

Oregon Institute of Technology

Business Affairs

Financial Processing Manual

DOCUMENT CREATION AND PROCESSING INSTRUCTIONS.....	2
CREATE A PURCHASE ORDER.....	2
CREATE A REGULAR PAY INVOICE (<i>REGULAR PAY DOCUMENTS REFERENCE A PURCHASE ORDER.</i>).....	5
CREATE A DIRECT PAY INVOICE.....	8
CREATE DOCUMENT TEXT.....	11
PRINT DOCUMENT INFORMATION.....	12
DOCUMENT APPROVALS FORM.....	14
VIEW BUDGET INSTRUCTIONS.....	16
ORGANIZATION BUDGET STATUS.....	16
USING BANNER INSTRUCTIONS.....	20
LOG ON TO FIS BANNER.....	20
CHANGE YOUR FINANCE BANNER PASSWORD.....	21
BANNER NAVIGATION OR FUNCTION KEYS.....	22

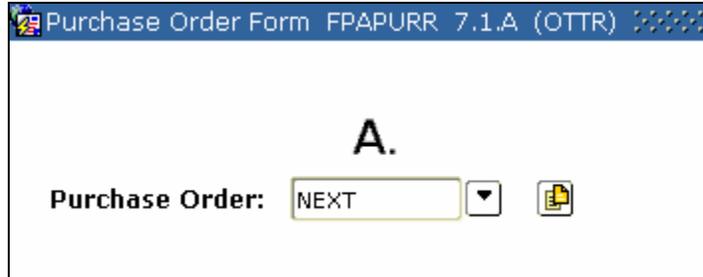
Document Creation and Processing Instructions.

Create a Purchase Order

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

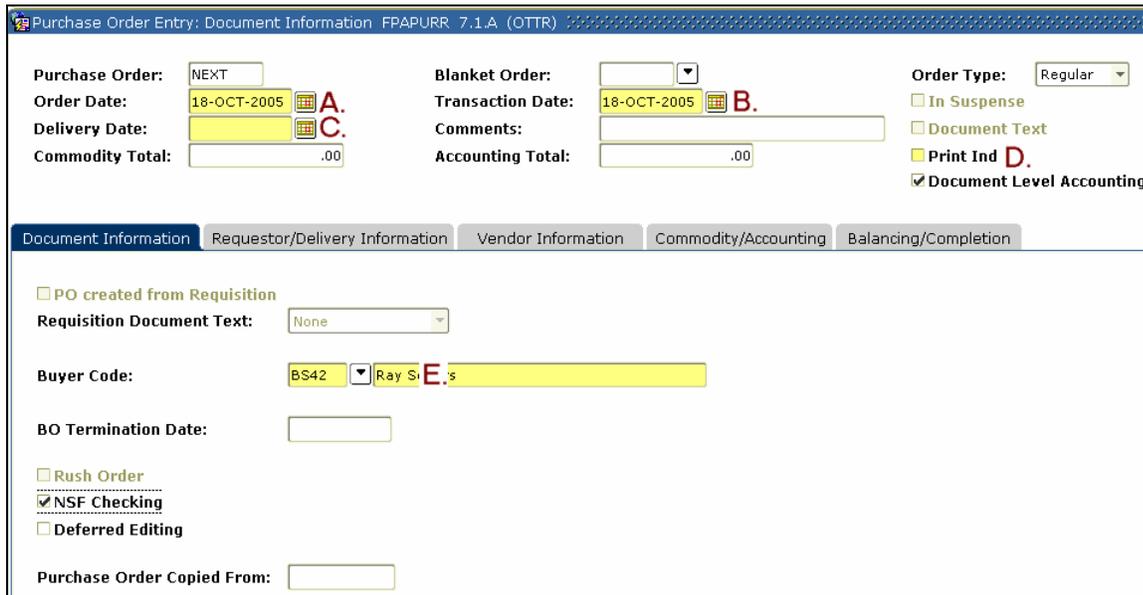
1. Begin Purchase Order

- A. Type - **NEXT**
- B. Press **Next Block**.



2. Purchase Order Document Information

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



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 Information	Vendor Information	Commodity/Accounting	Balancing/Completion
Requestor: Jane Workman A.		COA: H OUS OIT Chart		
Organization: B. 005110 Financial Information Systems		Email: jane.workman@oit.edu		
Phone: 541 8851244 Extension:		Fax: 541 8851122 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** -  icon 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 Information	Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion
Vendor: A. V00005554 Gateway Companies, Inc.				
Address Type: B. VO Address Sequence: 1 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:		<input type="checkbox"/> 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. **Desc:** - 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 **Next Block**.
- 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 Accounting fields go to step e
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 **Exit** 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. **Purchase Order:** Type **Purchase order number** (Referenced purchase order information should default)
- D. If paying only a portion of the **PO**
 Select **PO Items: = Y**
 Else if paying **all**
 Invoice **All: = Y**
- E. Press **Next Block.**

Invoice/Credit Memo Form FAAINVE 7.1.b (OTTR)

Document: NEXT Multiple Regular

Purchase Order: P0021780 Select PO Items: Y Invoice All:

Vendor: V00004430 Safari Micro 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.

Document: I0139545 Purchase Order: P0021780 Invoice All **A.**

Vendor: V00004430 Safari Micro Inc

Item	Code	Commodity Description	Text Exists	U/M	Quantity	Unit Price	Add
1		J4902A#ABA HP ProCurve Switch 6108	Y	EA	7.00	814.96	<input type="checkbox"/>
2		J4899B#ABA HP ProCurveSwitch 2650	Y	EA	29.00	657.79	<input type="checkbox"/>
3	B.	J4904A#ABA HP ProCurve Switch 2848	Y	EA	2.00	2,508.79	C. <input checked="" type="checkbox"/>
4		J4859B HP ProCurve Gigabit-LX-LC Mini-GBIC	Y	EA	8.00	608.84	<input type="checkbox"/>
5		J4858B HP ProCurve Gigabit-SX-LC-Mini-GBIC	Y	EA	10.00	273.19	<input type="checkbox"/>
6		J4116A HP ProCurve Gigabit Stacking Kit	Y	EA	1.00	142.00	<input type="checkbox"/>
7		F2F402L0 - 02M Belkin Cable	Y	EA	28.00	33.17	<input type="checkbox"/>
8		J4834A HP	Y	EA	1.00	221.85	<input type="checkbox"/>
9		J4853A HP	Y	EA	2.00	216.16	<input type="checkbox"/>
10		PWLA8492MT Intel PRO/1000 MT Dual Port Ada	Y	EA	18.00	148.88	<input type="checkbox"/>
11		WS-C3750G-12S-E Cisco Catalyst 3750G-12S-f	Y	EA	2.00	7,499.00	<input type="checkbox"/>
12		GLC-T Cisco	Y	EA	6.00	176.00	<input type="checkbox"/>
13		GLC-GE-100FX Cisco	Y	EA	3.00	160.00	<input type="checkbox"/>
14		GLC-SX-MM Cisco	Y	EA	2.00	219.00	<input type="checkbox"/>
15		GLC-LH-SM Cisco	Y	EA	11.00	399.00	<input type="checkbox"/>
16		CON-SNT-PKG9 Cisco SMARTnet Category 9	Y	EA	2.00	629.00	<input type="checkbox"/>

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. **Invoiced** field under Quantity- 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. **Final Payment Indicator**:
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 **Next Block**.

Commodity Information -Regular- FAAINVE 7.1.b (OTTR)

Document: I0139545 Vendor: V00004430 Safari Micro Inc Select PO:
 PO Number: P0021780 PO Item: 1
 Commodity Record Count: 3 Invoice Item: 1
 Commodity: J4902A#ABA HP ProCurve Switch 6108 U/M: EA Add

	Quantity	Unit Price	Extended Price	Indicators
Ordered:	7	814.96	5,704.72	Override Tolerance: <input type="checkbox"/>
Prev Invoiced:	0		.00	Hold: <input type="checkbox"/> N
Accepted:	0	814.96	.00	Final Payment Indicator: <input checked="" type="checkbox"/> F
Invoiced:	A. 7	B. 814.96	5,704.72	Last Receiver: <input type="checkbox"/>
Approved:	C. 7	D. 814.96	5,704.72	Suspense: <input type="checkbox"/> Y
Discount:			.00	Open or Paid: <input type="checkbox"/> O
Additional:			E. .00	Text Exists: <input type="checkbox"/> Y
Net:			5,704.72	<input type="checkbox"/> Access Completion

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: I0139545 **C.** Vendor: V00004430 Safari Micro Inc
 Item: 1 Commodity: J4902A#ABA HP ProCurve Switch 61 Transaction Date: 21-OCT-2005

Commodity Record Count: 3 Accounting Record Count: 1
 Sequence Number: 1

COA **A.** Year Index Fund Orgn Acct Prog Actv Locn Proj
 H 06 ITS007 001005 005505 20204 30800

Bank: B1 General Suspense Checking Income Type: NA
 Currency Code:

	Commodity	%	Accounting	Indicators
Approved:	5,704.72	<input type="checkbox"/>	5,704.72 B.	NSF Override: <input type="checkbox"/> N
Discount:	.00	<input type="checkbox"/>	.00	Suspense: <input type="checkbox"/> N
Additional:	.00	<input type="checkbox"/>	.00	NSF Suspense: <input type="checkbox"/> A
Net:			5,704.72	

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 Memo Form FAAINVE 7.1.b (OTTR)

Document: I0139545 Multiple Regular
Purchase Order: P0021780 Select PO Items: Invoice All:
Vendor: V00004430 Safari Micro Inc

Balancing Completion FAAINVE 7.1.b (OTTR)

	Input	Exchange Rate	Converted
Amount:	29,798.21		

Amount Type	Header	Commodity	Accounting	Status
Approved:	29,798.21	29,798.21	29,798.21	BALANCED
Discount:	.00	.00	.00	BALANCED
Additional:	.00	.00	.00	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. **Vendor Invoice:** Type vendors Invoice number or descriptive text.
- H. **Document Text** If applicable select **Options** and **Document Text**.

Invoice Direct Pay Commodity Information

- A. **Desc:** * - Type description item or service.
- B. **Approved:** * - Type **amount** approved for payment.
- C. **Discount:** - Type **Discount amount** if applicable.
- D. **Additional:** 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.**

Invoice Direct Pay Accounting Distribution

- A. **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 Discount defaulting Accounting
Else more than one Accounting Distribution then Type amounts for Approved:, Discounted, and Additional. Arrow down *and repeat* 4a-e until all Accounting Distributions have been completed.
- F. Press **Next Block.**

Balance/Completion Direct Pay

- a. **Complete or In Process:**
If finished and correct Press **Enter** on Complete
Else tab to In Process to hold for additional processing.
- b. Press **Exit** Button or [F2].

Invoice/Credit Memo Form FAAINVE 7.1.b (OTTR)

Document: I0139546 Multiple Direct Pay

Vendor: V00004478 Sil-Tech Corporation

Balancing Completion FAAINVE 7.1.b (OTTR)

	Input	Exchange Rate	Converted	
Amount:	650.00			

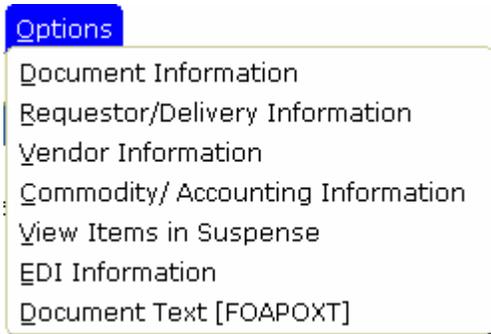
Amount Type	Header	Commodity	Accounting	Status
Approved:	650.00	650.00	650.00	BALANCED
Discount:	.00	.00	.00	BALANCED
Additional:	.00	.00	.00	BALANCED

A.

Complete:  In Process: 

Create Document Text.

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



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

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

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

Procurement Text Entry FOAPOXT 7.0 (OTTR)

Text Type: PO Code: P0021979 Change Sequence:

Vendor: V00111345 STL, Inc.

Commodity Description:

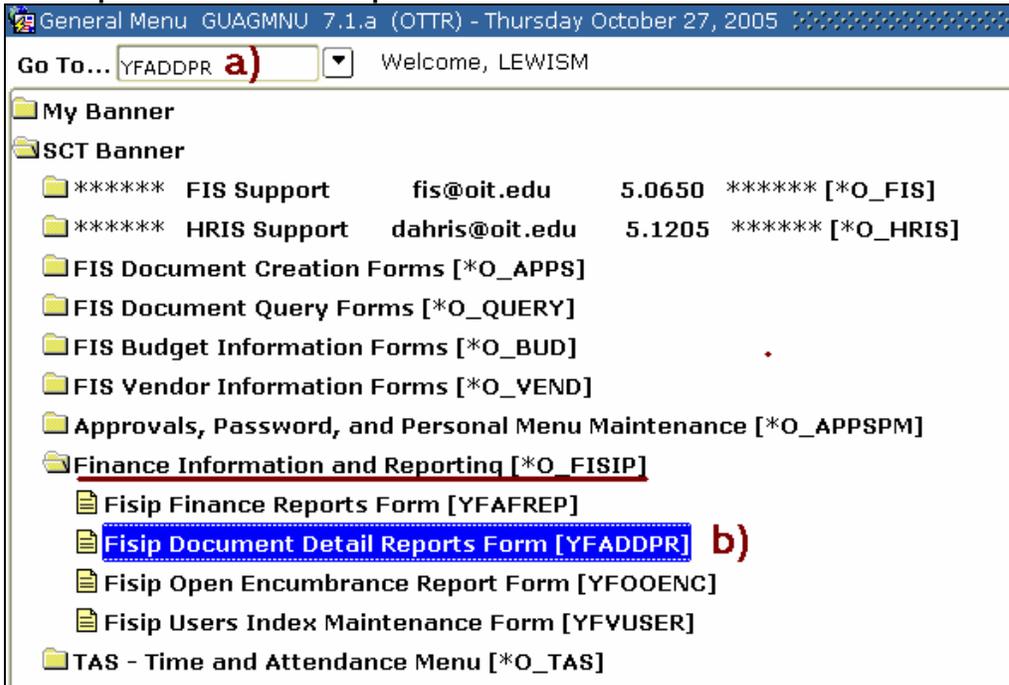
Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
Fax order to Mark Gersten @ 314.301.4777		<input checked="" type="checkbox"/>	10
Deliver to ITS/Attn: Agnes Box		<input type="checkbox"/>	20
units need to be installed before students begin		<input type="checkbox"/>	30
moving into the Res Hall on Sept 21		<input type="checkbox"/>	40
Attention: Joe Saleman		<input checked="" type="checkbox"/>	50
Per Quote 694		<input checked="" type="checkbox"/>	60
		<input type="checkbox"/>	
		<input type="checkbox"/>	
Unchecked Campus Instructions should not print on PO.		<input type="checkbox"/>	
Unchecked Documentation should not print on PO.		<input type="checkbox"/>	
Checked lines are for the vendor only.		<input type="checkbox"/>	
Avoid confusing the vendor with campus based information.		<input type="checkbox"/>	
		<input type="checkbox"/>	

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.**



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	INV
A. <input type="checkbox"/> Include FGBTRNH (takes longer)?		I0139546	INV
B. Add Docs to List		P0020023 C.	PO
E. Clear Docs From List			
D. Print Document Detail			

- 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:

Database User Authentication

User Name:

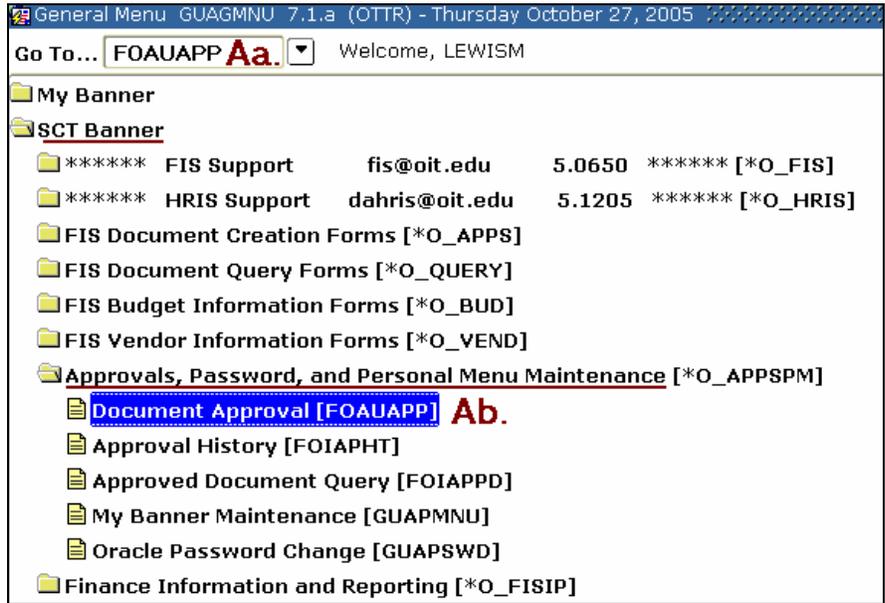
Password:

Database:

- 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.

Document Approvals Form

- 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 Maintenance**
 - ii. Select **Document Approval Form**. (If documents are awaiting your approval, FOIAINP, will appear upon your first form selection in FIS, select User Approval from side menu to go to Users Approval Form FOAUAPP.)



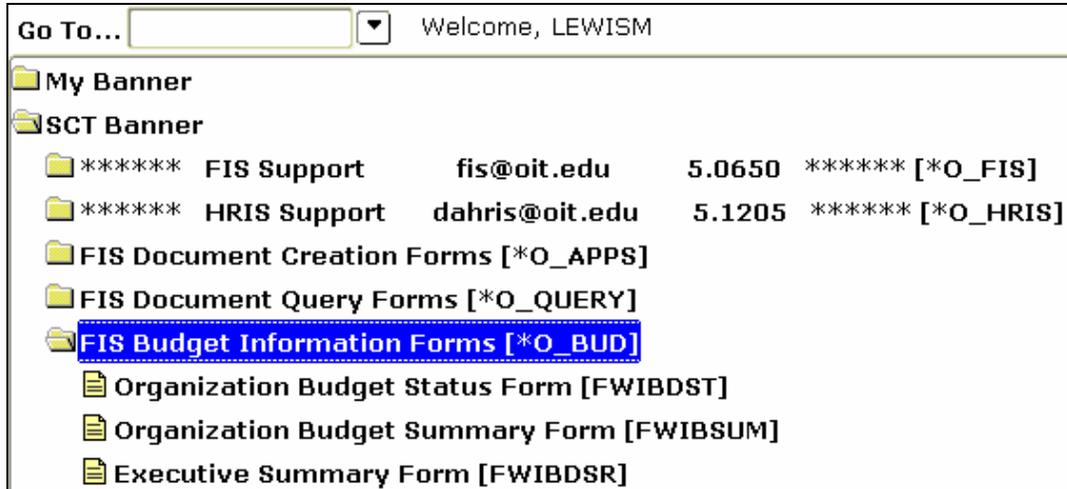
- B. Process the approvals or disapprovals of documents, use the Mouse to select any of the following options;
 - a. **Approve** to approve document,
 - b. **Docqry** to view the document.
 - c. **Disapprove** to disapprove document.
 - d. **Detail** for document accounting distribution.
 - e. **Queue**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

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Cred Mem	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	PO	P0021917	<input type="checkbox"/>	<input type="checkbox"/>	CAMPBELC	<input type="checkbox"/>	5,503.36	DOC	<input type="checkbox"/>
	Approve: <input checked="" type="checkbox"/>	Docqry:	Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0021966	<input type="checkbox"/>	<input type="checkbox"/>	STARKEKA	<input type="checkbox"/>	122.00	DOC	<input type="checkbox"/>
	Approve: <input checked="" type="checkbox"/>	Docqry:	Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0021979	<input type="checkbox"/>	<input type="checkbox"/>	POCOCKC	<input type="checkbox"/>	1,526.00	DOC	<input type="checkbox"/>
	Approve: <input checked="" type="checkbox"/>	Docqry:	Disapprove:		Detail:	Queue:			

- C. Form Navigation: 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.

View Budget Instructions

Organization Budget Status



- 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. Query Specific Account: 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.

Budget Status Form

Chart:	H	Organization:	005505	ITS Information Technology Services
Fiscal Year:	06	Fund:	001005	Operating Fund
Fiscal Period:		Program:	61000	Institutional Management
Index:	ITS001	Account:		
<input type="checkbox"/> Query Specific Account		Account Type:		
<input checked="" type="checkbox"/> Include Revenue Accounts		Activity:		
Commit Type:	Both	Location:		

Account	Type	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 Maintenance & 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
24003	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 Depart	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

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

Detailed Transaction Activity

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Query Type	Commit Type
H	06	ITS001	001005	005505	24003	61000				S	

Account	Organization	Program	Transaction Date	Type	Field Code	Amount	Increase (+) or Decrease (-)
24003	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	+
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	+

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

Organization Budget Summary Form

Chart of Accounts: H	Organization: 005505 ITS Information Technology Services
Fiscal Year: 06	Fund: 001005 Operating Fund
Fiscal Period:	Program: 61000 Institutional Management
Account Level: 1	Activity:

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

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

Organization Encumbrance List

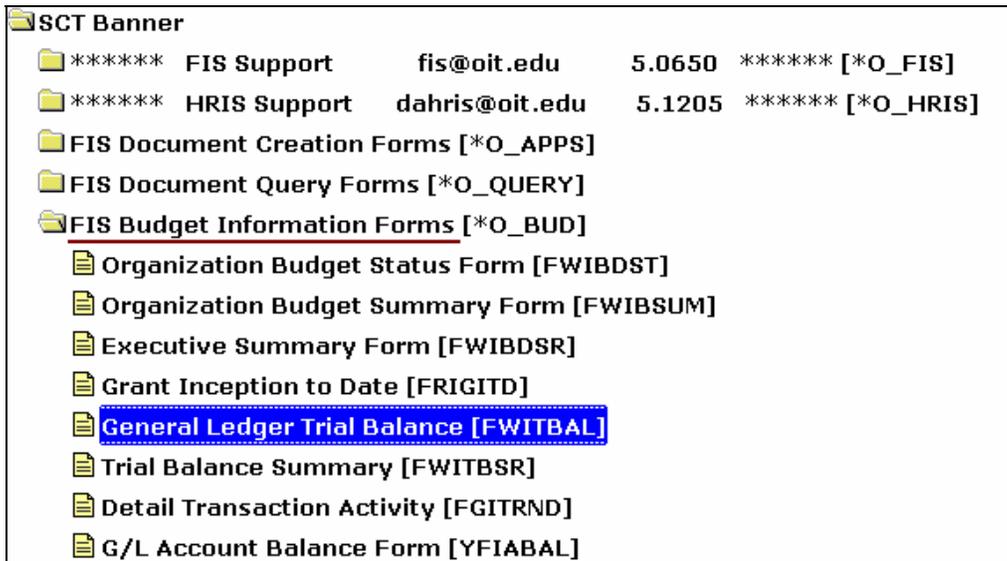
Chart: H	Index:	Organization: 005505 ITS Information Technology Services
Fiscal Year: 06		Fund: 001005 Operating Fund

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
E0003113		0	39416	61000			72.49	U
P0021699	ADXSTUDIO Inc.	8	23513	61000			884.00	U
P0021699	ADXSTUDIO Inc.	6	24003	61000			3,400.00	U
P0021699	ADXSTUDIO Inc.	7	24003	61000			1,020.00	U

View Trial Balance Information

General Ledger Trial Balance

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



FWITBAL Form information:

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

Form Instructions:

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

General Ledger Trial Balance Form [FWITBAL]

Chart: **A.** Account Type: Fund: Operating Fund **C.**
 Fiscal Year: Account:
 Fiscal Period: **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	D	27,847.80	D
A3002	SIS General Receivables	656,575.84	D	3,304,735.16	D
A3005	A/R NSF Checks	19.23	D	19.23	D
A3110	Travel Advance Receivable	0.00	D	0.00	D
A3152	A/R Collection Agency - Offsets	0.00	D	0.00	D
A3153	Collection Costs	29,442.74	C *	36,313.68	C *
A3803	A/R Accruals Year End OIT	92,329.56	D	0.00	D
A3900	Allowance for Doubtful Accounts	95,153.33	C *	95,153.33	C *
A4201	Physical Plant Stores	59,610.60	D	57,559.10	D
A4202	Office Stores	5,719.64	D	3,347.22	D
A5002	Prepaid General Expense	31,461.85	D	0.00	D
A5004	Prepaid Postage	18,719.01	D	19,602.65	D
A5017	CTN/Away Prepaid Travel	33,712.80	D	41,839.20	D
A8611	Acc Dep-Buildings	0.00	D	0.00	D
* - denotes amount is opposite of Normal Balance					
Total:	ALL ACCOUNTS	0.00		0.00	

View Trial Balance Summary

Trial Balance Summary Form (FGITBSR)

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]**
 - Organization Budget Status Form [FWIBDST]
 - Organization Budget Summary Form [FWIBSUM]
 - Executive Summary Form [FWIBDSR]
 - Grant Inception to Date [FRIGITD]
 - General Ledger Trial Balance [FWITBAL]
 - Trial Balance Summary [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

COA: OUS OIT Chart Fiscal Year: ^A Period: ^B

Fund: Operating Fund ^C OR Fund Type:

Account: ^D OR Acct Type:

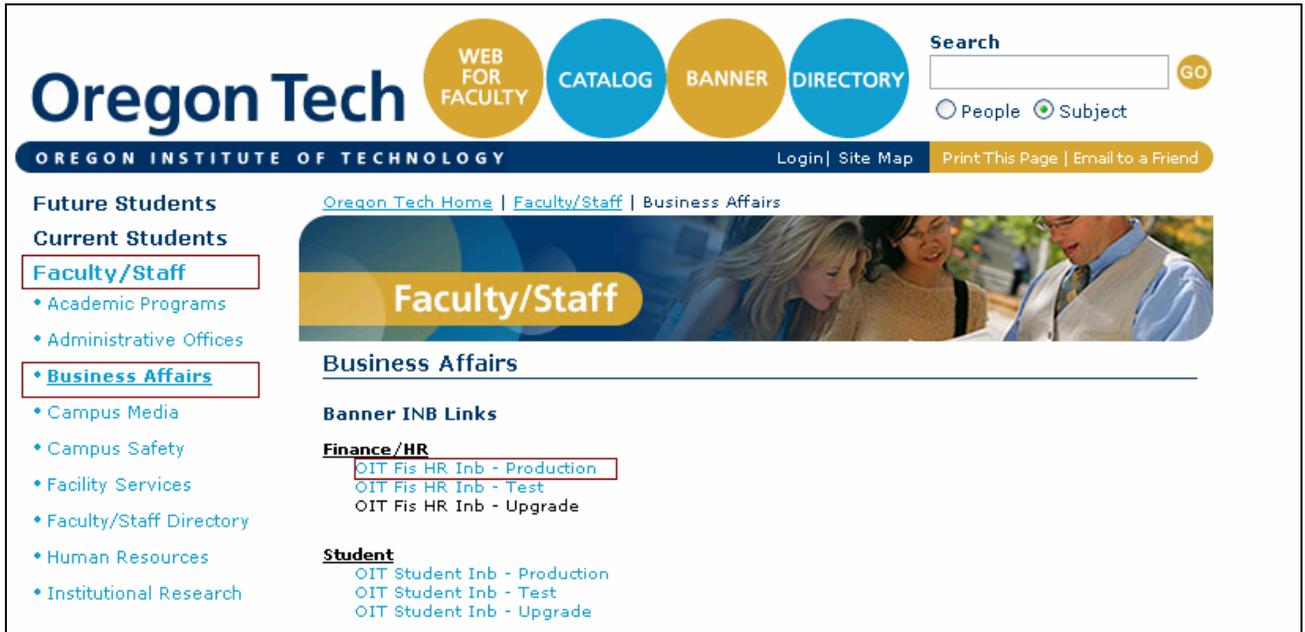
Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*	
A0901	Cash On-Hand - Interfund	683,294.59	D		2,971,666.86	D		
A1001	Petty Cash Advances	27,739.80	D		27,847.80	D		
A3002	SIS General Receivables	656,575.84	D		3,304,735.18	D		
A3005	A/R NSF Checks	19.23	D		19.23	D		
A3110	Travel Advance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

Using Banner Instructions

Log on to FIS Banner

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.



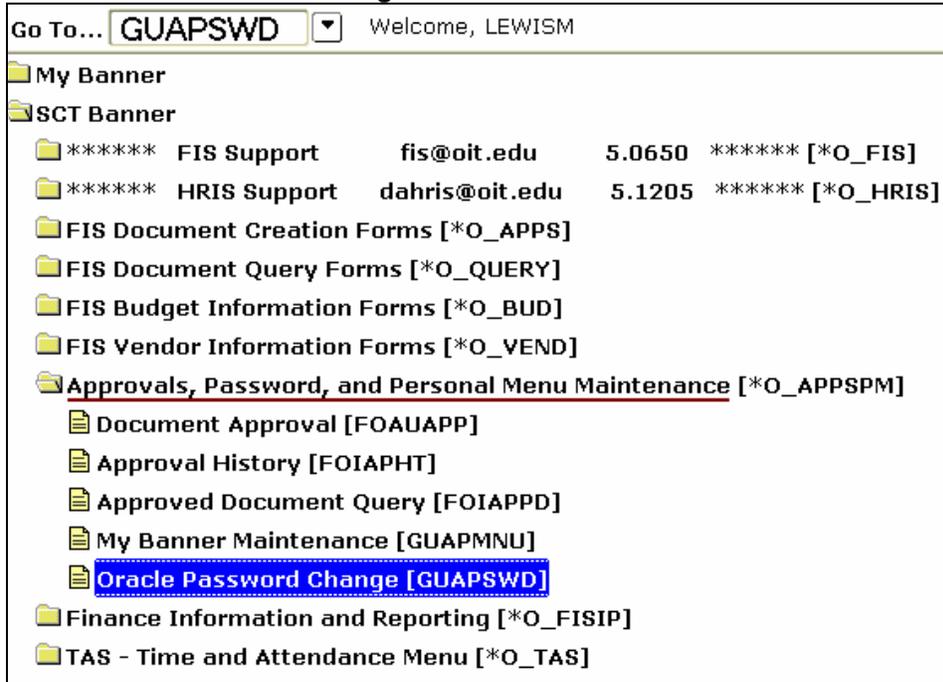
- D. Type **Username**, **Password** and **Database** fields.
- E. Press **Connect** Button.



Change Your Finance Banner Password

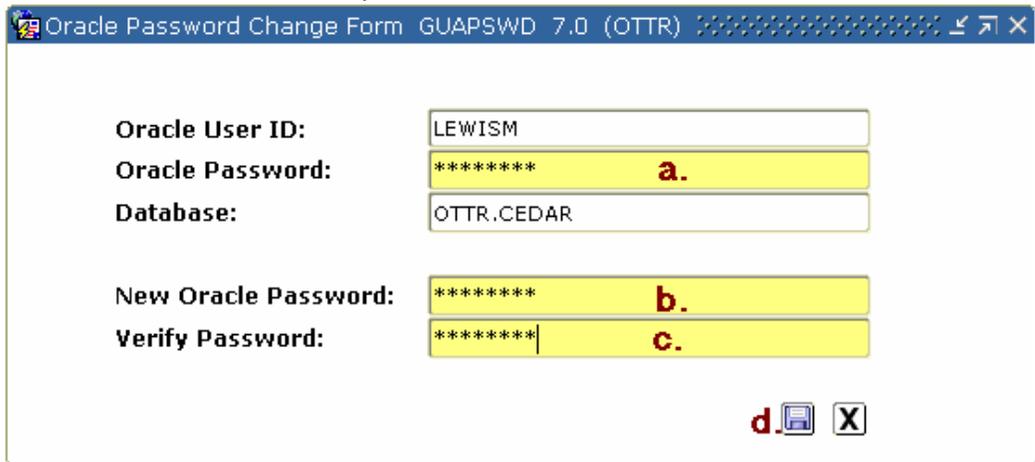
A. From Main Menu select option and change Password by one of the below options:

- 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**.



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.



- e. On Acknowledgment Press **OK** 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