Form (FTMVEND).

   **Note:** For additional information on how to create a vendor, refer to Chapter 17, Accounts Payable Table Maintenance.

9. Select Next Block to go to the Invoice/Credit Memo Header Window.
Invoice/Credit Memo Header Window

1. The Invoice and Transaction date fields default to the system date but may be changed.

2. The Doc Lev Acctg box defaults to checked. You may alter this field if the invoice is not based on a purchase order or a General Accounting Encumbrance. Check the Doc Lev Acctg box to assign the accounting distributions to the invoice document in total rather than to individual commodities. Uncheck this box to assign the account distributions to specific commodities.

3. The invoice Check Vendor defaults from the vendor entered in the Key Information. You may also enter a Discount Code.

4. The system calculates the Payment Due date if Discount Code is entered. You can use this date or enter a payment due date equal to or greater than the invoice date.

5. The Bank code is optional in this window; however, the Bank code is required in the Accounting Distribution Window if left blank here. The 1099 Vendor box defaults from FTMVEND.

6. If applicable, you may enter the Vendor Inv (Invoice) #.

Navigation Options

- To access the General Text Entry Form (FOATEXT), click the Document Text link. Use this form to enter text or change existing text for an invoice document.
- To go to the appropriate Commodity Information Window (either the Direct Pay/General Encumbrance Commodity Information Window or the Regular Commodity Information Window), select Next Block.

Document Indicators Window

1. Check the Recurring Payables box if you wish this invoice to be paid to the vendor on a regular recurring basis. To modify this information, refer to the Recurring Payables Form (FAARUIV).

Refer to "Setting Up a Recurring Payable" on page 3-277.

The Installments indicator can be checked only if the Recurring payable indicator is also checked.

2. Check the Installsments box if the invoice will be paid on an installment basis. This indicator is used by the Fixed Assets module to capitalize the purchase order amount when checked.

3. The NSF On/Off box defaults from the Non-Sufficient Funds Checking box on the System Control Maintenance Form (FOASYSC). You may check this box if it is unchecked, but you may not uncheck it.
If you use Deferred Editing, you cannot view your errors until you run the Editing feature in the batch processes FGRTRNI and FGRTRNR.

4. Check the Deferred Edit box to activate the Deferred Editing feature. This speeds up your system processing time. However, it also disables the system from displaying online errors immediately.

5. The Grouping pull-down list indicates whether you wish to group related invoices. This indicator defaults from the Vendor Maintenance Form (FTMVEND). Select M to combine many invoices on one check. Select I to use one check per invoice.

6. Check the Hold box if you wish to save your changes to this invoice, but not pay it immediately.

7. Select Next Block to access the Commodity Information Window (for the specified invoice type). To access one of the other Header Information windows, select the corresponding menu option.

Commodity Information Window

If you selected Direct Pay or General Encumbrance in the Type of Invoice field, navigate to the Direct Pay/General Encumbrance Commodity Information Window.

To use this window for a Direct Pay or General Encumbrance invoice:

1. Enter the Commodity code or the desired Desc (Description). A button and List are available for both fields.

2. Enter the approved amount, discount, and tax if appropriate. The system calculates discount and tax amounts if you enter the discount code and/or tax group.

3. Select Next Block to navigate to the Invoice Accounting Distribution Window.

If you selected Regular in the Type of Invoice field, navigate to the Regular Commodity Information Window. The commodity information defaults from the purchase order, but this information may be changed. The system increments the item number.

To use this window for a Regular invoice:

1. Enter the commodity information or create a new commodity if necessary.

   If you pay against a purchase order, the commodity items display.

2. Enter the approved unit price and quantity.

3. The Ordered Quantity amount defaults from the purchase order. The accepted quantity displays if the receiving process receives the item. If the approved quantity equals the ordered quantity, the Final Payment Ind field defaults to F. Clear this field if you anticipate more invoices for the item. If this is the final payment, even though the approved quantity is less than the ordered quantity, enter F in this field.
Both Commodity Information Windows include an Access Completion box which enables you to redistribute accounting amounts based on changes to commodity amounts. Therefore, you do not have to re-enter the Invoice Accounting Distribution Window. When you first enter the Commodity Information Window, you cannot access the Access Completion box until accounting records exist. When accounting records exist for the commodity, the box defaults to checked. If you make a change to the commodity amount and select Next Block while this box is checked, the form opens the Balancing Completion Window.

The Wrap-up process recalculates the accounting amounts based on the new commodity amount, corrects any rounding problems, and calls the Available Balance Process. If you choose to access the Invoice Accounting Distribution Window instead of the Balancing Completion Window, uncheck the Access Completion box and select Next Block.

You may navigate to one of the following areas:

- To access the Accounting Tax Distribution Window, select Next Set of Records. You can only access this window when you use the Tax Processing feature.
- To access the Commodities for Review Query Form (FOICOMM), click Commodity Query or select Block Menu.
- To access the Currency Conversion Window, select Count Hits from the Approved field. You can only access this window when you use a foreign currency.

Invoice Accounting Distribution Window

The commodity Item and Commodity description fields differ depending upon whether Document Level Accounting or Commodity Level Accounting was selected. This difference exists because Document Level Accounting distribution(s) pertain to the entire invoice document, rather than to an individual commodity. If Document Level Accounting was selected, the commodity Item field appears blank or null, and the Commodity description field reads ‘Document Acctg Distribution.’ For a Commodity Level invoice, the Item field is populated with an item number and the Commodity description field displays that item’s description.

If this is a regular invoice, the accounting information defaults from the purchase order. It may be corrected in this window.

Enter accounting distributions that relate to either each commodity item or to the invoice in total. Select Next Item to go to the Approved Amount field, and enter the dollar amounts or use percentages to calculate the accounting amounts. If you pay against a purchase order, confirm each accounting sequence, and make any changes to the required amount.

Several options are available when you enter accounting information. You can:

- Check the Doc Lev Acctg box in the Invoice/Credit Memo Header Window and save the record without entering the amounts. When you execute the
redistribution function from the Commodity Information Window, the system assigns the extended amounts equally among the account distributions you enter. If the Doc Lev Acctg box is unchecked, enter the accounting amounts.

- Manually enter the dollar amounts.
- Enter the percentages and allow the form to calculate the amounts.

If the **Doc Level Acctg** box is checked:

Select Next Block from the Commodity Information Window to execute the redistribution function. The system redistributes the total of all commodity items to the accounting records that use the percentages you previously entered for each account distribution.

If the **Doc Level Acctg** box is unchecked:

The system redistributes specific commodity amounts among the assigned accounting sequences that use the percentages you previously entered for each account distribution.

**Note:** Use either all dollar amounts or all percentages on the account sequences. If you do not use a percentage to derive the amount originally, the system redistributes the commodity amount equally among its account distributions.

You may navigate to one of the following areas from this window:

- To view additional account distributions, select Next Record.
- To access the Balancing Completion Window, click Completion or select Next Block.
- To access the Commodities and Accounting for Review Query Form (FOICACT), click Accounting Query or select the menu option.
- To access the Currency Conversion Window, select Count Hits. You can only access this window when you use a foreign currency.
- To access the Budget Availability Form (FGIBAVL), click Budget Availability or select Block Menu. This enables you to view the available budget for the account distribution which you enter.

**Balancing the Invoice**

The system executes Available Balance checking after you enter and save all the accounting records for a commodity or a document (depending on whether the Doc Lev Acctg box is checked or unchecked). The system sets the NSF Suspense indicator to A while you enter accounting records.

**Note:** To move from one accounting sequence to another, select Next Record.

After you have entered all the commodities and accounting records, select Next Block to access the Balancing Completion Window.
This form invokes the Wrap-Up routine, which allocates the accounting amounts (if these are blank), corrects any rounding problems, and calls the Available Balance Process. If you receive an insufficient funds message and have authorization to override the budget, enter Y in the NSF Override box and recommit the record.

For Document Level Accounting Invoices, the system allocates the sum of all the commodities. For Commodity Level invoices, the system only allocates the amounts for each specific commodity.

To process multiple commodity items and their associated accounting distributions:

1. Select Previous Block from the Invoice Accounting Distribution Window to return to the Commodity Information Window.

2. Select Next Record on the Commodity Information Window to enter the next commodity item.

When the Doc Lev Acctg box is checked, Wrap-Up does not occur at this time. For a Commodity Level Accounting document, Wrap-Up occurs when you select Previous Block at this point.

**Note:** When you return to the Commodity Information Window, the Access Completion box is checked. This means that when you create commodity records, if you select Next Block, the system executes the Wrap-Up routine and opens the Balancing Completion Window.

3. If you need to enter additional accounting records or reallocate the amounts manually, uncheck the Access Completion box and select Next Block to access the Invoice Accounting Distribution Window. Once you complete the accounting records, select Next Block to access the Balancing Completion Window.

**Entering Taxes**

**Note:** This feature only displays for installations that use the tax process.

If the tax process is in use, you may wish to see how the system distributes the paid taxes to the taxing authorities based on the invoice's tax group. Select the menu option from the Invoice Accounting Distribution Window to access the Accounting Tax Distribution Window. This window displays the tax distribution which you can change, as long as the total tax distribution does not exceed the tax amount on the accounting distribution. Select Next Block to access the Balancing Completion Window.

**Balancing the Document**

Use the Balancing Completion Window to determine if the document is in balance before you attempt to complete the document. If the document is in balance and you are ready to mark the document complete, click or select Complete. The cursor
returns to the Invoice Document # field in the main window so that you may enter new invoices.

To save the data and exit the document, click or select In Process and complete it at a later date.

**Currency Conversion**

Unless you specify otherwise, the amounts that you input appear in the installation's base currency referenced on the Installation Control Form (GUAINST). When you deal with a foreign vendor, you may enter a currency code in the Currency Code field in the Additional Information Window. Click Currency or select List to display the valid currency codes.

Alternatively, the vendor currency code defaults if it exists on the vendor record. The system calculates the converted amount (input amount divided by the exchange rate) at the commodity and accounting levels. From either the Approved field in the Commodity Information Window or from any field in the Invoice Accounting Distribution Window, select Count Hits to view the converted amounts in the Currency Information Window. Remember, you use the converted amount for available balance checking, and this is the amount which posts to the ledgers.

**Using a One-Time Vendor**

You have the option to create invoices and write checks to vendors without having to create a permanent vendor record on the Vendor Maintenance Form (FTMVEND).

Ordinarily, you enter a vendor number in the Vendor field of the Key Information. However, to indicate a One-Time Vendor, follow these steps:

1. Enter the vendor name.

   The absence of a value in the Vendor field cues the system to handle all the updates and restrictions appropriately.

2. Select Next Block.

   The cursor bypasses the Address Code and Sequence # fields, and goes directly to the Address field.

3. Enter the street address (City, State/Prov, and ZIP/PC).

   The form updates new columns on the Invoice Header Table (FABINVH).

   **Note:** If your site updates the ZIP/PC Code Validation Table (GTVZ/PC), then you may leave the City and State/Prov fields blank. Enter a valid ZIP/PC Code and the form defaults the City and State/Prov.
Follow the instructions for the remainder of the direct pay invoice process. The following restrictions apply:

- If your site uses Tax Processing, a One-Time Vendor can collect all taxes or no taxes, but cannot collect selected taxes. The only place to define which taxes you wish to collect is in the Vendor Table, which necessitates a permanent vendor record.
- Pay a One-Time Vendor in base, not foreign, currency.
- A One-Time Vendor cannot be a 1099 vendor.

**Viewing Vendor Invoice Detail Information**

1. Access the Vendor Invoice Query Form (FAIVINV).
2. Enter a vendor ID code in the Vendor field. A list is available if the vendor ID code is not known.
3. Perform a Next Block function to navigate to the Document Information block. The block is placed in query mode upon entry.
4. Enter any known document information. All fields accept query criteria including wildcards (% and *), the greater than sign (>), and the less than sign (<). All fields may be left blank to query all vendor invoices for the specified vendor ID code.
5. Perform an Execute Query function. Invoice document detail information will be returned based on query criteria. If multiple records are returned, use the Next Record function to scroll through records. The Commodity Detail block will update with appropriate information as you access each record.
6. Perform a Next Block function to access the Commodity Detail block.
7. Click Vendor Invoice Commodity Detail in the navigation frame to view additional information regarding a commodity on the Vendor Invoice Commodity Detail window.

**Note:** To perform another query, navigate to the Document Information block, perform an Enter Query function, and enter the new search criteria.

**Viewing Vendor Invoice Information**

1. Access the Multiple Vendor Invoice Query Form (FAQMINV).
2. (Optional) Perform a Next Record function when multiple vendor invoices exist to select the desired record.
3. Perform a Next Block function to access the commodity records.
4. Click Commodity Detail in the navigation frame to view additional information about the commodity on the Multiple Vendor Invoice Commodity Detail window.

**Setting Up Recurring Payables**

Create a recurring payable in Banner Finance to pay the same amount to the same vendor at regular intervals. For instance, rent or an annuity are types of recurring payables.

**Setting Up a Recurring Payable**

1. Create the recurring invoice with the Invoice/Credit Memo Form (FAAINVE).

2. Create a header record as you would for any other invoice.

   Check the Recurring box in the Document Indicators Window.

3. Enter the commodity and accounting data and complete the invoice.

   The recurring payable posts as a normal invoice in the next posting run. If you use approvals, it proceeds through the approvals process as any other invoice.

4. Specify the submission parameters.

   Access the Recurring Payables Form (FAARUIV) to enter the submission criteria which determine when you create and post checks for the recurring payable. Once you complete the invoice, a record exists on the Recurring Payables Form with the Invoice Document #, Vendor Code and Name, and the Next Submission Date. This record displays the Payment Due date as entered on the invoice.

5. Enter the submission parameters:

   Submission Days allows you to enter a number to represent the number of days between submissions. For example, if you need to generate your recurring payable every ten days, you would enter 10 in this field.

   Alternatively, you can select *Monthly, Quarterly, Yearly, Semi-Annually, Bi-Weekly, or Weekly* from the Submission Ind pull-down list. For example, you usually pay rent monthly, so you would select *Monthly* in this field.

   **Note:** You may enter either Submission Days or the Submission Ind, but not both.

6. Finally, enter the maximum number of submissions in the Maximum Submissions field.

   For example, the maximum number of submissions for rent is likely to be twelve, as you pay rent once a month (twelve times a year).
Subsequent Processing

When you run the Check Selection Process (FABCHKS), the system adheres to the parameters established on the Recurring Payables Form (FAARUIV) as you select invoices for payment.

When you cut a check for your recurring payable, the check process produces the check. Then, submit the next invoice for posting.

In addition, the check process updates the Submissions to Date field on the Recurring Payables Form (FAARUIV). If the Submissions to Date equal the Maximum Submissions, the system marks the invoice as P (Paid), so that the online check processing feature no longer selects the invoice for checks.

Canceling a Recurring Payable

If you create a recurring payable but do not process any checks, you should cancel the invoice with the Invoice/Credit Memo Cancel Form (FAAINVD) as you would any other invoice. This cancellation transaction does not update the Recurring Payables Form (FAARUIV). Therefore, you should update the Maximum Submissions number on that form to reflect that there should be no more submissions.

To cancel a check associated with a recurring payable, use the Check Cancellation Form (FAACHKS). When you cancel the check, the form does not permit you to select the Re-establish Payable? option. To ensure that all the accounting transactions related to this process are correct, you must cancel the recurring invoice as well as the check.

Creating a Zero Amount Payable

For a Direct Pay Invoice, you may enter a commodity with a negative amount. However, the total amount of the payable must be zero or greater than zero. If you have one commodity with a negative amount in the Net Amount field, then you should have another commodity with a positive value in the Net Amount field which will make the total amount of the payable zero or greater than zero.

Stores Inventory

Stores Inventory Request Overview

The procurement process within Banner Finance provides the Requisition Form (FPAREQN) for you to order commodity items. Alternatively, the Stores Requisition Form (FSAREQN) allows you to enter stock type commodities only in order to make direct requests for stores items. Both of these forms share the same database tables.
When you create a requisition document on the procurement Requisition Form (FPAREQN), an indicator is set that defines this document as a procurement requisition. This document is then processed through the normal functions of bids, buyer assignment, and purchase order assignments. When you generate a request for stores items from the Stores Requisition Form (FSAREQN), the document is defined as a stores request. This prevents the system from using the stores request in both the bids process and the buyer assignment process.

**Stores Inventory Issues/Returns Overview**

**Issues**

The Stores Issue/Return Form (FSAISSU) enables you to issue stock items from the stockroom or inventory warehouse. You may issue two kinds of issues: an issue against a stores request or a direct issue without a user-requested stores requisition.

After the goods are issued, the departmental budget reflects this issue by means of a debit to the expense account entered in the issue. The stockroom reduces the onhand quantity by location with the issued quantity of the item, and the inventory account is credited appropriately.

**Returns**

Frequently, you need to return goods to a stockroom either because you order the wrong item, order too many items, or an item is defective. You want the departmental budget to reflect this return by means of a credit to the expense account charged in the original issue. Additionally, the stockroom needs to update the onhand quantity with the returned quantity of the item and to have the inventory account debited appropriately. The Stores Inventory Issue/Return feature enables both of these processes to occur.

**Entering Cost Adjustments to Physical Inventory**

Before you can adjust quantities or unit costs in the Stores Inventory system, you must restrict the system so that it does not post issue, transfer, invoice, and receipt documents for the stores item until you complete and post the adjustment.

To restrict the system in this way:

1. Access the Inventory Adjustment System Control Form (FSASYSA).
2. Enter or select a Primary Location or a Commodity Code, or both, in the Key Information.
3. Select Next Block to go to the Inventory Adjustment Action Information.
4. Select Cost for cost adjustments in progress, Quantity for inventory quantity adjustments in progress, or End to end adjustments in progress.

5. Select Next Block to view the adjustment history for the commodity.

At this point, all stores inventory items selected in the Key Information are restricted from creating issue, transfer, invoice, and receipt documents.

**Determining Inventory Adjustment Status**

The system date defaults into the Adjustment Start Date field to indicate when to process adjustments. Also, the system sets the Status indicator on the Stores Commodity Location List Form (FSISTKL) to a status of *I* for Inventory Quantity Adjustments In Progress or *T* for Cost Adjustments in Progress. Before you can create any stores documents, the system checks this indicator. You can create documents only when the Status indicator is null.

After you complete and post all adjustments to quantity and/or cost, the stores item accepts issues, transfers, invoices and receipts. When you create these documents, the system resets the Status indicator on FSISTKL to null. To complete this function, choose End (for End adjustments in progress) in the Inventory Adjustment Action Information on FSASYSA. The system date defaults into the Adjustment End Date field to indicate when adjustments for the inventory selected can no longer occur.

**Adjustment Requirements**

The system can only process adjustments when all stores items for selected inventory have a null status. This means that all prior adjustments have been completed, posted, and returned to a null adjustment status. Likewise, before a stores items or location can end adjustments, all stores items must have been *R* (Reconciled) or must still have an *I* (Inventory Quantity Adjustments in Progress) status or Cost(*T*) Adjustments in Progress status.

An item can have a status of *R* (Reconciled) if a quantity adjustment has occurred, and the document for the adjustment has been completed and posted from the Adjustment to Quantity/Inventory Reconciliation Form (FSAADJQ). You can also adjust an item to *I* (In progress) status if it has never been counted, or a Cost(*T*) adjustment has been created and posted. Refer to the adjustment status listed on the Physical Inventory Discrepancy Report (FSRPIDR) in Chapter 26, Reports and Processes.

You can only start an adjustment period again when the prior adjustment system control record (FSASYSA) has an adjustment end date. Multiple adjustment periods display with the most recent period first. Once you choose Quantity or Cost from the Adjustment Action radio group to insert records; you may not delete them.

**Note:** You can only start adjustments to a stores item for a primary location, for a commodity code, or for a specific commodity code at a primary location. However, if you select the latter and you wish to view just the
adjustment periods for that primary location, the periods that the system displays only represent prior entries to this form by primary location.

For physical inventory adjustment for all stock items, use the Physical Inventory All indicator on the Inventory System Control Maintenance Form (FSASYSC) to set the status to I (Inventory Quantity Adjustments in Progress) on all stock items.
### Processing Status Changes During Physical Inventory Adjustment

Access the Inventory Adjustment System Control Form (FSASYSA) and choose **Quantity** from the **Adjustment Action** radio group.

Count quantities for specified commodities/locations.

Enter counts on the Stores Physical Inventory Count Recording Form (FSAPHYC).

Run the Physical Reconciliation Process (FSRPHYR).

Use the Adjustment to Quantity and Inventory Reconciliation Form (FSAADJQ) to enter adjusted quantities.

Run the Posting Process to process adjustments.

Access the Inventory Adjustment System Control Form (FSASYSA) and choose **End** from the **Adjustment Action** radio group. This indicates that the Inventory is complete.

**Processing Status**

- Status updated to **I**
- Status updated to **A**
- Status updated to **R** (Reconciled)
- Is the entered amount equal to or within tolerance?
  - Yes
    - Status updated to **R** (Reconciled)
  - No
    - Status updated to **A**

- The system cannot process issues, transfers, or receipts

**Processing Status**

- Status updated to **Q**
Processing Status Changes During Cost Adjustment

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Access the Inventory Adjustment System Control Form (FSASYSA) and choose Cost from the Adjustment Action radio group.

Use the Cost Adjustment Form (FSAADJC) to adjust the unit cost for the item.

Run the Posting Process to create adjusting entries and update the total value of the item.

Access the Inventory Adjustment System Control Form (FSASYA) and choose End from the Adjustment Action radio group. This indicates that the adjustment is complete.

Status changes to null. The system can now process issues, transfers, and receipts.

Using Stores Issues and Returns

The Stores Issue/Return Form (FSAISSU) functions in the same manner as the Credit Memo in the Accounts Payable module. The Return check box on this form functions in the same way as the Credit Memo indicator on the header of the Invoice/Credit Memo Form (FAAINVE). Check the Return box on the Stores Issue/Return Form to flag the current document as a return. The box defaults to unchecked. You may return goods against a requisition or return them directly without reference to a requisition.

If you reference a requisition, the Key Information provides an edit to ensure that the requisition is open. If the requisition is closed, you receive a message stating that the requisition is closed and that you may not proceed.

**Note:** This applies to both issues and returns.

If the requisition is open, you may select all items or selected items from FPIRQST. All open items display here, and you can select Exit with Value to select the appropriate items to return. Those items already closed through full issue activity do not display in this form.

A Direct Return is a return in which no requisition is referenced. Use a Direct Return if the original requisition is not known or if that requisition or the relevant item on that requisition is closed.
Indicate which commodity to return in the Issue/Return Commodity Information on the Stores Issue/Return Form.

**Entering ABC Classification Tolerances**

ABC classification is an industry-defined classification associated with inventory. Use ABC classifications to classify items within inventory valuation. For example, an A classification not only represents 20% of the inventory items within a site, but also represents 80% of the entire value of the inventory within this same site. These representations are strictly user-defined.

Typically, the top 20% of inventory items comprise approximately 80% of the inventory investment. When you classify items based on their relative value, you can support various kinds of inventory analysis. If you use this optional classification system, the system reflects it in the Physical Inventory report sort features.

You can also assign a percentage of tolerance for physical inventory processing to the ABC classification code on the System Data Maintenance Form (FTMSDAT). Refer to the field definitions for this form in Chapter 5, *General Ledger*.

Use A, B, or C for each field to get the corresponding FTMSDAT entry. Enter the tolerance percentage in the Data field of FTMSDAT. Use this tolerance percentage when you run physical inventory to determine if you wish to have the system automatically reconcile these percentage amounts when you run the batch physical inventory process. The system then reconciles any items that are counted and found to be within this tolerance percent of the system count.

**Using the Valuation Process**

The current philosophy of valuations is that the current unit price is always a running weighted average of the cost of goods received to-date.

If you know the invoice price at the time you receive the goods, the system uses this price to calculate the new net unit price. If the invoice price is not available, the system uses the purchase order net unit price to determine the new unit price of inventory, and makes an adjustment when the invoice is processed, if necessary.

Issued goods always use the current unit price, regardless of whether the goods are invoiced yet. Any unit price adjustments which take place after you issue goods only affect the unit price of future issues. They do not affect any issues which have already taken place.
Posting Processes for Stores Inventory

Purchasing Inventory from Outside Vendors

*Example:* The Stockroom or Purchasing Department requisitions the purchase of stockroom inventory.

Use the procurement Requisition Form (FPAREQN) to create a requisition document.

Based on the fact that the commodity selected is identified as a Stock item on the Commodity Validation Form (FTVCOMM), the Inventory Fund and Acct default in the following order: FTVINVM, FTVSHIP, FSBSYSC. If you use Document Level Accounting, the first commodity is searched for a fund and account. Since these are G/L accounts, the system treats the requisition as an inventory or G/L requisition, and no accounting entries take place.

If you decide to override the account with an expense account, the requisition produces the normal accounting entries (Rule code = REQP). This requisition eventually becomes a purchase order with the same type of accounts as on the requisition. If G/L accounts are referenced on the purchase order, there are not accounting entries.

*Example:* The Purchasing Department chooses to enter purchase orders without requisitions.

The Purchase Order Form (FPAPURR) recognizes that the item is a stock item based on the Stock indicator on FTVCOMM. The accounting defaults the Inventory Fund and Account from FTVINVM, then FTVSHIP, then FSBSYSC. If document level accounting is in effect, then the first commodity is searched for a fund and account. As was true with the requisition, G/L accounts on the purchase order result in no postings to the ledgers.

Purchasing Inventory Within a Department

Follow these steps:

1. Use the Stock Requisition Form (FSAREQN) to reserve stock quantities and the associated amounts.

2. Enter the expense FOAPAL to charge against your budget.

The accounting on this form does not default from any Stores related tables. When this document posts a Stores request for $300.00, it results in the following General Ledger postings:

Dr: $300.00 Budgeted Reservations Control

Cr: $300.00 Offset to Budgeted Reservations Control
A sum of $300.00 posts to the encumbrance ledger with that expense account, and a $300.00 budget reservation posts to the operating ledger.

A rule class code *REQS* for the Stores Requisition contains the same process codes as *REQP*. The two rule classes provide additional flexibility (for example, you could choose to debit Encumbrance Control with Procurement Requisitions and Budgeted Reservations Control with Stock Requisitions) which allows analysis on posted entries.

**Issuing Stock Against a Requisition**

When the stockroom issues the stock, access the Stores Issue/Return Form (FSAISSU). The expense FOAPAL defaults into this form from the Stores Requisition Form (FSAREQN). The system posts the following General Ledger entries:

**Operating Fund**

Dr: Expenditure Control (for requisitioner org)

Cr: Interfund Due/To Acct.

Dr: Offset to Budgeted Reservations Control

Cr: Budgeted Reservations Control

In addition, the system updates the OPAL and Encumbrance ledgers as follows:

**Inventory Fund**

Dr: Interfund Due/From Acct (extended quantity X unit cost)

Cr: Inventory Account

If you apply an external rate and the warehouse is a profit center, the General Ledger entry is:

**Operating Fund**

Dr: Expenditure Control (quantity X unit cost)

Dr: Expenditure Control (quantity X external rate)

Cr: Interfund Due/To Acct.(same as Debit amount)

Dr: Offset to Budgeted Reservations Control (Requisition amount)

Cr: Budgeted Reservations Control (Requisition amount)

In addition, the OPAL and Encumbrance ledgers are updated:
Inventory Fund

Dr: Interfund Due/From Acct (quantity X unit cost)

Dr: Interfund Due/From Acct (quantity X external rate)

Cr: Inventory Account (quantity X unit cost)

Cr: Revenue Control based on Stockroom Income (quantity X external rate)

Note: You cannot use an external rate if the location is not defined as a profit center.

Issuing Stock Directly with No Requisition

When the stockroom issues the stock, follow these steps:

1. Access the Stores Issue/Return Form (FSAISSU).
2. Input the FOAPAL values.

The system posts the following General Ledger entries:

Operating Fund

Dr: Expenditure Control (for requisitioner org)

Cr: Interfund Due/To Acct.

In addition the OPAL ledger is updated:

Inventory Fund

Dr: Interfund Due/From Acct (extended quantity X unit cost)

Cr: Inventory Account

If an external rate has been applied and the warehouse is a profit center, the General Ledger entry is:

Operating Fund

Dr: Expenditure Control (quantity X unit cost)

Dr: Expenditure Control (quantity X external rate)

Cr: Interfund Due/To Acct.(same as Debit amount)

In addition the OPAL ledger is updated:
**Inventory Fund**

Dr: Interfund Due/From Acct (quantity X unit cost)

Dr: Interfund Due/From Acct (quantity X external rate)

Cr: Inventory Account (quantity X unit cost)

Cr: Revenue Control based on Stockroom Income (quantity X external rate)

The rule class for this activity must contain an Operating Ledger (OPAL) routine to record the expense (routine process code O030), but no liquidation process code. In addition, a process code exists in the G (General ledger) series to select the appropriate Inventory Fund and Account based on the established values on FTVINVM, FTVSHIP, and FSBSYSC. The routine to recognize revenue might be a user-defined modification to the existing O030 process code since this is an OPAL rather than G/L activity.

**Stores Inventory Returns**

Returning Stock Against an Open Requisition

Follow these steps:

1. Use the Stores Issue/Return Form (FSAISSU) to return stock.

2. Check the Return box.

   The expense FOAPAL defaults into this form from the Stores Requisition Form (FSAREQN).

The system posts the following General Ledger entries:

**Operating Fund**

Dr: Interfund Due/To Acct.

Cr: Expenditure Control (for requisitioner org)

Dr: Budgeted Reservations Control

Cr: Offset to Budgeted Reservations Control

The system also updates the OPAL and Encumbrance ledgers as follows:

**Inventory Fund**

Dr: Inventory Account
Cr: Interfund Due/From Acct (extended quantity x unit cost)

If you apply an external rate, and the warehouse is a profit center, the General Ledger entry is:

*Operating Fund*

Dr: Interfund Due/To Acct. (same as Debit amount)

Cr: Expenditure Control (quantity x unit cost)

Cr: Expenditure Control (quantity x external rate)

Dr: Budgeted Reservations Control (Requisition amount)

Cr: Offset to Budgeted Reservations Control (Requisition amount)

The system also updates the OPAL and Encumbrance ledgers as follows:

*Inventory Fund*

Dr: Inventory Account (quantity x unit cost)

Dr: Revenue Control based on Stockroom Income (quantity x external rate)

Cr: Interfund Due/From Acct (quantity x unit cost)

Cr: Interfund Due/From Acct (quantity x external rate)

**Note:** The Request Return Rule Class *ISEC* supports this activity and is the opposite of the rule class you use when you issue against a requisition.

Returning Stock Directly with No Requisition

Follow these steps:

1. Access the Stores Issue/Return Form (FSAISSU) to return stock.
2. Check the Return box.
3. On a direct return, enter the expense FOAPAL.

The system posts the following General Ledger entries:

*Operating Fund*

Dr: Interfund Due/To Acct.

Cr: Expenditure Control (for requisitioner org)
The system also updates the OPAL ledger as follows:

**Inventory Fund**

Dr: Inventory Account

Cr: Interfund Due/From Acct (extended quantity X unit cost)

If you apply an external rate, and the warehouse is a profit center, the General Ledger entry is:

**Operating Fund**

Dr: Interfund Due/To Acct (same as Debit amount)

Cr: Expenditure Control (quantity X unit cost)

Cr: Expenditure Control (quantity X external rate)

The system also updates the OPAL ledger as follows:

**Inventory Fund**

Dr: Inventory Account (quantity X unit cost)

Dr: Revenue Control based on Stockroom Income (quantity X external rate)

Cr: Interfund Due/From Acct (quantity X unit cost)

Cr: Interfund Due/From Acct (quantity X external rate)

**Note:** The rule class for this activity is the opposite of the rule class for a direct issue.

**Transferring Stock Locations**

When you move stock from one location to another, you may not know if an accounting entry should occur. An accounting entry should contain a debit to the location that receives the stock and a credit to the location that loses the stock with an offset to the interfund accounts in each fund.

To transfer the location of stock, your account records must meet one of the following conditions:

- Inventory Fund and Inventory Account are specified on FTVINVM. No accounting entry is required.
- Inventory Fund and Inventory Account are null on FTVINVM. Look at the two location codes on FTVSHIP:
(a) If the Primary locations are the same, no accounting entry is required.

(b) If the Primary locations are different and if the Inventory Fund and Inventory Account for both locations are null, no accounting entry is required.

(c) If the Primary locations are different, and if the Inventory Fund and Inventory Account for each location is populated, the accounting entry is:

Dr: Inventory Fund and Account for Location receiving Stock
Cr: Inventory Fund Inventory Transfers In Account
Dr: Inventory Fund Inventory Transfers Out Account
Cr: Inventory Fund and Account for Location losing Stock.

(d) If the Primary locations are different, and if the Inventory Fund and Inventory Account for one location is populated and the other is null, the accounting entry uses the Inventory Fund and Account from FSBSYSC for the location which has null in these fields.

For example, if the receiving location Inventory Fund and Account is null, and the losing location is populated, the accounting entry is:

Dr: Inventory Fund and Account from FSBSYSC
Cr: Inventory Fund Inventory Transfers In from FSBSYSC
Dr: Inventory Fund Inventory Transfers Out
Cr: Inventory Fund and Account from FTVSHIP

Note: You must expand these conditions to take into account the options of having either the Inventory Fund or the Inventory Account, but not both, populated in each case.

Receiving Inventory at the Dock

When the dock receives goods, the system completes a receiving document. The Inventory Fund and Account are known by the system because you specify them on the purchase order. The Ship Code defaults from the purchase order into the receiving document, but you can override it. The Inventory Fund and Account appear in the accounting entry, based on the Receiving location. The accounting entry is:

Dr: Inventory Fund and Account (Purchase Order Extended Amount)
Cr: Valuation Clearing (from FSBSYSC) (Purchase Order Extended Amount)
Chapter 3  Processing

Paying for Inventory in Accounts Payable

When you invoice goods in Accounts Payable, follow these steps:

1. Calculate any difference between the net purchase order amount and the net invoiced amount.

   The accounting entry is:

   Dr: Valuation Clearing Account for the net invoice amount

   Cr: Accounts Payable for the net invoice amount

2. Debit or Credit the Inventory Fund and Account for the difference between the net purchase order price and the net invoice amount.

Making Adjustments to Cost

When you make adjustments to the unit cost of an item, the adjustment process determines every location for the item, and at each location, calculates the change in value at that location.

   Example: An item has a unit cost of $2.00.

   • Location A has a quantity of 10.
   • Location B has a quantity of 5.

   The cost is adjusted to $1.90.

   This results in the value of the inventory is:

   • Location A changes from $20.00 to $19.00.
   • Location B changes from $10.00 to $9.50.

   The resulting entry is:

<table>
<thead>
<tr>
<th>Location</th>
<th>Inventory Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location A</td>
<td>Dr: Valuation Clearing</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td>Cr: Inventory Account</td>
<td>$1.00</td>
</tr>
<tr>
<td>Location B</td>
<td>Dr: Valuation Clearing</td>
<td>$.50</td>
</tr>
<tr>
<td></td>
<td>Cr: Inventory Account</td>
<td>$.50</td>
</tr>
</tbody>
</table>

   If the resulting value increases rather than decreases, then the entry is a debit to the inventory account and a credit to the valuation clearing account.
Chapter 3  Processing

Budget Development

Maintaining a Budget

Once you approve an operating budget and roll it into Banner Finance, use the following two methods to maintain the budget:

1. Through the entry of journal voucher transactions, either through the Journal Voucher Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ), directly into Banner Finance to increase/decrease or otherwise adjust the budget dollars.
   
   In this case, only the financial ledgers reflect the budget changes. The budget files remain intact with the approved data.

2. Through the use of the Budget Maintenance Form (FBABDMN) which updates the budget files and provides these changes to the financial ledgers using a journal voucher transaction.

The Budget Maintenance Form (FBABDMN)

This form enables you to update the budget amounts for the current fiscal year in the Budget Line Item Table (FBBBLIN) and the Distributed Budget Table (FBRDIST) while at the same time maintaining the budget amounts in the operating ledger for budgets that are already in effect.

The Budget Maintenance Form enables you to create and edit standard journal voucher transactions with budget rule classes. FBABDMN displays the budget amounts currently in the Distributed Budget Table (FBRDIST) and in the Operating Ledger Account Table (FGBOPAL). The system creates journal voucher transactions for all budget changes and writes those changes to the Journal Voucher Transaction Table (FGBJVCD).

When you complete a document, the system applies the journal voucher budget transaction amounts to both budget tables (FBBBLIN and FBRDIST). The journal voucher document is then ready for the approval process and posting to the financial ledgers.

Edit and process the journal vouchers the same way you enter the vouchers on the Journal Voucher Form (FGAJVCD). Since a separate form is used to maintain the budget, the Security Administrator can employ additional security for FBABDMN to limit which users can change the actual budget tables. For additional information, refer to "Security" on page 3-7" and related procedures in this chapter.

Warning: Use of FBABDMN is entirely optional. FBABDMN enables you to maintain the budget during the fiscal year using the Budget Development Module and not just through Banner. Once you roll a budget and phase to Banner Finance and close the phase, begin the maintenance stage for the budget using the Budget Maintenance Form.
Using the Budget Maintenance Form

Key and Header Information

1. Enter a document number in the Document field or enter NEXT to have the system assign a document number. Select Next Field.

   The system checks the document number to verify that it was created on the Budget Maintenance Form. FBABDMN does not allow you to view or update documents created on the Journal Voucher Entry Form (FGAJVCD) and the Journal Voucher Quick Form (FGAJVQC).

2. Populate the Description field. The system uses the description for each of the journal voucher detail records created. All of the detail records are updated when this field is changed.

3. Enter the Document Total. The system uses the document total at completion time to ensure that the document is in balance. The document total is a “hash” total of all the amounts and does not consider the sign.

4. Enter the Trans (Transaction) Date. The system uses the transaction date for each journal voucher detail created. When the date changes, the system re-checks the available balance for all detail records based on the new transaction date.

5. Populate the Budget ID, Budget Phase, and Duration Code fields. Once these fields are entered, you may not modify them for this document. Enter a closed phase for the budget. The budget must have already been rolled to the operating ledger.

6. The Document Text Exists field contains Y if the document has associated text. To view or add text, click Document Text or select the menu option.

   The system writes a journal voucher transaction header record. If you delete the record, the system deletes the header and all of the document details.

Transaction Detail Information

1. Enter the Journal Type. The journal type you enter must support the Duration Code selected in the header.

2. The Reference number field is optional.

3. The COA (Chart of Accounts), Index, Fund, Orgn, Acct, Prog, Actv, and Locn values are entered and edited here. You cannot proceed to the next window unless these values are validated by the system.

   All of the journal voucher transactions created for this document use these same FOAPAL values. You may change any of these values at any time and all
Chapter 3  Processing

of the detail transactions will be updated when you select Next Block. One
document will contain only the changes for all budget periods for a single line
item. Multiple budget line items will not be contained in a single document.

Budget Maintenance Window

These fields are display only and show the Adjusted Budget, Year to Date
expenditures, Commitments, and the Available Budget for this line item in the
Operating Ledger Account Table (FGBOPAL) for the current fiscal year.

Values in the Budget, Adjustments, and the Total Budget fields are displayed from
the Distributed Budget Table (FBRDIST).

The Period (Budget Period), Transaction Amount, +/- indicator (Debit/Credit
Indicator), Override (Available Balance Override), and the Status (Transaction
Status) indicators are displayed from the Journal Voucher Transaction Table
(FGBJVCD). You may update the Transaction Amount, +/- Indicator, and the
Override fields.

One line displays in these fields for each Period that currently exists in the
Distributed Budget Table for this line item. You may then enter transaction amounts
to increase or decrease the budget for any or all of these periods. You may enter new
periods and amounts for any valid periods (13 or 14, depending on whether the
fiscal year is divided into months or into four week periods) in the current fiscal year.
You may add new budget periods but you may not change an existing period to
another. You must adjust the existing period so the net of the change is zero and add
a new period.

For each period record entered or adjusted, an available balance edit will be
performed. You can override a non-sufficient fund edit by entering Y in the
Override (Available Balance Override) field.

The Status (Transaction Status) field displays a P for Postable or an N for Non-
Sufficient fund error.

If you select Remove Record on a transaction record, the system does not delete the
record. Instead, the system zeroes out the transaction amount. When you complete
the document, the system automatically deletes journal voucher details with
transaction amount of zero.

Click Completion or select Next Block to access the Balancing/Completion
Window.

Balancing/Completion Window

You may complete a document if all the transactions have a P (Postable) status and
the total of the transaction amounts, regardless of sign, match the Document Total
in the main window. When you complete a document, the system applies the journal
voucher transaction amounts to the Budget Line Item and Distributed Budget Tables.

Click or select Complete to have the system edit the document and submit it to posting. Click or select In Process to have the system save the work done on this form but not submit the document to posting. Selecting the In Process function allows you to research the document for any open issues before sending it to posting.

Navigation in FBABDMN

When you open FBABDMN, you are positioned in the Document Number field. Enter a document number or type NEXT, and select Next Field to enter the Document Header fields. From the Document Header, Next Block takes you to the Transaction Detail Information fields. From the Transaction Detail Information, select Next Block to access the Budget Maintenance Window to enter journal voucher details or Previous Block to return to the Document Header.

Click Completion or select Next Block from the Budget Maintenance Window to access the Balancing/Completion Window. Approve documents from the User Approval Form (FOAUAPP), and the Document Approval Form (FOAAINP).

Click Rollback or select Clear Form in FBABDMN to return to the Key Information fields.

The system uses an edit with the Journal Voucher forms that prohibits you from accessing a document created from the Budget Maintenance form. Journal vouchers you create through the Budget Maintenance form carry the budget ID for which the change is applicable. If you try to access a document through the journal voucher forms that contains the budget ID, the system denies access to the document through FBABDMN and following error message displays:

Document was created on Budget Maintenance (FBABDMN). Cannot update here.

FBABDMN accumulates saved and unsaved budgets. The FTVOBPH_ACCUM_PY_BUDG_IND is accessible on the Operating Budget Phase Table (FTVOBPH). Valid entries are:

- **Y** (Yes), accumulate both committed and uncommitted budgets
- **N** (No), accumulate only uncommitted budgets
- blank, do not accumulate budgets

Form Notes

- This form will not support deferred edit based upon the unique updating requirements of the budget and finance tables. The system automatically edits the distribution components in the Transaction Detail fields so that you may update the records to Budget Line Item Table (FBBBLIN) and the Distributed
Budget Table (FBRDIST) before navigating to the Journal Voucher Detail information fields.

- FBABDMN performs available balance and transaction edit processing. The edits use “work pages” 90 through 92. The available balance process uses “work page” 99. If you use the print feature to obtain a hard copy of this form, the system will ask if you want to print all pages of the form.

Be particularly careful in answering this question. If you enter Y (Yes), the system prints all 99 pages of the form, most of them blank.

**Budget Development Cycle**

**Overview**

This overview contains the sequence of events to enter and maintain a budget in the Budget Development module. An example depicting the sequence of these events displays in the Budget Development and Maintenance Time Line.

1. Establish budget IDs and phases for the new budget year on the Operating Budget Maintenance Form (FTMOBUD).

   Create new phases as necessary throughout the budget process.

2. Create an approved phase and enter an activation date.

   The activation date enables the system to calculate what the budget year is for that budget ID.

   You may create a base for your new budget phases by rolling budget information from the Operating Ledger (OPAL) or from any other existing budget phase.

3. To roll into a budget you must enter parameters on the Budget Process Control Parameters Form (FBABPRC).

4. Execute the Budget Build Process (FBRBDBB) to build or change line items for a budget phase.

5. Generate the Budget Worksheet Report (FBRWKSH).

   FBRWKSH displays up to three phases of budget information as well as current and prior fiscal year budgets.

6. Enter and update the budget using the Budget Request Form (FBABDRQ).

7. Review budget items online using the Budget Query Form (FBIBUDG).

   You may perform mass change operations over all or part of a budget phase. You may change budget amounts by a percentage or a fixed amount. Populate these parameters using the Mass Budget Change Form (FBAMCHG).
8. Execute the Mass Change Process (FBRMCHG) to update the budget line items.

You may delete specific account and fund types from a budget phase.

9. Set up parameters using the Budget Process Control Parameters Form (FBABPRC). List all the account and fund types you want the system to delete.

10. Execute the Budget Parameter Update Process (FBRBDBB).

FBRBDBB deletes the selected account and fund types from both the Budget Line Item Table (FBBBLIN) and the Distributed Budget Table (FBRDIST).

Repeat steps 1 through 10 as necessary, updating and adjusting the budget until you have one phase that is your approved budget.

11. Verify that the activation date and finance rule class is in your approved budget phase.


13. Distribute approved budget phase amounts over selected periods.

14. Create parameter cards to distribute the budget using the Budget Distribution Parameter Form (FBABDDS).

15. Execute the Budget Distribution Process (FBRBDDS) to distribute amounts in the Line Item Table (FBBBLIN) and into the Distributed Budget Table (FBRDIST).

Execute the Budget Distribution Process (FBRBDDS) since the system rolls the budget into OPAL from the Distributed Budget Table.


FRAPPD displays your distributed budget amounts and compares them to current and prior fiscal year amounts.

17. Adjust the distributed amounts in the Period fields on the Budget Distribution by Amount Form (FBABDDA).

FBABDDA will update both the distributed amounts (in the Distributed Budget Table, FBRDIST), and the annualized amount (in the Budget Line Item Table, FBBBLIN). This ensures that the amounts in both these files match.

18. Repeat steps 13 through 17 until the distributed budget is correct and ready to be rolled into the General Ledger System.

19. When you are ready to roll your budget into the Operating Ledger, create a parameter card using the Budget Process Control Parameters Form (FBABPRC) to activate the approved budget.
Phase Activation Data

On the Phase Activation Data Window, populate the Permanent Rule Code, Temporary Rule Code, and Description fields. You may enter a percentage if you wish to roll less than 100%. Leave the Rerun Budget Roll field blank unless the transactions on the previous budget roll failed the transaction edits and you are re-running that roll. When re-running a budget roll, enter R in the Rerun Budget Roll field.

The system calculates the transaction amount based on the percentage entered; multiplied by the budget line item amount; less any amount that you successfully rolled to the ledgers.

Example:

You have a budget line item for $100.00.

Roll 15% of the budget. A transaction is created for $15.00 and successfully updates the ledgers.

Roll the budget a second time with 40%. The transaction created is for $25.00. This is 40% of 100.00, which is $40.00; less the previous transaction of $15.00; yielding a total of $25.00.

20. Execute the Budget Roll to General Ledger Process (FBRBDRL) to create the budget roll transactions on the Transaction Input Table (FGBTRNI).

21. Execute the Transaction Process (FGRTRNI), which reads and edits the transactions on FGBTRNI.


Budget Transaction Error Processing

23. If there are any errors in the budget transactions, you must correct the line items in the budget and then rerun the Budget Roll Process (FBRBDRL).

24. When you repeat the roll process due to a failed transaction, enter R in the Rerun budget roll field.

This indicates that the last budget roll was not successful and that you are repeating the budget roll. If the Rerun budget roll field does not display R, the system generates incorrect transaction amounts on your budget roll transactions. You can rerun the budget roll as many times as is necessary until all your transactions are valid.

You may run or rerun the budget roll as many times as necessary. If you do roll the budget in several steps, remember your final roll must equal 100%.

25. When the Budget Roll Process completes, navigate to FTMOBUD and enter C (Closed) in the Status field in the Budget Phase data fields.
Populating Status with C prevents you from running the roll process against this phase and allows you to start using the Budget Maintenance Form (FBABDMN) if you need to maintain your budgets during the current year.

26. To keep the budget tables current with the OPAL ledgers, enter original budget and budget adjustment transactions on the Budget Maintenance Form (FBABDMN) instead of on the Journal Voucher Form (FGAJVCD).

FBABDMN updates OPAL, the operating ledger and the Budget Line Item Table (FBBBLIN), and the Distributed Budget Table (FBRDIST).
Budget Development and Maintenance Time Line Example

July 1, Fiscal Year One, through June 30, Fiscal Year Two

Establishing Initial Budget Phases

There are three ways to load the initial budget phase:
• Use the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVQ).
• Use the Budget Request By Account Form (FBABDRA) or the Budget Request Form (FBABDRQ).
• Provide current budget detail or summary data to Banner Finance through the Generic Feed Table (GURFEED) and/or the Finance Feed Table (FGBTRNI).

Establishing Subsequent Fiscal Year Budget Phases

You may create subsequent years’ budget phases from two different sources: the Operating Ledger or the Budget Phase data.

Operating Ledger:

1. Roll Prior or Current Fiscal Years Operating Ledger Budget Balances into Future Fiscal Year Budget Phase (Action Indicator on FBABPRC equals 0 (Opal)). The following steps are guidelines and may change according to site policies and procedures.

2. Create a new budget phase using the Operating Budget Maintenance Form (FTMOBUD).

3. Using the Budget Process Control Parameter Form (FPABPRC), establish the appropriate action for the budget phase (Action Indicator equals 0 (Opal)). Enter the required Opal Source Data on FPABPRC that includes the Chart of Accounts and the Fiscal Year. Enter the additional parameters on FPABPRC. Use caution when you check the Overwrite File box.

4. Execute the Budget Build Process (FBRBDBB).

5. Query the results on the Budget Query Form (FBIBUDG).

Budget Phase data:

1. Roll Prior or Current Fiscal Years Budget Phase into Future Fiscal Year Budget Phase (Action Indicator on FBABPRC equals B (Budget Line)). The following steps are guidelines and may change according to site policies and procedures.

2. Create a new budget phase using the Operating Budget Maintenance Form (FTMOBUD). Define the Base Budget ID and Base Budget Phase from which the new phase is being created.

3. Using the Budget Process Control Parameter Form (FPABPRC), establish the appropriate action for the budget phase (Action Indicator equals B (Budget Line)). Budget Source Data will default to FPABPRC from the values entered on FTMOBUD. Enter the additional parameters on FPABPRC. Use caution when you check the Overwrite Files box.

4. Execute the Budget Build Process (FBRBDBB).
5. Query the results on the Budget Query Form (FBIBUDG).

Rolling Phase to Phase Within Budget IDs

Create and roll new budget phases within a budget ID through the budget life cycle as required, or create new phases to generate budget models under different conditions (Action Indicator on FBABPRC equals B (Budget Line)). The following steps are guidelines and may change according to site policies and procedures.

1. Create a new budget phase using the Operating Budget Maintenance Form (FTMOBUD). Define the Base Budget ID and Base Budget Phase from which the new phase is being created.

2. Using the Budget Process Control Parameter Form (FPABPRC), establish the appropriate action for the budget phase (Action Indicator equals B (Budget Line)). Budget Source Data will default to FPABPRC from the values entered on FTMOBUD. Enter the additional parameters on FPABPRC. Use caution when you check the Overwrite File box.

3. Execute the Budget Build Process (FBRBDBB).

4. Query the results on the Budget Query Form (FBIBUDG).

Change Line Item Within a Phase

You may change a single budget line item within any phase using either the Budget Request By Account Form (FBABDRA) or the Budget Request Form (FBABDRQ). You may change the line by a dollar amount or percentage. Using a percentage requires the combination of the percentage amount entered in the Change Amount field in combination with a P (Percent) in the % field.

If you leave the % field blank, you are indicating to the system a change in dollar amounts.

The system does not require you to execute an update process after you change the line item record. Click or select Save to record the changes.
Mass Change Budgets Example

<table>
<thead>
<tr>
<th>Fund 103000 (level 1)</th>
<th>Budget Amounts:</th>
<th>Fund 103001 (level 2)</th>
<th>Budget Amounts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org: 200 (line item #1)</td>
<td>$10,000.00</td>
<td>Org: 200 (line item #5)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Org: 220 (line item #2)</td>
<td>$5,000.00</td>
<td>Org: 220 (line item #6)</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Org: 225 (line item #3)</td>
<td>$4,000.00</td>
<td>Org: 225 (line item #7)</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Org: 228 (line item #4)</td>
<td>$2,000.00</td>
<td>Org: 228 (line item #8)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Account: 6010</td>
<td></td>
<td>Account: 6010</td>
<td></td>
</tr>
<tr>
<td>Program: 610</td>
<td></td>
<td>Program: 610</td>
<td></td>
</tr>
<tr>
<td>Activity: 10</td>
<td></td>
<td>Activity: 10</td>
<td></td>
</tr>
<tr>
<td>Location: 101</td>
<td></td>
<td>Location: 101</td>
<td></td>
</tr>
</tbody>
</table>

Execute the Budget Mass Change Process (FBRMCHG). FBRMCHG provides you with the hardcopy results of the mass budget change based on the parameters entered on FBAMCHG.

The Finance system does not delete the parameter records entered on FBAMCHG. These records remain in the database and you may use them again to mass change budgets. You must review, update, or delete these parameter records before FBRMCHG executes again.

**Note:** The Finance system performs all the changes from the prior set of parameter records defined to FBRMCHG when you save a new set of parameter records. This is why it is so important to review and delete unwanted parameter records.

**Example:**

For example, define parameter record #1 to increase a fund and its associated organizations by $100.00. Execute the change without deleting parameter record #1. Parameter record #1 remains in the database. If you increase that fund and its associated organizations by $50.00 using mass budget change parameter records, the total effect to that funds budget will be an increase of $150.00.

To view existing FBAMCHG records, clear the form and select Enter Query and then Execute Query. Scroll through existing parameter records. Delete a parameter records as necessary. Modify existing parameter records when they display. Click or select Save to record the modifications to the database. Query the results on the Budget Query Form (FBIBUDG).

If the Change all the budgets within box is unchecked, the system applies the budget change ONLY to line items that match Org 220, Fund 103000, Account 6010,
Program 610, and Activity 10. Refer to line item #2 since that is the only item to match all the FOAPAL values that you enter.

If the Change all the budgets within box is checked in this example, the system changes the budget line items 2, 3, 4, 6, 7, and 8. The system changes the budget items since these funds and organizations are equal or “down” the hierarchy for the FOAPAL values that you enter.

The mass change does not effect Line items 1 and 5. These two line items are part of Organization 200, which is outside (above) Organization 220. The parameter record definition contains Organization 220.

Generate the following Budget reports to provide information on budget changes. To review sample output, refer to Chapter 26, Reports and Processes.

<table>
<thead>
<tr>
<th>Report Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBRAPPR</td>
<td>Approved Budget Report - Displays the approved budget phase along with the prior year, current year, and the variance of the approved budget to the current amounts.</td>
</tr>
<tr>
<td>FBRMCHG</td>
<td>Budget Mass Change Process - Use this process to change budget line items by an amount or a percentage. Create parameters used to execute this process from the Mass Budget Change Form (FBAMCHG).</td>
</tr>
<tr>
<td>FBRWKSH</td>
<td>Budget Worksheet Report - Displays up to three budget phases with current year and prior year budget amounts from the budget file.</td>
</tr>
</tbody>
</table>

**Merging Budgets**

**Rolling Multiple Phases into a Final Phase**

You may establish fraction phases (i.e., multiple phases) during the development cycle and merge phases into the final phase in pieces (Action indicator on FBABPRC equals B (Budget Line)). You have the option to insert new records from multiple phases into the final phase of the budget without overwriting records or overwriting the budget table records.

1. On FPABPRC, enter the budget ID, phase, and chart of accounts.
2. Set the Action Indicator to B (Budget Line).
3. Enter the base budget ID in the Budget Source Data parameters. Use these parameters to enter the existing budget phase information.
4. Enter the base budget ID. An example would be an operating or general ledger.
5. Enter the base budget phase. This is one of your fraction or individual phases.

6. Enter the base chart of accounts.

**Rolling Approved Budget Phase to OPAL**

You may roll the approved budget phase to the new fiscal years OPAL budget ledger when needed. Enter A(Activate) in the Action Indicator on FBABPRC. The following steps are guidelines and may change according to site policies and procedures.

1. Execute the Approved Budget Report (FBRAPPR).

2. Build the Budget Distribution Parameter Form (FBABDDS) to define the budget roll distributions for the Operating Ledger.

3. Execute the Budget Distribution Parameter Report (FBRBDDS) to distribute budget amounts in the Line Item Table (FBBBLIN) into the Distributed Budget Table (FBRDIST).

4. Execute the Approved Distributed Budget Report (FBRAPPD).

5. Review the following:

   Using the System Control Fiscal Year Set-Up Form (FTMFSYR), verify the period into which you want to roll the budget exists and has an *Open* Status.

6. Verify on the System Data Maintenance Form (FTMSDAT), the Entity/Usage Code: *FGBTRNI* contains an Optional Code #1: equal to *BUDGET* for the Attribute Code: **SYSTEM_ID**.

7. Verify on the Sequence Number Maintenance Form (FOASEQN), the Type Code and Prefix Code fields equal *L*. *L* specifies Budget Line Item. Be sure to enter the Max Seq 7 field.

8. Close all open budget phases except the final phase in the Operating Budget Maintenance Form (FTMOBUD). Confirm that the final phase contains an activation date and valid Finance Budget Rule Class Code *BD01*. You may roll future dated activation dates. For example, on June 30 you roll July 1 effective dated budget detail. If you closed a phase and you need to make corrections, change the Status back to *Open*.

9. Use the Budget Process Control Parameter Form (FBABPRC) to establish the appropriate action for the final budget phase. Set the Action Indicator to A(Activate). Enter the permanent rule code, temporary rule code, percentage rolled, and description on FBABPRC. Leave rerun budget roll blank unless a document from a previous roll failed and you are rerunning the budget.

10. Execute the Budget Roll to General Ledger Process (FBRBDRL).

12. Execute the Transaction Error Report (FGRTRNR). This report displays the error messages for those transactions that do not successfully pass edits or available balance processing.

13. If required, correct errors in the Budget Development module using the Budget Request By Account Form (FBABDRA) or Budget Request Form (FBABDRQ).

Most errors will be caused by one or more of the FOAPAL elements being non-data enterable or one or more of the FOAPAL elements reaching its termination date.

14. To rebuild the Distributed Budget Table (FBRDIST), repeat Steps 1 through 4 and 10 through 13.

When you have completed your budget entries, set the Action Indicator on the Budget Process Control Parameter Form (FBABPRC) to A(Activate) and initiate the Budget Roll Process (FBRBDRL).

Repeat Steps 9 through 12.

15. Execute the Posting Process (FGRACTG) and confirm the posting(s) using Budget Availability Status Form (FGIBAVL) or the Organization Budget Status Form (FGIBDST).

Deleting a Phase by Account Type and Fund Type

You may delete segments of any budget phase. The system organizes these segments into the chart of accounts defined fund types and account types (Level 2 only). This enables building of budget models by funding source or account for easier global phase manipulations and projections. The following steps are guidelines and may change according to site policies and procedures.

1. Using the Budget Process Control Parameter Form (FPABPRC), establish the appropriate action for the budget phase, Set the Action Indicator to D (Delete). Delete Options parameters require Type Indicator F (Fund) and/or A(Account) in conjunction with the Level 2 fund type and account type being deleted.

2. Execute the Budget Build Process (FBRBDBB).

3. Query the results on the Budget Query Form (FBIBUDG).

Investment Management

The Investment Management system enables a financial entity to account for endowments and permits equitable distribution of earnings and realized gains/losses. Earnings of each investment pool are allocated based on each endowment's equity in the pool.
The features of this system enable inquiries to assist management in achieving investment objectives. Use the Fund Code Maintenance Form (FTMFUND) to define endowment and pool funds. Use the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ) to enter transactions that are related to the endowment and pool fund.

**Unitization Process**

The Unitization Process allows you to maintain the participation of funds in the pool using either the unitized method or the averaged daily balance method. This process also enables you to revalue the pool when a new unit value is entered.

**Distribution of Income Process**

The Distribution of Income Process allows you to calculate the spendable amount per year for an endowment fund. The spendable amount can also be updated using the Spendable Amount Maintenance Form (FIASPND).

**Income Allocation Subprocess**

Use the Income Allocation Subprocess to distribute cash income and realized gains/losses from the pool to the endowment fund that participates in the pool.

**Spending Formula Subprocess**

Use the Spending Formula Subprocess to move monies from the endowment fund to a spendable income fund based on the hierarchy defined on the Fund Code Maintenance Form (FTMFUND) or the Chart of Accounts Code Maintenance Form (FTMCOAS).

**Invest/Disinvest Subprocess**

Use the Invest/Disinvest Subprocess to invest the excess or to disinvest the deficit amount based on the distribution indicator defined on the Fund Code Maintenance Form (FTMFUND).
Investment Management Process Flow

Cash Gifts

1. Example: Gift of $10,000 cash to investment fund A
   (a) Enter on the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ) typically using rule class CR05.
   (b) If you do not enter the pool fund on the transaction:
(c) If investment fund A directly invests into pool fund 1, enter the pool fund code in the Pool COA/Fund field. Enter IMCI into the Rule Class field, and enter C into the D/C (Debit/Credit Indicator) field on one of the journal voucher forms (FGAJVCD or FGAJVCQ). The system posts the following along with the above postings:

| DR  | $10,000 | Pooled funds account in investment fund A (denoted on the pool fund record) |
| CR  | $10,000 | Cash interfund in investment fund A plus normal bank fund postings |

**Additional Information**

- The journal voucher forms (FGAJVCD and FGAJVCQ) support the entry of a pool fund and a chart of accounts for the pool fund. The pool fund may be in a separate chart from the investment fund.
- If investment fund A disinvests from pool fund 1, enter the same information with the D/C (Debit/Credit Indicator) field equal to D. As a result, the above postings reverse.
- Rule class IMTF posts the cash transfer from the investment fund to the pool fund (only the postings from part c in example 1 above).

2. Example: Transfer $1,000 between two investment funds in a pool

(a) On either the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ), enter investment fund A (the fund with the additional investment) in the Fund Code field. Enter pool fund 1 in the Pool COA/Fund field. Enter IMTR into the Rule Class field, and enter C in the D/C (Debit/Credit Indicator) field. The system posts the following:

| DR  | $1,000 | Pooled funds account in investment fund A (denoted on the pool fund record) |
| CR  | $10,000 | Cash interfund in pool fund 1 plus normal bank fund postings |
|     | $10,000 | Pooled fund balance in pool fund 1 (denoted on the pool fund record) |
(b) On either the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ), enter investment fund B (the fund deducting the investment) in the Fund Code field. Enter pool fund 1 in the Pool COA/Fund field. Enter IMTR into the Rule Class field, and enter D into the D/C (Debit/Credit Indicator) field. The system posts the following:

<table>
<thead>
<tr>
<th>DR</th>
<th>$1,000</th>
<th>Cash interfund in investment fund B plus normal bank fund postings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR</td>
<td>$1,000</td>
<td>Fund Additions in investment fund B (account on input)</td>
</tr>
<tr>
<td>CR</td>
<td>$1,000</td>
<td>Pooled funds account in investment fund B (denoted on the pool fund record)</td>
</tr>
<tr>
<td>CR</td>
<td>$1,000</td>
<td>Cash interfund in investment fund B plus normal bank fund postings</td>
</tr>
<tr>
<td>DR</td>
<td>$10,000</td>
<td>Pooled fund balance in pool fund 1 (denoted on the pool fund record)</td>
</tr>
<tr>
<td>CR</td>
<td>$10,000</td>
<td>Cash interfund in pool fund 1 plus normal bank fund postings</td>
</tr>
</tbody>
</table>

**Note:** You may substitute an Operating Ledger Account for the Funds Addition Account as the account on input.

3. Example: Remove all or a portion of an investment from the pool and generate a realized gain/loss for an investment fund

(a) On either the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ), the rule class IMRA has a process code indicating whether all units/dollars are being withdrawn from the pool. If they are, enter an amount of zero. Enter a value for the investment fund in the Fund Code field, and enter a value for the pool in the Pool COA/Fund field. Use caution with the zero posting indicator logic currently in the system. The zero posting indicator must equal Y on the Rules Maintenance Form (FTMRUCL) for the IMRA rule class.
(b) Use the journal voucher to remove a portion of a fund's investment in the pool. You must enter an amount. Enter the investment fund in the Fund Code field, and enter the pool in the Pool COA/Fund field. The rule class IMRP provides the sign.

(c) The system calculates realized gains and losses for examples 1 and 2.

**Pool Income**

Example: Pool fund A earned an income of $1000

- Enter on either the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ) using the rule class CR05.
- Enter the pool fund code.
- Populate the Debit/Credit field with a +.

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash interfund in pool fund A (plus normal bank fund postings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Income account in pool fund A</td>
</tr>
</tbody>
</table>

**Pool Expenses**

Example: Pool fund A incurred an expense of $1000

- Enter on either the Journal Voucher Entry Form (FGAJVCD) or on the Journal Voucher Quick Form (FGAJVCQ) using the rule class CR05.
- Enter pool fund code.
- Populate the Debit/Credit field with a -.

<table>
<thead>
<tr>
<th>DR</th>
<th>Expense account in pool fund A</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash interfund in pool fund A (plus normal bank fund postings)</td>
</tr>
</tbody>
</table>

**Distribution of Income**

This section provides detailed postings of transactions for the distribution of income and for the spendable return. All of these transactions are journal vouchers.
1. The amount of income distributed is the net of all the income accounts and the expense accounts of the pool. The system posts the following under the generated rule class \textit{IMDI}: 

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the pool fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Contra Income Account in the pool fund (denoted on the pool fund record)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the pool fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Income Account in the investment fund (denoted on the investment fund record)</td>
</tr>
</tbody>
</table>

2. When distributing realized gains, the system posts the following under the generated rule class \textit{IMDI}: 

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the pool fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Contra Realized Gains in the pool fund (denoted on the pool fund record)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the pool fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Realized Gains in the investment fund (denoted on the investment fund record)</td>
</tr>
</tbody>
</table>

3. When distributing realized losses, the system posts the following under the generated rule class \textit{IMDI}: 

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the pool fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Contra Realized Losses in the pool fund (denoted on the pool fund record)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Realized Losses in the investment fund (denoted on the investment fund record)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash Interfund in the investment fund</td>
</tr>
</tbody>
</table>

Once the system distributes the income and gains, the process checks for the existence of a spending formula for each of the investments (Spendable
Return Indicator = Y on the investment). If a spending formula is not being used, go to example 11. If a spending formula is being used, the system calculates the spendable return amount for the period. Each of the following examples will go through the fields in the spending hierarchy denoted on either the Chart of Accounts Code Maintenance Form (FTMCOAS) or on the Fund Code Maintenance Form (FTMFUND).

4. If the formula is using current year income, the system posts the following under the generated rule class IMDI:

<table>
<thead>
<tr>
<th>DR</th>
<th>Transfer Current Year Income Account in the investment fund (denoted on the investment fund record or chart of accounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash Interfund in the investment fund</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the designated Spendable Income Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Spendable Income in the designated Spendable Income Fund (denoted on investment fund record)</td>
</tr>
</tbody>
</table>

5. If the formula is using prior year income, the system posts the following under the generated rule class IMDI:

<table>
<thead>
<tr>
<th>DR</th>
<th>Transfer Prior Year Income Account in the investment fund (denoted on the investment fund record or chart of accounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash Interfund in the investment fund</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the designated Spendable Income Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)</td>
</tr>
</tbody>
</table>

**Note:** The Distribution of Income Process never distributes more monies than the prior income account contains on the Operating Ledger. The system always checks this feature.

6. If the formula is using realized gains, the system posts the following under the generated rule class IMDI:
7. If the formula is using prior year realized gains, the system posts the following under the generated rule class \textit{IMDI}:

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the designated Spendable Income Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)</td>
</tr>
</tbody>
</table>

The Distribution of Income Process never distributes more monies than the realized gains and losses accounts contain.

Once the system distributes all monies in the spending formula, the Distribution of Income Process checks the total monies distributed toward the spendable amount.

8. If the total amount distributed is greater than the spendable amount per period, the system transfers the amount in excess back to the investment. The system posts the following under the generated rule class \textit{IMDI}:

<table>
<thead>
<tr>
<th>DR</th>
<th>Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash Interfund in the designated Spendable Income Fund</td>
</tr>
</tbody>
</table>

9. If the total amount distributed is equal to the spendable amount, the Distribution of Income Process proceeds to number 11.

10. If the total amount distributed is less than the spendable amount, then the system uses unrealized gains to cover the amount of spendable income not yet distributed. The system posts the following under the generated rule class IMDI:

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the investment fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Transfer Current Year Income Account in the investment fund (denoted on the investment fund record or chart of accounts)</td>
</tr>
</tbody>
</table>

11. If you enter DN for either distribution indicator, the system takes No Action.

12. If you enter DU for either distribution indicator, the investment may use a different fund to invest or disinvest the units in the pool. Define the new fund in a field on the fund table called the FFE (Fund Functioning as an Endowment) fund. The process will create a cash receipt journal with the FFE fund as the input fund and the pool fund. The system posts the following when investing the excess under the generated rule class IMDT to the investment fund and IMDU to the FFE fund and pool:

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the designated Spendable Income Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Transfer To Account in the designated Spendable Income Fund (denoted on investment fund record)</td>
</tr>
</tbody>
</table>

Once the system completes the spending formula, the system checks the Income Distribution Indicator and the Realized Gain/Loss Distribution Indicator to determine what to do with either the excess or loss of unrealized gains. The fund has three options:

- The excess or loss can remain in the investment: a value of DN
- The excess or loss can invest or disinvest units in the pool: a value of DU
- The excess or loss can increase or decrease the value of the pool: a value of DV
13. If you do not enter a value in the FFE Fund field, the system creates a journal voucher with the investment fund in the Input Fund field and with the pool fund in the Pool Fund field. The system posts the following when investing the excess under the generated rule class *IMDT* to the investment fund and *IMDU* to the investment fund and pool:

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the FFE fund plus the normal bank fund postings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Funds Additions Account in the FFE fund (denoted on investment fund record)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Pooled funds in the FFE fund (defined on the pool fund record)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash Interfund in the FFE fund plus the normal bank fund postings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the pool fund plus the normal bank fund postings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Pooled fund balance in the pool fund (defined on the pool fund record)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Transfer Current Year Income or Transfer Realized Gains Account in the investment fund (denoted on the investment fund record or chart of accounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash Interfund in the investment fund plus the normal bank fund postings</td>
</tr>
</tbody>
</table>
14. If either distribution indicator equals $DV$, then all funds in the pool fund must equal $DV$. When this occurs, the system takes the money out of the Transfer Current Year Income or Transfer Realized Gain Account to prevent the system from distributing money to a designated fund. The system does not consider the transfer of this money to the pool fund to be part of a fund’s participation in the pool, and it will not increase the number of units in the pool for the fund giving the money. The system reclassifies money as a fund addition to the pool fund. The system posts the following under the generated rule class IMDT:

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash interfund in the investment fund plus the normal bank fund postings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Fund additions in the investment fund (denoted on investment fund record)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Pooled funds in the investment fund (denoted on pool fund record)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash interfund in the investment fund plus the normal bank fund postings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash interfund in the pool fund plus the normal bank fund postings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Pooled fund balance in the pool fund (denoted on pool fund record)</td>
</tr>
</tbody>
</table>

15. If your installation is not using a spending formula, you still have the option of using the money distributed to the investment from the pool to either invest or disinvest units in the pool, to increase or decrease the unit value, or to leave the

<table>
<thead>
<tr>
<th>DR</th>
<th>Transfer Current Year Income or Transfer Realized Gain Account in the investment fund (denoted on the investment fund record or chart of accounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Cash Interfund in the investment fund plus the normal bank fund postings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash Interfund in the pool fund plus the normal bank fund postings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Fund Additions Account in the pool fund (denoted on pool fund record)</td>
</tr>
</tbody>
</table>
money in the investment. If you choose to invest or disinvest units or increase or decrease the unit value, the postings will be the same as examples 12, 13, and 14.

16. If the Distribution Indicator is set to anything other than $DU$, $DV$, $DN$, or null, the Distribution of Income Process produces an error.
Fixed Assets

The Fixed Assets module includes transfer, history, and reporting capabilities to enable you to establish and maintain a record of your fixed and movable assets. For a process flow for this module and additional information about Fixed Assets forms, please refer to Chapter 21, *Fixed Assets*.

**Establishing the Commodity and Accounting Structure for Fixed Assets**

The key to taking full advantage of the Fixed Assets module lies in the extent to which you define the supporting structure of the Commodity, Fund, and Account records. This section shows you how to create the appropriate records in the recommended sequence.

The development of the record structure consists of three segments:

- Account Code connection
- Fund Code configuration
- Commodity Code set-up

**Account Code Connection**

You will create the appropriate Account Code connections on the Account Code Maintenance Form (FTMACCT) in the initial segment of defining the record structure for Commodity, Fund, and Account records. This step is required if you intend to use the Automatic Capitalization Process.

1. Establish account codes for Accumulated Depreciation and Depreciation Expense. The Accumulated Depreciation account codes must have an Internal Account Type of 10 and an Account Class of $F$. The Depreciation Expense account codes must have an Internal Account Type of 40, 60, 70, 90, or 95. This set-up makes it possible to use an Equity, Labor, Direct Expense, Fund Addition, or Fund Deduction account code for posting the offset to the Accumulated Depreciation account code entry.

2. Next, create the Fixed Asset account codes for your fixed and moveable assets. The Fixed Asset Account codes must have an Internal Account Type of 10 and an Account Class of $F$. You may enter both the Accumulated Depreciation and Depreciation Expense account codes in the appropriate fields while you are creating the Fixed Asset Account code, or you may add them later. This step links the Accumulated Depreciation and Depreciation Expense account codes directly to the Fixed Asset account code.

3. You are now ready to establish your Capital Expenditure account codes. The Capital Expenditure account codes must have an Internal Account Type of 60, 70 or 80. You may enter a Fixed Asset Account Code in the Asset Account field while you are creating the Capital Expenditure account code or after the...
record is established. This step links the Fixed Asset account code to the Capital Expenditure account. The Automatic Capitalization Process uses this link between the Capital Expenditure account code and the Fixed Asset account code to determine the debit account code for the capitalization transaction.

The following example shows how these account codes interrelate. Assume you created the following account code records:

Account: 1831 - Accumulated Depreciation (Account Class: F)
Account: 7631 - Depreciation Expense
Account: 1830 - Vehicles (Account Class: F)
Account: 7530 - Capital Expenditure - Vehicles

The account code record for the Fixed Asset account code establishes the connection between the Fixed Asset account code and the related Accumulated Depreciation and Depreciation Expense account codes as follows:

Account: 1830 - Vehicles
Account Class: F
Accumulated Depreciation Account: 1831
Depreciation Expense Account: 7631

The link between the Fixed Asset account code and the Capital Expenditure account code is created on the account code record of the Capital Expenditure account code as depicted in the following example:

Account: 7530 - Capital Expense - Vehicles
Asset Account: 1830 - Vehicles

4. The final step to complete the account code segment of the set-up is to create account codes for the Equity Account offset to the capitalization debit entry and Gain/Loss on Sale/Disposal. A distinguishing characteristic of these remaining account codes is that they are used in developing the fund code configuration.

Once the account codes for the debit side are in place, the focus shifts to the account codes for the credit portion of the automatic capitalization transaction. The credit entry is typically charged to an Equity, Fund Addition, or Fund Deduction Account Code. Therefore, these accounts must have an Internal Fund Type of 40, 90, or 95.

The last item in the account code creation phase is to set up account codes for Gain on Disposal/Sale and Loss on Disposal/Sale. These account codes will be used when the Sale of Asset function is performed in the Adjustment Process.
You may create a single account code for both Gain and Loss, or you may establish a separate account code for each. These accounts must have an Internal Account Type of 40, 50, 60, 70, 90, or 95.

Fund Code Configuration

The next phase of the commodity and accounting structure is to define the fund code configuration. You must define the elements of the configuration that apply to your situation if you intend to use the Automatic Capitalization, Origination Tag Extraction, Adjustment, or Depreciation Processes. This configuration is in reality a hierarchy composed of (in order of precedence) the Fund Code Maintenance Form (FTMFUND), the Fund Type Maintenance Form (FTMFTYP), and the Fixed Asset System Control Form (FFASYSC). It is a hierarchy because these default values are more global in nature than the account codes. These values may be unique to individual funds, to groups of funds at the fund type level, or to an entire chart of accounts. Thus, you may adjust the Fund Code configuration to conform to the unique qualities of your chart of accounts.

1. Begin defining the fund code configuration for the Fixed Assets module on the Fund Code Maintenance Form (FTMFUND). Each of the Fixed Asset processes that require values from the fund code configuration look to the fund code first to find these values. Therefore, any values established on the fund code will override similar values created on the Fund Type Maintenance Form (FTMFTYP) and the Fixed Asset System Control Form (FFASYSC).

First, create your Capitalization or Plant Fund codes. This step is essential because these funds will be connected to the source fund codes where the original acquisitions will take place in the next step. You may establish this connection by selecting the appropriate value from the Capitalization Fund Ind (Indicator) pull-down list. The valid values for this indicator are as follows:

(a) *Cap Different or No Cap* — The source fund code does not equal the Capitalization fund code. This is the usual case for most fund accounting applications. The fund code entry in the Capitalization Fund field must have an Internal Fund Type of 96 when this option is selected.

This selection also applies to situations where Capitalization is not used. The system assumes that you will not be using the automatic defaulting features and processes of the Fixed Assets module when you select this option and do not to make an entry in the Capitalization Fund field.

**Note:** The Capitalization Fund field is automatically set to the Fund Code of the Fund Code record when the *Cap Fund Same As Source Fund* selection is made.

All other funds should have the Capitalization Fund Ind indicator set to *Cap Different or No Cap* (the default value), and values for the Capitalization Fund and Cap Equity Account fields should be entered as needed.
**Note:** You may leave the Capitalization Fund and Cap Equity Account fields blank if you do not intend to use the automatic capitalization feature for a particular fund or group of funds. Failure to follow this recommendation may result in inappropriate transaction postings from the Fixed Asset Adjustment Form (FFAADJF).

(b) *Cap Fund Same As Source Fund* — The source fund code and the Capitalization fund code are the same. This option is intended primarily for those funds that exist on self-generated revenues and therefore have the option to account for fixed and moveable asset acquisitions within their own funds. The Capitalization fund code is automatically set to the source fund code when this selection is entered.

We recommend that you do not set the Capitalization Fund Ind indicator to *Cap Fund Same As Source Fund* on any funds with an Internal Fund Type of 96 on the Fund Code Maintenance Form (FTMFUND). Funds with an Internal Fund Type of 96 are typically used for Plant/General Fixed Asset Account Group funds. You should also not enter a value in the Capitalization Fund and Cap Equity Account fields for these funds. Only Auxiliary Enterprise/Proprietary funds should have the Capitalization Fund Ind indicator set to *Cap Fund Same As Source Fund*, and then the value for the Cap Equity Account field should be provided accordingly.

2. The next step is to enter the Capitalization Equity Account. This account is created in the account code definition phase and must be valid for the Capitalization fund code. The Capitalization Equity Account is the credit or offset account for the automatic capitalization asset entry. This account code must have an Internal Account Type of 40, 90, or 95.

The following example illustrates how the fund code values work with the account code values.

Assume the following values for the fund and account codes:

**Fund Code:** 3101 - Central Maintenance Fund

**Capitalization Fund Code Indicator:** Source Fund different from Capitalization Fund

**Capitalization Fund:** 9601 - Plant Fund

**Capitalization Equity Account:** 3801 - Investment in Fixed Assets

**Account:** 1830 - Vehicles

**Account Class:** F

**Accumulated Depreciation Account:** 1831

**Depreciation Expense Account:** 7631

**Account:** 7530 - Capital Expense - Vehicles
Asset Account: 1830 - Vehicles

The accounting distribution on the Invoice/Credit Memo Form (FAAINVE) appears as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>3101</td>
<td>125</td>
<td>7530</td>
<td>21</td>
</tr>
</tbody>
</table>

Assuming an asset cost of $1,000.00, the Automatic Capitalization posting would appear as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Amount</th>
<th>Dr./Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>9601</td>
<td>1830</td>
<td></td>
<td></td>
<td>1,000.00</td>
<td>D</td>
</tr>
<tr>
<td>9601</td>
<td>3801</td>
<td></td>
<td></td>
<td>1,000.00</td>
<td>C</td>
</tr>
</tbody>
</table>

Notice how the fund and account code records work together to supply the Automatic Capitalization Process with the necessary data to complete the capitalization posting. In this example, the Capitalization Fund (9601) and Capitalization Equity Account (3801) are taken from the Source fund code record (3101), while the Fixed Asset account code (1830) is taken from the Capital Expense account code record (7530).

3. The remaining fields to be defined on the Fund Code Maintenance Form for the capitalization funds are located in Window 6. These values deal strictly with the Depreciation and Adjustment Processes. The Depreciation/Posting Indicator allows you to select from three possible values:

   (a) You may elect to record depreciation in the Fixed Assets module and the General Ledger.

   (b) You may choose to record memo depreciation in the Fixed Assets module only.

   (c) You may decide not to allow depreciation. This is a default value for all fixed or moveable assets that only need to be established on the Capitalization or Plant Fund code records.

   You are not required to establish this value on each capitalization fund code record. Any value established here may be changed on the Fixed Asset Depreciation Form (FFADEPR) for each individual fixed or moveable asset.

   The Expense/Equity Account Default Indicator only applies when you choose to depreciate and post to the General Ledger. It allows you to select whether the Depreciation Expense account code or the Capitalization Equity Account will default to the Fixed Asset Depreciation Form (FFADEPR). You are not expected to enter those account values here on the Fund Code Maintenance Form (FTMFUND).

4. The Gain Account and Loss Account codes, which were created previously in the account code creation segment, also apply to the source fund codes. These codes also apply to the Capitalization fund code if it is the same as the source Fund Code. The Adjustment Process uses these account codes when the Sale
of Asset function is selected. The gain or loss on sale is automatically calculated by the Adjustment Process, which looks for these account codes for posting that gain or loss. You may create a single account code for both Gain and Loss, or you may establish separate values for each account code. As previously stated, the account codes must have an Internal Account Type of 40, 50, 60, 70, 90, or 95.

5. The default Orgn (Organization), Prog (Program), Actv (Activity), and/or Locn (Location) codes are used by both the Depreciation and Adjustment Processes. The Depreciation Process takes these values from the Capitalization fund code record and uses them as defaults for the Depreciation Expense Account distribution on the Fixed Asset Depreciation Form (FFADEPR). You may override these values on an asset-by-asset basis on FFADEPR. The Adjustment Process takes these values from the source fund code records and uses them to complete the accounting distribution for the Gain or Loss account codes for the Sale of Assets adjustment function.

Any values defined on a fund type apply to all the fund codes for that fund type, except where the values are defined at the fund code level.

You must complete the Fixed Assets System Control Maintenance Form for each Chart of Accounts record you employ.

6. The last step in the fund code configuration is to complete the Fixed Asset System Control Maintenance Form (FFASYSC). The values defined here take precedence only when no similar values are defined on the fund code and fund type records.

The only exceptions that affect establishing this record is that there is no Capitalization Fund Indicator and the Capitalization Fund must have an Internal Fund Type of 96 only.
Commodity Code Set-Up

The creation of the Fixed Asset commodity codes on the Commodity Maintenance Form (FTMCOMM) is the last piece of the commodity and accounting structure. Be aware that commodity codes alone cannot force the Automatic Capitalization Process to create capitalization entries, but they may trigger the establishment of Fixed Asset Master Origination Tag records. Only a properly designed account code structure can produce both capitalization postings and Fixed Asset Master Origination Tags. If you wish to emphasize the use of commodity codes over accounts, you may devise a simpler structure of accounts than those who use the reverse strategy. The Fixed Assets module is flexible enough to accommodate either approach.

To designate a commodity code as a Fixed Asset commodity, check the Fixed Asset indicator. When such a commodity code is used in the Procurement or Payable Processes, a record is automatically inserted in the Origination Tag Collector Table (FFBOTAG) as soon as the payable is posted. This entry will be converted into a Fixed Asset Master Origination Tag when the Fixed Asset Origination Tag Extraction Process is run.

You have the option to enter a value in whole years in the Default Useful Life field. This default value is designed to act as a ‘standard’ value for useful life and is defaulted into the Fixed Asset Depreciation Form (FFADEPR) at the time it is created. This value may be overridden on FFADEPR on an asset-by-asset basis. You may also specify a default Expense Account Code value in the Default Account Code field. This value defaults into the accounting structure and will be used each time the commodity code is used in the Procurement or Payable Processes.

The Finance System Control Maintenance Form (FOASYSC) contains a value and an indicator that must be set to enable the Automatic Capitalization and Origination Tag Extraction Processes. The Minimum Asset Value field allows you to establish the floor or threshold value for the creation of capitalization amounts. It is invoked when an invoice involving a Fixed Asset is posted. The other field is an indicator which determines when Origination Tag Extract records will be created. You may elect to create Origination Tag Extract records only at the time invoices are posted, or you may elect to allow creation of the Origination Tag Extract records when either invoices or receiving documents are posted. You may also elect on this form to submit your Fixed Asset Adjustment documents through the approvals process. The approval queues and levels may be established alone or as part of a system-wide document approvals structure.

Note: If you elected to allow creation of the Origination Tag Extract records when either invoices or receiving documents are posted, receiving documents will not be considered for the Automatic Capitalization Process. Also be aware that Origination Tag Extract records created from receiving documents cannot be directly converted into a Permanent Tag record. Only Origination Tag Extract records created from invoices can be capitalized and converted into Permanent Tag records.
Integration of Fixed Assets with the Procurement and Payable Processes

The most significant impact of Fixed Assets on the Procurement Process occurs when Fixed Asset-related commodities and accounting distributions are mixed with commodities and accounting distributions that are not related to Fixed Assets on any of the procurement documents (requisition, purchase order, etc.). The system displays a warning message telling you that invoicing will not produce complete Origination Tag data or Automatic Capitalization entries. You can avoid this by choosing one of the following options:

- Use commodity-based accounting.
- Complete the Origination Tag records on the Fixed Asset Master Maintenance Form (FFAMAST) and capitalize the records on the Fixed Asset Adjustment Form (FFAADJF).
- Use a General Encumbrance document (on FGAENCB) to feed Fixed Asset data to the Payable Process. To do this, enter a Fixed Asset-related accounting distribution on the document, then reference the encumbrance on an invoice. The invoice will use the information to produce the appropriate Origination Tag data and, if applicable, the Automatic Capitalization entries.

The Payable Process is tightly coordinated with two different processes: the Origination Tag Process and the Automatic Capitalization Process.

1. The Origination Tag Process is a two-stage process that creates the temporary Fixed Asset Master records.
2. The Automatic Capitalization Process records the appropriate entries in the General Ledger to recognize the acquisition of capital assets.

**Note:** While Origination Tag records may be created without Automatic Capitalization, it is not possible for the reverse situation to occur.

The initial stage of the Origination Tag Process and the Automatic Capitalization Process is invoked at the time an invoice is posted. These processes are triggered by the use of Fixed Asset-related commodities and/or accounting distributions. An invoice with an appropriate Fixed Asset-related accounting distribution can produce both Origination Tag records and Automatic Capitalization entries. Conversely, the use of Fixed Asset-related commodity codes alone can only produce Origination Tag records. A Fixed Asset-related accounting distribution is required for Automatic Capitalization to take place. If your emphasis is on commodity-based accounting, you need only establish a very simple accounting structure to take full advantage of the Automatic Capitalization Process.

The effect of the Matching Process on this process is to produce collector table entries only as invoices and receiving documents are matched and posted.

The product of the Automatic Capitalization Process is merely a companion entry to the invoice posting.
### Origination Tag Process

The two-stage Origination Tag Process is more sophisticated.

#### Part 1 - Origination Tag Creation Matrix

The first stage is set in motion when an invoice is posted. The process automatically examines the invoice commodity and accounting records and applies the Origination Tag Creation Matrix to see if any fixed or moveable assets are present. This process also uses the Origination Tag Creation Matrix to determine the type and composition of the Origination Tag records to be created. The first stage then completes its task by making the appropriate entries in the Origination Tag collector table (FFBOTAG). Each of these entries carries an Invoice Capitalization Tag Indicator which will direct the second stage of the process as to how to handle the entry.

#### Origination Tag Creation Matrix

<table>
<thead>
<tr>
<th>Minimum Number of Accounting Distributions on the Invoice</th>
<th>Available Account Code Choices</th>
<th>Fixed Asset Commodity Code (For Creating Origination Tag Records)</th>
<th>Minimum Asset Value* (For Creating Capitalization Entries)</th>
<th>Credit Memo</th>
<th>FARINVC Cap Tag Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1 X</td>
<td>N/A</td>
<td>&gt;=</td>
<td>N</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>2 1 X</td>
<td>N/A</td>
<td>&lt;</td>
<td>N</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>3 1 X</td>
<td>N/A</td>
<td>N/A</td>
<td>N</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>4 2 X X</td>
<td>N/A</td>
<td>&gt;=</td>
<td>N</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>5 2 X X</td>
<td>N/A</td>
<td>&lt;</td>
<td>N</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>6 2 X X</td>
<td>N/A</td>
<td>N/A</td>
<td>N</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>7 2 X X</td>
<td>N/A</td>
<td>N/A</td>
<td>N</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>8 3 X X X</td>
<td>N/A</td>
<td>N/A</td>
<td>N</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>9 2 X Y</td>
<td>N/A</td>
<td>N</td>
<td>T</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Origination Tag Extraction Process (FFPOEXT) is the second of the two stages and may be executed on demand. It scans the Origination Tag collector table (FFBOTAG) and creates Origination Tag records based on the Invoice Capitalization Tag Indicator contained in each invoice record, as illustrated in the Origination Tag Extraction Matrix shown on the following page. Individual Fixed Asset Master Origination Tag records are created for each unit of a commodity’s quantity. For example, assume the following Fixed Asset-related commodity information is on an invoice:

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM1</td>
<td>Desk</td>
<td>3</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>COM2</td>
<td>Chair</td>
<td>2</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
The Origination Tag Extraction Process would produce five (5) Fixed Asset Master Origination Tag records as follows:

<table>
<thead>
<tr>
<th>Origination Tag #</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00000001</td>
<td>Desk</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>T00000002</td>
<td>Desk</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>T00000003</td>
<td>Desk</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>T00000004</td>
<td>Chair</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>T00000005</td>
<td>Chair</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**Note:** Although not demonstrated here, the Origination Tag Extraction Process includes Taxes, Tax Rebates, Discounts, and Additional Amounts in calculating the unit cost assigned to be the cost in each Fixed Asset Master Origination Tag record. The only exception to this calculation occurs when recurring payables and the installments feature are used. Tax Rebates are not included in the cost calculation under these circumstances because the Extraction Process obtains the unit price information from the purchase order instead of the invoice. The purchase order unit price does not include the tax rebate because it is not calculated until you reach the invoice stage. It is easy to reflect the tax rebate as an adjustment to the resulting Permanent Tag records on the Fixed Asset Adjustment Form (FFAADJF).

### Origination Tax Extraction Matrix

<table>
<thead>
<tr>
<th>Information Derived From Invoice/Extraction Process</th>
<th>Origination Tag Information Populated In Master Record (FFBMAST, FFRMASF, &amp; FFRMASA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FARINVC Cap Tag Indicator</td>
<td>Available Account Code Choices</td>
</tr>
<tr>
<td></td>
<td>Fixed Asset Commodity Code (For Creating Origination Tag Records)</td>
</tr>
<tr>
<td></td>
<td>Funding Source Window (FFAMAST)</td>
</tr>
<tr>
<td></td>
<td>Master Record Capitalization Window</td>
</tr>
<tr>
<td></td>
<td>Capitalization Direct Asset Indicator</td>
</tr>
<tr>
<td>1 T N/A N/A N/A N/A N/A N/A</td>
<td>COST                              ZERO $   N/A</td>
</tr>
<tr>
<td>2 N N/A N/A N/A N/A N/A NONE N/A NONE N/A</td>
<td>N/A                                N/A N/A</td>
</tr>
<tr>
<td>3 C X N/A N/A N/A N/A COST COST N/A</td>
<td>COST                              N/A</td>
</tr>
<tr>
<td>4 C X N/A N/A N/A COST N/A COST</td>
<td>N/A                                Y</td>
</tr>
<tr>
<td>5 I X N/A N/A N/A COST ZERO $ N/A N/A</td>
<td>COST                              N/A</td>
</tr>
<tr>
<td>6 I X N/A N/A N/A COST COST N/A</td>
<td>N/A                                Y</td>
</tr>
<tr>
<td>7 I X N/A N/A N/A COST ZERO $ N/A</td>
<td>N/A                                N/A</td>
</tr>
</tbody>
</table>
Fixed Assets and Payables — Miscellaneous Topics

This section covers the remaining Fixed Asset related payables topics.

Credit Memos

Credit memos are synchronized with the Fixed Assets module. You may reference a credit memo to an open Fixed Asset-related purchase order to allow a reference to any previously created origination tag records. However, once the credit memo becomes an origination tag, it is your responsibility to attach the new origination tag record to the existing origination tag asset record.

Cancellation of Checks and Invoices

The cancellation of checks and invoices will cause the system to change the System Status of origination and permanent tag records to \( C \) (Cancelled). This enables you to track and report these items separately. These asset records can also be deleted on the Fixed Asset Master Delete Form (FFAFDEL) if they have not been capitalized or adjusted.

Direct Capitalization

Direct Capitalization occurs when an invoice containing an asset account (Account Class \( F \)) is posted. The system ignores the minimum asset value and recognizes this as a capitalization entry. The Automatic Capitalization Process does not attempt to create additional capitalization postings.

The impact on the Fixed Asset master record (FFBMAST, FFRMASF, FFRMASA) of the origination tag is two-fold. A \( Y \) is displayed in the Cap Ind (Capitalization Indicator) in the Master Information Window to signify that a capitalization entry is present for the asset. The second effect occurs in the Capitalization Information Table.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>X</th>
<th>N</th>
<th>NONE</th>
<th>NONE</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>9</td>
<td>M</td>
<td>X</td>
<td>N/A</td>
<td>COST</td>
<td>ZERO $</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>M</td>
<td>X</td>
<td>N/A</td>
<td>COST</td>
<td>COST</td>
<td>Y</td>
</tr>
<tr>
<td>11</td>
<td>M</td>
<td>X</td>
<td>Y</td>
<td>COST</td>
<td>ZERO $</td>
<td>N/A</td>
</tr>
<tr>
<td>12</td>
<td>M</td>
<td>X</td>
<td>N</td>
<td>NONE</td>
<td>NONE</td>
<td>N/A</td>
</tr>
</tbody>
</table>

N/A - Not Applicable

C - Create Capitalization Entries and Origination Tag Records

T - Create Origination Tag Records Only

I - Create Origination Tag Records Only with Incomplete Funding Source and/or Capitalization Information

M - Used only for Credit Memos that are related to Fixed Asset Account Codes or Commodity Codes. See the Origination Tag Extraction Process Matrix for more details on how this indicator code affects the creation of Origination Tag Records.

* - The minimum asset value applies to the commodity unit price, including any discounts, additional amounts, and/or taxes.
Window. There, the Direct Asset Ind (Indicator) is also set to Y. This window allows you to fill in any missing capitalization values by using the New Sequence function. Click the button and add any missing values.

**Multiple Tax Rebate Distribution and Capitalization**

The Multiple Tax Rebate Distribution feature for the Tax Rate Maintenance Form (FTMTRAT) poses an issue for the automatic capitalization process. The automatic capitalization process obtains the appropriate per unit cost, discount, additional amount, tax amount, and tax rebate amount from the Commodity block of the Invoice/Credit Memo Form (FAAINVE). Therefore, the tax rebate used for capitalization may differ from the tax rebate used to arrive at the expensed amount, since the rebate may vary for different accounting distributions. You may make the appropriate adjustments to the capitalized amounts using the Write Up/Down Adjustment function on the Fixed Asset Adjustment Form (FFAADJF).

**Attachments and Components**

The Fixed Assets module allows you to append additional asset records to existing permanent tags in order to identify a subordinate asset as an attachment or component of the parent asset.

An Origination Tag record can be designated as an attachment to indicate an integral relationship between the parent and subordinate assets. An attachment is combined with the Primary Asset record and is accounted for and depreciated along with the Primary Asset tag.

**Note:** An uncapitalized attachment can only be combined with an uncapitalized Primary Tag record. Likewise, only capitalized origination tag records can be attached to a capitalized Permanent Tag record.

You may also associate one Permanent Tag record to another by appointing the subordinate record as a component of the primary record. A component is associated with a Primary Asset record but is separately accounted for and depreciated.

The following diagram illustrates the relationship between a parent asset and its attachments and components. Note that you may append an attachment to a component, but you may not append a component to another component or an attachment to another attachment.
Depreciation in the Fixed Assets Module

Implementation Procedures for Depreciation of Fixed Assets

You must create Depreciation Maintenance records on FFADEPR for any fixed or movable assets that are depreciable. This will help ensure that the appropriate accounting treatment (Nonprofit or Proprietary) will occur for depreciable assets on the Fixed Asset Adjustment Form (FFAADJF). This is particularly important when using the following adjustment functions: Sale of Asset, Write Off, Write Up/Down Adjustment, Depreciation Adjustment, and Record Past Depreciation. Each of these functions look for the existence of a Depreciation Maintenance record to make decisions about recording the adjustments directly against the General Ledger asset accounts or as Operating Ledger revenues or expenses.

The Accumulated Depreciation amounts and the Salvage Value displayed in the Capitalization Window of the Fixed Asset Master record (FFAMAST) and the Depreciation Maintenance record (FFADEPR) are maintained only as current values. This means that no history, aside from the accounting transactions, is maintained for any changes made to these values. Any change to Accumulated Depreciation and/or Salvage Value will not affect calculations of depreciation for a prior period. Changes will only be considered for current or future depreciation runs.

Creating the Framework for Depreciating Your Assets

Note: As with the Fixed Asset accounting structure discussed previously, it is recommended that you employ the steps outlined in the following paragraphs.

1. The first step is to create your depreciation method codes. On the Fixed Asset Depreciation Code Maintenance Form (FTMDEPR), you can assign two-character codes to the desired combinations of Internal Depreciation Code (Straight Line (SL), Sum-of-the-years’-digits (SY), Declining Balance (DB), or...
Double Declining Balance (DD), and First Year Option (First half half/Second half none (HN), Full Year (FY), Half Year (HF), or Proportional (PR)). The Title field, which is required, allows you to provide your own descriptive title for the depreciation method. For example, you may choose to create a depreciation method code SP that combines the Straight Line (SL) depreciation method with the Proportional (PR) first year option. Valid combinations are displayed in the table below.

<table>
<thead>
<tr>
<th>Internal Depreciation Code</th>
<th>First Year Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD, DB, SL</td>
<td>HN, FY, HF, PR</td>
</tr>
<tr>
<td>SY</td>
<td>HN, FY, HF</td>
</tr>
</tbody>
</table>

2. You may choose to establish standard default values for Depreciation Method Code and Useful Life (in whole years) on the Fixed Asset Type Code Maintenance Form (FTMASTY). The Commodity Code Form (FTMCOMM) also contains a field for specifying a default Useful Life (also in whole years).

If specified, these default values appear when you open the Fixed Asset Depreciation Form (FFADEPR) to complete your depreciation information.

If you establish default values for Useful Life on both FTMASTY and FTMCOMM, the value entered on FTMCOMM takes precedence on the Fixed Asset Depreciation Form (FFADEPR).

3. Next, use the Fixed Asset Depreciation Form (FFADEPR) to define depreciation attributes for each asset, where appropriate. This step enables you to take advantage of the Fixed Assets module’s defaulting capabilities to automatically populate the Depreciation Method code, Useful Life, and depreciation account distributions from the Chart of Accounts structure and the Capitalization Information Window on the master record (FFRMAST). You may also override any of the default values at the time you are creating a record or at any time prior to running the Depreciation Process.

Depreciation records that contain account distributions split across two or more charts of accounts cannot be automatically depreciated. You may use the Depreciation Adjustment function on the Fixed Asset Adjustment Form (FFAADJF) to handle this situation.

The remaining necessary information is the Frequency Factor (select Monthly, Quarterly, Semi-Annual, or Annual), Salvage Value, and Start Date.

The Remaining Periods field is system-calculated after you enter values in the Frequency Factor and Useful Life fields. While the Useful Life is always reflected in whole years, the Remaining Periods value is calculated using the Useful Life, First Year Option, Start Date, and the Frequency Factor and subtracting depreciation periods that have already occurred.

You may override any default values in the Asset Depreciation Expense Distribution information, except for the COA (Chart of Accounts) and Fund codes. These default values come from the Capitalization Information Window of the Fixed Asset Master Maintenance Form (FFAMAST). You must use the appropriate General Ledger adjustment function on the Fixed Asset Adjustment Form (FFAADJF) to change the COA and/or Fund code values.

4. The final step is to run the Depreciation Process (FFPDEPR). A variety of parameters enable you to limit the records that will be considered for the process.
You may run the process in audit or update mode. Both modes will produce a report, but only the update mode will amend the appropriate depreciation-related records. The Chart of Accounts is a required parameter. You may enter one or more charts, but the Chart of Account records must have identical Fiscal Year records (FTVFSYR).

The process will calculate depreciation for any open periods from the Last Depreciation Date up to the Depreciation Date you specify in the process parameters, with the exception of prior period or “catch-up” depreciation. In this case, you must run the Depreciation Process to calculate and (where appropriate) post this prior depreciation before the asset record will be considered for current depreciation. This date can only be entered in the form of month and year.

**Note:** Only one year of prior period depreciation can be calculated and posted per run. This limitation applies because the accounting usually differs for postings in either the prior year or in the current year.

Any depreciation record that is incomplete or is split across two or more charts will be flagged for errors by the Depreciation Process. The process will proceed to completion for all of the other records.

All of the depreciation calculations are calculated on a monthly basis. The resulting depreciation charges are converted to the appropriate quarterly, semi-annual, or annual values. The Proportional (PR) first year option will take the appropriate number of months in the first year of depreciation, based on the Depreciation Start Date (FFADEPR), regardless of the frequency factor selected. The remaining proportional number of months from the first year will provide for an additional depreciation period to be added to the asset’s Remaining Life, in the case of the Annual frequency factor. This will allow for the final depreciation period.

You must run the Posting Process (FGRACTG) to post the depreciation entries in the form of a journal voucher. The depreciation journal entries are treated as Adjustment transactions in the Fixed Assets module and are therefore prefixed with an M. The Depreciation Process will update the Remaining Periods and Last Depreciation Date and display them on the Fixed Asset Depreciation Form (FFADEPR), and the Accumulated Depreciation Amount on FFADEPR is updated by the Posting Process. The Accumulated Depr (Depreciation) field for each account distribution in the Capitalization Information Window of the Fixed Asset Master Maintenance Form (FFAMAST) is updated at this time.

**Transfers in the Fixed Assets Module**

The Fixed Asset Transfer Form (FFATRAN) is used when it is necessary to create a replacement Permanent Tag for an existing Permanent Tag master record. Initiate the creation of the replacement tag on the Fixed Asset Transfer Form (FFATRAN) by selecting the Transfer option for the existing Permanent Tag number. Then select the Additional option and you may enter the new Permanent Tag number.
You will be able to view both the old Permanent Tag record and the new Permanent Tag record on the FFATRAN form.

**Adjustments in the Fixed Assets Module**

**Using the Fixed Asset Adjustment Form (FFAADJF)**

Twelve (12) adjustment actions or functions are available on the Fixed Asset Adjustment Form (FFAADJF). Some of these functions are equipped with additional features designed to accommodate special situations involving those functions. This section explains each of the functions and illustrates how the special features work.

All of the functions, except for the *Record Past Depreciation* function, create journal voucher documents that are posted to the operating and/or general ledgers. The *Record Past Depreciation* function only creates adjustments to the Fixed Assets module because it assumes such a posting has already taken place in the ledgers.

The Fixed Asset Adjustment Form consists of five separate windows:

- Main Window (header information)
- Adjustment Accounting Distribution Window
- Accounting Defaults Window
- Adjustment Revenue Distribution for Sale of Asset Window
- Adjustment Balancing/Completion Window

Most of the functions employ only the main window and the Balancing/Completion Window. The Adjustment Revenue Distribution for Sale of Asset Information Window applies only to the *Sale of Asset* function. The Adjustment Accounting Distribution Window and the Accounting Defaults Window only apply to the General Ledger adjustment functions.

**Entering Header Information**

The Fixed Asset Adjustment Form is capable of accepting adjustments to many assets on a single adjustment document. The only limitation is that all asset tags entered on the same adjustment document must use the same adjustment function.

In the first two blocks of the main window, the navigation is the same for all of the functions.

1. Enter the adjustment document number or NEXT for a system-generated number in the Document Code field. This field is required.
2. Select the desired Function Type from the pull-down list. This field is required.
3. Select Next Block and enter the document Description or justification and the Trans (Transaction) Date, which are required fields.
Note: Adjustments cannot be dated prior to the capitalization date of any asset on the adjustment document.

4. The Text Exists indicator notifies you whether additional text exists for the adjustment. If you wish to add text, click Document Text or use the menu option.

5. You may enter a user-defined cross-reference document number in the optional Document Reference field.

It is only necessary to complete the entries in these first two header blocks once per adjustment document. The Asset Data block enables you to make a nearly unlimited number of entries on a single document.

The navigation in the Asset Data block and the subsequent windows in the Fixed Asset Adjustment Form will vary depending on the function you selected. Notice that the number of fields as well as some of the field names will change dynamically from function to function. This provides the necessary flexibility to accommodate the unique circumstances of each kind of adjustment.

The Fixed Asset Adjustment Form works on a concept similar to that of commodity-based accounting used in the Procurement/Payable forms. The impact is that it primarily affects navigation and form handling. You must provide all of the necessary information for an asset adjustment before using the Next Record function to enter the next asset record to be adjusted. You may need to use the Next Block function to navigate to the Accounting Distribution and/or Revenue Distribution windows of the Fixed Asset Adjustment Form (FFAADJF). The system will not prompt you to use the Next Block function to complete the information for the asset record that you are adjusting. If you attempt to complete the adjustment document without completing the information necessary for the asset records, you will receive an error or warning message as appropriate to indicate that your records are incomplete. The system will not allow you to complete an adjustment document which contains incomplete adjustment records.

The following guidelines that follow assume that you have successfully completed entry in the appropriate fields of the first two blocks of header information in the main window. When you select Next Block, you navigate to the Ptag (Permanent Tag) Code field.

Balancing/Completion Window

Navigation in the Balancing/Completion Window is the same for all functions. You may elect to complete the document, or mark it In Process to save the data and return to it later and complete it. Completed adjustment documents will go through the Approval Process (FORAPPL) if you elect to establish the requisite approval information. The Posting Process (FGRACTG) will accept the completed and approved adjustment documents, if applicable, and make the appropriate entries in the ledgers.
Note: The Ptag field will display the name Otag (Origination Tag) only for the Capitalization of Origination Tag function. This is the only adjustment function available for Origination Tags.

Function Types on the Fixed Asset Adjustment Form (FFAADJF)

The Fixed Asset Adjustment Form is designed to recognize valid data for each specific adjustment type. Some adjustment types require very specific input. Refer to the Automatic Hint for guidance on unique issues that may apply to each adjustment type.

Sale of Asset

The first function is the Sale of Asset. This function allows you to dispose of an asset when cash proceeds from the sale are involved. The function will produce entries to reverse the balances in the asset and accumulated depreciation accounts, calculate and record any gain or loss, and make the appropriate cash and interfund cash postings for the sale proceeds. This function is available only for capitalized assets.

1. The Ptag (permanent tag) field is the starting point and is a required entry. When you enter an asset tag in this field, the asset’s Description and Net Book Value are displayed.

2. Select Next Item to move to the Disposal field, where you must supply a disposal method code. Click the button or select List to select from a list of disposal method codes.

3. Select Next Item to move to the Amount field. Enter the selling price of the asset in this required field. Notice that an Automatic Hint message appears to inform you that you cannot access the Balancing/Completion Window. This is a reminder to select Next Block.

4. Selecting Next Block saves the account distributions without the necessity of navigating to the Adjustment Accounting Distribution Window and moves you to the Balancing/Completion Window, except in cases where the Source Fund and Capitalization Fund codes differ. If this is the case, the system moves into the Adjustment Revenue Distribution for Sale of Asset Window. The system focuses on this difference because this may indicate that the gain should be reflected in the records of the Source Fund or other funds rather than the Capitalization Fund. Reverting to this window allows you to decide where the gain will be recorded. Since there is no decision to make when the Source Fund and Capitalization Fund codes are the same, you will navigate directly to the Balancing/Completion Window in this case.

The Adjustment Revenue Distribution for Sale of Asset Window is divided into two blocks. The first block displays the default account distribution values and the pro rata share of the gain for each affected accounting distribution. Select an account distribution from this block and select Next Block to access the second block. In this block, you distribute the gain for the selected account distribution to any number of account distributions. Return to the first block and select the next account distribution until the gain is fully distributed for
each of the originating default account distributions displayed in the first block. You must select Previous Block from the first (top) block if you intend to enter another Permanent Tag for the Sale of Asset function. Select the Complete Block button or menu option to access the Balancing/Completion Window.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

Write Off

The next function is the Write Off. This function handles write-offs with or without accumulated depreciation. The function produces entries that reverse the balances of the asset and accumulated depreciation accounts. This function is available only for capitalized assets.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description and Net Book Value.

   You cannot access the Amount field when using this function because the system assumes that the entire cost of the asset will be written off.

2. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the Write Off function, if necessary.

3. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

4. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You must complete the Depreciation Method Code on the FFADEPR form before adjusting the asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

Write Up/Down Adjustments

The Write Up/Down Adjustments function is next on the list of available functions. This function allows you to adjust the value of an asset up or down, whether accumulated depreciation is involved or not. This function is available only for capitalized assets.
A write down to an asset that depreciates is credited to accumulated depreciation. A write down to an asset that does not depreciate is credited to the asset cost. A write up, regardless of whether the asset is depreciable or not, is debited to the asset cost.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset’s Description and Net Book Value.

2. Select Next Item to move to the Amount field. Enter the amount by which you want to adjust the asset in this field. Please note that a write down amount must be preceded by a minus (-) sign.

3. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the Write Up/Down Adjustments function, if necessary.

4. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

5. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You must complete the Depreciation Method Code on the FFADPR form before adjusting the asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

**Permanent Tag Capitalization**

The Permanent Tag Capitalization function allows you to capitalize an asset that either came through the Procurement Process as uncapitalized or was entered as a gift/donation.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset’s Description, Cost, and Net Book Value.

2. Select Next Record to save the header and accounting distribution records and select another Permanent Tag for the Permanent Tag Capitalization function, if necessary.

3. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

4. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a capitalized asset.
- The Trans (Transaction) Date should be less than or equal to the system date.
**Origination Tag Capitalization**

The Origination Tag Capitalization function allows you to capitalize a preliminary asset record that either came through the Procurement Process as uncapitalized or was entered as a gift/donation.

The purpose of this function is to prepare an uncapitalized origination tag for attachment to a capitalized permanent tag.

1. The Otag (origination tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Cost, and Net Book Value.

2. Select Next Record to save the header and accounting distribution records and enter another Origination Tag for the *Origination Tag Capitalization* function, if necessary.

3. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

4. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a capitalized asset.
- You cannot adjust an Origination Tag with a Permanent Tag.
- The Trans (Transaction) Date should be less than or equal to the system date.

**Depreciation Adjustment**

The Depreciation Adjustment function allows you to adjust accumulated depreciation up or down for depreciable assets. This function is available only for capitalized assets.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset's Description, Net Book Value, Salvage Value, and Net Depreciable Value.

2. Select Next Record to move to the Amount field, where you enter the amount by which you want to adjust accumulated depreciation for the asset. Please note if you want to adjust accumulated depreciation down, the adjustment amount must be preceded by a minus (-) sign.

3. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the *Depreciation Adjustment* function, if necessary.

4. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

5. Click or select Complete to complete the document.

The following restrictions apply to this function type:
You cannot adjust a non-capitalized asset.
You cannot adjust a disposed asset.
You must complete the Depreciation Method Code on the FFADEPR form before adjusting the asset.
You cannot Adjust Depreciation until you run the Depreciation Process (FFPDEPR).

The depreciation post code is used to determine whether depreciation entries are posted to both the Fixed Assets module and the General Ledger, posted to the Fixed Assets module only, or not posted at all.

You cannot adjust an asset which does not have a Depreciation Post Code of P.
The Trans (Transaction) Date must be greater than the Last Adjustment Date.
The Trans (Transaction) Date must be greater than the Last Depreciation Date.
The Trans (Transaction) Date should be less than or equal to the system date.

**Record Past Depreciation**

The Record Past Depreciation function allows you to update an asset’s master record (FFBMAST) and depreciation maintenance record (FFBMAST) for past depreciation already recorded in the ledgers.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset’s Description, Net Book Value, Salvage Value, and Net Depreciable Value.
2. Select Next Record to move to the Amount field. Enter the amount of prior depreciation you wish to record for the asset in this field.
3. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the Record Past Depreciation function, if necessary.
4. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.
5. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You must complete the Depreciation Method Code on the FFADEPR form before adjusting the asset.
- You cannot adjust an asset which does not have a Depreciation Post Code of P.
- You cannot record Past Depreciation before the Capitalization Date.
- If the asset has previous adjustments or recorded depreciation, you cannot record Past Depreciation.
- The Trans (Transaction) Date should be less than or equal to the system date.


GL Change - Asset Account

The GL Change - Asset Account function is the first of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. The function will reverse the asset balance in the original account and record the balance in the new asset account. Any accumulated depreciation for the asset will automatically be reclassified to the accumulated depreciation account associated with the new asset account.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset’s Description, Cost, and Net Book Value.

You may not access the Amount field because this function only allows you to reclassify the Asset Account code.

2. Select Next Block to move to the Asset Account Code field in the Adjustment Accounting Distribution Window. Enter the new or destination asset account code.

You may use the Options Menu or the Accounting Defaults button to access the Accounting Defaults Window. In this window, you may view the default capitalization accounting values prior to making any changes. You must acknowledge the OK button before you can perform any other actions.

3. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.

4. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the GL Change - Asset Account function, if necessary.

5. Select Next Block from the Adjustment Accounting Distribution Window to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

6. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

GL Change - Equity Account

The GL Change - Equity Account function is the second of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. The function will reverse the asset balance in the original equity account and record the balance in the new equity account.
Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Origination Tag must be completed. Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset’s Description, Cost, and Net Book Value. You may not access the Amount field because this function only allows you to reclassify the Equity Account code.

2. Select Next Block to move to the Equity Account Code field in the Adjustment Accounting Distribution Window. Enter the new or destination equity account Code.

You may use the Options menu or the Accounting Defaults button to access the Accounting Defaults Window. In this window, you may view the default capitalization accounting values prior to making any changes. You must exit from this window before you can perform any other actions.

3. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.

4. Select Next Record to save the header and accounting distribution records and to enter another Permanent Tag for the GL Change - Equity Account function, if necessary.

5. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

6. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

GL Change - Fund Code

The GL Change - Fund Code function is the third of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. This function will reverse the asset account balances in the original fund and record the balance in the same account in the new fund. Any accumulated depreciation for the asset will be reclassified automatically to the same accumulated depreciation account in the new fund.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset’s Description, Cost, and Net Book Value. You may not access the Amount field because this function only allows you to reclassify the Fund code.

2. Select Next Block to move to the Fund code field in the Adjustment Accounting Distribution window. Enter the new or destination fund code.
You may use the Options menu or the Accounting Defaults button to access the Accounting Defaults Window. In this window, you may view the default capitalization accounting values prior to making any changes. You must exit from this window before you can perform any other actions.

3. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.

4. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the GL Change - Fund Code function, if necessary.

5. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

6. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

GL Change - Fund and Equity

The GL Change - Fund and Equity function is the fourth of five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. The function will reverse the asset and equity account balances in the original fund and record the balances in the same asset account and new equity account of the new fund. Any accumulated depreciation for the asset will be reclassified automatically to the same accumulated depreciation account in the new fund.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset’s Description, Cost, and Net Book Value. You may not access the Amount field because this function only allows you to reclassify the Fund and Equity Account codes.

2. Select Next Block to move to the Fund code field in the Adjustment Accounting Distribution Window. Enter the new or destination fund code.

3. Select Next Item to move to the Equity Account code field. Enter the new or destination equity account code.

You may use the Options menu or the Accounting Defaults button to access the Accounting Defaults window. In this window, you may view the default capitalization accounting values prior to making any changes. You must exit from this window before you can perform any other actions.
4. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.

5. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the GL Change - Fund and Equity function, if necessary.

6. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

7. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

**GL Change - Cap Amount/Account**

The GL Change - Cap Amount/Account function is the last of the five functions that deal with reclassification of capitalization values for both the General Ledger and the Fixed Assets module. It is similar to a general journal entry in that there are almost no restrictions. You may change the Fund, Asset Account, Equity Account, and/or the Cost, simultaneously or separately. Any change to an Asset Account will also cause the same change in the associated Accumulated Depreciation Account.

**Warning:** Exercise caution in the use of this function since there are virtually no restrictions on it.

The function will reverse the balances in the originating fund and/or accounts (Rule Class GLRE) and record the balances in the new fund and/or accounts (Rule Class GLCE). If you use the function to change only the asset cost and/or accumulated depreciation amount, only those changes will be reflected (Rule Class GLCE); no reclassifications will take place.

1. The Ptag (permanent tag) is a required entry. When you enter an asset tag in this field, the system displays the asset’s Description, Cost, and Net Book Value. You may not access the Amount field here; changes to the asset cost or depreciation amount must take place in the Adjustment Accounting Distribution Window.

2. Select Next Block to move to the Adjustment Accounting Distribution Window. You may access the Fund, Asset Account, Equity Account, Amount, and Depreciation Amount fields and enter new values in any or all of them.

Prior to using this function, the Capitalization portion of the Fixed Asset Master record for each selected Origination Tag must be completed. Completion means that a fund, asset account, equity account, and cost amount must be present for each account distribution on each selected Master record.

Any adjustment made to an asset’s cost amount using the GL Change - Cap Amount/Account function (GLCE) updates the asset’s original cost. This function is unlike the other adjustments, which create new historical records to record the adjustment. The function should therefore not be used to update the cost amount of an asset after depreciation has commenced for that asset.
Note: The entries you make in the Amount and Depreciation Amount fields are not the amounts by which you will adjust, but the amounts you will adjust to.

You may use the Options menu or the Accounting Defaults button to access the Accounting Defaults Window. In this window, you may view the default capitalization accounting values prior to making any changes. You must exit from this window before you can perform any other actions.

3. From the Adjustment Accounting Distribution Window, select Previous Block to return to the Ptag field in the Asset Data block of the main window.

4. Select Next Record to save the header and accounting distribution records and enter another Permanent Tag for the GL Change - Cap Amount/Account function, if necessary.

5. Select Next Block to save the header and accounting distribution records for the last entry and to access the Balancing/Completion Window.

6. Click or select Complete to complete the document.

The following restrictions apply to this function type:

- You cannot adjust a non-capitalized asset.
- You cannot adjust a disposed asset.
- You cannot adjust a Permanent Tag record that has attachments without first detaching the attachments. The attachments can be re-attached after the adjustment is completed using the Origination Tag - Update Asset option on the Fixed Asset Master Maintenance Form (FFAMAST).
- The Trans (Transaction) Date must be greater than the Last Adjustment Date.
- The Trans (Transaction) Date should be less than or equal to the system date.

Using the Fixed Asset DTAG Processing Form (FFADTGP)

This section contains information about posting debits or credits to Fixed Assets, querying adjustment documents, and capitalizing non-invoice fixed assets expense accounting line items.

Post a Debit to Fixed Assets - Available Options

1. Create an origination tag (Otag).
   On the FFADTGP form, select the Create action, enter missing procurement information, then select Perform Action to create an Otag in the Fixed Assets module. The system inserts funding source records and capitalization records into the Fixed Assets module.

2. Update an Otag or Ptag.
On the FFADTGP form, select the Update action, enter the number for the tag, then select Perform Action to update data for the tag in the Fixed Assets module. The system will insert a new funding source record for a positive amount into the Fixed Assets module.

- If the Dtag has been capitalized, the system creates a new set of capitalization records by duplicating the existing records and inserting a new record based on the document source FOAPAL and the Dtag amount.
- If the Dtag has not been capitalized, then no capitalization changes will be made.

3. Clear/Offset a Dtag.

On the FFADTGP form, select the Offset action. Enter the offsetting Dtag and select Perform Action. This marks both Dtags as resolved and does not update any fixed asset records. The referenced Dtag must have a pending status (that is, not resolved or incomplete) and be for the same amount but with an opposite sign.

Post a Credit to Fixed Assets - Available Options

1. Delete an Otag.

On the FFADTGP form, select the Delete action, enter the Otag number, and reconfirm the deletion on the deletion form that pops up automatically. Select Perform Action to delete an uncapitalized Otag from the Fixed Assets module. Only uncapitalized Otags can be deleted.

2. Inactivate an Otag or Ptag.

On the FFADTGP form, select the Inactivate action and enter the tag number.

Note: You can do this only if the tag is active and the sum of the net book value and the Dtag entry is zero. The system will insert a new funding source record for a negative amount. If the Dtag has been reverse capitalized, the system creates a new set of capitalization records by duplicating the existing records and inserting a new record for a negative amount based on the document source FOAPAL and the Dtag amount.

3. Update an Otag or Ptag.

On the FFADTGP form, select the Update action. Enter the tag number. Select Perform Action. The system will insert a new funding source record for a negative amount. If the Dtag has been reverse capitalized, the system will create a new set of capitalization records by duplicating the existing records and inserting a new record for a negative amount based on the document source FOAPAL and the Dtag amount.


On the FFADTGP form, select the Offset action, enter the appropriate Dtag, and select Perform Action. This marks both Dtags as cleared and does not update any fixed asset records. The referenced Dtag must have a pending status and be for the same amount but with an opposite sign (for example, debit vs. credit).
Querying Adjustment Documents

Posted adjustment documents may be viewed on the Fixed Asset Adjustment Query Form (FFIADJF). A validation list of adjustment documents is available on the Fixed Asset Adjustment List Form (FFIADJL). Finally, a listing of adjustment documents by Permanent Tag or Permanent Tag adjustments by document is available on the Fixed Asset Adjustment History Form (FFIADJH).

You may also view the posted journal entries on the Document Retrieval Inquiry Form (FGIDOCR). The adjustment documents are identified by an M prefix.

Capitalizing Non-Invoice Fixed Asset Expense Accounting Entries

You can enter a Journal Voucher (JV), Direct Cash Receipt, or Stores Inventory transaction to capitalize Fixed Asset expense accounting line items. See the process flow entitled “Capitalization for Non-Invoice Documents - Process Flow”. These transactions will be processed through the FFBOTAG table if the following criteria are met.

Requirements for FFBOTAG Table Entries

- The document tag feed indicator in the system control table (FOBSYSC) must be set to Y for the document type.
- The rule class for the accounting sequence must have a process code of O030 or O031.
- The account must be associated with a fixed asset account in the FTVACCT table. (That is, FTVACCT_ACCT_CODE_ASSET must be populated.)

Requirements for Capitalization

Note: Capitalization can be either positive or negative depending on whether the transaction amount is a debit or a credit.

When any of the following conditions are met, the transaction amount on an accounting line item will be capitalized, and the FFBOTAG Cap Indicator will be set to Y.

1. When the preceding requirements for FFBOTAG Table Entries are met,
   - And the absolute value of the amount for the accounting sequence equals or exceeds the capitalization threshold amount set in the system control table (FOBSYSC), the amount will be capitalized.
   - And capitalization did not occur in the year-to-date posting because the absolute amount was less than the threshold amount, and the rule class includes a process code of G073, the amount will be capitalized.

2. When the preceding requirements for FFBOTAG Table Entries are not met, because the document tag feed indicator in the system control table is set to N but the account is associated with a fixed asset account,
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- If the rule class has a process code of G073, the amount will be capitalized but no entries will be recorded in the FFBOTAG table.

Capitalization for Non-Invoice Documents - Process Flow

1. Access the Finance System Control Form (FOASYSC) and select documents (such as journal vouchers, direct cash receipts, and stores issues) for which a capitalization entry should be made and a Dtag working file record created.

For all documents marked as “include” on FOASYSC, the Posting Process (FGRACTG) creates capitalization entries to the General Ledger with a process code of G073 for any transaction with a Fixed Asset expense account code.

Capitalization takes place when the absolute value for the dollar amount of the transaction exceeds, or equals, the minimum capitalization amount and is for the amount of the transaction.

Credit entries result in a capitalization reversal entry to the General Ledger when the absolute value of the transaction amount meets or exceeds the minimum capitalization amount specified on FOASYSC.

Otag = Origination tag
Ptag = Permanent tag
Dtag = Document tag

process flow diagram with labeled boxes for journal voucher (FGAJVCD), direct cash receipts (FGADCSR), stores inventory (FSAISSU), posting (FGRACTG), extraction (FFPOEXT), capitalization (G/L), and working file with tags FFBOTAG, FFBMAST, FFBDTG, FFRDTGA, FFRDTGD, and DTAG Processing (FFADTGP).
2. Access one of the following forms: Journal Voucher, Stores Issues, and Direct Cash Receipts.

3. Enter the required information. If the account code is a fixed asset expenditure account, you may want to enter related purchasing information, such as purchase order number, invoice, or issue ticket, as document text.

4. Complete the documents, then post them by running the Posting Process (FGRACTG). During the posting process, the system will make the appropriate capitalization entries and insert a record into the temporary tag table (FFBOTAG).

5. Run the Fixed Asset Origination Tag Extract Process (FFPOEXT). This process inserts a record into the Dtag tables (FFBDTGH, FFRDTGA, and FFRDGTGD) to create fixed asset working file entries known as document tags, or Dtags.

6. Access the Fixed Asset Dtag Processing Form (FFADTGP). You can perform the following tasks:
   - Create new origination tags (Otags) in the Fixed Assets module.
   - Update existing tags with additional funding source records and a new set of capitalization records.
   - Clear/offset other Dtags.
   - Delete existing Otags, if they are uncapitalized.
   - Inactivate existing Ptags/Otags.
   - Enter additional Dtag records and adjust the Dtag amount to create multiple fixed asset entries from one financial transaction. The sum of all Dtag amounts must equal the original transaction amount.

Caution: Although it is possible to add non-capitalized Dtags to capitalized Otags, this is not recommended since this may create an out-of-balance condition between the Fixed Asset detail records and the General Ledger and may also impact depreciation calculations.

Cost Accounting

Preparing the Cost Accounting Billing Process

Overview of the Billing Process

The Cost Accounting Billing Process calculates customer charges and creates the appropriate transaction ledger entries for a project. These charges are based upon the number of units (i.e., hours) which you recorded for this project in a particular billing cycle.

This process also performs the following functions:
Chapter 3   Processing

- Creates a charge to the customer expense account distribution that you define on the Project Charge Maintenance Form (FTMCHRG). It also liquidates part of the encumbrance (if one exists) and creates an income entries for a project.
- Calculates a charge for every customer account distribution.
- Creates journal table entries.
- Creates billing detail table entries.
- Updates the employee, inventory, equipment, and project/customer tables.
- Deletes the project detail records after the system updates the ledgers.

Before Running the Billing Process

Before you run the billing cycle, complete the Cost Accounting Batch Parameter Maintenance Form (FCAPARM) using BILL as the Process Code.

You can select from the following options when you run the billing process:

- Selectively for a specific project
- For all projects for a specific chart of accounts
- For all projects for a specific organization

This process also enables you to select and process project detail entries by date.

Enter the parameters you wish to use to control this billing run.

Check the box to activate the Update Database indicator on the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). When this box is unchecked, the billing process runs in an audit mode. You may view the results of this audit run using the Cost Accounting Billing Report (FCBBILL). This enables you to determine the results of the cost accounting billing process without updating the database.

To run the billing process and update the ledgers:

1. Complete another entry on FCAPARM.
2. Check the Update Database box.
3. Enter a Document Number.
4. Run the batch billing process. Use the guidelines provided in the following section.

Running the Billing Process

Certain functions require the Update Database box on the Cost Accounting Batch Parameter Maintenance Form (FCAPARM) to be checked.
The Cost Type and Unit fields also influence these functions. Enter this information on the Cost Accounting Maintenance Form (FCAACCT).

The system calculates a charge for each customer account distribution associated with a percentage of the project. This calculation is a result of selected project detail table entries created for this project's billing cycle. The system calculates this charge as follows:

- The cost type from the project detail is used to access the defining table for the association of internal rates to a cost type for the Rate Code/Cost Type Maintenance Form (FTMRTCT).
- The rate codes are used to access the defining table for the internal rate value for an organization. The Project/Customer Rate Maintenance Form (FTMCRAT) defines any external rate values for the customer for this project in place of the internal rate code.
- If an external rate exists, the system applies it to the base rate, then multiplies it by the number of units to derive a total amount charge. If an external rate is not present, the system multiplies the internal rate value by the number of units to derive a total amount charge.

These charges appear on three tables which are entered by project. These tables are:

- Project/Customer Charges Table (FCBPRJC) — The system summarizes and stores charges as an amount and number of units by rate type by customer.
- Project History Table (FCBPHST) — The system stores charges as a rate and number of units by internal rate code by billing date.
- Project/Customer Charges Validation Table (FTVCHRG) — The system summarizes and stores charges as a billed amount by account distribution.

The system creates journal table entries with a rule class code of **BILL**, **BILE**, or **BILI** for processing by FGRTRNI. If the customer's account distribution is encumbered, the rule class is **BILE**. Otherwise, it is **BILL**. The system accepts a rule class code of **BILI** for the income account distribution defined on the Project Maintenance Form (FTMPROJ).

The document number for these transactions is the Document Number entered on the Cost Accounting Batch Parameter Maintenance Form (FCAPARM). The accounting processes for the rule class codes partially liquidate the encumbrance set aside for the customer(s) account(s) if previously encumbered, and debit their expense account(s). The servicers account receives a credit to record revenue, defined on the Project Maintenance Form (FTMPROJ). The transaction description for the debit entry is “Customer Charge from CA Billing” and the transaction description for the credit entry is “Project Recovery from CA Billing.” If the Memo Project box is checked, the system does not create any transactions for the general ledger.

The system creates transaction entries for the Billing Detail Table (FCTBDTR). You can then run the Billing Detail Report (FCRDBTR) at your discretion.
The system deletes the project detail records, as they represent the units to bill for this billing cycle and deletes the Cost Accounting Parameter Table (FCAPARM) for the billing process to conclude the billing cycle process.

The Billing Detail Report (FCRBDTR) displays all detailed transactions posted against a specific customer's accounts from the first billing run to the last billing run.

The Billing Summary and Billing Detail Reports are informational reports only. The billing process does not produce an actual bill but instead provides data with which you create a bill. The billing process actually bills the customer's account distribution as it creates ledger transactions.
Setting Up Rates For Cost Accounting

The Cost Accounting Module has several different forms to maintain rates and support both manual and automatic rate calculations. The forms listed below are used to establish rates. Refer to the form process flow on the previous page to see a graphic flow of how these forms integrate in the cost accounting rates process.
**FTMRTYP — Rate Type Code Maintenance Form**

This form enables you to establish the high level rate definitions required at an installation. The rate types delivered with the system (such as DL for Direct Labor) have sequence numbers associated with them. The automatic rate programs use these sequence numbers. Leave the seed data on this table as delivered; do not alter this data.

**FTMRRUL — Rate Type Rule Maintenance Form**

This form maintains the rate types which form the core of the Cost Accounting rate facility. It sets various flags used by the automatic rate calculation jobs and also forces specific fields required on input forms depending on the rate (for example, Labor Codes require Employee ID numbers). Do not change any data on this form.

**FTMINRT — Internal Rate Code Maintenance Form**

Internal Rate codes specify the kind of rate associated with a cost. For example, internal rate codes could be assigned to distinguish clerical and system analyst labor. Internal rate codes are linked in this form to the rate types already established in the Rate Type Code Maintenance Form (FTMRTYP). In this example, both the clerical and system analyst internal rate codes would be associated with the Direct Labor rate type.

**FTMINVT — Inventory Code Maintenance Form**

This form establishes inventory codes which can be associated with a servicing organization. The Unit Price, Estimated Units Used, and Actual Units values are used in the automatic rate calculation program for inventory.

**FTMEQPT — Equipment Tag Maintenance Form**

Use this form to create equipment tags to use with cost types that relate to equipment rentals. The automatic rate calculation program uses the detail in this form for equipment.

**FCAEMPL — Employee Maintenance Form**

Use this form to establish an employee ID to use on work orders. The ID must exist on the system prior to being referenced on this form. Use the hours, wages, benefits and classification information in the automatic rate calculation program for Direct Labor and Indirect Labor rate calculations.

**FTMIRTO — Rate Code by Organization Maintenance Form**

Use this form to establish the valid rate codes (established on FTMINRT) used with the servicing organization.

**FCAINRT — Internal Rate Maintenance Form**

This form enables you to create the actual rate value associated with a rate code and organization.
Note: Establish a rate of $1.00 for direct charges (Internal Rate Code DGCL) for all your organizations from the financial ledgers. The system requires this form if you do not use automatic rate calculation. If you use automatic rate calculation, the system populates this form.

FTMCTYP — Cost Type Code Maintenance Form

Cost types are the codes used to input actual cost accounting charges. These codes can represent one or more cost factors associated with a unit of work. An example of a cost type is a type of job, such as painting.

FTMCSTO — Cost Type by Organization Maintenance Form

Use this form to enter the cost types (established on FTMCTYP) which are used for each servicing organization. For example, the maintenance department manages the painting activity, so the cost type for painting is associated with the maintenance department on this form.

FTMRTCT — Rate Code by Cost Type/Organization Maintenance Form

Use this form to associate one or more rates to a cost type for the servicing organization. A painting cost type might include the cost of the painter’s hourly rate, plus the cost associated with the equipment, plus an overhead factor to cover the cost of a supervisor, plus the time to complete related paperwork.

FTMCLAS — Classification Code Maintenance Form

It is only necessary to maintain this form if you use the automatic rate calculation process. You can establish different employee classifications which you later reference to specific employee IDs.

FTMRTCL — Rate Code/Classification by Org Maintenance Form

This form is required only if you use automatic rate calculations. The form is used to associate a servicing organization with rate codes and employee classifications.

FTMARAT — Rate Account Maintenance Form

This form is only required if you use automatic rate calculations. This form establishes the account codes which are associated with the Inventory Handling, Material Management, and Equipment Rental rate indicators. If an account is not established for each of these rate types, the automatic rate calculation process does not work for that rate type.
Establishing A Project Work Order

To create a project work order, you must first create a customer or use a customer that already exists on your system. Refer to the instructions for the Customer Maintenance Form (FTMCUST) if you need to create a valid customer.

There are two steps to establish a project: you must create a project work order and create the accounting distribution for a customer. The process involves the Project Maintenance Form (FTMPROJ) and the Project Charge Maintenance Form (FTMCHRG).
Creating a Project Work Order

To create a project work order, access the Project Maintenance Form (FTMPROJ).

1. Enter the Project Code and project Title. Click Project Code or select List to select a project code from a list window.

Select Next Block.

2. The Start Date field defaults to the system date, but you may override it.

3. Enter the Termination Date for the project.

The Last Activity Date defaults if you are modifying an existing project.

4. Use the Memo Project check box to designate whether the project is a memo status project type. If you check this box, the charges to the project do not affect the ledgers. This merely keeps track of project charges within the Cost Accounting module.

To enter text for this project, click Project Text or select the menu option to access the General Text Entry Form (FOATEXT).

5. The COA and Orgn fields are required. Use the COA (Chart of Accounts) field to access and validate the IFOAPAL fields that you enter on the form. The Orgn field represents the organization you must access when you process internal rates and cost types. When you enter and process project charges, you can only use those rates and cost types that are defined to this organization.

6. The IFOAPAL fields (Index, Fund, Orgn (Organization), Acct (Account), Prog (Program), Actv (Activity), and Locn (Location)) represent the income account distribution of the servicer. The system credits this account distribution with the revenue this project creates.

Creating and Maintaining Customer Accounting Distribution for a Project

Once the project work order is completed, access the Project Charge Maintenance Form (FTMCHR). Use the Project/Work Order Maintenance Menu (*FINCAPC) or click Customer Charge or select Count Hits from FTMPROJ. Use FTMCHR to create and maintain customer accounting distributions for each project. You must define at least one customer before you can collect charges against a project.

1. Enter the desired Project Number in the Key Information. Click Project or select List to select a project number from a list window.

2. The system defaults the project name and populates the Tran (Transaction) Date with the current date. You may enter a new transaction date for which to post encumbrance transactions to the ledgers.

Select Next Block to access the account distribution data and enter customer information.
3. The Customer ID is a required field. You must predefine the customer within cost accounting on the Customer Maintenance Form (FTMCUST). For additional information, refer to "Adding Customers to Finance" on page 3-165.

4. Enter the expense account distribution that you intend to charge against when you process project charges. These fields are required when the Memo Project box on FTMPROJ is unchecked. Only the Fund and Acct(Account) fields are required when the customer is an external customer. A button and List is available for each of the FOAPAL fields.

5. The Percent field represents the allocation of charges for the project that this customer is to receive. This is a required field.

Note: The total of all the customer percentages must equal 100%.

6. The Max Billable field is a required field only when the Encumber box is checked. This field represents the total encumbrance dollar amount for this account distribution. The Max Billable field is not related to the percent allocation for project charges.

The system defines an internal customer if this customer is defined as a financial manager within the Finance system. Otherwise, the customer is considered an external customer.

7. Check the Encumber box to mark the project as an encumbrance if you are authorized to do so.

8. The NSF Override box is a non-sufficient funds override indicator. Check this box to override the budget if you are authorized to do so.

9. Click or select Save to save the project charge information.

10. Before you complete the project, the sum of all the customer percentages must equal 100%. Check the Complete box and click or select Save.

When you complete this form, the system posts an approval record to the Approved Document Table (FOBAPPD) to signal that a project document is waiting to be posted only if the customer was encumbered. Run the Posting Process (FGRACTG) to post the encumbrances defined to the project.

Once you post the project, only the percentage distribution may be changed.

Warning: Do not try to create and bill a project in the same day. You must establish the postings for the project encumbrance prior to any billing runs.

Defining Additional External Rates for a Project/Work Order

This is an optional process which enables you to change the rate values for customers by project. To begin this process, access the Project/Customer Rate Maintenance Form (FTMCRAT) from the Rate Structure Maintenance Menu (*FINCARS). Use this form to override the rate value of any internal rate code.
previously defined on the Internal Rate Maintenance Form (FCAINRT). You must define these rates before you run the billing process.

1. Enter the Project and Customer codes in the Key Information. A button and List is available for each. Select Next Block to access the rate information fields.

2. Enter the internal Rate Code(s) that need a rate different than those defined for this project's organization on the Internal Rate Maintenance Form (FCAINRT) and the Organization/Rate Code Maintenance Form (FTMIRTO). This is a required field.

Note: These changes only affect the customer entered in the Key Information. Enter the inventory or equipment code with the internal rate code as required. The displayed base rate is the rate that is in effect as of the system date. To view rate amounts for this internal rate code for other dates, access the Internal Rate Maintenance Form (FCAINRT). This form enables you to view changes to the rate for a specific internal rate code over time.

3. The Inventory Code and Equipment Tag Number are required.

4. Enter the external rate Code. This is a required field. The system applies the amount or % factor for this external rate code to the base rate of the internal rate code and displays it on the form as an external rate. Predefine this amount or % factor for the external rate code on the External Rate Code Maintenance Form (FTMEXRT).

5. You can enter the Effective Date or use the system date, which is the default. The Effective Date determines when the system applies the defined external rate to the base rate. You may change the external rate for the base code, provided the Effective Date is greater than the system date.

6. You can terminate the external rate as long as the Termination Date is greater than the Effective Date and equal to or greater than the current date. This form emulates effective date processing without the next change date.

**Entering Project Charges**

There are two methods to create project charges.

- You can enter the units used for a cost type on the Cost Accounting Maintenance Form (FGAACCT). This creates project detail table entries.
- Alternatively, you may use the invoice process documents and the journal voucher process.
Using the Cost Accounting Maintenance Form (FCAACCT)

Access the Cost Accounting Maintenance Form (FCAACCT) from the Project/Work Order Maintenance Menu (*FINCAPC). Use this form to enter costs for a project by cost type.

1. Enter the Project code in the Key Information. The system defaults the project name. Select Next Block to access the project charge information.

2. Enter the Cost Type. The cost type must be previously defined to the organization on the Rate Code/Cost Type Maintenance Form (FTMRTCT). For additional information, refer to “Establishing Cost Types for an Organization” on page 3-366.

3. Under certain conditions, the Employee Number, Inventory Code, and Equipment Tag Number fields are required.

**Note:** You must set the respective Required indicator on the Rate Type Rules Maintenance Form (FTMRRUL) for all three of the fields listed above.

The Employee Number field is required when you enter a cost type associated with a direct or indirect labor rate. You must predefine the employee number on the Employee Maintenance Form (FCAEMPL). Click the button or select List for a list of valid values. Once you run the billing process, the system adds the number of units to the employee records for actual direct or indirect hours, depending upon whether the cost type is related to a labor or indirect labor rate.

The Inventory Code field is required when the cost type is associated with an inventory handling rate. You must predefine the inventory code on the Inventory Code Maintenance Form (FTMINVT). Click the button or select List for a list of valid values. Once you run the billing process, the system updates the number of units you enter for this inventory item on the inventory record.

The Equipment Tag number is required when you use a cost type associated with an equipment rate. You must predefine the equipment tag number on the Equipment Maintenance Form (FTMEQPT). Click the button or select List for a list of valid values. Once you run the billing process, the system updates the number of units you enter for the equipment on the equipment record for the project’s organization.

4. Enter the number of Units to record the charge, such as the number of hours an employee worked per week. The Units value can represent anything you can describe as a unit (for example; hours, dollars, gallons).

5. The Transaction Date defaults to the system date, but you may override it.

**Warning:** Do not enter a future date in the Transaction Date field because you may want to terminate the internal rate code during the time between the date of entry and the billing process run date. If you terminate the internal rate, the system does not create a charge.
6. Select Next Record to save the current transaction.

You can enter any one of the project detail entries repeatedly for the same transaction date or for a different transaction date. You can delete or modify each entry or any of its values until you run the billing process. After you run the billing process, the system converts the project detail entries into charges for the project and deletes them in preparation for a new billing cycle. For additional information, refer to "Running the Billing Process" on page 9-352.

**Entering Charges Using Journal Vouchers or Invoices**

You may need to track costs which occur outside of the Cost Accounting environment, such as when you pay for an item or service with the invoicing process. In order to support tracking costs for a project, both the Invoice/Credit Memo Form (FAAINVE) and the journal voucher distribution forms (FGAJVCD and FGAJVCQ) carry an enterable project code on the accounting distribution. When you enter an invoice or a journal entry for a project, you must enter the project code on the forms. The project code is carried forward from the purchase order if the invoice pays a purchase order.

When you run the Posting Process (FGRACTG) for these documents, project detail entries are created for each account distribution. These table entries contain a hard coded cost type of DC, and you can view them on the Cost Accounting Maintenance Form (FCAACCT) by transaction date. You can delete or modify these project detail entries, or you can leave them as they are until you run the billing process.

Prior to entering the direct charges for projects on either the invoice or journal voucher forms, you must define a cost type of DC on the Cost Type by Organization Maintenance Form (FTMCSTO). This code is associated with an internal rate code of DCGL (direct charge from general ledger). You must define this internal rate on the following forms:

1. On the Internal Rate Code Maintenance Form (FTMINRT) to associate it to a rate type of DC.
2. On the Organization/Rate Code Maintenance Form (FTMIRTO) as a valid internal rate code to use with an organization.
3. On the Internal Rate Maintenance Form (FCAINRT) for this project’s organization. This code is associated with a rate value of 1.

**Establishing Rate Codes for an Organization**

Use the Internal Rate Maintenance Form (FCAINRT) to define a rate value for an internal rate code. These internal rate codes maintain different rates for different periods of time.

Before you can define rate values on this form, you must complete the following:
1. Establish the rate type and rate rules on the Rate Type Rules Maintenance Form (FTMRRUL).

2. Define an internal rate code and relate it to a rate type on the Internal Rate Code Maintenance Form (FTMINRT).

3. Populate the Organization/Rate Code Maintenance Form (FTMIRTO) to recognize the above internal rate code, and any inventory or equipment which may relate to it, by organization.

Establishing Rate Types and Rate Rules

When you receive the test database, SCT provides seed data table entries for the Rate Type Cost Validation table (FTVRTYP). These rate types and rate rules are the core data the Cost Accounting module requires to run automatic rate calculations.

The rate calculation indicators on the Rate Type Rules Maintenance Form (FTMRRUL) have a special meaning for each delivered rate type. On this form you can control, at a system level, whether or not to allow automatic rate calculations to occur. For example, the rate type of DL (Direct Labor) has a rate calculation indicator set to Y. You must set this indicator to Y for the automatic rate calculation process for Direct Labor to occur.

Most of the rate type codes have their respective rate calculation indicators to control running the automatic rate calculation process. These rate calculation indicators will not affect any newly defined rate types. However, if you want to define rate types for use other than in automatic rate calculation, you may do so on the Rate Type Cost Maintenance Form (FTMRTYP).

The indicators for employee, inventory, and equipment on the Rate Type Rules Maintenance Form (FTMRRUL) determine whether this information is required on the Cost Accounting Maintenance Form (FCAACCT) when a cost type is entered. New rate types entered on the Rate Type Code Maintenance Form (FTMRTYP) may use these required indicators. Once you associate a rate type to an internal rate code, you cannot change the rules.

Creating Internal Rate Codes

Internal rate codes are defined on the Internal Rate Code Maintenance Form (FTMINRT). Use this form to create an internal rate code and relate it to a rate type. For example, we define an internal rate code of DLCL, direct labor clerical and associate it to a rate type of DL, direct labor. This internal rate code must now follow the rules set for the rate type of DL.

To create the internal rate code:
1. Select Insert Record and enter a descriptive four-position code in the Internal Rate code field.

2. Enter a Short Description and a Long Description.

3. Enter a valid Rate Type. Click the button or select List for a list of valid values.

4. Click or select Save to save the internal rate code. Select Next Record to save the internal rate code and to enter another new internal rate code.

5. You can delete an internal rate code until the point at which it is assigned to an organization. You can modify the Short Description and Long Description at any point. Once you associate this internal rate code to an organization, you cannot change its Rate Type.

Assigning Internal Rate Codes to an Organization

Use the Organization Rate/Code Maintenance Form (FTMIRTO) to assign internal rate codes to an organization. The organization may only use these assigned internal rate codes to create charges for projects.

To assign internal rate codes to an organization:

1. Enter a valid COA (Chart of Accounts) code and Organization code in the Key Information. Click the button or select List for a list of valid values for each. Select Next Block to default the existing internal rate codes associated with the specified Chart of Accounts and Organization.

2. Enter an internal rate code in the Rate code field. Click the button or select List for a list of valid values. This rate code must be previously defined on the Internal Rate Code Maintenance Form (FTMINRT). The system defaults the Description.

3. If the internal rate code is associated to a rate type that requires an inventory code, the Inventory code is required. Click the button or select List for a list of valid values. To define this inventory code to the organization, use the Inventory Code Maintenance Form (FTMINVT).

4. If the internal rate code is associated to a rate type that requires an equipment code, the Equipment Tag code is required. Click the button or select List for a list of valid values. You must define this equipment code to the organization using the Equipment Tag Maintenance Form (FTMEQPT).

5. Select Next Record to save the table entry and assign another internal rate code.

You may delete the internal rate code, provided you do not assign a rate value to it.
Establishing Rate Values for Internal Rate Codes

Use the Internal Rate Maintenance Form (FCAINRT) to define rate values to internal rate codes for an organization.

1. Enter a valid Chart of Accounts, Organization Code, internal Rate Code, and appropriate Inventory Code or Equipment Tag No in the Key Information. Click the button or select List for a list of valid values for each of these fields. Select Next Block.

2. Enter the actual Internal Rate value to be used for the above internal rate code combination.

3. The Effective Date is enterable and defaults to the system date. Use the Effective Date, Termination Date, and Next Change Date fields to assign, change, or terminate the rates as desired.

   Since the rates may change over time, use the Effective Date functionality within this form. Once an internal rate code value is terminated you may not reactivate it.

Different organizations may maintain different rate values for shared internal rate codes. For example, you may charge clerical labor rate in the accounting office at $15.00 per hour (unit), while you may charge clerical labor from the budgeting department at $14.00 per hour (unit).

Establishing Cost Types for an Organization

A cost type is similar to a job classification. Cost types enable you to record one or more rate charges for each job.

To establish cost types, you must access three different forms: the Cost Type Code Maintenance Form (FTMCTYP), the Cost Type by Organization Maintenance Form (FTMCSTO), and the Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT).

The following functions are required to establish cost types:

- Define the cost type code itself on FTMCTYP.
- Define this cost type as a valid code for an organization on FTMCSTO.
- Associate the cost type to one or more internal rate codes on FTMRTCT.

Defining a Cost Type for an Organization

Access the Cost Type Maintenance Form (FTMCTYP) from the Rate Structure Maintenance Menu (*FINCARS). Use this form to create a meaningful cost type...
with descriptive definitions. You can delete the cost type until it is assigned to an organization. However, you can modify the short and full descriptions at any time.

Refer to the form instructions in Chapter 22, Cost Accounting for detailed information on how to use this form.

Organizational Recognition of Cost Type Rate Codes

Access the Cost Type by Organization Maintenance Form (FTMCSTO) from the Organization Maintenance Menu (*FINCARD). Use this form to assign cost type codes to an organization. You may only use these cost types when you create charges for projects. You can delete a cost type as long as you do not assign an internal rate code to it on the Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT).

Refer to the form instructions in Chapter 22, Cost Accounting, for detailed information on how to use this form.

Assigning Internal Rate Codes to a Cost Type

Access the Rate Code by Cost Type/Organization Maintenance Form (FTMRTCT) from the Organization Maintenance Menu (*FINCARD). Use this form to define one or more internal rate codes to a cost type for an organization. This is the last requirement before you can use a cost type to charge against a project.

The Effective Date defaults to the system date but may be changed. Once the code is in effect, the termination date must be greater than or equal to the system date. The Termination Date represents the last date on which you can use the code. To reactivate this code, you must make a new table entry for the same code with a new effective date that is greater than its prior termination date and greater than or equal to the system date. The only time you may delete a table entry is if the effective date is greater than the system date.

You can assign more than one internal rate code to a cost type. By doing this, you have the ability to include overhead costs for a particular type of job. If you assign two internal rate codes, the system calculates two charges for this cost type: one for the overhead cost and one for the other labor type of cost.

Different organizations can share internal rate codes and each can maintain different rate values. For instance, you can charge clerical labor rate in the accounting office at $15.00 per hour (unit), whereas you can charge clerical labor from the budgeting department at $14.00 per hour (unit).

Entering Charges from Invoices with Internal Rate Codes

If you expect to enter charges from invoices and or journal vouchers, you must make an association for a cost type of Direct Charge, DC to an internal rate code of Direct
Charge General Labor, DCGL. Make this association for each organization that uses direct charges.

If you do not make this association for direct charges, the billing process does not recognize a cost type of DC, and the system does not record these charges in the ledgers or in the project charges, history, or billing reports. For additional information, refer to “Entering Project Charges” on page 3-361.

**Direct and Indirect Labor Rate Codes Process**

Use the Automatic Rate Calculation process to create or update direct and indirect labor internal rate codes with a valued rate. Use this process instead of or in addition to manual entry of the valued rates on the Internal Rate Maintenance Form (FCAINRT). Below is an ordered list of forms and reports which support this process.

- **FTMCLASS** — Use the Classification Code Maintenance Form to define classifications.
- **FTMIRTO** — Use the Rate Code by Organization Maintenance Form to define internal rate codes to an organization.
- **FTMRTCL** — Use the Rate Code/Classification by Org Maintenance Form to define an organization’s internal rate code to a classification.
- **FOAIDEN** — Use the Identification Form to define employees to the system.
- **FCAEMPL** — Use the Employee Maintenance Form to define employees, organizations, and classifications to the Cost Accounting module.
- **FCAPARM** — Use the Cost Accounting Batch Parameter Maintenance Form to define the Batch Parameter “Rate” process and to set the Direct Labor Rate and Indirect Labor Rate to Y.
- **FCBLABR** — Use the Labor Rate Calculation Report to produce the Labor Rate Calculations Report to list the calculations of a direct or indirect labor rate for employees in an organization associated with classification code.

**Automatic Rate Calculations for Inventory Process**

The following forms and reports support this process:

- **FTMINVT** — Use the Inventory Code Maintenance Form to define inventory for the organization.
- **FTMARAT** — Use the Rate Account Maintenance Form to define budgeted inventory accounts.
- **FTMIRTO** — Use the Rate Code by Organization Maintenance Form to define internal rate codes to an organization.
- **FCAEMPL** — Use the Employee Maintenance Form to define employees and to assign chart and organization.
- *FCAPARM* — Use the Cost Accounting Batch Parameter Maintenance Form to define the Batch Parameter Rate process, and to set the Inventory Rate Calculations to Y.

- *FCBINVT* — Run the Inventory Handling Rate Calculation Report to list the results for the inventory handling rate calculation for all employee and inventory items associated with an organization.
Automatic Rate Calculation for Inventory Process Flow

- FTMIRTO
  - Does Internal Rate Code Exist?
    - Yes
      - Does Inventory Code exist for organization?
        - Yes
          - Run FCBINV Report Process
          - Delete batch parameter record
        - No
          - FTMINRT
            - Update Database?
              - Yes
                - Updates table employee's actual direct and indirect hours to 0
                - Updates table FCBRATE with new internal rate values
              - No
                - Updates Inventory table actual units to 0
            - FTMINRT
            - FTMARAT
              - FTMINVT
                - FCAEMPL
                  - Print FCBINV Report
    - No
      - FTMINRT

FTMARAT
- FTMINRT
- FTMINVT
- FCAEMPL
- FCAPARM
Automatic Rate Calculation for Equipment Process

Use this process to automatically create or update equipment internal rate codes with a valued rate. Use this process instead of or in addition to manual entry of the valued rates on the Internal Rate Maintenance Form (FCAINRT). Below is a list of the forms and reports which support this process.

- *FTMEQPT* — Use the Equipment Tag Maintenance Form to define equipment to an organization.
- *FTMARAT* — Use the Rate Account Maintenance Form to define budgeted Equipment Accounts.
- *FTMIRTO* — Use the Rate Code by Organization Maintenance Form to define internal rate codes to an organization.
- *FCAEMPL* — Use the Employee Maintenance Form to define employees and to assign chart and organization.
- *FCAPARM* — Use the Cost Accounting Batch Parameter Maintenance Form to define a Batch Parameter Rate process and to set the Equipment Rate Calculation to *Y*.
- *FCBEQPT* — Run the Equipment Rental Rate Calculation Report to list the results of the equipment rental rate calculations for all employees and inventory items for an associated organization.

Automatic Rate Calculations for Material Management Process

Use this process to create or update material management internal rate codes with a valued rate. Use this process instead of or in addition to manual entry of the valued rates on the Internal Rate Maintenance Form (FCAINRT). Below is a list of the forms and reports which support this process.

- *FTMARAT* — Use the Rate Account Maintenance Form to define budgeted Material Management Accounts.
- *FTMIRTO* — Use the Rate Code Maintenance by Organization Form to define internal rate codes to an organization.
- *FCAEMPL* — Use the Employee Maintenance Form to define employees and to assign chart and organization.
- *FCAPARM* — Use the Cost Accounting Batch Parameter Maintenance Form to define a Batch Parameter Rate process and to set Material Management Rate Calculation to *Y*.
- *FCBMATL* — Run the Material Management Rate Calculation Report to list the results of the material management rate calculation process for all employees and material management accounts associated with an organization.
Automatic Rate Calculations for Material Management

FTMARAT

FTMIRTO

FTMINRT

Does Internal Rate Code Exist?

Yes

No

FCAEMPL

FCAPARM

Run FCBMATL Report Process

Update Database?

Yes

No

Update table FCBRATE with new internal rate values

Updates employee table's actual direct and indirect labor hours to 0

Print FCBMATL Report

Delete batch parameter record
Archive/Purge

Archive Capability

The archive process copies data from the production current tables into the production archive table structure and removes the data from the production current database. Data which resides on the archive tables can be purged when outdated or no longer needed. Archive capability is provided for FGBTRNH and FGBTRND by fiscal year(s) and chart(s).

The archive process can be performed in either audit mode or update mode. The database is not changed if the archive is performed in audit mode. If the archive is performed in update mode, the database will be archived. A report detailing transaction activity (FOPARCP) is available in either mode. The report will contain record counts to indicate how many records were read, how many were archived, and how many remain.

Partial transaction archival may be performed for transactions which contain multiple charts on a transaction or multiple years on a transaction relative to concurrent year processing.

Optional indicators can be used to include or exclude grant data or bank reconciliation data in the archive process. An exceptions indicator on the report will indicate transactions that were bypassed relative to grant data, non-reconciled checks, or partial transactions.

By using optional scripts provided in the installation guide, any database changes made for a new release or interim release can be applied to the archived data.

Restore Capability

The restore process reestablishes previously archived data into the production current tables. Purged data cannot be restored. Restore capability is provided for FGBTRNH and FGBTRND by fiscal year(s) and chart(s).

The restore process can be performed in either audit mode or update mode. The database is not changed if the restore process is performed in audit mode. If the restore process is performed in update mode, the archived data will be restored. A report detailing transaction activity (FOPARCR) is available in either mode. The report will contain record counts to indicate how many records were read, how many were restored, and how many remain.

Partial transaction restoration may be performed for transactions which contain multiple charts on a transaction or multiple years on a transaction relative to concurrent year processing.
Purge Capability

The purge process deletes data from the production current tables or production archive tables. Purge capability is provided for FGBTRNH and FGBTRND by fiscal year(s) and chart(s).

The purge process can be performed in either audit mode or update mode. The database is not changed if the purge is performed in audit mode. If the purge is performed in update mode, the database will be purged. A report detailing transaction activity (FOPARCP) is available in either mode. The report will contain record counts to indicate how many records were read, how many were purged, and how many remain.

Partial transaction purges may be performed for transactions which contain multiple charts on a transaction or multiple years on a transaction relative to concurrent year processing.

Optional indicators can be used to include or exclude grant data or bank reconciliation data in the purge process. An exceptions indicator on the report will indicate transactions that were bypassed relative to grant data, non-reconciled checks, or partial transactions.

Automated Clearing House

For information about using Automated Clearing House to process student refunds, see the manual entitled Using SCT Banner Accounts Receivable.

Processing Payments by Check Only

This example illustrates how to pay Accounts Payable invoices by check.

1. Identify which vendor invoices should be paid before processing payments. Invoices must be completed, approved, and posted.

2. To review a list of invoices for payment by date and bank code, run the Invoice Selection Report (FARINVS). The invoice’s due date can be less than or equal to the payment date.

3. Use the Batch Check Print Form (FAABATC) to select the Bank Code that will be the source of the withdrawals, and then click on the Check radio button. Do not select the other buttons: Direct Deposit or Direct Deposit & Check. Then enter the check date, the check numbers for printing, and print a test pattern for check stock alignment. When ready, click on the “Print Check” box to proceed.

4. Run the Batch Check Process (FABCHKS), which allows you to select invoices for payment.

5. Run the Check Print Process (FABCHKP) process, to print the checks.
6. Run the Check Register Process (FABCHKR) to print a register of the checks. This will be your audit trail.

7. If you are satisfied with the quality and accuracy of the checks printed, then proceed to Step 8. If you are not satisfied, you may rerun the check printing process by returning to Step 4 and restarting the Batch Check process. You may rerun the check printing procedure (Steps 2 through 6) as many times as needed, prior to running Step 8.

8. Now that you are satisfied with your checks, run the Batch Check Accounting Process (FABCHKA) to create the cash disbursement transactions for your accounting ledgers.

9. After you have created the cash disbursements, you can post them to your ledgers by running the Posting Program (FGRACTG).

10. Distribute checks as you normally do.

**Processing Payments by Direct Deposit Only**

This example illustrates how to pay Accounts Payable invoices by direct deposit.

1. Identify which vendor invoices should be paid before processing payments. Invoices must be completed, approved, and posted.

2. To review a list of invoices for payment by date and bank code, run the Invoice Selection Report (FARINVS). The invoice’s due date can be less than or equal to the payment date. You must enter bank information for this vendor/invoice.

3. Use the Batch Check Print Form (FAABATC) to select a bank for payment, and then click on the Direct Deposit radio button. Do not select the other buttons: Check or Direct Deposit & Check buttons. You can then enter the check (payment) date.

4. Run the Batch Check process (FABCHKS), to select invoices for payment. The system does this by comparing the invoices to be paid, to the date parameters you entered in Step 2.

5. If you are operating in the United States, run the Direct Deposit File Creation Process (FAPDIRD) to create a file containing payments records that conform to NACHA standards. If you are operating in Canada, run the Canadian Direct Deposit File Creation Process (FAPCDIR), to create a file containing payment records that conform to CPA standards.

6. Run the Direct Deposit File Register Process (FAPTREG) to print a register of the payments. This will be your audit trail of the direct deposit payments.

7. If you would like to create advice for the payments made via direct deposit, you can run the Batch Direct Deposit Advice Print Process (FARDIRD), and print the advice forms. You can send these forms as verification of payment to the party who received funds via direct deposit.
8. Now that you are satisfied with your direct deposit payments, run the Batch Check Accounting Process (FABCHKA), to create the cash disbursement transactions for your accounting ledgers.

9. After you have created the cash disbursements, you can post them to your ledgers by running the Posting Program (FGRACTG).

10. Send the Direct Deposit File to your bank or clearing house for processing. You may want to send the Direct Deposit File Register along with the file. If you are operating in Canada, send the Canadian Direct Deposit File to your bank or clearing house for processing.

11. If you printed Direct Deposit Advice forms, you can distribute these to the appropriate parties.

**Processing Payments by Check and Direct Deposit**

This process enables you to make payments using both checks and direct deposit. This option allows you to save time by not having to process check and direct deposit payments separately. This example shows you how to pay Accounts Payable invoices.

1. Identify which vendor invoices should be paid, just as you would if you were paying by check. This is done by marking the invoices completed, approved, and then posted. Also, the Due Date for the invoice must be within the range for invoices to be paid.

2. To review a list of invoices for payment by date and bank code, run the Invoice Selection Report (FARINVS). The invoice’s due date can be less than or equal to the payment date. You must enter bank information for this vendor/invoice.

3. Use the Batch Check Print Form (FAABATC) to select a bank for payment, and then click the Direct Deposit & Check radio button. Do not select the other buttons: Check or Direct Deposit. You can then enter the check date, the check numbers for printing.

4. Run the Batch Check Process (FABCHKS), which allows you to select invoices for payment. The system does this by reviewing the invoices to be paid, to the date parameters you entered in Step 2.

5. Run the FABCHKP process to print the checks.

6. If you are operating in the United States, run the Direct Deposit File Creation Process (FAPDIRD) to create a file containing payment records that conform to NACHA standards. If you are operating in Canada, run the Canadian Direct Deposit File Creation Process (FAPCDIR), to create a file containing payment records that conform to CPA standards.

7. Run the Direct Deposit Transmittal Register Process (FAPTREG) to print a register of the payments. This will be your audit trail of the direct deposit payments.
8. If you would like to create advices for the payments made via direct deposit, you can run the Batch Direct Deposit Advice Print Process (FARDIRD), to print the advice forms. You can send these forms as verification of payment to the party who received their funds via direct deposit.

9. If you are satisfied with the quality and accuracy of the printed checks and the advice notices, then proceed to the next step. If you are not satisfied, you may rerun the check printing process by returning to Step 4, and restarting the Batch Check process. You may rerun the check printing procedure as many times as needed.

10. Run the Check Register Process (FABCHKR) to print a register of the checks. This will be your audit trail of the printing.

11. Now that you are satisfied with your payments, run the Batch Check Accounting Process (FABCHKA), to create the cash disbursement transactions for your accounting ledgers.

12. After you have created the cash disbursements, post them to your ledgers by running the Posting Program (FGRACTG).

13. Send the Direct Deposit File to your bank or clearing house for processing. You may want to send the Direct Deposit File Register along with the file. If you are operating in Canada, send the Canadian Direct Deposit File to your bank or clearing house for processing.

14. If you printed Direct Deposit Advice forms, you can distribute these to the appropriate parties.

15. You can distribute checks as you normally do.
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