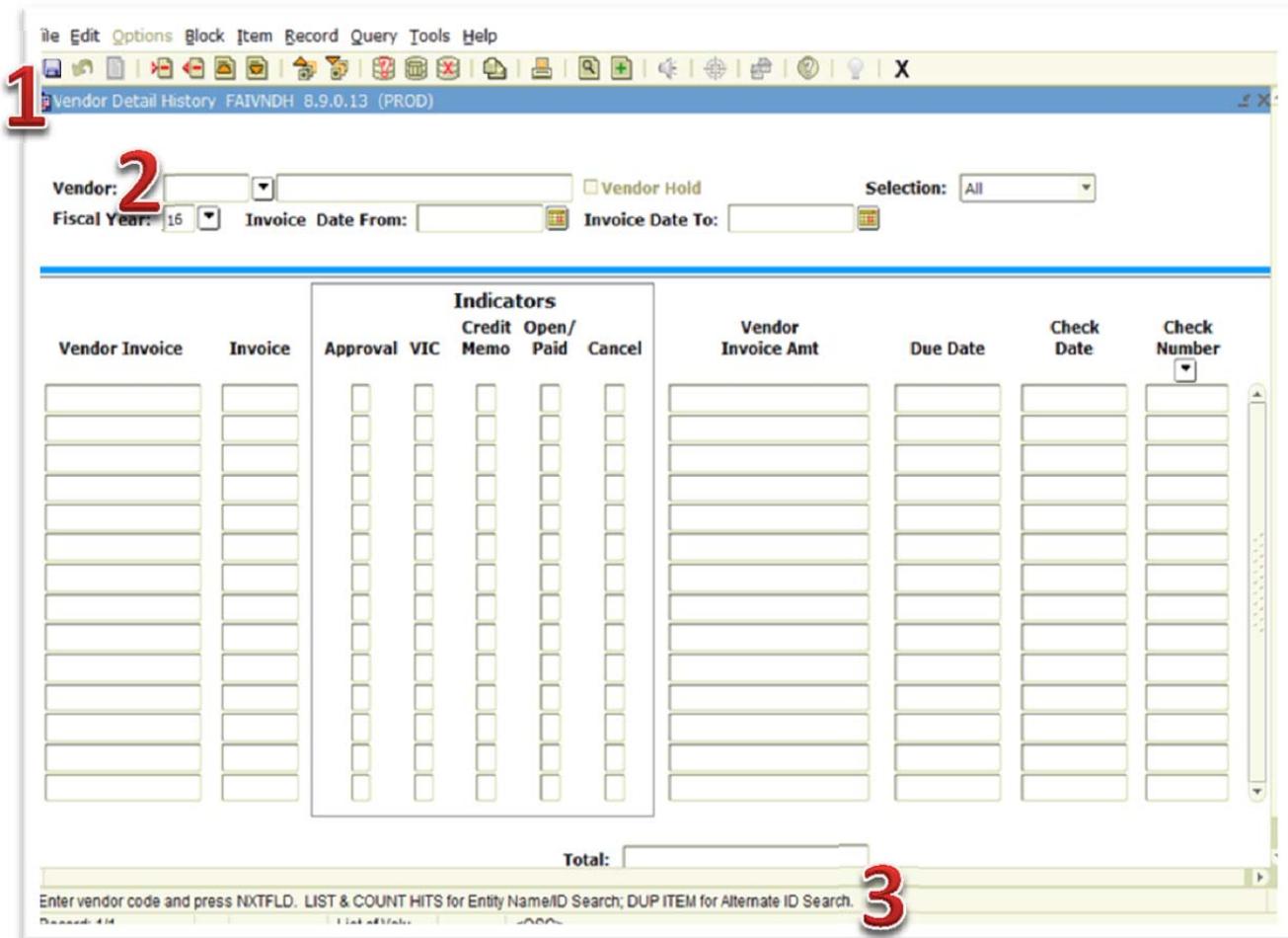


Tip of the Month

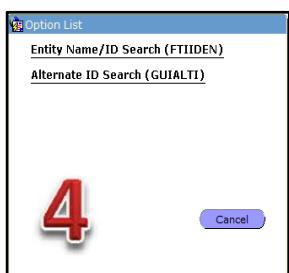
Banner Tips and Tricks

| | Page |
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| Vendor Payments | 3 |
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Search for a Vendor's "M" Number



1. Go to the screen FAIVNDH.
 2. Type in the vendor's tax ID or social security number. The Mustang's number will populate if one exists.
 3. If MSU has never paid the vendor, an error message will appear - "**ERROR* ID does not exist; press LIST for name/ID search.*" If the following applies, then click on the black drop down arrow next to the vendor box (you should also do this if you don't know their Tax ID or Social Security number) and the following box will pop up:



4. Click on the Entity Name/ID Search link to begin your search. With most vendors, the first letter of each word is capitalized while the rest are lowercase. You can use the % as a wildcard if you are unsure of the spelling or if abbreviations might exist. For example, U.S. Department of Education. There is a possibility that US may have periods or department may be abbreviated. If you use the % sign, use a word that is most unique in the vendor's name. Using the word "education" may populate lots of data since it is a common word in a place of higher education.

Search for a Vendor's "M" Number (cont'd)

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 8.4 (PROD)

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

| ID | Last Name | First Name | Middle Name | Entity Ind | Change Ind | V | F | A | G | P | Type |
|----|-----------|------------|-------------|------------|------------|---|---|---|---|---|------|
| | %Dep% | | | | | | | | | | |
| | | | | | | | | | | | |

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 8.4 (PROD)

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

| ID | Last Name | First Name | Middle Name | Entity Ind | Change Ind | V | F | A | G | P | Type |
|-----------|-------------------------------------|------------|-------------|------------|------------|---|---|---|---|---|------|
| M20002805 | Texas Department of Transportatio | | | C | N | Y | N | N | N | N | |
| M20001179 | Texas Dept Of Licensing And Regu | | | C | | Y | N | N | N | N | |
| M20001180 | Texas Dept Of State Health Svc | | | C | N | Y | N | N | N | N | |
| M20040243 | Texas Dept of Agriculture | | | C | | Y | N | N | N | N | |
| M20002540 | Texas Dept of Public Safety Crime | | | C | | Y | N | N | N | N | |
| M20002495 | Texas Dept of State Health Servic | | | C | | Y | N | N | N | N | |
| 746000130 | Tx Department Of Public Safety | | | C | I | Y | N | N | N | N | LGCY |
| M20001178 | Tx Department of Public Safety | | | C | N | Y | N | N | N | N | |
| M20001178 | Tx Department Of Public Safety | | | C | | Y | N | N | N | N | |
| M20080799 | U S Department of Commerce | | | C | | Y | N | N | N | N | |
| M20079048 | U S Department of Homeland Sec | | | C | | Y | N | N | N | N | |
| M20064449 | U S Department of Veterans Affair | | | C | | Y | N | N | N | N | |
| M20171594 | U S Department of Veterans Affairs | | | C | | Y | N | N | N | N | |
| M20173341 | U S Department of Veterans Affairs | | | C | | Y | N | N | N | N | |
| M20037724 | US Dept of Education | | | C | | Y | N | N | N | N | |
| M20043895 | VIVA Transcription Billing Departrn | | | C | | Y | N | N | N | N | |
| M20002832 | WFPD Training Department | | | C | | Y | N | N | N | N | |

ID. Press Edit to change Ordering of Records.

Record: 73/75 | <OSC>

This search yielded 75 results.

***Please note: If there are more than one instance for the same vendor, one line item may be their tax ID or social security number and the other may be their "M" number (see Tx Department of Public Safety).*

Vendor Payments

When you double click the M-number of the vendor you were searching for, it will automatically pull in that number into the form FAIVNDH and you can begin to search for invoices paid to the vendor. Hit next block to see invoices year to date. Find the invoice you want to look at and click in any column except for the dollar amount column to get more information.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for the FAIVNDH form. At the top, there are search fields for Vendor (M20003724, US Dept of Education) and Selection (All). Below these are fields for Fiscal Year (16), Invoice Date From, and Invoice Date To. The main area contains a grid of data with the following columns: Vendor Invoice, Invoice, Indicators (Approval, VIC, Credit Memo, Open/Paid, Cancel), Vendor Invoice Amt, Due Date, Check Date, and Check Number. The data rows are:

| Vendor Invoice | Invoice | Indicators | Vendor Invoice Amt | Due Date | Check Date | Check Number |
|----------------|----------|------------|--------------------|-------------|-------------|--------------|
| 090115 | I0113539 | Y N N P N | 162.64 | 01-SEP-2015 | 01-SEP-2015 | 11063894 |
| R1509048431 | I0113817 | Y N N P N | 3,288.00 | 08-SEP-2015 | 24-SEP-2015 | N0007199 |
| R1509037512 | I0113818 | Y N N P N | 482.78 | 08-SEP-2015 | 24-SEP-2015 | N0007200 |
| R1509037513 | I0113819 | Y N N P N | 4,606.00 | 08-SEP-2015 | 24-SEP-2015 | N0007201 |

To find out what commodity was paid for, click on *Options* and select “View Vendor Invoice [FAIVINV]”.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for the FAIVNDH form. The Options menu is open, with the "View Vendor Invoice [FAIVINV]" option highlighted. Other options in the menu include "View Invoice Information [FAINVE]", "Commodity Information [FOICOMM]", and "Query Total for all records". The main area contains the same grid of data as the previous screenshot, with the following columns: Vendor Invoice, Invoice, Indicators (Approval, VIC, Credit Memo, Open/Paid, Cancel), Vendor Invoice Amt, Due Date, Check Date, and Check Number. The data rows are identical to the first screenshot.

| Vendor Invoice | Invoice | Indicators | Vendor Invoice Amt | Due Date | Check Date | Check Number |
|----------------|----------|------------|--------------------|-------------|-------------|--------------|
| 090115 | I0113539 | Y N N P N | 162.64 | 01-SEP-2015 | 01-SEP-2015 | 11063894 |
| R1509048431 | I0113817 | Y N N P N | 3,288.00 | 08-SEP-2015 | 24-SEP-2015 | N0007199 |
| R1509037512 | I0113818 | Y N N P N | 482.78 | 08-SEP-2015 | 24-SEP-2015 | N0007200 |
| R1509037513 | I0113819 | Y N N P N | 4,606.00 | 08-SEP-2015 | 24-SEP-2015 | N0007201 |

Vendor Payments (cont'd)

The invoice description is listed below.

Document Number: I0121052 Vendor Invoice Number: 031116
Vendor Invoice Date: 23-MAR-2016 Vendor Invoice Total: 12,510.00

| Item | Commodity | Description | U/M | Quantity | Unit Price |
|------|-----------|---------------------------------|-----|----------|------------|
| 1 | | Book ACH Return of Direct Loans | | 1.00 | 12,510.00 |

Shortcut: You can also access the Options menu by right clicking anywhere on the screen that is not an input field.

If you would like more information about where a payment was mailed or the date it was processed, simply click on Options (or use the shortcut tip) then "View Invoice Information [FAINVNE]".

File Edit Options Block Item Record Query Tools Help

Vendor: M20003724 US Dept of Education Selection: All

Fiscal Year: 16 Invoice Date From: Invoice Date To:

| Vendor Id | Indicators | Vendor Invoice Amt | Due Date | Check Date | Check Number |
|------------|-------------------------|--------------------|-------------|-------------|--------------|
| 090115 | Credit Memo N N N N N N | 162.64 | 01-SEP-2015 | 01-SEP-2015 | 11063894 |
| R150904843 | Open/Paid P P P P P P | 3,288.00 | 08-SEP-2015 | 24-SEP-2015 | N0007199 |
| R150903751 | N N N N N N | 482.78 | 08-SEP-2015 | 24-SEP-2015 | N0007200 |
| R150903751 | Cancel N N N N N N | 4,606.00 | 08-SEP-2015 | 24-SEP-2015 | N0007201 |
| 100115 | Paid N N N N N N | 162.64 | 01-OCT-2015 | 01-OCT-2015 | 11064366 |
| 110115 | N P N P N P | 162.64 | 02-NOV-2015 | 02-NOV-2015 | 11064800 |
| 120115 | Y N Y N N N | 162.64 | 01-DEC-2015 | 01-DEC-2015 | 11065174 |
| 201606197 | Y N Y N N N | 162.64 | 04-JAN-2016 | 04-JAN-2016 | 11065621 |
| 070115A | Fn114n74 Y N N P N | 162.64 | 01-FEB-2016 | 01-FEB-2016 | 1106An70 |

****Please note:** If a vendor requests that you give them a date when a check was mailed, then please add one business day to the check date due to check handling procedures. Checks begin with a number one, direct deposit payments begin with an exclamation mark, and the letter 'N' is an internal finance document (no check was mailed).

Vendor Payments (cont'd)

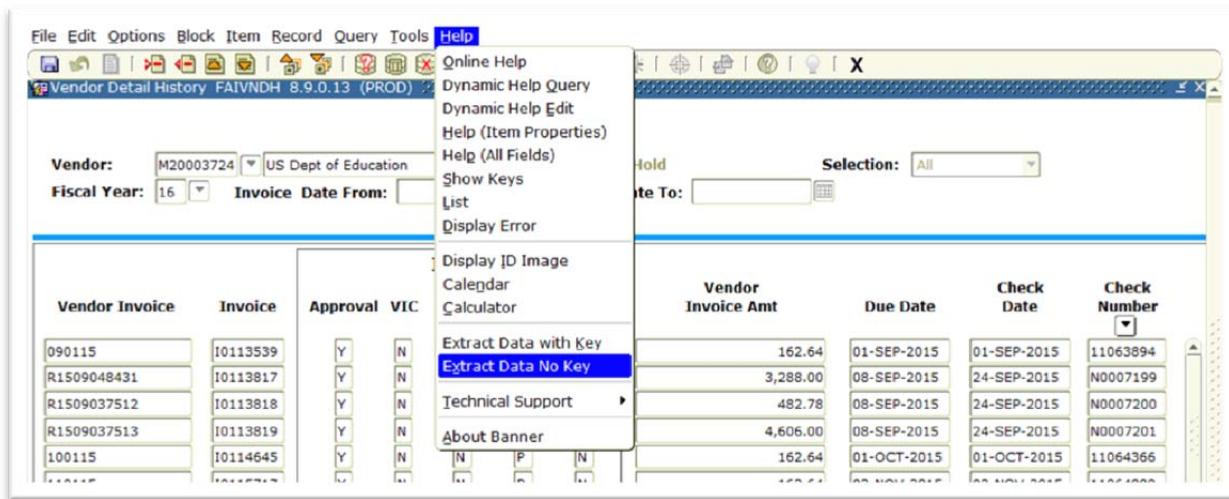
The screenshot shows the 'Invoice/Credit Memo Query FAIINVE 8.6 (PROD)' window. At the top, there are fields for 'Document' (I0121052), 'Vendor' (M20003724 US Dept of Education), and payment options ('Direct Pay' and 'Vendor Hold'). Below this is the 'Invoice/Credit Memo Header FAIINVE 8.6 (PROD)' section with fields for 'Invoice Date' (23-MAR-2016), 'Transaction' (23-MAR-2016), 'Cancel' (empty), and 'Check Vendor' (empty). A checked checkbox 'Document Accounting' is present. A red box highlights the address entry area, which includes fields for 'Address Code' (AP), 'Sequence Number' (4), 'Street Line 1' (PO Box 105081), 'Street Line 2' (empty), 'Street Line 3' (empty), 'Service Date' (23-MAR-2016), 'Collects Tax' (N - Collects no taxes), 'City' (Atlanta), 'State or Province' (GA), 'ZIP or Postal Code' (30348-5091), and 'Nation' (empty). At the bottom, there are fields for 'Discount Code' (empty) and 'Payment Due' (23-MAR-2016).

After the address screen, you can continue to hit “*Next Block*” to see commodity and FOAPAL details.

The screenshot shows the 'Accounting Amounts FAIINVE 8.6 (PROD)' window. At the top, it displays 'Commodity Record Count' (1), 'Accounting Record Count' (2), 'Commodity' (Document Acctg Distribution), 'Transaction Date' (23-MAR-2016), 'Item' (0), and 'Sequence' (1). A red box highlights the header row for accounting amounts, which includes columns for COA (M), Yr (15), Index (empty), Fund (24966), Orgn (empty), Acct (1156), Prog (empty), Actv (empty), Locn (empty), Proj (empty), and Commit Type (empty). Below this, there are fields for 'Bank' (NC Operating Cash - No Check Vouc) and 'Income Type' (empty). The bottom section contains three tables: 'Commodity' (Approved: 12,510.00, Discount: 0.00, Tax: 0.00, Additional: 0.00, Net: 12,510.00), 'Accounting' (7,003.00, 0.00, 0.00, 0.00, 7,003.00), and 'Indicators' (Partial/Total Liquidation: T, NSF Override: N, Suspense: N, NSF Suspense: N).

Extract Banner Data

If you would like to extract your search results to Microsoft Excel, go to *Help* menu and select “*Extract Data No Key*”.

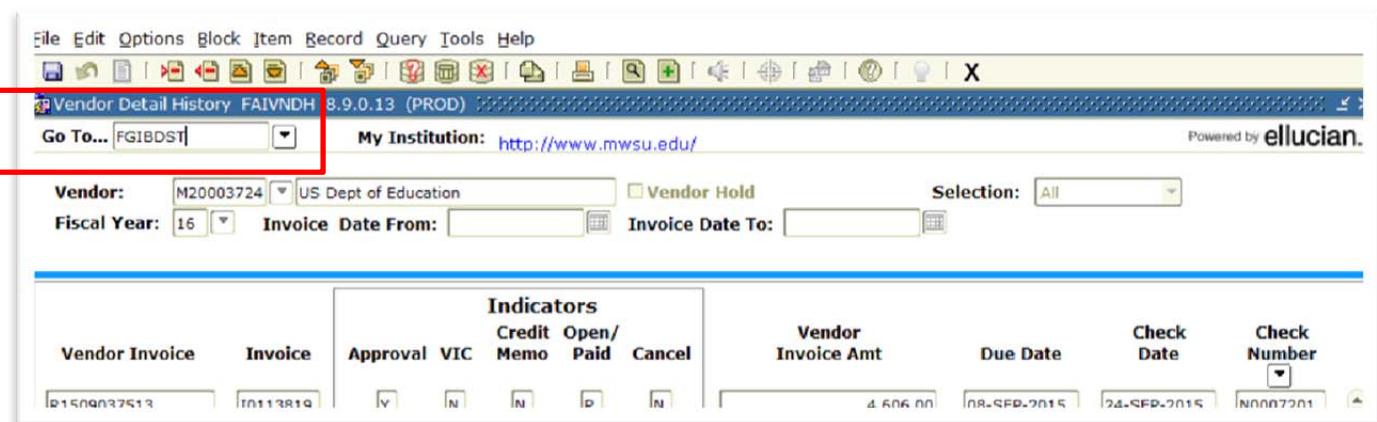


The window below should pop up to ask what you want to do with the file. Select *Open*. Once the information has been extracted, then you can save and make any necessary changes to the data (hiding or rearranging columns, delete rows, etc.).

| | A | B | C | D | E | F | G | H | I | J | K |
|----|----------|----------|----------|-----|-----------|-----------|--------|-----------|---------------|---------------|---------------|
| 1 | Vendor | Invoice | Approval | VIC | Credit Me | Open/ Pai | Cancel | Vendor In | Due Date | Check Dat | Check Numbe |
| 2 | 90115 | I0113539 | Y | N | N | P | N | 162.64 | 1-Sep-15 | 1-Sep-15 | 11063894 |
| 3 | R1509048 | I0113817 | Y | N | N | P | N | 3,288.00 | 8-Sep-15 | 8-Sep-15 | #####N0007199 |
| 4 | R1509037 | I0113818 | Y | N | N | P | N | 482.78 | 8-Sep-15 | 8-Sep-15 | #####N0007200 |
| 5 | R1509037 | I0113819 | Y | N | N | P | N | 4,606.00 | 8-Sep-15 | 8-Sep-15 | #####N0007201 |
| 6 | 100115 | I0114645 | Y | N | N | P | N | 162.64 | 1-Oct-15 | 1-Oct-15 | 11064366 |
| 7 | 110115 | I0115717 | Y | N | N | P | N | 162.64 | 2-Nov-15 | 2-Nov-15 | 11064800 |
| 8 | 120115 | I0116740 | Y | N | N | P | N | 162.64 | 1-Dec-15 | 1-Dec-15 | 11065174 |
| 9 | 2.028+00 | I0117937 | Y | N | N | P | N | 162.64 | 4-Jan-16 | 4-Jan-16 | 11065621 |
| 10 | 20116 | I0119024 | Y | N | N | P | N | 162.64 | 1-Feb-16 | 1-Feb-16 | 11066070 |
| 11 | 21016 | I0119796 | Y | N | N | P | N | 6496 | #####N0007571 | #####N0007571 | |
| 12 | 30116 | I0120209 | Y | N | N | P | N | 162.64 | 1-Mar-16 | 1-Mar-16 | 11066527 |
| 13 | 31116 | I0121052 | Y | N | N | P | N | 12510 | #####N0007631 | #####N0007631 | |
| 14 | 30416 | I0121053 | Y | N | N | P | N | 1548 | #####N0007632 | #####N0007632 | |
| 15 | 30816 | I0121054 | Y | N | N | P | N | 6827 | #####N0007633 | #####N0007633 | |
| 16 | 20009956 | I0121093 | Y | N | N | P | N | 40 | #####N0006877 | #####N0006877 | |
| 17 | 40116 | I0121237 | Y | N | N | P | N | 162.64 | 1-Apr-16 | 1-Apr-16 | 11066931 |
| 18 | 50116 | I0122644 | Y | N | N | P | N | 162.64 | 2-May-16 | 2-May-16 | 11067624 |
| 19 | | | | | | | | | | | |

Mulitple Banner Forms

If you are working in one of Banner's forms (FGIBDST, FAIVNH, etc.) and need to access another Banner form but do not want to get out of the current one you are in, simply hit the F5 button on your keyboard. The *Go To* box will appear at the top of your form. Type in the other form you would like to access and you will be routed to the new screen. You are able to open mulitple screens with this function.



Once you are done with the second form, you can close the form by clicking the “X” button located on the icon bar.

If you change your mind and want the *Go To* box to disappear, just hit the F5 button again or click on a input field located on the current form.

Banner Discrepancies

If you notice that your balance on FGIBDST (without “include revenue accounts” checked) is different than the balance on FGIBAVL, then it is possible that a purchase requisition is in the approval process. Purchase requisitions show up on FGIBAVL under the Commitments section but not on FGIBDST. Other discrepancies should be reported to our office for further investigation.

This screenshot shows the FGIBAVL budget availability status window. The top menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The title bar reads "Budget Availability Status FGIBAVL 8.6.1.4 (PROD)". The interface has several dropdown menus for Chart, Fiscal Year, Index, and Commit Type. On the right, there is a checkbox for "Pending Documents". Below these settings, there are control keys for Fund (81000), Organization (83016), Account (6000), and Program (18). The main area displays a grid of budget data. The columns are labeled: Account, Title, Adjusted Budget, YTD Activity, Commitments, Available Balance, and Pending Documents. The grid shows two rows of data: 7200 (Maint And Oper Budget Poo) with an adjusted budget of 5,390.29, YTD activity of 0.00, commitments of 3,320.00, and available balance of 2,070.29; and 7600 (Capital Outlay Budget Pool) with an adjusted budget of 0.00, YTD activity of 0.00, commitments of 0.00, and available balance of 0.00. A "Total" row at the bottom summarizes the data.

This screenshot shows the FGIBDST organization budget status window. The top menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The title bar reads "Organization Budget Status FGIBDST 8.5 (PROD)". The interface has dropdown menus for Chart, Fiscal Year, Index, and Commit Type. There are also checkboxes for "Query Specific Account" and "Include Revenue Accounts". The main area displays a grid of budget data. The columns are labeled: Account Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The grid shows three rows of data: 7200 (E Maint And Oper Budget Poo) with an adjusted budget of 5,390.29, YTD activity of 0.00, commitments of 0.00, and available balance of 5,390.29; 7271 (E Grounds Maint Repair) with an adjusted budget of 0.00, YTD activity of 0.00, commitments of 0.00, and available balance of 0.00; and 7341 (E Construction In Progress) with an adjusted budget of 0.00, YTD activity of 0.00, commitments of 0.00, and available balance of 0.00. A "Net Total" row at the bottom summarizes the data.

Account Detail

To search your account for an item(s), you can go to **FGITRND** directly from the *Go To* screen.

Put in either your 5 digit organization or 5 digit fund (if it has only a 4 digit organization), and the rest will populate for you. You can change the *Fiscal Year* for historical searches. If you think something may have hit the account with the wrong program code on it, you can delete the program code altogether and it will pick up any item with that Fund/Org combination. Once you are done changing the data on the top line, hit next block or click in one of the boxes below the line to enter search criteria based on what type of item you're looking for. Below is an example of how to search for all expense transactions (year-to-date) in FOAPAL 23240-3200-22 in FY 16, and the results.

This screenshot shows the FGITRND search interface. At the top, there are dropdown menus for COA, Fiscal Year, Index, Fund, Organization, Account, Program, Activity, Location, Period, and Commit Type. The search parameters entered are: COA (M 16), Fund (23240), Organization (3200), Account (22), and Period (Both). Below the search bar is a search criteria entry area. It includes fields for Account, Organization, Program, Document, Description, Field (set to YTD), Amount, and Increase (+) or Decrease (-). The 'Document' field contains '7%'.

- F8 - execute query
- F7 - new query or to cancel query
- Rollback - to search for a different FOAPAL

This screenshot shows the search results for the query in the previous screenshot. The results are displayed in a grid format. The columns are: Activity Date, Type, Document, Field, Amount, and Increase (+) or Decrease (-). The results show multiple entries for HR Payroll transactions across various months and years, with amounts ranging from 50.00 to 143.75. A total amount of 90,624.25 is shown at the bottom right.

| Activity Date | Type | Document | Field | Amount | Increase (+) or Decrease (-) |
|---------------|------|----------|-------|-----------|------------------------------|
| 12-APR-2016 | HGNL | F0026715 | YTD | 50.00 | + |
| 22-MAR-2016 | HGNL | F0026601 | YTD | 50.00 | + |
| 25-FEB-2016 | HGNL | F0026469 | YTD | 143.75 | + |
| 10-FEB-2016 | HGNL | F0026369 | YTD | 150.00 | + |
| 27-JAN-2016 | HGNL | F0026294 | YTD | 200.00 | + |
| 25-SEP-2015 | HGNL | F0025599 | YTD | 200.00 | + |
| 22-APR-2016 | HGNL | F0026771 | YTD | 11,475.75 | + |
| 21-MAR-2016 | HGNL | F0026596 | YTD | 11,475.75 | + |
| 25-FEB-2016 | HGNL | F0026464 | YTD | 11,107.50 | + |
| 27-JAN-2016 | HGNL | F0026293 | YTD | 10,950.00 | + |
| 17-DEC-2015 | HGNL | F0026037 | YTD | 10,950.00 | + |
| 20-NOV-2015 | HGNL | F0025902 | YTD | 10,950.00 | + |
| 26-OCT-2015 | HGNL | F0025758 | YTD | 10,950.00 | + |
| 25-SEP-2015 | HGNL | F0025597 | YTD | 10,950.00 | + |
| 25-APR-2016 | HGNL | F0026783 | YTD | 373.50 | + |
| 12-APR-2016 | HGNL | F0026715 | YTD | 279.00 | + |
| 22-MAR-2016 | HGNL | F0026601 | YTD | 369.00 | + |

This query has 446 results.

Account Detail (cont'd)

You can also use the *Period* box to specify what month (MSU's fiscal year not the calendar year; i.e. September = 01, October = 02, etc.) the transaction occurred in.

The screenshot below shows the results of a query of all expense transactions (7%) just during Period 08 (April). Remember, you can extract this information to excel! For organization, you could create a tab for each month.

The screenshot shows a software application window titled "Detail Transaction Activity FGTRND 8.4.0.3 (PROD)". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. Below the menu is a toolbar with various icons. The main interface has several dropdown menus: COA, Fiscal Year, Index, Fund, Organization, Account, Program, Activity, Location, Period, and Commit Type. The "Period" dropdown is set to "08". The "Commit Type" dropdown is set to "Both". The main area displays a grid of transaction data. The columns are: Account, Organization, Program, Activity Date, Type, Document, Field, Amount, and Increase (+) or Decrease (-). The data grid contains numerous rows of transaction details, such as activity dates from April 11 to April 22, document types like INNI, DNNI, JE16, PR000104, and DNEI, and various organizations like Texas BUC\$, Second Alliance, Inc., Expertpay, Wells Fargo Bank, Vining Sparks, Time Warner Cable, Trinity Armored Security, and Xerox Corporation. The total amount shown at the bottom is 25,022.62.

If you would like to search for all procurement card charges (year-to-date) in FOAPAL 23240-3200-22 then you would input the following info:

The screenshot shows the same software interface as the previous one, but the data grid is empty. The dropdown menus and toolbar are identical. The "Period" dropdown is currently empty. The "Commit Type" dropdown is set to "Both". The main area shows the search criteria for the query. The "Account" dropdown is set to "7%". The "Organization" dropdown is set to "3200". The "Program" dropdown is set to "22". The "Activity" dropdown is set to an empty value. The "Location" dropdown is set to an empty value. The "Field" dropdown is set to "YTD". The "Amount" column shows a single entry of 1,150.24 with a plus sign, indicating an increase. The "Increase (+) or Decrease (-)" column shows a minus sign, indicating a decrease. The "Total:" field at the bottom is empty.

Account Detail (cont'd)

The same information can be found on **FGIBDST**. Click on the account code in the first column then go to *Options* then *Transaction Detail Information [FGITRND]*. You will get a listing of all encumbrances and transactions that have hit that expense code throughout the year.

This screenshot shows the FGITRND Transaction Detail Information screen. The top menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. Below the menu is a toolbar with various icons. The main interface has several dropdown menus for COA, Fiscal Year, Index, Fund, Organization, Account, Program, Activity, Location, Period, and Commit Type. The organization is set to 3200, account to 7015, program to 22, and activity to Both. The table below displays a list of transactions and encumbrances for account 7015 across different months and years. The columns include Account, Organization, Program, Activity Date, Type, Document, Field, Amount, and Increase (+) or Decrease (-). A total amount of 60,699.48 is shown at the bottom.

| Account | Organization | Program | Activity Date | Type | Document | Field | Amount | Increase (+) or Decrease (-) |
|---------|--------------|---------|---------------|------|----------|-------------------|-----------|------------------------------|
| 7015 | 3200 | 22 | 22-APR-2016 | HGNL | F0026771 | HR Payroll 2016 M | 5,119.58 | + |
| 7015 | 3200 | 22 | 22-APR-2016 | HENA | F0026770 | Encumbrance Salai | -5,119.58 | - |
| 7015 | 3200 | 22 | 21-MAR-2016 | HGNL | F0026596 | HR Payroll 2016 M | 5,119.58 | + |
| 7015 | 3200 | 22 | 21-MAR-2016 | HENA | F0026595 | Encumbrance Salai | -4,384.10 | - |
| 7015 | 3200 | 22 | 25-FEB-2016 | HGNL | F0026464 | HR Payroll 2016 M | 4,997.00 | + |
| 7015 | 3200 | 22 | 25-FEB-2016 | HENA | F0026463 | Encumbrance Salai | -4,997.00 | - |
| 7015 | 3200 | 22 | 27-JAN-2016 | HGNL | F0026293 | HR Payroll 2016 M | 4,997.00 | + |
| 7015 | 3200 | 22 | 27-JAN-2016 | HENA | F0026292 | Encumbrance Salai | -4,997.00 | - |
| 7015 | 3200 | 22 | 17-DEC-2015 | HGNL | F0026037 | HR Payroll 2016 M | 4,997.00 | + |
| 7015 | 3200 | 22 | 17-DEC-2015 | HENA | F0026036 | Encumbrance Salai | -4,997.00 | - |
| 7015 | 3200 | 22 | 20-NOV-2015 | HGNL | F0025902 | HR Payroll 2015 M | 4,997.00 | + |
| 7015 | 3200 | 22 | 20-NOV-2015 | HENA | F0025901 | Encumbrance Salai | -4,997.00 | - |
| 7015 | 3200 | 22 | 26-OCT-2015 | HGNL | F0025758 | HR Payroll 2015 M | 4,997.00 | + |
| 7015 | 3200 | 22 | 26-OCT-2015 | HENA | F0025757 | Encumbrance Salai | -4,997.00 | - |
| 7015 | 3200 | 22 | 25-SEP-2015 | HGNL | F0025597 | HR Payroll 2015 M | 4,997.00 | + |
| 7015 | 3200 | 22 | 25-SEP-2015 | HENC | F0025596 | Encumbrance Salai | 54,967.00 | + |

However, if you click in the *YTD Activity* or *Commitments* column, you will get a listing of only YTD actual expenses or only YTD encumbrance activity that hit that expense code during the year (see the “Field” column on FGITRND).

This screenshot shows the FGITRND Transaction Detail Information screen. The top menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. Below the menu is a toolbar with various icons. The main interface has several dropdown menus for COA, Fiscal Year, Index, Fund, Organization, Account, Program, Activity, Location, Period, and Commit Type. The organization is set to 3200, account to 7015, program to 22, and activity to Both. The table below displays a list of transactions and encumbrances for account 7015 across different months and years. The columns include Account, Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. A red arrow points to the YTD Activity column. A legend on the right side defines the fields: Organization (3200), Controller; Fund (23240), Business Office Operations; Program (22), Institutional Support.

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|---------|------|-----------------------------|-----------------|--------------|-------------|-------------------|
| 6100 | L | Staff Salaries Budget Pool | 197,330.00 | 0.00 | 0.00 | 197,330.00 |
| 6300 | L | Student Salaries Bud Pool | 5,756.25 | 0.00 | 0.00 | 5,756.25 |
| 6400 | L | Non-Student Wages and All | 793.75 | 0.00 | 0.00 | 793.75 |
| 6500 | L | Fringe Benefits Budget Pool | 56,191.00 | 0.00 | 0.00 | 56,191.00 |

Account Detail (cont'd)

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGTRND 8.4.0.3 (PROD)

| COA | Fiscal Year | Index | Fund | Organization | Account | Program | Activity | Location | Period | Commit Type |
|-----|-------------|-------|-------|--------------|---------|---------|----------|----------|--------|-------------|
| M | 16 | | 23240 | 3200 | 7015 | 22 | | | | Both |

| Account | Organization | Program | Activity Date | Type | Document | Field | Amount | Increase (+) or Decrease (-) |
|---------|--------------|---------|---------------|------|----------|-------|----------|------------------------------|
| 7015 | 3200 | 22 | 22-APR-2016 | HGNL | F0026771 | YTD | 5,119.58 | + |
| 7015 | 3200 | 22 | 21-MAR-2016 | HGNL | F0026596 | YTD | 5,119.58 | + |
| 7015 | 3200 | 22 | 25-FEB-2016 | HGNL | F0026464 | YTD | 4,997.00 | + |
| 7015 | 3200 | 22 | 27-JAN-2016 | HGNL | F0026293 | YTD | 4,997.00 | + |
| 7015 | 3200 | 22 | 17-DEC-2015 | HGNL | F0026037 | YTD | 4,997.00 | + |
| 7015 | 3200 | 22 | 20-NOV-2015 | HGNL | F0025902 | YTD | 4,997.00 | + |
| 7015 | 3200 | 22 | 26-OCT-2015 | HGNL | F0025758 | YTD | 4,997.00 | + |
| 7015 | 3200 | 22 | 25-SEP-2015 | HGNL | F0025597 | YTD | 4,997.00 | + |

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGTRND 8.4.0.3 (PROD)

| COA | Fiscal Year | Index | Fund | Organization | Account | Program | Activity | Location | Period | Commit Type |
|-----|-------------|-------|-------|--------------|---------|---------|----------|----------|--------|-------------|
| M | 16 | | 23240 | 3200 | 7015 | 22 | | | | Both |

| Account | Organization | Program | Activity Date | Type | Document | Field | Amount | Increase (+) or Decrease (-) |
|---------|--------------|---------|---------------|------|----------|-------|-----------|------------------------------|
| 7015 | 3200 | 22 | 22-APR-2016 | HENA | F0026770 | ENC | -5,119.58 | - |
| 7015 | 3200 | 22 | 21-MAR-2016 | HENA | F0026595 | ENC | -4,384.10 | - |
| 7015 | 3200 | 22 | 25-FEB-2016 | HENA | F0026463 | ENC | -4,997.00 | - |
| 7015 | 3200 | 22 | 27-JAN-2016 | HENA | F0026292 | ENC | -4,997.00 | - |
| 7015 | 3200 | 22 | 17-DEC-2015 | HENA | F0026036 | ENC | -4,997.00 | - |
| 7015 | 3200 | 22 | 20-NOV-2015 | HENA | F0025901 | ENC | -4,997.00 | - |