Banner Finance Data Review
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FOAPAL Chart of Accounts Structure

What is FOAPAL?

FOAPAL is the acronym for the account number within the Banner system. Each letter represents a piece of the account number: Fund, Organization, Account, Program, Activity, and Location.

<table>
<thead>
<tr>
<th>Required Segments</th>
<th>Optional Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart C</td>
<td></td>
</tr>
<tr>
<td>Fund F</td>
<td></td>
</tr>
<tr>
<td>Organization O</td>
<td></td>
</tr>
<tr>
<td>Account A</td>
<td></td>
</tr>
<tr>
<td>Program P</td>
<td></td>
</tr>
<tr>
<td>Activity A</td>
<td></td>
</tr>
<tr>
<td>Location L</td>
<td></td>
</tr>
</tbody>
</table>

There are 36 possible characters in the FOAPAL. FOAPAL is the key to entering financial transactions.

Required Segments

Chart refers to the chart of accounts. NMSU will have two charts of accounts, N for NMSU, and F for Foundation. On most application forms, the Chart will have a default value of N already populated.

Fund indicates the ownership of money. There are five types of funds:

- Unrestricted
- Restricted
- Loan
- Endowment
- Plant

Organization is used to track financial activity by department and designates the department responsible for payment.

Account designates the type of expenditures. The first character of the account code indicates the type of account:

<table>
<thead>
<tr>
<th>Balance Sheet</th>
<th>Income Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xxxxx Assets</td>
<td>5xxxxx Revenues</td>
</tr>
<tr>
<td>2xxxxx Liabilities</td>
<td>6xxxxx Labor Expenditures</td>
</tr>
<tr>
<td>3xxxxx System Controls</td>
<td>7xxxxx Non-Labor Expenditures</td>
</tr>
<tr>
<td>4xxxxx Fund Balance</td>
<td>8xxxxx Transfers</td>
</tr>
</tbody>
</table>

Program designates functional classification (for example, Instruction, Research, Public Service).
**Optional Segments**

**Activity** designates temporary units of work, subsidiary functional classifications, or short duration projects (special events).

**Location** designates a physical location of building and room number. Location will primarily be used for fixed assets.

**Index**

An **Index** is an abbreviation of the F, O, and P segments of the FOAPAL (also A and L when applicable). Indexes are six characters long and are much easier to use than the full FOAPAL.

To process accounting transactions, departments will only need to enter an **Index** and an **Account** code. Entry of the index will automatically populate the corresponding Fund, Organization, Program, and in some cases Activity and/or Location.

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>107122</td>
<td>181611</td>
<td>530200</td>
<td>8001</td>
<td>503173</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example, the index number 107122 was entered. The Fund, Orgn, and Prog fields were automatically populated. In this instance the Index number did not populate the Actv and Locn fields.
Logging on to Banner

Banner supports authenticated user access, meaning that the system verifies your credentials and you are given access to the system based on your assigned security. To use Banner as an authenticated user, you must successfully log on by providing your credentials: NMSU Username, and Banner Password.

Banner can be accessed from any Internet browser such as Internet Explorer, Netscape, or Mozilla Firefox.

1. Type **http://www.nmsu.edu/~boffice/** in the address bar of your web browser and press Enter.


2. Click on the **Banner Native Login** link.

**Team Tip:** You can create a bookmark in your browser for quick access to Banner.
The Logon screen will be displayed.

3. Enter **Username** and **Password**.
4. **Database** field remains blank.
5. Click on the **Connect** button.

The **General Menu** form, GUAGMNU, will be displayed.
Drilling Down for additional information

Many of the query forms in Banner will allow you to access additional information about documents or transactions that they display. This capability is referred to as “drill-down” and is useful for researching transaction or document history.

For example, this is the **Vendor Detail History** form, FAIVNDH. It provides an online list of vendor invoice/credit memo/payment transactions for any vendor in the system.

1. Highlight the record of interest.
2. Click on the **Options** menu to see what additional information is available for the record.
3. Select an option (in this case, **View Vendor Invoice [FAIVINV]**).
The **Vendor Invoice Query** form, FAIVINV, will be displayed with the information from your highlighted record in the **Key Block** area.

4. Click on the **Options** menu to see what additional information is available for the record.
5. Select an option (in this case, **Document Query [FAIINVE]**).
The **Invoice/Credit Memo Query** form, **FAIINVE**, will be displayed.

You can now use this form just as if you had accessed it from the **General Menu**.

6. Click on the **Next Block** button 📈.
The **Invoice/Credit Memo Header** block will be displayed.

7. There is a new set of **Options** which you can access for further information from this form.

8. When you are finished, click on the **Exit** button until you return to the calling form.

This “drill-down” technique is available on most query forms in Banner. Check the **Options** menu on individual forms to see what additional information can be accessed.
Procurement and Vendor Queries

Purchasing Inquiries

Open Requisition by FOAPAL Query (FPIORQF)

The Open Requisition by FOAPAL Query form, FPIORQF, provides a list of open requisitions by accounting distribution. This includes any combination of fund, organization, account, program, activity, and location.

Access the Open Requisition by FOAPAL Query form by entering FPIORQF in the Direct Access Go To... field.

1. Enter the FOAPAL elements for which you wish to display open requisitions or enter a specific Index number.
2. Click on the Next Block button 🔄.
Open Purchase Orders by FOAPAL (FPIOPOF)

The Open Purchase Orders by FOAPAL form, FPIOPOF, provides an online display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL).

Access the Open Purchase Orders by FOAPAL form by entering FPIOPOF in the Direct Access Go To... field.

1. Enter the FOAPAL elements for which you wish to display open requisitions or enter a specific Index number.
2. Click on the Next Block button.
Organizational Encumbrance List (FGIOENC)

The Organizational Encumbrance List form, FGIOENC, displays an online list of all encumbrances by organization. A query can also be performed by a specific Index, this will provide different results.

Access the Organizational Encumbrance List form by entering FGIOENC in the Direct Access Go To… field.

1. Enter your Organization number in the Organization field. A query using a specific Index can also be used and may provide different results.
2. Click on the Next Block button.

![Organizational Encumbrance List form](image.png)
Detail Encumbrance List (FGIENCD)

The Detail Encumbrance Activity form, FGIENCD, provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.

Access the Detail Encumbrance List form by entering FGIENCD in the Direct Access Go To… field.

1. Enter an encumbrance number in the Encumbrance field.
2. Click on the Next Block button.

![Image of the Detail Encumbrance Activity form with highlighted fields and instructions]

**Description:**
- Amazon.com

**Date Established:**
- 16-JAN-2010

**Balance:**
- 0.00

**Status:**
- C

**Vendor:**
- 80047151

**Item:**
- Samsung LE40S860 42 inch LCD Display

**Encumbrance:**
- 2,119.00

**Transaction Amount:**
- 1,119.00

**Remaining Balance:**
- 1,119.00
**Purchasing Financial History and Documentation**

**Document History (FOIDOCH)**

The **Document History** form, **FOIDOCH**, displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document number you enter.

Access the **Document History** form by entering **FOIDOCH** in the Direct Access **Go To…** field.

1. Enter the document type in the **Doc Type** field.
2. Enter the document number in the **Document Code** field.
3. Click on the **Next Block** button.

**Team Tip:** To view the status list, select the Options menu and select View Status Indicator from the drop down list. A form can also be accessed directly from FOIDOCH. Highlight the desired document, select the Options menu, and select the form name from the drop down list.
Check Payment History (FAICHKH)

The Check Payment History form, FAICHKH, displays summary information about check transactions. Access the Check Payment History form by entering FAICHKH in the Direct Access Go To... field.

1. Enter the check number and the bank code on which it was drawn in the Check Number and Bank fields or click on the Search button to select the one you need.
   a. Currently NMSU uses Wells Fargo Bank – Code 74
   b. Queries prior to October 2006, NMSU used Bank of America – Code 54
2. Click on the Next Block button.

Note: Document Number references the Banner system generated number. The Vendor Invoice Code reflects the invoice number sent by Vendor.

Team Tip:

To find the check number that corresponds to a specific requisition or purchase order, use the Document History form, FOIDOCH.
Document Retrieval Inquiry (FGIDOCR)

The **Document Retrieval Inquiry** form, FGIDOCR, provides online query capability for all transactions processed by the system. Information displayed includes the **Transaction Date**, **Description**, **Amount**, and the **FOAP** distribution.

Access the **Document Retrieval Inquiry** form by entering **FGIDOCR** in the Direct Access **Go To...** field.

1. Enter the document number in the **Document** field.
2. Click on the **Next Block** button 🔄.
When querying a Journal Voucher, text may exist to provide explanation for the Journal Voucher being processed. Printing a screen capture of the FGIDOCR and the Document Text [FOATEXT] can be used in place of using the Finance Documentation Request form to obtain back-up documentation for your files.

**Note:** This may not be applicable for all type of Documents.

3. Click on the **Option** menu.
4. Select **Document Text** (FOATEXT form).
Document Text form and text will be displayed.

5. Click on Exit button ✗ to return to FGIDOCR, previous form.
Vendor Detail History (FAIVNDH)

The Vendor Detail History form, FAIVNDH, provides an online list of vendor invoice/credit memo/payment transactions for any vendor in the system.

Access the Vendor Detail History form by entering FAIVNDH in the Direct Access Go To… field.

1. Enter the Vendor number in the Vendor field.
2. The default in the Selection field is All.
3. Click on the Next Block button ▼.

   Note: With a Vendor Invoice selected and from the Options menu additional forms can be accessed to view. To narrow a query the Invoice Date From and Invoice Date To can be used.
**Vendor Invoice Query (FAIVINV)**

Use the Vendor Invoice Query form, FAIVINV, to view detailed information about invoices for a particular vendor.

Access the Vendor Invoice Query form by entering FAIVINV in the Direct Access Go To... field.

1. Enter the Vendor number in the Vendor field.
2. Click on the Next Block button 🔄.
To display information for all invoices for this vendor:

3. Click on the **Execute Query** button or press the **F8** key.
4. Details of the most recent invoice will be displayed.
5. If applicable use the scroll bar to view additional invoices.

To display information for one specific invoice for this vendor:

6. Click on the **Next Block** button.
7. Enter the NMSU invoice number in the **Document Number** field or the Vendor's invoice number in the **Vendor Invoice Number** field.
8. Click on the **Execute Query** button or press the **F8** key.
9. Details of the invoice will be displayed.
General Budget Queries

Organization Budget Status (FGIBDST)

Use the **Organization Budget Status** form, FGIBDST, to view an online query of the budget availability by organization code.

Access the **Organization Budget Status** form by entering FGIBDST in the Direct Access Go To... field.

1. Enter your **Index** number.
2. Ensure “Include Revenue Accounts” is not checked.

*Note*: For budgets that do bring in revenue and to display Revenue Accounts leave checkmark on.

3. Click on the **Next Block** button 🔄.
Budget Availability Status (FGIBAVL)

The Budget Availability Status form, FGIBAVL, allows online query of budget availability for a selected Fund, Organization, Account, and Program combination. Use it to ensure an adequate balance for transaction processing.

Access the Budget Availability Status form by entering FGIBAVL in the Direct Access Go To... field.

1. Enter the Fiscal Year (if not populate by default).
2. Enter the Index code.
3. (Optional) Enter an Account code.
4. Click on the Next Block button.
Detail Transaction Activity (FGITRND)

Use the **Detail Transaction Activity** form, FGITRND, to display an online view of detailed transaction activity for operating ledger accounts.

Access the **Detail Transaction Activity** form by entering FGITRND in the Direct Access **Go To**... field.

1. Enter an **Index** number.
2. Click on the **Next Block** button.
3. Click on the **Execute Query** button.

**Team Tip:**

*Use the Extract Data No Key option from the **Help** menu to download this information to a spreadsheet.*
**Organization Budget Summary (FGIBSUM)**

Use the **Organization Budget Summary** form, **FGIBSUM**, to view summarized budget information by user-defined account type for a selected organization/fund combination.

Access the **Organization Budget Summary** form by entering **FGIBSUM** in the Direct Access **Go To** field.

1. Enter the Organization number in the **Organization** field.
2. Click on the **Next Block** button.

### Account Type Summary Table

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Expenditures</td>
<td>1,366.15</td>
<td>14,519.27</td>
<td>0.00</td>
<td>-13,153.12</td>
</tr>
<tr>
<td>Direct Expenditures</td>
<td>86,230.01</td>
<td>25,393.15</td>
<td>2,856.06</td>
<td>60,623.88</td>
</tr>
<tr>
<td>Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Net: Revenue minus (Labor + Expense + Transfer)

|                   | -29,646.16     | -29,922.42   |

**Total Commitments:** 2,856.06
General Ledger Activity (FGIGLAC)

Use the General Ledger Activity form, FGIGLAC, to view detailed transaction activity for General Ledger accounts by account number in an online summary.

Access the General Ledger Activity form by entering FGIGLAC in the Direct Access Go To... field.

1. Enter your department’s Index.
2. Click on the Next Block button.
General Ledger Trial Balance (FGITBAL)

The General Ledger Trial Balance form, FGITBAL, provides an online display of a trial balance.

Access the General Ledger Trial Balance form by entering FGITBAL in the Direct Access Go To… field.

1. Enter a Fund number.
2. Click on the Next Block button.
Trial Balance Summary (FGITBSR)

Use the Trial Balance Summary form, FGITBSR, to query and display budget detail for specific funds and accounts.

Access the Trial Balance Summary form by entering FGITBSR in the Direct Access Go To… field.

1. Enter a Fund number or a Fund number and Account code combination.
2. Click on the Next Block button.

![Image of Trial Balance Summary form with Fund and Account setup]
Chart of Account Queries

Fund Hierarchy Query (FTIFNDH)

Use the Fund Hierarchy Query form, FTIFNDH, to obtain an online view of the hierarchical relationship between funds.

Access the Fund Hierarchy Query form by entering FTIFNDH in the Direct Access Go To… field.

1. Enter the Fund code in the Fund field in the Key Block area
2. Click on the Next Block button

![Diagram of Fund Hierarchy Query form](image-url)
Organization Hierarchy Query (FTIORGH)

Use the Organization Hierarchy Query form, FTIORGH, to obtain an online view of the hierarchical relationship between organizations. Enter either an Organization code or a Time Sheet Org code.

Access the Organization Hierarchy Query form by entering FTIORGH in the Direct Access Go To... field.

1. Enter the Organization code or the Time Sheet Org code in the Organization field in the Key Block area.
2. Click on the Next Block button.

---

```
Predecessor Organization: 36038 | Center for Learning & Prof. Dev., 2

President/Board: [ ]
Executive/College: 36038
Deans and Directors: 360476
Managers/Departments: 360503
Department Divisions: 360440
Special Duties/Plans:
Unclassified Orgs.: 36038
Reserved Future Use:
```

---

```
PESIDENT OFFICE
BUsiness and Finance VP Office
Human Resource Services
Center for Learning & Prof. Dev., 1
Center for Learning & Prof. Dev., 2
CENTER FOR LEARNING & PROF. DEV.
```
**Account Hierarchy Query (FTIACTH)**

Use the **Account Hierarchy Query** form, FTIACTH, to obtain an online view of the hierarchical relationship between account codes.

Access the **Account Hierarchy Query** form by entering FTIACTH in the Direct Access **Go To...** field.

1. Enter the Account code in the **Account** field in the **Key Block** area.
2. Click on the **Next Block** button.
Program Hierarchy Query (FTIPRGH)

Use the Program Hierarchy Query form, FTIPRGH, to obtain an online view of the hierarchical relationship between programs.

Access the Program Hierarchy Query form by entering FTIPRGH in the Direct Access Go To… field.

1. Enter the Program code in the Program field in the Key Block area.
2. Click on the Next Block button.
Location Hierarchy Query (FTILOCH)

Use the Location Hierarchy Query form, FTILOCH, to obtain an online view of the hierarchical relationship between locations.

Access the Location Hierarchy Query form by entering FTILOCH in the Direct Access Go To… field.

1. Enter the Location code in the Location field in the Key Block area.
2. Click on the Next Block button.

![Diagram of Location Hierarchy Query form]

1. [Diagram of Location Hierarchy Query form]
2. [Diagram of Location Hierarchy Query form]
Fund Code Validation (FTVFUND)

Use the **Fund Code Validation** form, FTVFUND, to see a list of fund codes defined in Banner.

Access the **Fund Code Validation** form by entering FTVFUND in the Direct Access Go To… field.

1. Use the scroll bar to view the list of fund codes; or
2. Use the query buttons to search for a particular fund code.
Organization Code Validation (FTVORGN)

Use the Organization Code Validation form, FTVORGN, to see a list of organization codes defined in Banner.

Access the Organization Code Validation form by entering FTVORGN in the Direct Access Go To… field.

1. Use the scroll bar to view the list of organization codes; or
2. Use the query buttons to search for a particular organization code.
Account Code Validation (FTVACCT)

Use the Account Code Validation form, FTVACCT, to see a list of account codes defined in Banner.

Access the Account Code Validation form by entering FTVACCT in the Direct Access Go To... field.

1. Use the scroll bar to view the list of account codes; or
2. Use the query buttons to search for a particular account code.
Program Code Validation (FTVPROG)

Use the Program Code Validation form, FTVPROG, to see a list of program codes defined in Banner. Access the Program Code Validation form by entering FTVPROG in the Direct Access Go To... field.

1. Use the scroll bar to view the list of program codes; or
2. Use the query buttons to search for a particular program code.
Activity Code Validation (FTVACTV)

Use the **Activity Code Validation** form, FTVACTV, to see a list of activity codes defined in Banner.

Access the **Activity Code Validation** form by entering FTVACTV in the Direct Access **Go To**... field.

1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.
Location Code Validation (FTVLOCN)

Use the Location Code Validation form, FTVLOCN, to see a list of location codes defined in Banner.

Access the Location Code Validation form by entering FTVLOCN in the Direct Access Go To... field.

1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.
Account Index Code Validation (FTVACCI)

Use the Account Index Code Validation form, FTVACCI, to see a list of indexes defined in Banner.

Access the Account Index Code Validation form by entering FTVACCI in the Direct Access Go To... field.

1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.
Grant Queries

Grant Maintenance (FRAGRNT)

Use the Grant Maintenance form, FRAGRNT, to display information about a grant.

Access the Grant Maintenance form by entering FRAGRNT in the Direct Access Go To... field.

1. Enter a Grant code.
2. Click on the Next Block button.

Note:
- From the Option menu you can view Text Information [FOATEXT] related to the Grant.
- The Proposal field in the key block captures the Office of Grants and Contracts reference number.
- Once the tabs become active you can use to access additional information. The Personnel tab will list the assigned Fiscal Monitor under indicator 002, use scroll bar to view.
Grant Inception to Date (FRIGITD)

The Grant Inception to Date form, FRIGITD, enables you to view account type information, including adjusted budgets, inception-to-date actual activity, encumbrance, and available balance amounts for a specific grant.

Access the Grant Inception to Date form by entering FRIGITD in the Direct Access Go To… field.

1. Enter a Grant code.
2. Click on the Next Block button.

**Note:** Additional information related to using the FRIGITD form.
- The Date From (MM/YY) and Date To (MM/YY) can be used to capture information for a specific time period.
- The form will pull up information by Index only if the query is performed by Index. The grant number should be used if a grant has more than one index/fund to view complete information.
- Checking the Fund Summary box pulls up information by fund or funds where more than one has been assigned to a grant.
- Checking the By Sponsor Account box pulls up information by the Agency approved budget categories.
- Checking both the By Sponsor Account and Fund Summary boxes pulls the information by the Agency approved budget categories for each fund.

**Team Tip:**

Use the Extract Data No Key option from the Help menu to download this information to a spreadsheet.
Fixed Assets

Fixed Asset Master Query (FFIMAST)
Use the Fixed Asset Master Query form, FFIMAST, to query fixed or moveable asset records.

This form consists of a main window and additional windows for querying asset details and user-defined attributes. Use the main window of this form to enter or search for the tag number to query.

Access the Fixed Asset Master Query form from the General Menu by entering FFIMAST in the Direct Access Go To... field.

1. If you know the Asset Tag number, enter it in the Asset Tag field.

   Note: To search for an Asset Tag you can use the Search option. Select Fixed Asset List Form [FFIFALV] from the Options list (refer to page 48).

2. Click on the Next Block button.
The **Master Information** block will be displayed.

3. Review the information in this block:
   - Origination Tag
   - Origination Tag Date
   - Permanent Tag
   - Permanent Tag Date
   - Asset Description
   - Commodity
   - Cost
   - Total Cost
   - Net Book Value
   - Total Net Book Value

4. Click on the **Exit** button to return to the **General Menu**.
**Fixed Asset List (FFIFALV)**

Use the **Fixed Asset List** form, FFIFALV, to search for an asset tag using the asset’s description.

Access the **Fixed Asset List** form by entering FFIFALV in the Direct Access *Go To…* field or selecting **Fixed Asset List Form (FFIFALV)** from the **Asset Tag** search *Option List* on form FFIMAST.

![Fixed Asset List Form](image)

1. Click on the **Next Block** button 🔄.
The first line of the data display will be highlighted.

2. Press the **Tab** key to move the cursor to the **Asset Description** field.
3. Enter the asset description (use wildcard characters) refer to Banner Navigation manual for info on using wildcards.
4. Click on the **Execute Query** button 🔄 or press the **F8** key.
All assets matching your search criteria will be displayed.

5. If you accessed this search form from the FFIMAST form, highlight the record you need and click on the Select button to return; otherwise,
6. Click on the Exit button to return to the General Menu after reviewing the record you need.
**Fixed Asset Procurement Query (FFIPROC)**

Use the **Fixed Asset Procurement Query** form, FFIPROC, to search for an asset by purchase order number.

Access the **Fixed Asset Procurement Query** form by entering FFIPROC in the Direct Access Go To... field or selecting **Procurement Query Form (FFIPROC)** from the Asset Tag search Option List on form FFIMAST.

1. Type the **Purchase Order**.
2. Click on the **Execute Query** button or press the F8 key.

---

**Team Tip:**

This form can be used to search for an asset by Serial number or VIN number. Enter the **Serial Number/VIN** instead of the **PO Num** before executing the query.
All fixed assets from the purchase order will be displayed.

3. If you accessed this form from the **FFIMAST** form, highlight the record you need and click on the **Select** button to return; otherwise,

4. Click on the **Exit** button to return to the **General Menu** after reviewing your records.
Self-Service Queries

Banner Self-Service provides for access to budget and encumbrance information and allows you to view documents from the my.nmsu.edu web site.

https://my.nmsu.edu/cp/home/displaylogin

The Finance menu has the following options:

- **Budget Queries** allows you to review budget information, compare fiscal periods and years, and download query data to a spreadsheet.
- **Encumbrance Query** allows you to review outstanding encumbrance information.
- **Approve Documents** allows departmental approvers to approve purchase requisitions.
- **View Document** allows you to view detail information about a requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt.
**Budget Queries**

The **Budget Query** option permits you to access the same information you would review in Banner using the **Executive Summary** form, FGIBDSR, or the **Organization Budget Status** form, FGIBDST. You can save your queries and retrieve them later for quick reference or customizing.

From the Finance menu, select **Budget Queries**.

1. To create a new query, select the type of query from the drop-down list.
   - **Budget Query by Account** allows you to review financial information by account (code) for the Fiscal period, Year to Date, and Commitment Type by specific FOAP/Index values or Grant
   - **Budget Query by Organization Hierarchy** allows you to review financial information for Organizations by Hierarchical structure; specific Funds, high-level Organizations, Accounts, and Programs; Fund Type; or Account Type.
   - **Budget Quick Query** can be used to review financial information by Adjusted Budget, Year to Date, Commitments, and Available Balance by specific FOAP/Index values or grant. This is a default selection of column headings for your report.

2. Click on the **Create Query** button.
The budget information and selection criteria will be displayed.

3. Click in the checkboxes for the columns you need displayed on your query. Most common selection would be:
   - **Adopted Budget**: will display the budget allocated to the fund by fiscal year. Will allow you to drill down to view original budget allocated.
   - **Adjusted Budget**: will display the original budget allocated and adjustments made to the fund through the fiscal period.
   - **Year to Date**: will display all expenses paid to selected fiscal period.
   - **Commitments**: will display both outstanding reservations and encumbrances (purchase requisitions and purchase orders).
   - **Available Balance**: will display listed balance by account (code).

   **Note: Other Data columns options to view.**
   - **Accounted Budget**: will display the budget allocated to the fund by fiscal year. Will allow you to drill down to view adjustments made to the original budget allocated.
   - **Encumbrances**: will display the encumbrances made by fiscal period. Will allow you to drill down to view the encumbrance (purchase order).
   - **Reservations**: will display the reservation made by fiscal period. Will allow you to drill down to view the reservation (purchase requisition).

4. If you wish to run this query in the future, enter a name for it in the **Save Query As** field.
5. If you are saving this query and wish it to be available to others, click in the **Shared** checkbox.
6. Click on the **Continue** button.
The parameters you can select for your query will be displayed.

7. To create a new query, enter the appropriate parameters.
8. If this is your first time using Budget queries, enter “N” in chart of accounts field.
9. You must choose either a valid Organization or a Grant to retrieve any data. If you enter an Index, the Organization code will automatically be populated for you.
10. Click on the Include Revenue Accounts checkbox if you wish to display revenue accounts.
11. Enter a name in the Save Query as (optional) field to save the entire query for reuse.
12. Click on the Shared (optional) checkbox if you wish to make this query available to others.
13. Click on the Submit Query button.

**Team Tip:**
You can click on the Organization, Grant, or Index button to perform a search if you do not know the organization, grant, or index number.
The populated parameters are displayed.

14. Click on the **Submit Query** button again.

   **Note:** This step populated the Fund, Organization and Program.
The results of your query will be displayed.

15. The report parameters will be displayed above the query.
16. Use the scroll bar to move to the bottom of the page.
If there are more than 15 records in your query, they will not all be displayed on this page.

17. Click on the Next 15> button to see the next set of records.

You can create additional columns as part of your query in the Compute Additional Columns for the query section.

18. Select the operation to perform using the drop-down boxes labeled Column 1, Operator, and Column 2.
19. Select the location for the new column from the Display After Column drop-down box.
20. Enter a title for the new column in the New Column Description field.
21. Click on the Perform Computation button. The new column will be displayed in the specified location.

You can download your query for use in a spreadsheet.

22. Click on the Download All Ledger Columns button (this will extract all of the Operating Ledger Data columns) or the Download Selected Ledger Columns button (this will extract only the Operating Ledger Data columns selected to view).

Team Tip: If you use the Compute Additional Columns feature, those columns will not be downloaded to your spreadsheet.
Your query will be displayed in spreadsheet format.

You can now copy and save them to a spreadsheet program to reformat and manipulate to create reports. Be sure to give it a meaningful name when saving.

23. Click on Exit to close Excel.
24. Go back to Self-service.
The drill-down feature that is available in Banner is also available on Self-Service budget queries.

25. Click on any blue amount to view the underlying transactions. The amount will appear underlined when you move the cursor over it.
A new report will be displayed listing the transactions.

26. Click on any blue **Document Code** to view the details of that particular transaction.
The details of the selected transaction will be displayed.

27. All additional documentation relating to this transaction will be listed at the bottom of the window in the Related Documents section.
28. Click on any blue Document Code to see the related document.

Team Tip:

The Related Documents section provides the same information available on the FOIDOCH form in Banner, including detailed receiving, invoice, and payment information.
29. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.
**Encumbrance Query**

The Encumbrance Query feature allows you to review outstanding encumbrance information. You can enter an Index, or you can enter any FOAP values to narrow your selection.

From the Finance menu, select Encumbrance Query.

1. To create a new query, enter the appropriate parameters.
2. If this is your first time using Encumbrance query enter “N” in Chart of Accounts field.
3. You must enter either an Organization, Index or a Grant to retrieve any data. If you enter an Index, the Organization code will automatically be populated for you.
4. If you wish to save this query to run it in the future, enter a name for it in the Save Query as field.
5. If you wish to make this query available to other users, click on the Shared checkbox.
6. Click on the Submit Query button.
The parameters are displayed.

7. Click on the **Submit Query** button again.

   **Note:** This step populated the Fund, Organization and Program.
The results of your query will be displayed.

8. The parameters you entered for the query will be displayed at the top of the page.
9. The first fifteen records returned by your query (or all of the records if there are fewer than 15) will be displayed.
10. Use the scroll bar to move to the bottom of the page (if applicable).
12. Click on the Another Query button to perform another Encumbrance Query.
13. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.
**View Document**

The View Document option allows you to retrieve and view detail information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt).

Click on View Document from the Finance menu to navigate to the View Document page. Additionally, within the Finance tab you can access View Document from any screen.

To browse through all documents of a specific type, use the following procedure.

1. Select the **Document Type** from the drop-down list.
2. Click on the **Document Number** button.
3. Enter the desired search terms in the fields. At least one of the starred fields is required to execute a query.
4. Click on the **Execute Query** button.
The documents that matched your search criteria will be listed.

5. Click on a Document Number to select and view the document.

6. Click on the Exit without Value button to return to the View Document page.

7. Click on the Another Query button to return to a blank Document Lookup page.
To view a single document, use the following procedure.

1. Select the Document Type from the drop-down list.
2. Enter the Document Number.
3. Locate the Display Document/Line Item Text. Select the All radio button; this will display any document text or line item text that may have been used.
4. Click on the View Document button.

Note: The Approval history can also be view through this option, just click on the Approval history button to display.
The document detail will be displayed.

5. Use the scroll bar to move to the bottom of the page

6. Refer to Related Documents section to view additional documents.
7. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.
Using View Document to look up an invoice associated with a purchase order can provide a full summary of the Purchase Order including amount of original order, amount received by department or central receiving process, amount invoiced, and amount approved by accounts payable.

You will see a screen that looks like this.

1. From the Choose type field and from drop down box select Invoice.
2. In Document Number field, enter the invoice number to view, NMSU Invoice # (not Vendor).
3. Click on View document button.
The Invoice document detail will be displayed.

*Note:* you might have to scroll down to see detail depending on your screen size.

1. Line item will display amount **Ordered, Accepted, Invoiced** and **Approved**.
2. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.
Help

If you need HELP with Banner Queries or Self Service:

- Call the ICT Help Desk at 646-HELP (4357)
- E-mail help_admin@nmsu.edu
- For online help, documentation, and interactive demos, go to:
  http://hr.nmsu.edu/clpd/busprocdocs.html
Glossary

The following information describes standard navigation and accounting terms used within the Banner System.

Account balance
The difference in dollars between the total debits and the total credits in an account.

Accounts payable
Accounts which a company or government agency owes its creditors for goods and services purchased on credit.

Alert Box
A type of dialog box that pops up to notify you of a condition that may affect how you can enter information or the kind of information you can enter. It requires you to acknowledge the message before you can continue.

Application form
Form used to enter, update, or query information. (An application form will have the letter “A” in the third position of the form name.)

Bid process
This occurs when potential vendors compete for a contract to produce a good or provide a service.

Block
An information area on a form separated by a solid line.

Calling form
Form from which you accessed another form.

Cancel
Exits you from an Option List, List of Values, Editor window, or Dynamic Help.

Clear form
Clears all information and returns you to the first enterable field in the key information area.

Commit
Saves all changes entered since the last time you saved.

Commodity
The good or service that is being purchased. In Banner, commodities can be user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used.

Commodity-level accounting
A way of processing requisitions or purchase orders in which each “line” (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

Count Hits
In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line.
Count Query Hits
In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieved records, select the Execute Query Function.

Credit memo
A credit is a deduction from an amount which is otherwise due. A memo is an informal record. Enter a credit memo against a vendor's account when, for various reasons, the vendor owes your installation money. This credit is used against future purchases. This credit transaction remains on the vendor's record until there are enough purchases to equal or exceed the amount of the credit.

Creditor
The person or company to whom a liability is owed.

Dialog Box
A box containing information. Requires you to respond to it before you can continue.

Document-level accounting
A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition. In other words, several commodities can be charged to one accounting distribution.

Down
Use the key. Moves the cursor to the first enterable field in the next record, moves you lower on a List of Values, and moves you lower in a pull-down list.

Drop-down List
Shows three or more values for a field. Any field with a down arrow icon contains a drop-down list.

Edit
Displays a window you can use to add, change, or delete text; especially useful in entering and updating Dynamic Help.

Encumbrance
The reserving of funds for a specific purchase order. The encumbrance is established when a requisition or a purchase order is approved. The encumbrance is reduced or eliminated when the requisition is transferred to a purchase order, or when a purchase order has an invoice approved, or when the encumbrance is cancelled.

Enter Query
Puts the form into query mode and lets you enter search criteria to see what information is already in the database. ENTER QUERY appears in the Status Line.

Execute Query
In query mode, searches the database and displays data that matched the search criteria.

Exit
From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.
Exit with Value
From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Exit without Value
From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Field
Area in a form where you can enter query, change information, or where existing information is displayed. Banner describes fields as: enabled, disabled, enterable, or display only.

Fixed asset
Property or item of a lasting nature owned by the institution for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.

FOAPAL
The Banner Finance System Fund, Organization, Account, Program, Activity, and Location specified for a particular accounting transaction.

Form
Screen allowing the display/update of information.

Help
Displays the Oracle help window for the current field.

Inquiry Form
Form used to look up existing information on the database. Allows you to view but not update (An inquiry form will have the letter “I” in the third position of the form name.)

List of Values (LOV)
Window containing valid items available for entry into a field. Displays a list of values for the current field if appears in the status line.

Menu
A list of options you can access with the mouse or keyboard.

More...
The More... indicator appears in the lower right corner of each window of a series of related forms (even the last form). It tells you that there are additional forms that can be accessed to complete a process.

Next Block
To move the cursor to the next information area (block) that has at least one enterable field.

Next Field
The next enterable field in the current information area.

Next Item
The next enterable field in the current information area.

Next Primary Key
From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.
Next Record
To move the cursor to the first enterable field in the next record of the current information area. If the cursor is in the last record, a new record is created.

Object
An object can be a form, job, menu, or QuickFlow used in Banner.

Option List
Dialog box displaying two or more items to choose from.

Packing slip
An itemized list of the goods and quantities purchased, supplied by the vendor with a shipment. A packing slip is used by the receivers to check against the purchase order.

Pop-Up Window
Dialog box, alert box, or list of values that appear in a separate window.

Previous Block
The previous information area that has at least one enterable field. If the previous area is another window, then that window is opened.

Previous Field
To move the cursor to the previous enterable field in the current information area.

Previous Item
To move the cursor to the previous enterable field in the current information area.

Previous Record
To move the cursor to the first enterable field in the previous record.

Purchase Orders
Commercial documents used to request a good or service from a supplier in return for payment. There are three types of purchase orders in Banner:
1. Regular Purchase Order – Will encumber funds in Banner. All commodities have a quantity and a price.
2. Standard Purchase Order – Will encumber funds in Banner. All commodities have dollar values assigned to them. This type of PO is useful when you are paying for services such as travel.
3. Blanket Purchase Order – Does not encumber funds in Banner. Commodities will be assigned quantities and unit prices.

Query Form
Form used to look up existing information on the database. (A query form has the letter “Q” in the third position of the form name.)

Quick Flow
A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.

Record
All information displayed in the window for an item.

Requestor
A person asking for goods or services.

Requisition
A written request to purchase something.
**Rollback**
From an application or inquiry form, clears all information and returns you to the key block area. Rollback is a standard button and appears on forms. From validation forms, rollback will return you to the first enterable field on the calling form.

**Save**
To permanently record changes to the database.

**Scroll Down**
The process of moving down repeating records or lists of information that cannot all be displayed in one window.

**Select**
Choose an item by highlighting it or clicking it with mouse.

**Show Keys**
Display the list of keyboard options.

**Stock Item**
A commodity that is in stores inventory.

**Up**
Use the key. To move the cursor the first enterable field in the previous record moves you upward on a List of Values or drop-down list.

**Validation Form**
Form used to define the values that can be entered in specified fields on application forms. (A validation form will have the letter “V” in the third position of the form name.

**Vendor**
A person or company selling goods or providing services. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.

**Window**
An information area being displayed.
## Appendix A – Transaction Types

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD01</td>
<td>Permanent Adopted Budget</td>
</tr>
<tr>
<td>BD02</td>
<td>Permanent Budget Adjustments</td>
</tr>
<tr>
<td>BD04</td>
<td>Temporary Budget Adjustment</td>
</tr>
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<td>CAT</td>
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<td>CNEI</td>
<td>Cancel Check – Invoice with encumbrance</td>
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<tr>
<td>CNNI</td>
<td>Cancel Check – Invoice without encumbrance</td>
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<tr>
<td>CONV</td>
<td>Conversion of Beginning Balance</td>
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<td>CORD</td>
<td>Establish Change Order</td>
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<td>CR05</td>
<td>Cash Receipt Entry</td>
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<tr>
<td>DNEC</td>
<td>Check – C/M with encumbrance</td>
</tr>
<tr>
<td>DNEI</td>
<td>Check – Invoice with encumbrance</td>
</tr>
<tr>
<td>DNNI</td>
<td>Check – Invoice without encumbrance</td>
</tr>
<tr>
<td>E010</td>
<td>Post Original Encumbrance</td>
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<tr>
<td>E020</td>
<td>Encumbrance Adjustment</td>
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<tr>
<td>E032</td>
<td>Encumbrance Liquidation</td>
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<tr>
<td>E090</td>
<td>Year End Encumbrance</td>
</tr>
<tr>
<td>E117</td>
<td>Original Encumbrance Conversion</td>
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<tr>
<td>GRAR</td>
<td>Accrued Accounts Receivable</td>
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<tr>
<td>GRCC</td>
<td>Grant – Cost Share Charge</td>
</tr>
<tr>
<td>GRCG</td>
<td>Grant – Cost Share Grant</td>
</tr>
<tr>
<td>GRIC</td>
<td>Grant – Indirect Cost Charge</td>
</tr>
<tr>
<td>GRIR</td>
<td>Grant – Indirect Cost Recovery</td>
</tr>
<tr>
<td>GRRV</td>
<td>Grant – Accrued Revenue</td>
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<tr>
<td>HDEF</td>
<td>Payroll – Deferred Pay</td>
</tr>
<tr>
<td>HDPA</td>
<td>Payroll – Deferred Pay Accrual</td>
</tr>
<tr>
<td>HEEL</td>
<td>Payroll – Employee Liability</td>
</tr>
<tr>
<td>HERL</td>
<td>Payroll – Employer Liability</td>
</tr>
<tr>
<td>HFEX</td>
<td>Payroll – Actual Fringe Benefit Distribution</td>
</tr>
<tr>
<td>HFN L</td>
<td>Payroll – Fringe Chargeback without Liquidation</td>
</tr>
<tr>
<td>HFRC</td>
<td>Payroll – Fringe Chargeback Clearing</td>
</tr>
<tr>
<td>HGNL</td>
<td>Payroll – Gross Expense No Liquidation</td>
</tr>
<tr>
<td>HNET</td>
<td>Payroll – Net Pay</td>
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<tr>
<td>ICEI</td>
<td>Cancel Invoice with Encumbrance</td>
</tr>
<tr>
<td>ICNI</td>
<td>Cancel Invoice without Encumbrance</td>
</tr>
<tr>
<td>IDV</td>
<td>Interdepartmental Voucher</td>
</tr>
<tr>
<td>INEC</td>
<td>Credit Memo with Encumbrance</td>
</tr>
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<td>INEI</td>
<td>Invoice with Encumbrance</td>
</tr>
<tr>
<td>INNI</td>
<td>Invoice without Encumbrance</td>
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<tr>
<td>JE16</td>
<td>General Journal Entry (Inter-Funds)</td>
</tr>
<tr>
<td>PCLQ</td>
<td>Cancel PO – Reinstatement Request</td>
</tr>
<tr>
<td>PCRD</td>
<td>Cancel Purchase Order</td>
</tr>
<tr>
<td>POBC</td>
<td>Purchase Order Batch Close</td>
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<tr>
<td>POLQ</td>
<td>Purchase Order – Request Liquidation</td>
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<tr>
<td>POPN</td>
<td>Purchase Order – Open</td>
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<tr>
<td>PORD</td>
<td>Establish Purchase Order</td>
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<tr>
<td>PSL</td>
<td>PSL Labor Feeds</td>
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<tr>
<td>RCQP</td>
<td>Cancel Requisition</td>
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<tr>
<td>REQP</td>
<td>Requisition – Reservation</td>
</tr>
<tr>
<td>TS</td>
<td>Treasure Services JE (Inter – Fund)</td>
</tr>
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</table>
# Appendix B – Document Type Description

<table>
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<tr>
<th>Prefix = Doc Type</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>*</td>
<td>Commitment Open/Close Document</td>
</tr>
<tr>
<td>A</td>
<td>Agreements</td>
</tr>
<tr>
<td>B</td>
<td>Bids</td>
</tr>
<tr>
<td>BG</td>
<td>BUDGET</td>
</tr>
<tr>
<td>BK</td>
<td>BOOKSTORE FEED</td>
</tr>
<tr>
<td>CA</td>
<td>CARLSBAD MANUAL CHECKS</td>
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<tr>
<td>CK</td>
<td>UAR MAN CHECKS</td>
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<tr>
<td>CN</td>
<td>CASHNET FEED</td>
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<tr>
<td>D</td>
<td>Document tag Number (Fixed asset)</td>
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<tr>
<td>E</td>
<td>Commitment Number</td>
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<tr>
<td>EN</td>
<td>COMMITMENT CONVERT</td>
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<tr>
<td>F</td>
<td>Interface Document Number (Payroll)</td>
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<tr>
<td>FA</td>
<td>FINAID CHECKS AL</td>
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<td>FC</td>
<td>FINAID CHECKS CA</td>
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<td>FG</td>
<td>FINAID CHECKS GR</td>
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<td>FM</td>
<td>FINAID CHECKS MA</td>
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<td>FN</td>
<td>FOUNDATION BGT</td>
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<td>FO</td>
<td>FINANCE HR PAYROLL</td>
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<tr>
<td>G</td>
<td>Deferred Grant Calculations JV</td>
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<tr>
<td>H</td>
<td>Direct Cash Receipts</td>
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<td>I</td>
<td>Invoice Code</td>
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<td>J</td>
<td>Journal Voucher Code</td>
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<td>K</td>
<td>Commodity</td>
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<tr>
<td>L</td>
<td>Budget Line Item</td>
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<td>M</td>
<td>Fixed Assets Accounting Adjustments</td>
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<tr>
<td>MA</td>
<td>MISC FEED 1</td>
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<td>PROCURE FEED (PCard Transaction)</td>
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<td>PSL COMMITMENT</td>
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