Oregon Institute of Technology Business Affairs Financial Processing Manual

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These Instructions reference only the fields that are used by OIT.

- 1. Begin Purchase Order
 - Type NEXT Α.
 - В. Press Next Block.

🙀 Purchase Order Fo	rm FPAF	URR 7.1	.a (ott	R) 19999
	Δ			
Purchase Order:)	

- 2. Purchase Order Document Information
 - *Order Date: Default date Change if different *Transaction Default date Change if necessary Α.
 - Β.
 - C. Deliver by - Usually Leave Blank
 - **Prt Ind:** Blank = print and Check = not Print D.
 - (Usually leave blank except for travel documents. Double click to make check mark for Travel Documents.)
 - *Buyer Type Your Assigned Buyer Code Ε.
 - Press Next Block F.

🙀 Purchase Order Enti	ry: Document	Information FP	APURR	7.1.A (OTTR) 🖂			000000		*******
Purchase Order: Order Date: Delivery Date: Commodity Total:	NEXT 18-OCT-2005	• A . C .	Bla Tra Co Ace	anket Order: ansaction Date: mments: counting Total:	18-OC	.00		Order Type: In Suspense Document T Print Ind Document L	Regular v ext evel Accounting
Document Informatio	n Requesto	or/Delivery Inform	nation	Vendor Inform	ation	Commodity/Accounting	Balanc	ing/Completion	
PO created from Requisition Docum	Requisition ent Text:	None							
BO Termination Da	ite:		<u> </u>						
□ Rush Order ☑ NSF Checking □ Deferred Editing									
Purchase Order Co	pied From:								

3. Purchase Order Requester/Delivery

- A. *Requestor Will default your user name, can be changed.
- B. ***Organization** Will default, may be changed but required.
- C. Phone optional
- D. Email optional
- E. Fax optional
- F. *Ship to Code *Type the* Mail Stop Code required.G. Attention to will default, may be changed
- H. Press Next Block

Document Information	Requestor/Delivery Informatio	n Vendor Information	Commodity/Ad	ccounting	Balancing/Completion
Requestor: Organization: B Phone:	Jane Workman A. 005110 Financial Informatio 541 8851244 Extension:	on Systems	COA: H Email: jane Fax: 541	▼OUS OIT (e.workman@ 8851122	Chart oit.edu Extension:
Ship To:	BUS				
Street Line 1:	Oregon Institute of Technology				
Street Line 2:	Central Receiving				
Street Line 3:	3201 Campus Drive				
Building:	Business Office Floor:				
City:	Klamath Falls				
State or Province:	OR Zip or Postal Code:	97601-8801			
Nation:					
Phone:	Extension:				
Contact:	Business Office				
Attention To:	Business Office				

4. Select Vendor

- A. *Vendor Type vendor code or query for it
 B. *Address Code VO for vendor address will default
 C. *Seq Will default a sequence number change if necessary.
- D. Press Save Lilicon or Save Key [F10]
- E. Document Text Enter any document text at this time. (Retrieve Document text screen from menu bar by mouse or pressing Alt O and then D. See Text Box Instructions for more detailed.)
- F. Press Next Block

Document Informat	ion Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion
Vendor:	Concess54 ▼ Gateway Companies, Inc.
Address Type:	VO Address Sequence: $1 \bigcirc C$.
Street Line 1:	610 Gateway Drive Phone: 800 8462000 Extension:
Street Line 2:	Fax: 605 2322718 Extension:
Street Line 3:	
City:	North Sioux City State or Province: SD Zip or Postal Code: 57049 Nation:
Contact:	
Email:	
Discount:	
FOB Code:	
Tax Group:	Disbursing Agent
Class Code:	
Carrier:	
Currency:	

- 5. Purchase Order Commodity and Accounting
 - A. Write Down **PO Number**
 - B. Select **Doc Acctg** by:
 - Check by using mouse for Commodity Level Accounting or Leave Blank Document Accounting. C. <u>Desc:</u> - Type Identifiable Description.
 - Do not use a commodity code unless processing travel!
 - D. U/M: Type Unit of measurement code
 - E. Quantity Type Amount ordering
 - F. Unit Price Type Price (up to 4 decimals)
 - G. Tab or Enter through to Additional Amount to activate calculations.
 - H. Line Item Text If applicable
 - I. If another Commodity Item Press **Down Arrow** and *Repeat* **3B.-3G** Else <u>Next Block.</u>
 - J. Index -Type Index code or select on LOV Query
 - K. Acct Type Account Code or select on LOV Query Enter other codes as needed.
 - L. If PO has one Index Code or if last Accounting Reference
 - Next field through to default all <u>Accounting</u> fields <u>go to step e</u> Else PO has another Accounting Reference
 - Change USD fields
 - Type Amount.
 - Next field through to default remaining Accounting fields until cursor is in Index Field.
 - Press Down Arrow and repeat a-c
 - Budget Availability Click on menu option.
 - Press Next Block



- 6. Balance/Completion
 - A. *Verify* document is in Balance.
 - B. If finished Press on Complete icon.
 - C. Else tab to In Process to hold for additional processing. Press <u>Exit</u> Icon or [F2] key will also hold document in-process.

	Header	Commodity	Accounting	Status
Approved Amounts:	4,996.00	4,996.00	4,996.00	BALANCED
Discount Amounts:	.00	.00	.00	BALANCED
Additional Amounts:	.00	.00	.00	BALANCED
Tax Amounts:	.00	.00	.00	BALANCED
Complete: 👿	In Process: 📓			

Create a Regular Pay Invoice (Regular pay documents reference a purchase order.)

These Instructions reference only the fields that are used by OIT.

Begin Invoice Processing

- A. Document: Type NEXT
- B. Select Regular from pull down menu
- C. <u>Purchase Order</u>: Type Purchase order number (Referenced purchase order information should default)
- D. If paying only <u>a portion</u> of the <u>PO</u>
 - Select PO Items: = Y
 - Else If paying <u>all</u>
 - Invoice All: = Y

E. Press Next Block.

🙀 Invoice/Credit Mem	no Form FAAIN	VE 7.1.b	(OTTR)	0.000000			-0-0-0-	200-	99999
Document:		۹. 🗆	Multiple	e	Regular	· B.		-	
Purchase Order:	P0021780). Sel	lect PO	Items:	YD.	Invoice	All:		
Vendor:	V00004430 💌	Safari Mi	cro Inc						

If Select PO Items = Y user selects items

- A. Press Next Block from top of form.
- B. Scroll to item that was received.
- C. Check the Add box.
- D. Save the change.
- E. Exit the form.

Else all items default into Invoice form.

Docume Vendor:	Document: 10139545 Purchase Order: P0021780 Invoice All A. Vendor: V00004430 Safari Micro Inc							
Item	Code	Commodity Description	Text Exists	∪/м	Quantity	Unit Price	Add	
1		J4902A#ABA HP ProCurve Switch 6108	Y	EA	7.00	814.96	□.	
2		J4899B#ABA HP ProCurveSwitch 2650	Y	EA	29.00	657.79	□.	
3	B .	J4904A#ABA HP ProCurve Switch 2848	Y	EA	2.00	2,508.79	C. 🗹	
4		J4859B HP ProCurve Gigabit-LX-LC Mini-GBIC	Y	EA	8.00	608.84	□.	
5		J4858B HP ProCurve Gigabit-SX-LC-Mini-GBIC	Y	EA	10.00	273.19	□.	
6		J4116A HP ProCurve Gigabit Stacking Kit	Y	EA	1.00	142.00	\Box .	
7		F2F402L0 - 02M Belkin Cable	Y	EA	28.00	33.17	\Box .	
8		J4834A HP	Y	EA	1.00	221.85	□.	
9		J4853A HP	Y	EA	2.00	216.16	\Box .	
10		PWLA8492MT Intel PRO/1000 MT Dual Port Ada	Y	EA	18.00	148.88	\Box .	
11		WS-C3750G-12S-E Cisco Catalyst 3750G-12S-E	Y	EA	2.00	7,499.00	\Box .	
12		GLC-T Cisco	Y	EA	6.00	176.00	\Box .	
13		GLC-GE-100FX Cisco	Y	EA	3.00	160.00	\Box .	
14		GLC-SX-MM Cisco	Y	EA	2.00	219.00	□.	
15		GLC-LH-SM Cisco	Y	EA	11.00	399.00	\Box .	
16		CON-SNT-PKG9 Cisco SMARTnet Category 9	Y	EA	2.00	629.00	□.	

Invoice Commodity Information

The commodity information has been defaulted from the Purchase Order and the user only needs to edit the document and make necessary changes.

- A. <u>Invoiced</u> field under <u>Quantity</u>- *Type* Amount received if different from amount in form.
- B. Unit Price Adjust if needed.
- C. Approved: under Quantity Type # of items approved for payment if different from form amount
- D. Approved : under Unit Price Type approved price if different from form price.
- E. Additional: Type any additional amount if needed such as for shipping costs.
- F. <u>Final Payment Indicator</u>: If final payment against the PO Type F . Else Leave blank for future payments against the PO.
- G. If another commodity arrow down and repeat A-F. Else Press <u>Next Block</u>.

Document: PO Number: Commodity Record Count: Commodity:	I0139545 Vendor: V P0021780 3 Invoice Item: [] 3 Invoice Item: [] Value Value [] []	100004430 Safari Micro Inc 1 IP ProCurve Switch 6108	U/M: EA	Select PO: PO Item: 1 Add
Quantity	Unit Price	Extended Price	Indicators	
Ordered: 7 Prev Invoiced: 0 Accepted: 0 Invoiced: A. 7 Approved: C. 7 Discount: Additional:	814.96 814.96 B. 814.96 D. 814.96	5,704.72 .00 .00 5,704.72 5,704.72 .00 E00	Override Toleran Hold: Final Payment In Last Receiver: Suspense: Open or Paid:	dicator: F F. Y O
Net:		5,704.72	Text Exists:	Y

Invoice Accounting Distribution

- A. Confirm Index/FOPAL Accounting Codes Change if needed but do not add additional accounting codes
- B. Confirm Accounting amount Change if needed
- C. Write Invoice number down or Print Screen for your records.
- D. If an other Accounting Distribution then arrow down and repeat A-C

Else	Press	Next	Block.

Document: 10 Item:	139545 C. Vendor: 1 Commodity	V00004430 Safari Micro Inc /: J4902A#ABA HP ProCurve Switch 61 Transaction Date:	21-OCT-2005
Commodity Re Sequence Num	cord Count: 3 nber: 1	Accounting Record Count: 1	
COA Vear H 06	Index Fund Fund ITS007 001005	Orgn ▼ Acct ▼ Prog ▼ Actv ▼ Locn ▼ 005505 20204 30800	Proj 🛡
Bank: B1	General Suspense Checking	Income Type: NA V Currency Code:	
Approved:	5,704.72	5,704.72 B .	
Discount:	.00	Indicators	
Additional:	.00		
		Suspense: N	
Net:		5,704.72 NSF Suspense: A	

Balance Completion

A. Press Complete or In Process button.

If finished Press Enter or Left Mouse Click on the **Complete:** Icon. Else tab to the **In Process:** Icon to hold for additional processing.

🗿 Invoice/Credit Me	mo Form FAAINVE 7.1	b (OTTR)			
Document: Purchase Order: Vendor:	10139545 V P0021780 V V00004430 Safari	Multiple Regular Select PO Items: Inv Micro Inc	voice All:		
强Balancing Comple Amount:	tion FAAINVE 7.1.b (Input 29,798.21	OTTR) 3000000000000000000000000000000000000	Converted		
Amount Type	Header	Commodity	Accounting	Status	
Approved: Discount: Additional:	29,798.21 .00 .00	29,798.21 .00 .00	29,798.21 .00 .00	BALANCED BALANCED BALANCED	
	A Complete: 📳	In Process: 🔟			

Create a Direct Pay Invoice.

These Instructions reference only the fields that are used by OIT.

Begin Direct Pay Invoice

- A. Document #: Type NEXT
- B. Select default Direct Pay.
- C. Vendor: Type Vendor Number or Query and Select Vendor.
- D. Press Next Block.

Invoice Direct Pay Information

- A. Invoice Date: Defaults change if different.
- B. **Transaction:** Defaults and Change if necessary.
- C. Address Code: Check if correct code.
- D. Sequence Number: Check if correct address sequence.
- E. Payment Due: Type date
- F. Bank: * Defaults should be B1.
- G. <u>Vendor Invoice:</u> Type vendors Invoice number or descriptive text.
- H. <u>Document Text</u>..... If applicable select Options and Document Text.

Options

Invoice Header Header Additional Information View Vendor Address View Document Status View Document Indicators Commodity Information Accounting Information Balancing/ Completion View Vendor History [FAIVNDH] Document Text [FOATEXT]

🚝 Invoice/Creuic Menio P	Header FAAINVE 7.1.D (OTTR)	****************************		
Invoice Date: A. Check Vendor:	<mark>26-0CT-2005</mark> ⊞	B. Transaction Date:	26-OCT-2005 🔠	☑ Document Accounting
	C.			
Address Code:	VP 💌 Sequence Number: 📘 🗨	• D .	Discount Code:	
Address Line 1:	810 South Maumee Street]	Payment Due:	Е. 26-ост-2005 🎟
Address Line 2:]		
Address Line 3:]	Bank:	F. B1 General Suspense Checking
City:	Tecumseh		Vendor Invoice:	G. F2 56798
State or Province:	MI		Direct Deposit Sta	itus: N
ZIP or Postal Code:	49286		1099 Tax ID:	382357214
Nation:				🗆 Credit Memo
Collects Tax:	N COLLECTS NO TAXES			🗹 1099 Vendor
				Direct Deposit Override
				Text Exists

- A. <u>Desc:</u>*- Type description item or service.
- B. <u>Approved:</u>*- Type **amount** approved for payment.
- C. Discount: Type Discount amount if applicable.
- D. <u>Additional:</u> Type any **additional amount** if needed usually all cost are aggregated in to the approved amount.
- E. If another commodity *arrow down and repeat* **3a-d.** Else go to f.
- F. Press Next Block.

🙀 Commodity Inf	o -Direct Pay/General Encumbrance-	FAAINVE	7.1.b (OTTR)	000000000000000000000000000000000000000
Document:	I0139546 Vendor: V00004478	Sil-Tech Co	rporation	
Item: Commodity:	1 of Circuit Breakers	Α.		
	Reverse Calculation			
Amounts				Indicators
Approved:	650.00 B .			Suspense:
Discount:	. ⁰⁰ C.			Open or Paid: 🛛 🗌
Additional:	.00 D.			
				🗆 Hold
Net:	650.00			Access Completion

Invoice Direct Pay Accounting Distribution

- A. \underline{Yr} Next field through to default current fiscal year.
- B. Index -Select or Type Index code defaulting Fund, Orgn, and Prog.
- C. Acct Select or Type Account Code.
- D. Write Invoice number down or Print Screen for your records.
- E. If one Accounting Distribution then *Next Field* through <u>Discount</u> defaulting <u>Accounting</u> Else more than one Accounting Distribution then Type amounts for Approved:, Discounted, and

<u>Additional.</u> Arrow down and repeat 4a-e until all Accounting Distributions have been completed.

F. Press Next Block.

Invoice Accounti	ng Distribution FAAINVE	7.1.b (OTTR)
Document: 101 Item:	D. Vendor: Commodi	V00004478 Sil-Tech Corporation ty: DOCUMENT ACCTG DISTRIBUTION Transaction Date: 26-OCT-2005
Commodity Red Sequence Num	cord Count: 1 ber:	Accounting Record Count: 0
COA ▼ A. Year H 06	BUS001 Fund	Orgn V Acct V Prog V Actv V Locn V Proj V 005105 20112 61000
Bank: B1	General Suspense Checking	Income Type: NA ♥ Currency Code: Accounting
Approved:	650.00	650.00 E.
Discount:	.00	Indicators
Additional:	.00	.00 NSF Override:
		Suspense:
Net:		650.00 NSF Suspense: A

a. **Complete or In Process:** If finished and correct Press **Enter** on <u>Complete</u> Else tab to <u>In Process</u> to hold for additional processing.

b. Press Exit Button or [F2].

🙀 Invoice/Credit N	Memo Form FAAINVE 7.1.b) (OTTR)		
Document: Vendor:	I0139546 💌 V00004478 💌 Sil-Tech	Multiple Direct Pay Corporation	~	
🙀 Balancing Comp	oletion FAAINVE 7.1.b (OT	TR) 20000000000000000000		
Amount:	Input 650.00	Exchange Rate	Converted	
Amount Type	Header	Commodity	Accounting	Status
Approved:	650.00	650.00	650.00	BALANCED
Discount:	.00	.00	.00	BALANCED
Additional:	.00	.00	.00	BALANCED
	A. Complete: 🕑 In	n Process: 🔟		

- If a document requires more explanation than the description fields allow then a user may provide more information in either <u>Commodity Text</u> or <u>Document Text</u>.
- Access the text document writer by selecting Options then either <u>item text</u> or <u>document text</u> from the Menu Bar.

Options

Document Information Requestor/Delivery Information Vendor Information Commodity/ Accounting Information View Items in Suspense EDI Information Document Text [FOAPOXT]

After retrieving the text form follow the below instructions as indicated in the bottom image:

- A. Press NEXT BLOCK (F12) to move from header portion of the text form.
- B. Type in the information in the first line.
- C. Press down arrow to move to next line when the row will not accept any more characters or use new line for formatting data.
- D. Determine if the line should print:
 - if to print leave checked
 - if no print take off check.
- E. Determine line order by changing Line number if needed.

Save	with	[F2]	or	Disk	icon	on	menu	bar.

Text Type: Vendor: Commodity Description: Modify Clause:	PO Code: P0021 V00111345 STL, Inc.	979 💌 y Commodity Text	Change Sequence:		
	Text	Clause Number	Print	Line	
<mark>Fax </mark> order to Mark Gersten @	314.301.4777			10	
Deliver to ITS/Attn: Agnes B	ox			20	
units need to be installed be	fore students begin			30	
moving into the Res Hall on :	Sept 21			40	
Attention: Joe Saleman				50	
Per Quote 694				60	
Unchecked Campus Instru	ctions should not print on PO.				
Unchecked Documentatio	n should not rpint on PO.				
Checked lines are for the	vendor only.				
Avoid confusing the vendo	or with campus based information.				

Print Document Information.

Retrieve Fisip Document Detail Reports Form by either a) or b) option:

- a) Direct Access
 - Type YFADDPR in direct access field.
 - Press [Enter] key.
- b) Menu Access:
 - Select Finance Information and Reporting menu option.
 - Fisip Document Detail Reports Form.

🙀 General Menu GUAGMNU 7.1.a (OTTR) - Thursday October 27, 2005 😳 😳 😳							
Go To YFADDPR a) Velcome, LEWISM							
🖿 My Banner							
📾 SCT Banner							
🖮 ****** FIS Support fis@oit.edu 5.0650 ****** [*O_FIS]							
🚞 ***** HRIS Support dahris@oit.edu 5.1205 ****** [*O_HRIS]							
FIS Document Creation Forms [*O_APPS]							
🗎 FIS Document Query Forms [*O_QUERY]							
FIS Budget Information Forms [*O_BUD]							
FIS Vendor Information Forms [*O_VEND]							
Approvals, Password, and Personal Menu Maintenance [*O_APPSPM]							
Finance Information and Reporting [*O_FISIP]							
Fisip Finance Reports Form [YFAFREP]							
Fisip Document Detail Reports Form [YFADDPR]							
Fisip Open Encumbrance Report Form [YFO0ENC]							
🗎 Fisip Users Index Maintenance Form [YFVUSER]							
TAS - Time and Attendance Menu [*O_TAS]							

Select which document information to print by any one of these options:

Chart of Accounts: H	Document	Doc Type	
For LEWISM On 26-OCT-2005	I0139545 I0139546		-
A. Include FGBTRNH (takes longer)?	P0020023 C .	PO	
Clear Docs From List			
Print Document Detail D.			•

A. Check **Include FGBTRNH** to include this table in report. The default is not to include this information.

- B. Add all documents for a particular day
 - Enter Date of documents. (Defaults to current date but may be changed.)
 - If a document is already in list it will still add that number again.
 - Press Add Docs to List.
 - Press Save.

•

- C. Add other documents to list.
 - Next Block to Document field.
 - Arrow to new record.
 - Type document number.
 - Press Save Icon or [F2].

- D. Press Print Document Detail button to print document detail.
 - First time during a session a report is printed you will need to login to the report server.
 - All 3 fields of the login screen is required, note the below example:

Data	Database User Authentication							
User Name:	lewism							
Password:	*****							
Database:	otps.cedar							
	Submit Cancel							

- E. Delete document numbers from list either by:
 - Remove all document numbers = Press Clear Docs From List button
 - Delete one document number = Press Next Block and arrow to document number and Press [Shift F6].
 - Save Change.

- A. Retrieve Approvals Form one of the follow 2 ways.
 - a. Direct access type FOAUAPP in the Go To... field.
 - b. Menu Access:
 - i. Select Approvals, Password and Personal Menu Maintenancel
 - Select Document Approval Form. (If documents are awaiting your approval, FOIAINP, will appear upon your first form selection in FIS, select <u>User Approval</u> from side menu to go to Users Approval Form FOAUAPP.)

🧝 General Men	u GUAGMNU 7.1.a	a (OTTR) - Thursday C)ctober 27,	, 2005 (00000000000000			
Go To FOA	AUAPP Aa. 💌	Welcome, LEWISM					
🗎 My Banner							
SCT Banne	<u>er</u>						
🚞 *****	FIS Support	fis@oit.edu	5.0650	****** [*O_FIS]			
🚞 *****	HRIS Support	dahris@oit.edu	5.1205	****** [*O_HRIS]			
🗎 FIS Doci	ument Creation	Forms [*O_APPS]					
🗎 FIS Doci	ument Query Fo	rms [*O_QUERY]					
🗎 FIS Bud	get Information	Forms [*O_BUD]					
🗎 FIS Ven	dor Information	Forms [*O_VEND]					
🔤 Approva	als, Password, aı	nd Personal Menu M	laintenar	ICE [*O_APPSPM]			
🖹 <mark>Docu</mark>	ment Approval [I	FOAUAPP] AD.					
🖹 Appro	oval History [FO]	APHT]					
Approved Document Query [FOIAPPD]							
🖹 My Ba	anner Maintenan	ce [GUAPMNU]					
📄 Oracl	e Password Cha	nge [GUAPSWD]					
🗎 Finance	Information and	l Reporting [*O_FI	SIP]				

- B. Process the approvals or disapprovals of documents, use the Mouse to select any of the following options;
 - a. Approve to approve document,
 - b. **Docqry** to view the document.
 - c. **Disapprove** to disapprove document.
 - d. Detail for document accounting distribution.
 - e. **Queue** for queue status.

User ID:	workma	anj Jane	Workman	Document		☑ Next Appr	over	
NSF	Document Type PO	Document Number P0021917	Change Sequence Submission	Originating User	Cred Mem	Document Amount	Queue Type DOC	Next Approv
Approve:	a .	Docqry: S	Disapprove: 🔊 C.	Detail: 🔄 Queue d.	e.	122.00	Doc	
Approve:		Docqry:	Disapprove: 🔊	Detail: 🔄 Queue:		122.00		
Approve:	PO	P0021979 Docqry: 🖺	Disapprove: 🔗	POCOCKC Detail: 🖺 Queue	: 2	1,526.00	DOC	

C. <u>Form Navigation:</u> Navigate into each form by pressing the next block key [F12] and Pressing Exit [F2] to return to approval form and then press the keyboard down/up arrows to move between records.

- D. Check queue status: Selecting Queue icon will retrieve Document Approval Form FOAAINP.
 - On the left is the documents queue IDs, queue descriptions and queue levels. (Most PO documents have one or two queue IDs.)
 - On the right it shows the approval user id and their queue ID.
 - Each document must be approved by one of the approvers in each queue ID.

Document:	P0021917 Type: PO V	Change Sequence:		Submissio	n:		
Queue ID ABN1	Queue Description PO ADMIN BN LEVEL 1	Queue Approval Level Level	Queue ABN1 ABN1		User DBAO Administration Sob Nettles		
	In	suspense: 📃	Detail: 칠	Ap	oprove: 🔽	Disapprove: 🧕	۶

E. <u>Approval History</u>: From User Approval form, select <u>Approval History</u> from Options menu to on Menu Bar to retrieve Document Approval History Form FOIAPPH for prior approval history on the current document.

Docum Code	ient Type	Change Sequence	Submission Number		Que ID	eue Level	Approver's Name	Approved Date
P0021917	PO				PLT2	1	Dave Ebsen	29-AUG-2005
					PRY1	1	Ray Setters	29-AUG-2005
					ABN1	1	DBAO Administration aaa	29-AUG-2005
					BUS5	1	DBAO Administration aaa	29-AUG-2005
					PLT2	1	Dave Ebsen	30-AUG-2005
					PRY1	1	Ray Setters	30-AUG-2005
					BUS5	1	Jeannie Steckley	06-SEP-2005
				÷.				
				•	Originati CAMPBEL	ng User C	Name Chris Campbell]

<u>Sending Other Users Messages:</u> you can send a user a message by selecting message icon from menu bar to retrieve GUAMESG or when a document is being disapproved there is an opportunity to put additional information in the disapproval notice.

Go To		Welcome, LEWISM				
🗎 My Banner						
🖻 SCT Banne	r					
🚞 *****	FIS Support	fis@oit.edu	5.0650	****** [*0_FIS]		
🚞 *****	HRIS Support	dahris@oit.edu	5.1205	****** [*O_HRIS]		
🗎 FIS Doci	ument Creation I	Forms [*O_APPS]				
🗎 FIS Doci	ument Query Fo	rms [*O_QUERY]				
🔁 FIS Bud	get Information	Forms [*O_BUD]				
Organization Budget Status Form [FWIBDST]						
📄 Orgar	nization Budget \$	Summary Form [FV	VIBSUM]			
📄 Execu	itive Summary F	orm [FWIBDSR]				

- A. Select **FIS Budget Information Forms** menu option and **Organization Budget Status Form** or with direct access of **Go To...** field type **FWIBDST**. Note above graphic.
- B. Enter Query Data (form shows a summary of all activity for an Index, FOP, including Activity if specified)
 - a. Chart: and Fiscal Year: fields default.
 - b. At Fis. Period: leave blank for all, or enter a specific fiscal period. If a period is used, the data returned will be cumulative up to and including that period.
 - c. At Index. Index: enter your Index Code.
 - d. In Acct. <u>Query Specific Account</u>: by default a non-checked box shows list of all accounts greater than acct code entered in Account: field. A checked box limits query to specific *Account Type* detail. Totals will only print for specific queries.
 - e. Press *Next Block* {F12} to retrieve accounting information. *Next or Previous Record* { } to scroll through budget lines.

Chart:		н	Organization: 🛛	05505 💌 ITS Ir	formation Technology Services				
Fiscal Ye	Fiscal Year: 06 💌 Fund: 001005 💌 Operating Fund								
Fiscal Pe	riod:		Program: 6:	1000 💌 Institu	utional Management				
Index:		ITS001	Account:	-					
Query	Spec	cific Account	Account Type:						
🗹 Include	e Rev	venue Accounts	Activity:	-					
Commit 1	Гуре:	Both	Location:						
Account	Тур	oe Title	Adjusted Budget	YTD Activity	Commitments	Available Balance			
22511	E	Freight/Moving-Not Employe	0.00	5	.14 0.00	-5.14			
23501	E	Equipment Maintenance & R	0.00	159	.00 0.00	-159.00			
23502	E	Building Maintence & Repair	0.00	126	.33 0.00	-126.33			
23513	E	Software Maintenance Cont	0.00	5,705	.88 884.00	-6,589.88			
23523	E	Data Processing/Elect Equip	0.00	595	.12 0.00	-595.12			
<mark>24003</mark>	E	Software Lease Costs	0.00	46,277	.13 7,460.00	-53,737.13			
24507	E	Management Consulting Se	0.00	9,750	.00 0.00	-9,750.00			
24526	E	Web Design Services	0.00	0	.00 15,158.00	-15,158.00			
24602	E	Duplicating & Copying Expe	0.00	308	.20 0.00	-308.20			
24611	E	Advertising-Pers Recruit/Pu	0.00	1,399	.15 0.00	-1,399.15			
28611	E	Refreshments-Inter Departi	0.00	65	.65 0.00	-65.65			
28612	E	Hosting Groups & Guests	0.00	39	.53 0.00	-39.53			
		Net Total:	-986,167.00	-193,786	.48 582,518.36	209,862.16			

Budget Status Form

C. Drill-down for information pertaining to any summarized account transactions, select <u>Transaction Detail</u> <u>Information</u> from **Options** menu on menu bar, which will retrieve the **Detail Transaction History Form** [FGITRND].

			Detailed H	unsuotion	17 (0(19)(2)		
COA F	iscal Year Index TISO01	Fund (Organization Account Image: Organization of the second sec	Program T 61000	Activity Location	n Period Quer	y Type Commit Type
Accou	nt Organization	Program	Transaction Date	Туре	Field Code	Amount	Increase (+) or Decrease (-)
¢4003	005505	61000	23-AUG-2005	INEI	YTD	1,238.53	+
24003	005505	61000	23-AUG-2005	INEI	ENC	-1,307.72	•
24003	005505	61000	11-AUG-2005	PORD	ENC	1,307.72	+
24003	005505	61000	20-JUL-2005	INEI	ENC	-4,671.90	-
24003	005505	61000	20-JUL-2005	INEI	YTD	4,671.90	+
24003	005505	61000	26-JUL-2005	PORD	ENC	3,040.00	+
24003	005505	61000	14-JUL-2005	PORD	ENC	3,400.00	+
24003	005505	61000	14-JUL-2005	PORD	ENC	1,020.00	+
24003	005505	61000	07-JUL-2005	INEI	YTD	9,500.00	+ 3
24003	005505	61000	07-JUL-2005	INEI	ENC	-9,500.00	
24003	005505	61000	07-JUL-2005	INEI	YTD	30,866.70	+
24003	005505	61000	07-JUL-2005	INEI	ENC	-30,866.70	•
24003	005505	61000	07-JUL-2005	PORD	ENC	4,671.90	+
24003	005505	61000	01-JUL-2005	PORD	ENC	30,866.70	+
24003	005505	61000	01-JUL-2005	PORD	ENC	9,500.00	+

Detailed Transaction Activity

D. To get summary totals for all level 1 and level 2 OPAL account type account codes select <u>Budget</u> <u>Summary Information</u> from **Options** menu on menu bar, to retrieve the **Organization Budget Summary Form** [FWIBSUM].

Chart of Accounts: H♥ Fiscal Year: 06 ♥ Fiscal Period: Account Level: 1	Organization: 005505 Fund: 001005 Program: 61000 Activity:	 ITS Information Technology Services Operating Fund Institutional Management 					
Account Title	Adjusted Budget	YTD Activity	Commitments	Available Balance			
Revenue	0.00	0.00	0.00	0.00			
Labor	842,392.00	116,460.90	556,924.87	169,006.23			
General Expense	143,775.00	77,325.58	25,593.49	40,855.93			
Transfer	0.00	0.00	0.00	0.00			
Net: Revenue minus (Labor + Expense + Transfer)	-986,167.00	-193,786.48					
		Total Commitments:	582,518.36	209,862.16			

Organization Budget Summary Form

E. To list all open encumbrances for the queried Index, select <u>Organization Encumbrances</u> from **Options** menu on menu bar, to retrieve **Organization Encumbrance List Form** [FGIOENC].

C F	∶hart: Fiscal Year:	H♥ Index: ♥♥	Or Fu	rganization: ınd:	005505 V I 001005 V C	TS Information Operating Func	Technology 9 I	ervices		
E	Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Comm	it Type
	E0003113		0	39416	61000			72.49	ι	J
	P0021699	ADXSTUDIO Inc.	8	23513	61000			884.00	l (J
	P0021699	ADXSTUDIO Inc.	6	24003	61000			3,400.00	l l	J
	P0021699	ADXSTUDIO Inc.	7	24003	61000			1,020.00	լ	ר

Organization Encumbrance List

General Ledger Trial Balance

From Main Menu Under <u>FIS Budget Information Forms</u> select **General Ledger Trial Balance [FWITBAL].**

🗟 SCT Banne	r						
🚞 *****	FIS Support	fis@oit.edu	5.0650	****** [*O_FIS]			
🚞 *****	HRIS Support	dahris@oit.edu	5.1205	****** [*O_HRIS]			
🗎 FIS Docu	ument Creation I	Forms [*O_APPS]					
🗎 FIS Docu	ument Query Foi	ms [*O_QUERY]					
🖻 FIS Budg	get Information	Forms [*O_BUD]					
🖹 Organ	nization Budget §	Status Form (FWIE	BDST]				
🖹 Organ	nization Budget §	Summary Form [F ¹	WIBSUM]				
🖹 Execu	itive Summary F	orm [FWIBDSR]					
📄 Grant	Inception to Dat	te [FRIGITD]					
🖹 <mark>Gener</mark>	al Ledger Trial B	alance [FWITBAL]					
Trial Balance Summary [FWITBSR]							
Detail Transaction Activity [FGITRND]							
🗎 G/L A	ccount Balance	Form [YFIABAL]					

FWITBAL Form information:

- Current account balance
- Beginning of year for assets, liabilities and fund balance accounts

Form Instructions:

- A. Select Fiscal year code.
- B. Leave blank if want current balance or Type period code in.
- C. Type Fund code.
- D. Press Next Block [F12].

Chart: Fiscal Yea Fiscal Per	H TA. Account Type: T ar: 06 T iod: B.	Fund: 001005 Account:	operating Fund (C.	
Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
A0901	Cash On-Hand - Interfund	683,294.59	D	2,971,666.86	
A1001	Petty Cash Advances	27,739.80		27,847.80	
A3002	SIS General Receivables	656,575.84		3,304,735.18	
A3005	A/R NSF Checks	19.23		19.23	
A3110	Travel Advance Receivable	0.00		0.00	
A3152	A/R Collection Agency - Offsets	0.00		0.00	
A3153	Collection Costs	29,442.74	C *	36,313.68	C *
A3803	A/R Accruals Year End OIT	92,329.56		0.00	
A3900	Allowance for Doubtful Accounts	95,153.33	C *	95,153.33	C *
A4201	Physical Plant Stores	59,610.60		57,559.10	
A4202	Office Stores	5,719.64		3,347.22	
A5002	Prepaid General Expense	31,461.85		0.00	
A5004	Prepaid Postage	18,719.01		19,602.65	
A5017	CTN/Away Prepaid Travel	33,712.80		41,839.20	
A8611	Acc Dep-Buildings	0.00		0.00	D 🗌 📼
	* - denotes a	mount is opposite of Norn	nal Balance		
Total:	ALL ACCOUNTS	0.00		0.00	

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Trial Balance Summary Form (FGITBSR)

🖾 SCT Banne	r						
🚞 *****	FIS Support	fis@oit.edu	5.0650	****** [*O_FIS]			
🚞 *****	HRIS Support	dahris@oit.edu	5.1205	****** [*O_HRIS]			
🚞 FIS Doci	ument Creation I	Forms [*O_APPS]					
🚞 FIS Doci	ument Query Foi	ms [*O_QUERY]					
🖻 FIS Bude	get Information	Forms [*O_BUD]					
🗎 Orgar	nization Budget §	Status Form [FWIB	DST]				
🗎 Orgar	nization Budget §	Summary Form (FV	VIBSUM]				
🖹 Execu	itive Summary F	orm [FWIBDSR]					
Grant Inception to Date [FRIGITD]							
🖹 Gener	🖹 General Ledger Trial Balance [FWITBAL]						
🖹 Trial B	Balance Summar	y [FWITBSR]					

Form Instructions:

- A. Select Fiscal year code.
- B. Leave Period blank if want current balance or Type period code in.
- C. Type Fund code.
- D. Leave blank Account, Fund Type or Acct Type for all Account or fill in to limit query.
- E. Press Next Block [F12].

Trial Balance Summary Form

CO4 Fund Accoun	A: H OUS OIT Chart d: 001005 Operating Fund C. t:	г D	A viscal Year: 06 Pe OR Fund Type: T OR Acct Type: T	riod: 🗌 B .					
Account	Description	Beginning Balance	D/C *	Current Balance	D/C *				
A0901	Cash On-Hand - Interfund	683,294.59	D	2,971,666.86	D				
A1001	Petty Cash Advances	27,739.80		27,847.80					
A3002	SIS General Receivables	656,575.84		3,304,735.18					
A3005	A/R NSF Checks	19.23		19.23					
A3110	Travel Advance Receivable	0.00		0.00					
A3152	A/R Collection Agency - Offsets	0.00		0.00					
A3153	Collection Costs	29,442.74	С *	36,313.68	С *				
A3803	A/R Accruals Year End OIT	92,329.56		0.00					
A3900	Allowance for Doubtful Accounts	95,153.33	С *	95,153.33	с *				
A4201	Physical Plant Stores	59,610.60		57,559.10					
A4202	Office Stores	5,719.64		3,347.22					
A5002	Prepaid General Expense	31,461.85		0.00					
A5004	Prepaid Postage	18,719.01		19,602.65					
	* - denotes amount is opposite of Normal Balance								
Total	ALL ACCOUNTS	0.00		0.00					
			Current Fund Balanc	c e: 5,691,934.75	c 🗌				

Access Finance Banner:

- A. Bring up the Internet Explorer.
- B. Go to the OIT home page.
- C. Drill down through **Faculty/Staff**, Business Affairs, OIT FIS HR Inb Production web links to bring up the Banner log on form.

Oregon	Tech For Faculty Catalog	BANNER DIRECTORY	Search O People ③ Subject	
Future Students Current Students Faculty/Staff • Academic Programs	Oregon Tech Home Faculty/Staff Busin Faculty/Staff	ness Affairs		
Administrative Offices Business Affairs Campus Media	Business Affairs Banner INB Links			
• Campus Safety • Facility Services • Faculty/Staff Directory	Finance/HR OIT Fis HR Inb - Production OIT Fis HR Inb - Test OIT Fis HR Inb - Upgrade			
• Human Resources • Institutional Research	Student OIT Student Inb - Production OIT Student Inb - Test OIT Student Inb - Upgrade			

- D. Type Username, Password and Database fields.
- E. Press Connect Button.



- A. From Main Menu select option and change Password by one of the below options:
 - Type **GUAPSWD** in **Go To...** field for direct access or
 - Navigate Finance Banner Menu in the following steps:
 - a. Open Approvals, Password, and Personal Menu Maintenance menu option.
 - b. Select Oracle Password Change Form.

Go То GU	IAPSWD 🔽	Welcome, LEWISM				
🗎 My Banner	•					
SCT Banner						
🚞 *****	FIS Support	fis@oit.edu	5.0650	****** [*O_FIS]		
🚞 *****	HRIS Support	dahris@oit.edu	5.1205	****** [*O_HRIS]		
FIS Document Creation Forms [*O_APPS]						
FIS Document Query Forms [*0_QUERY]						
FIS Budget Information Forms [*O_BUD]						
FIS Vendor Information Forms [*O_VEND]						
🔤 Approvals, Password, and Personal Menu Maintenance [*O_APPSPM]						
🖹 Document Approval [FOAUAPP]						
🖹 Approval History [FOIAPHT]						
Approved Document Query [FOIAPPD]						
🖹 My Banner Maintenance [GUAPMNU]						
Oracle Password Change [GUAPSWD]						
Finance Information and Reporting [*O_FISIP]						
TAS - Time and Attendance Menu [*O_TAS]						

- B. Change Password by:
 - a. Oracle Password: Type Current Password and Press Tab
 - b. New Oracle Password: Type New Password
 - c. Verify Password: Type New Password Again
 - d. OK: Press the save button
 - If OK block does not appear then your current password or verification maybe incorrect.
 - Password must start with an alpha text not numeric.

en						
🙀 Oracle Password Change Form	GUAPSWD	7.0	(OTTR)			신문지〉
Oracle User ID:	LEWISM					
			-			
Oracle Password:	*****		a.			
Datahaso'	OTTR CED	۸D				
Database.	OTIKICLD	MK.				
New Oracle Password:	******		b.			
Varify Decourands	*******		-			
verny Passworu:			C .			
				_		
				d 🖫	X	

e. On Acknowledgment Press <u>OK</u> to "Password has been changed, reconnecting" message. You will need to log out now and log back in to Banner.

Banner Navigation or Function Keys The follow is a list of Banner Function Keys for keyboard navigation.

ACTION	Function KEY			
Accept (Commit)	F10			
Block Menu	F5			
Clear Block	Shift F5			
Clear Form	Shift F7			
Clear Item	Shift F9			
Clear Record	Shift F4			
Count Query Hits	Shift F2			
Delete Record	Shift F6			
Display Error	Shift F1			
Duplicate Item	F3			
Duplicate Record	F4			
Edit	Shift F10			
Enter Query	F7			
Execute Query	F8			
Exit W/O Value	F2			
Exit With Value	Shift F3			
Help	F1			
Insert Record	F6			
LOV-List of Values	F9			
Next Block	F12 or Ctrl Page Down			
Next Record	Shift F12			
Previous Block	F11 or Ctrl Page Up			
Previous Record	Shift F11			
Print	Shift F8			
Show Function Keys	Ctrl F1			