

Banner 7 Finance

Common Finance Inquiry Forms

This page intentionally left blank

Banner 7 Finance

Common Finance Inquiry Forms

Table of Contents

<u>FGIBDST – Organization Budget Status</u>	2
<u>FGITRND – Detail Transaction Activity</u>	5
<u>FGIBAVL – Budget Availability Status</u>	7
<u>FGITBAL – Trial Balance Activity</u>	9
<u>FGIGLAC – General Ledger Activity</u>	10
<u>FGITBSR – Trial Balance Summary</u>	12
<u>FGIOENC – Organizational Encumbrance List</u>	14
<u>FGIENCD – Detail Encumbrance Activity</u>	15
<u>FOIDOCH – Document History</u>	16
<u>FTIIDEN – Entity Name Search</u>	17
<u>SOADDRQ – Address Summary</u>	19
<u>FAIVNDH – Vendor Detail History</u>	22
<u>FGIBDSR – Executive Summary</u>	24

Organization Budget Status FGIBDST 7.2 (BANTEST7)

Chart: 1
Fiscal Year: 07
Index: 117510
 Query Specific Account
 Include Revenue Accounts
Commit Type: Both

Organization: 11400 Financial Services AVC
Fund: 117510 Financial Services
Program: 17000 Institutional Support
Account: 920000 Personal Service Contracts Pool
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
925140	E	Instate Transportation-Gro	0.00	117.10	0.00	-117.10
925300	E	Out Of State Transp-Grou	0.00	19.00	0.00	-19.00
925340	E	Out Of State Subsis-Lodging	0.00	1,196.00	0.00	-1,196.00
925360	E	Out Of State Subsistence-M	0.00	145.25	0.00	-145.25
925380	E	Out Of State Other/Tip/Etc	0.00	145.56	0.00	-145.56
927230	E	Rental-Other Equipment	0.00	580.00	7,504.00	-8,084.00
928030	E	Long Distance Service	0.00	-2.70	0.00	2.70
928040	E	Postage	0.00	151.61	0.00	-151.61
928170	E	Printing & Binding	0.00	7.30	0.00	-7.30
931100	E	Office Supplies	0.00	284.63	0.00	-284.63
942220	E	PC/Printer Equipment Non-t	0.00	0.00	0.00	0.00
942260	E	Non-WAN DP Equipment No	0.00	272.95	0.00	-272.95
Net Total:			0.00	2,916.70	7,504.00	-10,420.70

Account - the query results for the selected Fund, Org, Program combination are displayed in ascending Account code order.

Use the vertical scroll bar at the right side of the window or press the up and down arrow keys on the keyboard to view more Account codes. When the last record is displayed the message line at the bottom of the screen will display the message "At last record".

Type - indicates whether the Account is **R** for revenue, **L** for labor, or **E** for expenditures

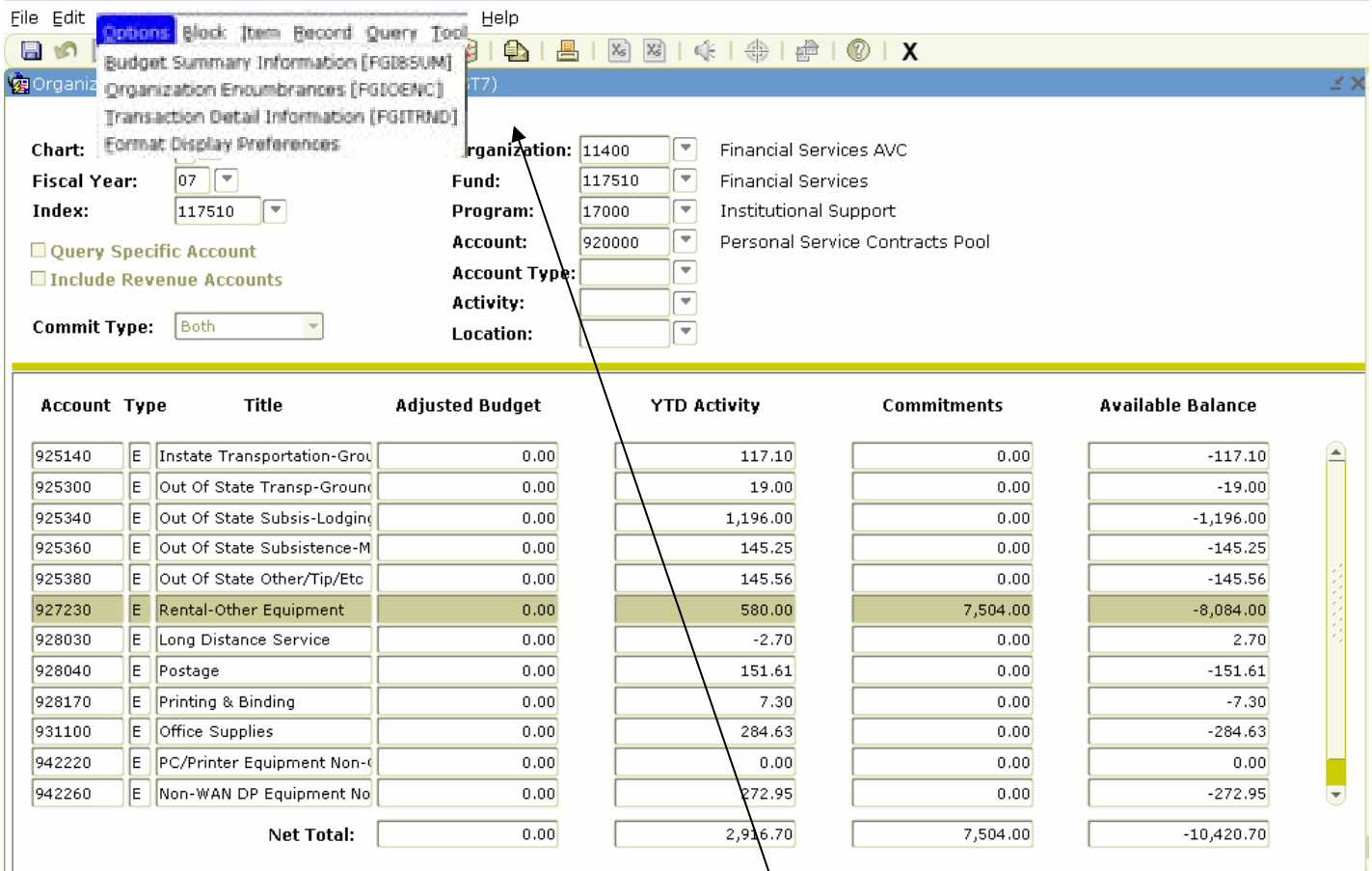
Title - a description for each Account Code. Click on a specific Title then use the side arrow key on the keyboard to scroll to view the entire title description.

Adj Budget - the adjusted budget, including any budget revisions

YTD Activity - the expenditure total for Labor or Expense Accounts, and income total for Revenue Accounts (if the Fund contains revenue).

Commitments - the total encumbrances, which includes outstanding purchase orders charged to the highlighted Account.

Avail Bal - the balance in the Adj Budget column, minus the totals in the YTD Activity and the Commitments columns.



The screenshot shows a software window with a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. A dropdown menu is open under 'Options', listing 'Budget Summary Information [FGBSUM]', 'Organization Encumbrances [FGOENC]', 'Transaction Detail Information [FGITRND]', and 'Format Display Preferences'. Below the menu, there are several form fields for selection: Organization (11400 - Financial Services AVC), Fund (117510 - Financial Services), Program (17000 - Institutional Support), Account (920000 - Personal Service Contracts Pool), Account Type, Activity, and Location. On the left, there are checkboxes for 'Query Specific Account' and 'Include Revenue Accounts', and a 'Commit Type' dropdown set to 'Both'. The main area contains a table with the following data:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
925140	E	Instate Transportation-Grou	0.00	117.10	0.00	-117.10
925300	E	Out Of State Transp-Groun	0.00	19.00	0.00	-19.00
925340	E	Out Of State Subsis-Lodging	0.00	1,196.00	0.00	-1,196.00
925360	E	Out Of State Subsistence-M	0.00	145.25	0.00	-145.25
925380	E	Out Of State Other/Tip/Etc	0.00	145.56	0.00	-145.56
927230	E	Rental-Other Equipment	0.00	580.00	7,504.00	-8,084.00
928030	E	Long Distance Service	0.00	-2.70	0.00	2.70
928040	E	Postage	0.00	151.61	0.00	-151.61
928170	E	Printing & Binding	0.00	7.30	0.00	-7.30
931100	E	Office Supplies	0.00	284.63	0.00	-284.63
942220	E	PC/Printer Equipment Non-C	0.00	0.00	0.00	0.00
942260	E	Non-WAN DP Equipment No	0.00	272.95	0.00	-272.95
Net Total:			0.00	2,946.70	7,504.00	-10,420.70

To find out what entries made up a particular total, click on the desired Account Code in the **Acct** field, then on the Menu Bar, Click on Options, **Transaction Detail Information (FGITRND)** to call the **Detail Transaction Activity Form (FGITRND)**. Transactions posting to the highlighted Account will display.

FGITRND Detail Transaction Activity



Detail Transaction Activity FGITRND 7.2 (BANTEST7)											
COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Query Type	Commit Type
1	07	117510	117510	11400	927230	17000				S	

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
927230	11400	17000	22-AUG-2006	REQP	R0702774	Susan Stirewalt	RSV	1,860.00	+
927230	11400	17000	10-AUG-2006	INEI	I0072717	University Self Stor	YTD	290.00	+
927230	11400	17000	10-AUG-2006	INEI	I0072717	University Self Stor	ENC	-290.00	-
927230	11400	17000	02-AUG-2006	INEI	I0072709	University Self Stor	YTD	290.00	+
927230	11400	17000	02-AUG-2006	INEI	I0072709	University Self Stor	ENC	-290.00	-
927230	11400	17000	02-AUG-2006	ICEI	I0072197	University Self Stor	YTD	-304.00	-
927230	11400	17000	02-AUG-2006	ICEI	I0072197	University Self Stor	ENC	304.00	+
927230	11400	17000	01-AUG-2006	POLQ	P07A9209	University Self Stor	RSV	-290.00	-
927230	11400	17000	01-AUG-2006	POLQ	P07A9209	University Self Stor	RSV	-1,860.00	-
927230	11400	17000	01-AUG-2006	PORD	P07A9209	University Self Stor	ENC	2,150.00	+
927230	11400	17000	31-JUL-2006	INEI	I0072197	University Self Stor	ENC	-304.00	-
927230	11400	17000	31-JUL-2006	INEI	I0072197	University Self Stor	YTD	304.00	+
927230	11400	17000	28-JUL-2006	REQP	R0701791	Susan Stirewalt	RSV	2,150.00	+
927230	11400	17000	18-JUL-2006	POLQ	P07A9127	University Self Stor	RSV	-1,755.00	-
927230	11400	17000	18-JUL-2006	POLQ	P07A9127	University Self Stor	RSV	-2,015.00	-
927230	11400	17000	18-JUL-2006	PORD	P07A9127	University Self Stor	ENC	3,770.00	+
927230	11400	17000	17-JUL-2006	REQP	R0701109	Susan Stirewalt	RSV	3,770.00	+
Total:								7,780.00	+

This form shows documents that posted to the Fund, Orgn, and Account selected in Operating Ledger. When accessed from another summary level form, the FOAP values from the summary form will be passed to **FGITRND**. If accessed directly from the Menu, the FOAP values will have to be entered.

Chart - Accept the default of chart “1”

Fiscal Year – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

Index Code - Key in the 6 digit Index Code desired. Remember that this Code equals the Fund Code. Once the Index Code is entered, the values for the **Orgn**, **Fund**, and **Program** will default.

Fund and Organization - These fields will default from the **Index Code**.

Account – Leave blank to query all account codes. A specific account code can be entered.


Next Block (click  or press  + ) to continue.

Document - lists the specific document number for the transaction, a leading **P** for purchase orders, **I** for invoices, **R** for Requisitions and **J** for journal vouchers. See Quick Reference Code for complete list.

Field - column indicates the transaction category affected by the entry. Common entries are: **ENC** - encumbrance (PO), **RSV** – Reservation (Requisition), **YTD** - year-to-date activity

Use the horizontal and vertical scroll bars near the bottom and side of the form to advance the cursor and view more information on each document.


Once in the main block, the transactions can be queried using any of the displayed fields. Examples are by date, document number, field, and amount. Instruction on this will be covered in the Advanced Finance course.

Rollback  to return to the **Key Block** to change any of the search information, Chart, FY, Index or Account.

Next Block (click  or press  + ) to continue.

Another major difference between this form and **FGIBDST** is that **FGIBAVL** reflects actual expenditures and encumbrances as well any that are **IN PROCESS** and haven't been completed.

The **FGIBAVL** form provides the roll-up summary at the Budget Pool level of account codes. A list of the Budget Pool level accounts will be provided.

Rollback  to return to the **Key Block** to change any of the search information, Chart, FY, or Index.

Next Block (click  or press  + ) to continue.

FGITBAL General Ledger Trial Balance



General Ledger Trial Balance FGITBAL 7.0 (BANTEST7)

Chart:
 Account Type:
 Fund: Cone Center Operations
Fiscal Year:
 Account: Personal Service Contracts Pool

Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
G11000	Interfund Claim On Cash	27,908.92	C *	237,277.53	C *
G11110	Change Fund	3,000.00	D	3,000.00	D
G11120	Petty Cash	250.00	D	250.00	D
G21100	Accounts Payable-Vendors	0.00	C	4,350.62	C
79100	Budgeted Change to Fund Balance	0.00	D	40,615.00	D
79110	Budgeted Expenditure Control	0.00	C	40,615.00	C
79200	Encumbrance Control	9,235.14	D	1,099,704.20	D
79300	Expenditure Control	0.00	D	262,765.20	D
79550	Reservation Control	0.00	D	0.00	D
79600	Reserve for Encumbrances	9,235.14	C	1,099,704.20	C
79700	Reserve for Reservations	0.00	C	0.00	C
79800	Revenue Control	0.00	C	49,045.97	C
G33010	Other Net Assets	24,658.92	D *	24,658.92	D *
* - denotes amount is opposite of Normal Balance					
Total:	ALL ACCOUNTS	0.00		0.00	


This form provides on-line query of all General Ledger activity for a given Fund.

Chart - Accept the default of chart "1"

Fiscal Year – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

Fund Code – Key in the 6 digit Fund Code desired.

Next Block (click  or press  + ) to continue.

Rollback  to return to the **Key Block** to change any of the search information, Chart, FY, Fund, or Account.

Next Block (click  or press  + ) to continue.

FGIGLAC – General Ledger Activity



General Ledger Activity FGIGLAC 7.0 (BANTEST7)

Chart: **Period:** **Fiscal Year:** **Index:**

Fund: **Account:**

Account	Transaction Date	Type	Document	Description	Amount	D/C
79300	24-AUG-2006	INEI	I0076062	Quality Personnel Services	606.90	D
79300	23-AUG-2006	JN6	J0701354	Trf Allied Waste June2006	221.41	D
79300	21-AUG-2006	JFL	DL000925	CUC 5709 Reservations Copies	491.03	D
79300	21-AUG-2006	JFL	DL000925	CUC 5714 Cone Center Copier 7-06	344.60	D
79300	21-AUG-2006	JFL	DL000925	CUC 5719 Reservations Copies7-06	434.48	D
79300	21-AUG-2006	JFL	DL000925	CUC 5704 Cone Center Copies	365.02	D
79300	22-AUG-2006	INEI	I0075584	Quality Personnel Services	448.95	D
79300	21-AUG-2006	INEI	I0075350	Central Poly-Bag Corp	384.56	D
79300	21-AUG-2006	JN6	RS070821	55910 REC STORES -08182006	3.40	D
79300	21-AUG-2006	JN6	RS070821	55906 REC STORES -08022006	105.36	D
79300	21-AUG-2006	INEI	I0075272	Quality Personnel Services	190.40	D
79300	21-AUG-2006	INEI	I0075271	Quality Personnel Services	187.42	D
79300	22-AUG-2006	HGN	F0001719	HR Payroll 2006 SM 15 1	5,423.87	D
79300	22-AUG-2006	HGN	F0001719	HR Payroll 2006 SM 15 1	871.22	D
79300	22-AUG-2006	HGN	F0001719	HR Payroll 2006 SM 15 1	186.08	D
79300	22-AUG-2006	HGB	F0001719	HR Payroll 2006 SM 15 1	462.76	D
79300	22-AUG-2006	HGB	F0001719	HR Payroll 2006 SM 15 1	495.82	D
Total:					11,223.28	D

This form is similar to the **FGITRND**, but the difference is that it displays the transactions against the General Ledger.

When accessed from another summary level form, the Fund and Account values from the summary form will be passed to FGIGLAC. If accessed directly from the Menu, the Fund and Account values will have to be entered.

Chart - Accept the default of chart **“1”**.




Period – Represents the fiscal period in the fiscal year. July is fiscal period 01 and each month is numbered sequentially through June, which is fiscal period 12.

Fiscal Year – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

Index Code - Key in the 6 digit Index Code desired. Remember that this Code equals the Fund Code. Once the Index Code is entered, the values **Fund** will default.

Fund - This field will default from the **Index Code**.


Account – If **FGIGLAC** is accessed from **FGITBAL**, the Account field will already be populated. If accessed directly from the main menu, the Account Code may be entered, or it may be left blank in order to retrieve every transaction for every Account Code in the Fund.

Next Block (click  or press  + ).

Document - lists the specific document number for the transaction, a leading **P** for purchase orders, **I** for invoices, **R** for Requisitions and **J** for journal vouchers. See Quick Reference Code for complete list.

Use the vertical scroll bar on the side of the form to advance the cursor and view more transactions.

Once in the main block, the transactions can be queried using any of the displayed fields. Examples are by date, document number, description, or amount. Instruction on this will be covered in the Advanced Finance course.

Rollback  to the **Key Block** to change any of the search information, Chart, FY, Period, Index or Account.

Next Block (click  or press  + ) to return the results.

FGITBSR – Trial Balance Summary

Trial Balance Summary FGITBSR 7.1.0.1 (BANTEST7)

COA: UNC Charlotte Fiscal Year:

Fund: Campus Center Operations L3 OR Fund Type:

Account: OR Acct Type:

Acct Type	Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*
AA	G11000	Interfund Claim On Cash	6,828,626.17	D		6,192,929.28	D	
AA	G11110	Change Fund	3,075.00	D		3,075.00	D	
AA	G11120	Petty Cash	2,100.00	D		2,350.00	D	
AU	G13930	A/R Other	0.00	D		0.00	D	
AU	G19300	D/F Proprietary	220,000.00	D		220,000.00	D	
FA	G21100	Accounts Payable-Vendors	0.00	C		10,436.01	C	
KA	79100	Budgeted Change to Fund Balance	0.00	D		63,200.00	D	
KA	79110	Budgeted Expenditure Control	0.00	C		63,200.00	C	
KA	79200	Encumbrance Control	316,134.33	D		2,398,846.44	D	
KA	79300	Expenditure Control	0.00	D		1,064,784.23	D	
KA	79550	Reservation Control	3,102.51	D		4,333.97	D	
KA	79600	Reserve for Encumbrances	316,134.33	C		2,398,846.44	C	
KA	79700	Reserve for Reservations	3,102.51	C		4,333.97	C	
* - denotes amount is opposite of Normal Balance								
Total:		ALL ACCOUNTS	0.00			0.00		
						Current Fund Balance:	6,407,918.27	


This form provides on-line query of all General Ledger activity for a given Fund. **This form allows on-line query for all levels of the Funds.**

Chart - Accept the default of chart "1"

Fiscal Year – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

Fund Code – Key in any level of the **Fund Code** desired.

Next Block (click  or press  + ) to display results.

Rollback  to return to the **Key Block** to change any of the search information, Chart, FY, Fund, or Account.

Next Block (click  or press  + ) to return the results.

FGIOENC Open Encumbrance List



Organizational Encumbrance List FGIOENC 7.0 (BANTEST7)

Chart: **Index:** **Organization:** University Center
Fiscal Year: **Fund:** Cone Center Operations

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0611988	Logical Choice Inc	0	942260	20200			8.95	U
P06A0594	American Chemical Society	0	930050	20200			1,132.35	U
P06A0595	Saffelle Inc	0	930050	20200			407.27	U
P06A0599	Swicegood Supply Co Inc	0	930050	20200			12.52	U
P06A0600	Anderson Sanitary Maintenance Product	2	930050	20200			26.74	U
P06A0756	Brittany Supply Inc	2	930050	20200			134.59	U
P06A9250	Quality Personnel Services	0	951760	20200			201.85	U
P0700809	Maintenance Supply Co	0	930300	20200			220.00	U
P0700810	Bonitz Flooring Group	0	951760	20200			3,929.50	U
P0700839	Carolina Janitorial & Maintenance Supply	0	930350	20200			272.28	U
P0700846	Camcor Inc	0	944590	20200			659.98	U
P0700865	Prestige Collision Repair Centers Inc	0	928200	20200			1,071.34	U
P0702137	Laserprint Service Inc	0	928210	20200			75.00	U
P0702350	E-Z Up Direct.Com LLC	0	947600	20200			1,470.39	U
P0702357	The Chronicle of Higher Education	0	928380	20200			250.00	U
P0702358	Able Metal Fabricators Inc	0	928180	20200			213.00	U
P07A9010	Calico Industries Inc	0	930050	20200			656.56	U
P07A9011	Central Poly-Bag Corp	0	930050	20200			415.36	U
P07A9052	Advanced Products Inc	0	930050	20200			700.00	U




This form shows open encumbrances for purchase orders not yet closed by invoice activity.

Chart - Accept the default of chart “1”

Fiscal Year – Represents the University’s fiscal year from July 1st to June 30th. Accept the default of the current fiscal year to view current data. You may enter prior fiscal years.

Index Code - Key in the 6 digit Index Code desired. Remember that this Code equals the Fund Code. Once the Index Code is entered, the values for the **Orgn**, **Fund**, and **Program** will default.

Fund and Organization - These fields will default from the **Index Code**.

Next Block (click  or press  + ).

Each open encumbrance for the given Fund/Org combination will be displayed showing the document number, Vendor, Account Code, Program Code, and Amount.

Use the vertical scroll bar at the right side of the window or press the up and down arrow keys on the keyboard to view more open encumbrances.

FGIENCD Detail Encumbrance Activity



Detail Encumbrance Activity FGIENCD 7.0 (BANTEST7)



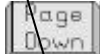

Encumbrance: ▼

Description: <input type="text" value="American Chemical Society"/>		Status: <input type="text" value="O"/>	Type: <input type="text" value="P"/>
Date Established: <input type="text" value="21-JUL-2005"/>	Balance: <input type="text" value="1,132.35"/>	Vendor: <input type="text" value="800000306 American Chemical Society"/>	




Item: <input type="text" value="0"/>	Sequence: <input type="text" value="1"/>	Fiscal Year: <input type="text" value="07"/>	Commit Indicator: <input type="text" value="U"/>					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
<input type="text" value="1"/>	<input type="text" value="336310"/>	<input type="text" value="336310"/>	<input type="text" value="29000"/>	<input type="text" value="930050"/>	<input type="text" value="20200"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Encumbrance: <input type="text" value="1,750.00"/>		Liquidation: <input type="text" value="-617.65"/>		Balance: <input type="text" value="1,132.35"/>				

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
<input type="text" value="21-JUL-2005"/>	<input type="text" value="PORD"/>	<input type="text" value="P06A0594"/>	<input type="checkbox"/>	<input type="text" value="1,000.00"/>	<input type="text" value="1,000.00"/>
<input type="text" value="21-OCT-2005"/>	<input type="text" value="INEI"/>	<input type="text" value="I0015615"/>	<input type="checkbox"/>	<input type="text" value="-239.80"/>	<input type="text" value="760.20"/>
<input type="text" value="21-NOV-2005"/>	<input type="text" value="CNEI"/>	<input type="text" value="I0016562"/>	<input type="checkbox"/>	<input type="text" value="239.80"/>	<input type="text" value="1,000.00"/>
<input type="text" value="22-NOV-2005"/>	<input type="text" value="INEI"/>	<input type="text" value="I0021016"/>	<input type="checkbox"/>	<input type="text" value="-239.80"/>	<input type="text" value="760.20"/>
<input type="text" value="13-FEB-2006"/>	<input type="text" value="INEI"/>	<input type="text" value="I0036153"/>	<input type="checkbox"/>	<input type="text" value="-115.31"/>	<input type="text" value="644.89"/>
<input type="text" value="08-MAR-2006"/>	<input type="text" value="CORD"/>	<input type="text" value="P06A0594"/>	<input type="checkbox"/>	<input type="text" value="750.00"/>	<input type="text" value="1,394.89"/>
<input type="text" value="25-MAY-2006"/>	<input type="text" value="INEI"/>	<input type="text" value="I0058023"/>	<input type="checkbox"/>	<input type="text" value="-262.54"/>	<input type="text" value="1,132.35"/>
<input type="text" value="01-JUL-2006"/>	<input type="text" value="E090"/>	<input type="text" value="ENRL0601"/>	<input type="text" value="T"/>	<input type="text" value="1,000.00"/>	<input type="text" value="1,132.35"/>

This form displays the balance and all transactions that have posted against an encumbrance. Use this form to find the remaining balance on purchase orders.

Encumbrance – Enter purchase order number and **Next Block** (click  or press  + ), or use the search button  select an encumbrance.

Desc: Vendor name and date the PO was established will default.



Next Block (click  or press  + ) and the FOAP(s) used on purchase order will default.

Enc – Dollar amount of original purchase order.

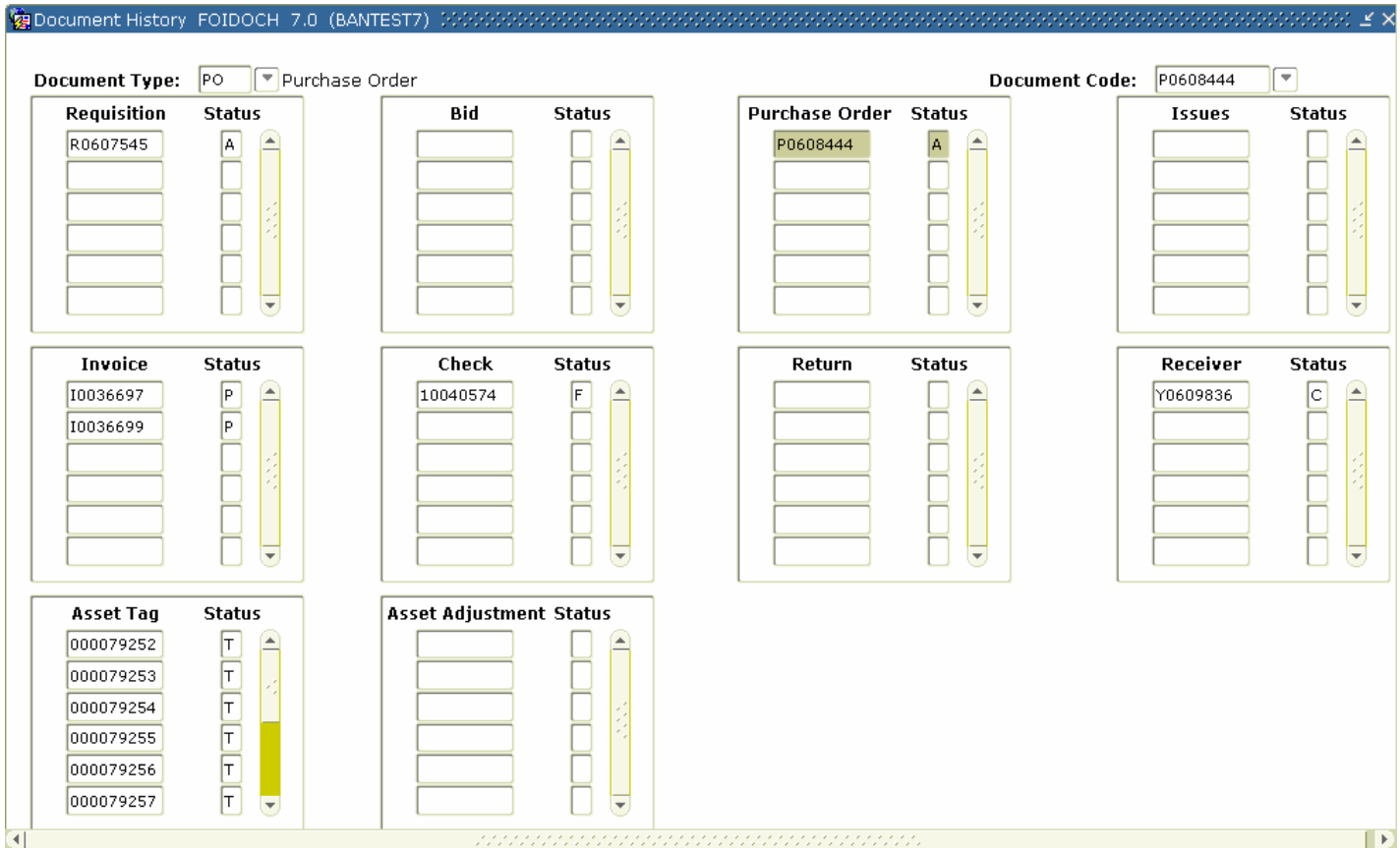
Liq – Dollar amount liquidated to date from purchase order.

Balance – Remaining encumbered balance on purchase order. If the purchase order is split between two or more different FOAPs, use the **Next Record** command or the vertical scroll bar on the right to view the balances on each accounting entry.

Next Block (click  or press  + ) to view transaction detail.

Next Record (click  or press ) to view all the transactions that make up the balance.







FOIDoch Document History

This form shows the status of documents; ties document numbers together and shows detail on the documents that are displayed.




Doc Type - Enter **REQ** for requisitions, **PO** for purchase orders, **INV** for invoices, **RCV** for receiving or **CHK** for checks.

Doc Code - Enter the specific requisition number, PO number, invoice number or check number.

Next Block (click  or press  + ). This will populate the information. All document numbers relating to the queried document will be displayed. **Next Block** (click  or press  + ) to navigate through the document.

Status - The field to the right of each document number is the **Status Indicator**. On the Menu Bar, click on **Options, View Status Indicators** under to call a list of the indicators. If this field is blank, the document has not yet been completed.

To view the details of a document, click on the desired document to highlight it, and then select **Options** on the Menu Bar. Select **Requisition Info, Purchase Order Information, Invoice Information** or **Check Information** to view the source document.

1. Press  to place the cursor in the **Last Name** field.
2. Type percent sign (%), followed by a portion of the vendor name, followed by another percent sign (%).
You may leave off the first letter of the name so that case sensitivity does not return false results.
3. Press  or click  (Execute Query) to display all vendors containing the characters enclosed in percent signs.

Entity Name/ID Search FTIIDEN 7.0 (BANTEST7)

Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
800000860	Central Piedmont Community Coll			C		Y	N	Y	N	N	
800361441	Invest in Turin and Piedmont			C		N	N	Y	N	N	
084601556	Piedmont	Joseph	Antho	P	I	N	N	N	N	N	LGCY
800225337	Piedmont	Joseph	Antho	P		N	N	N	N	N	
800405600	Piedmont Behavioral Healthcare			C		N	N	Y	N	N	
800382473	Piedmont Biomedical Inc			C		Y	N	N	N	N	
800002208	Piedmont Chlorinator Sales Inc			C		Y	N	N	N	N	
800002144	Piedmont Door Automation			C		Y	N	N	N	N	
800002147	Piedmont Farm & Yard Equipment			C		Y	N	N	N	N	
800433752	Piedmont Fasteners Inc			C		Y	N	N	N	N	
800386827	Piedmont Garden & Florist Supply			C		Y	N	N	N	N	
800424401	Piedmont Ice Inc			C		Y	N	N	N	N	
800360858	Piedmont Instruments & Controls			C		Y	N	N	N	N	
800361514	Piedmont Natural Gas			C		Y	N	Y	N	N	
800367038	Piedmont Plastics Inc			C		Y	N	N	N	N	
800374316	Piedmont Primary Academy			C		Y	N	N	N	N	
212080410	Piedrafita	Joyce	Noel	P	I	N	N	N	N	N	LGCY


V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel

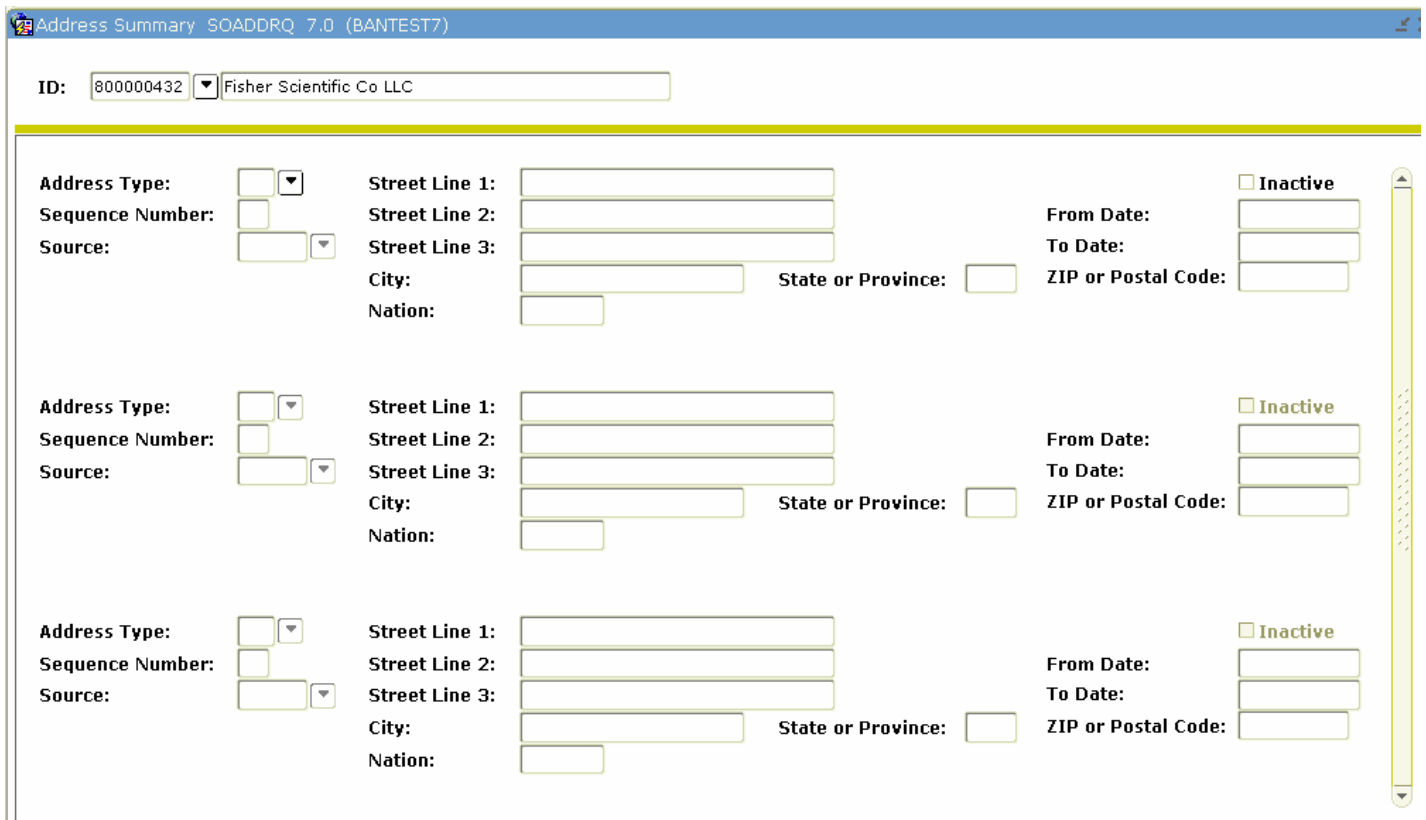
SOADDRQ – Address Summary







SOADDRQ provides the user with the ability to query for addresses for a specific vendor. This form can be used to verify that the address for a vendor invoice is set up correctly.

Using SOADDRQ


1. Navigate to the Vendor Detail History form. From the Direct Access box, type in **SOADDRQ** and press .
2. The following form will display.

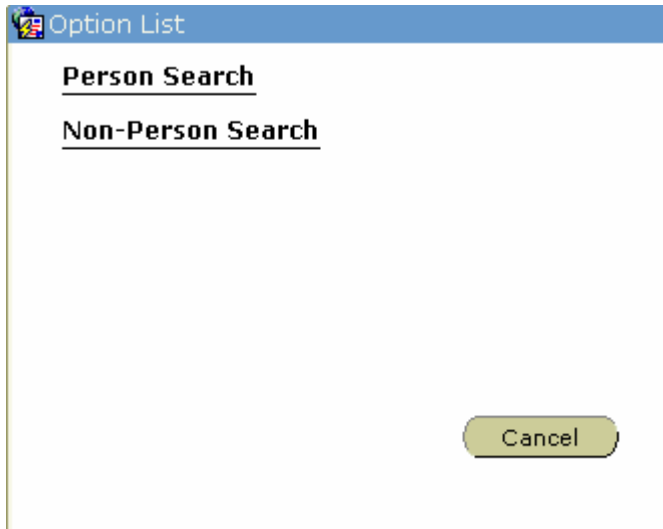


If Vendor Number is known:

1. When the form opens, the cursor will be in the **Vendor ID** field. Fill in the vendor number.
2. .
3. **Next block** (click  or press  + .



If Vendor Number is not known:

1. Click the Search icon  while the cursor is in the **Vendor ID**. The following Option List will appear.



2. Choose either a Person Search for an individual or a Non-Person Search for a company.

3. Enter search criteria and press  or click  (Execute Query) to display all vendors containing the information entered.

4. Highlight correct vendor and press  +  to select. Vendor information will be populated.

5. **Next** Block (click  or press  + ).






ID: 800000432 Fisher Scientific Co LLC

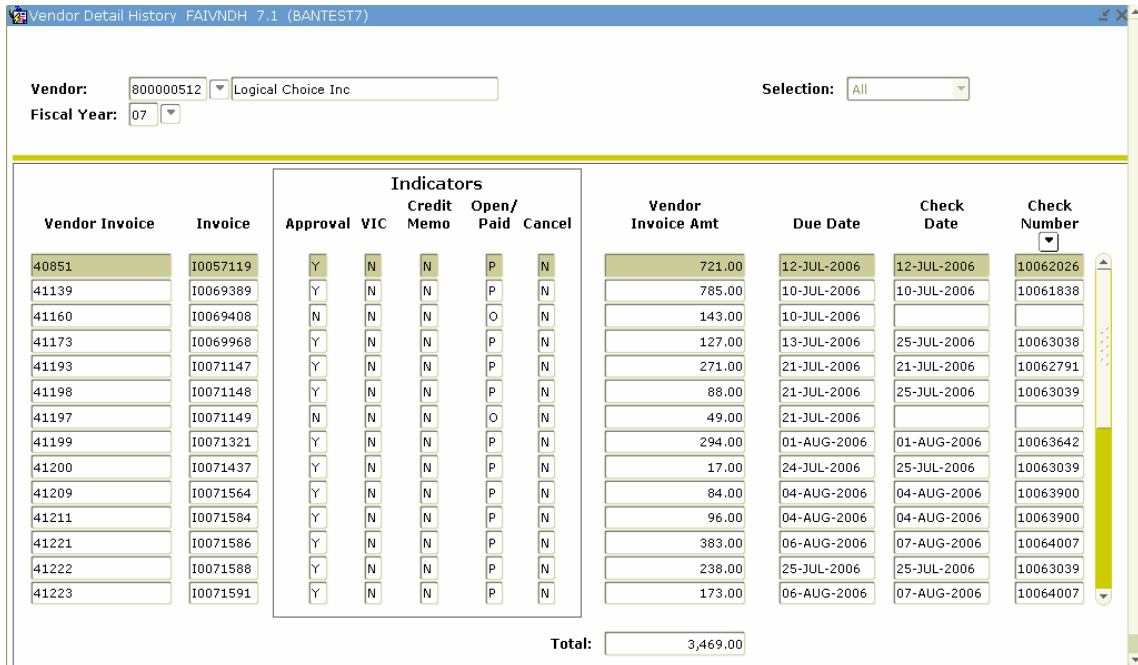
Address Type:	DD	Street Line 1:	9201 University City Blvd	<input type="checkbox"/> Inactive
Sequence Number:	1	Street Line 2:		From Date:
Source:		Street Line 3:		To Date:
		City:	Charlotte	State or Province:
		Nation:		ZIP or Postal Code:
				28223

Address Type:	VO	Street Line 1:	2000 Park Ln	<input type="checkbox"/> Inactive
Sequence Number:	1	Street Line 2:		From Date:
Source:		Street Line 3:		To Date:
		City:	Pittsburgh	State or Province:
		Nation:		ZIP or Postal Code:
				15275



Address Type:	VR	Street Line 1:	Account 597680-001	<input type="checkbox"/> Inactive
Sequence Number:	1	Street Line 2:	PO Box 360153	From Date:
Source:		Street Line 3:		To Date:
		City:	Pittsburgh	State or Province:
		Nation:		ZIP or Postal Code:
				15251-0153

If Vendor Number is not known:

6. Press  or click the Search icon  while the cursor is in the **Vendor** code field, the **Entity Name/ID Search (FTIDEN)** form appears. Follow instructions on [page 15](#) for searching for a vendor number.
7. **Next Block** (click  or press  + .



Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
40851	I0057119	Y	N	N	P	N	721.00	12-JUL-2006	12-JUL-2006	10062026
41139	I0069389	Y	N	N	P	N	785.00	10-JUL-2006	10-JUL-2006	10061838
41160	I0069408	N	N	N	O	N	143.00	10-JUL-2006		
41173	I0069968	Y	N	N	P	N	127.00	13-JUL-2006	25-JUL-2006	10063038
41193	I0071147	Y	N	N	P	N	271.00	21-JUL-2006	21-JUL-2006	10062791
41198	I0071148	Y	N	N	P	N	88.00	21-JUL-2006	25-JUL-2006	10063039
41197	I0071149	N	N	N	O	N	49.00	21-JUL-2006		
41199	I0071321	Y	N	N	P	N	294.00	01-AUG-2006	01-AUG-2006	10063642
41200	I0071437	Y	N	N	P	N	17.00	24-JUL-2006	25-JUL-2006	10063039
41209	I0071564	Y	N	N	P	N	84.00	04-AUG-2006	04-AUG-2006	10063900
41211	I0071584	Y	N	N	P	N	96.00	04-AUG-2006	04-AUG-2006	10063900
41221	I0071586	Y	N	N	P	N	383.00	06-AUG-2006	07-AUG-2006	10064007
41222	I0071588	Y	N	N	P	N	238.00	25-JUL-2006	25-JUL-2006	10063039
41223	I0071591	Y	N	N	P	N	173.00	06-AUG-2006	07-AUG-2006	10064007
Total:							3,469.00			

Next Record (click  or press ) , or use the vertical scroll bar near the side of the form to advance the cursor and view more information.

Vendor Invoice – Shows the vendor’s invoice number as entered in the Vendor Inv # field on FAAINVE.

Invoice – Shows the associated Banner Invoice (Document number) number for the transaction.

Approval - Approval Indicator for Banner invoice.

VIC - Vendor Invoice Consolidation Indicator

Credit Memo - Credit Memo Indicator

Open/Paid - Open /Paid Indicator

Cancel - Cancellation Indicator

Vendor Invoice Amt – The dollar amount of the Banner Invoice

Due Date – The payment due date as entered on the Banner Invoice

Check Date – Date check was issued.

Check Number – Check number for this transaction.

Query Specific Account - To query information on a specific Account code only click on the check box then enter the specific Account code in the **Account** field. To query information on all Account codes leave the Query Specific Account checkbox unchecked.

Include Revenue Accounts - If performing a query on a Fund that has revenue, the box to see the revenue Account codes **must** be checked. If revenue accounts are not desired, uncheck that box.

Next Block (click  or press ) to continue.

Executive Summary FGIBDSR 7.1 (BANTEST7)

Chart:	1	Organization:	210	Financial Services (Adm)
Fiscal Year:	07	Fund:	110	General Fund L1
Index:		Program:		
<input type="checkbox"/> Query Specific Account		Account:		
<input checked="" type="checkbox"/> Include Revenue Accounts		Account Type:		
Commit Type:	Both	Activity:		
		Location:		

Query activity for all General Fund Funds for the Financial Services School/Admin level (Org Level 3 & Below).

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
911100	L EPA Perm Non-Teachir	454,400.00	52,424.96	397,599.72	4,375.32
912100	L SPA Regular Salaries	3,037,103.00	344,613.32	2,441,459.58	251,030.10
912500	L SPA Longevity Pay	0.00	5,730.00	0.00	-5,730.00
914050	L SPA Overtime Paymen	0.00	6,407.16	0.00	-6,407.16
915020	L Student Regular Wage	0.00	7,006.50	0.00	-7,006.50
915900	L Non-Student Regular V	0.00	23,949.37	0.00	-23,949.37
916050	L Worker Compensation	0.00	67.96	0.00	-67.96
917050	L Medical Insurance Stat	0.00	23,764.36	0.00	-23,764.36
918050	L TIAA Optional Retirem	0.00	2,312.76	0.00	-2,312.76
918100	L TIAA Retirement Healt	0.00	1,938.06	0.00	-1,938.06
918150	L Lincoln Retirement	0.00	755.82	0.00	-755.82
919050	L State Retirement	0.00	25,730.03	0.00	-25,730.03
Net Total:		-3,491,503.00	-567,583.97	2,859,203.08	

Acct - the query results for the selected Fund, Org, Program combination are displayed in ascending Account code order.

Use the vertical scroll bar at the right side of the window or press the up and down arrow keys on the keyboard to view more Account codes. When the last record is displayed the message line at the bottom of the screen will display the message "At last record".

Type - indicates whether the Account is **R** for revenue, **L** for labor, or **E** for expenditures

