

Internet Native Banner (INB) – Finance

Last Revised: 03/5/2014

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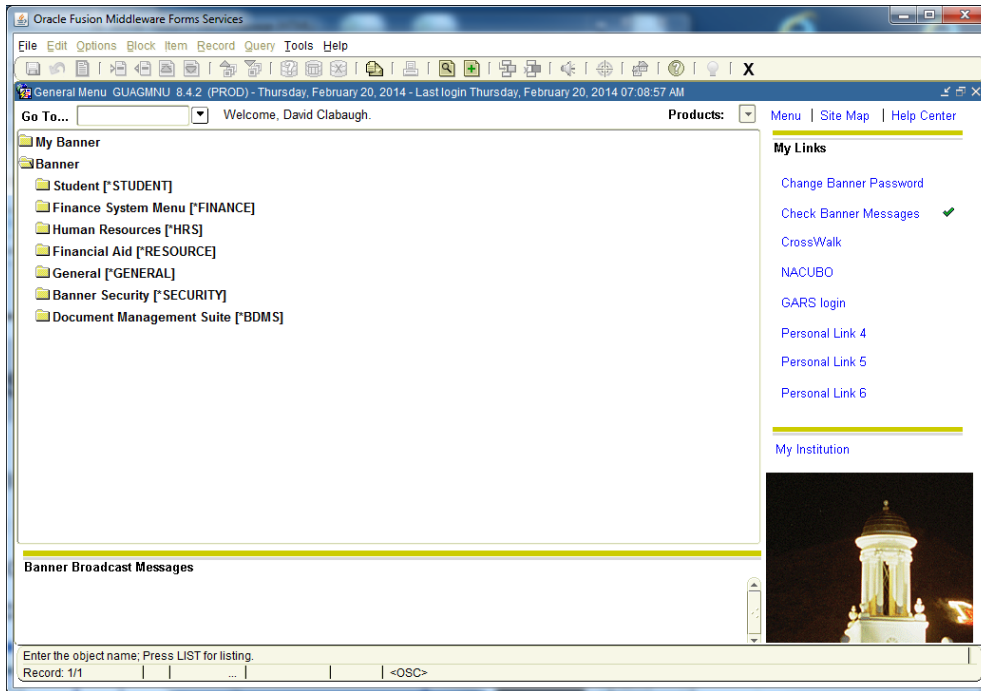
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Overview:

Internet Native Banner (INB) is a fully featured client for real-time access to Banner. It has excellent response times but is somewhat cumbersome to learn for the casual user. Security constraints do not permit general campus users access to labor detail or tuition payment detail.

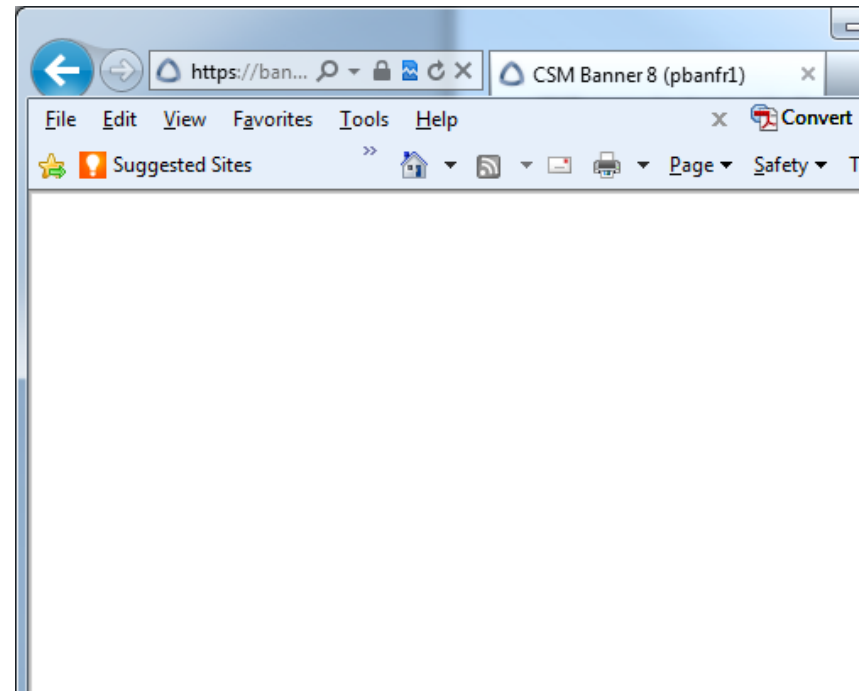
INB runs in two windows:

The one you work in.



-A user can have more than one INB instance open at a time.

The 'behind the scenes' control window in the internet browser.



Note: Closing this window will close both.

Oracle Fusion Middleware Forms Services

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.4.2 (PROD) - Thursday, February 20, 2014 - Last login Thursday, February 20, 2014 07:08:57 AM

Go To... Welcome, David Clabaugh. Products: Menu | Site Map | Help Center

My Banner


- Banner
 - Student [*STUDENT]
 - Finance System Menu [*FINANCE]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]
 - Banner Security [*SECURITY]
 - Document Management Suite [*BDMS]

Banner Products

Custom Links

- Change Banner Password
- Check Banner Messages ✓
- CrossWalk
- NACUBO
- GARS login
- Personal Link 4
- Personal Link 5
- Personal Link 6

My Institution



Banner Broadcast Messages

Enter the object name; Press LIST for listing. Record: 1/1 <OSC>

Direct Access Field

List of Values (LOV)

Auto Hints/Error Messages

Banner Forms:

- All Banner forms have seven characters.
 - Example: **FGIBDST**
- Naming Convention:
 - The **first** letter of the name identifies the primary system (product) in Banner which 'owns' the job, report, form or table.

- Example: **FGIBDST**
- (F = Finance)

Section	Letter
Student	S
Finance	F
Human Resources	H
Financial Aid	R
General	G
Banner Exenter Solutions	B

- The **second** letter of the name identifies the module in Banner that owns the job, report, form or table.
 - Example: **FGIBDST**
 - (G = General Finance)
 - For the majority of your purposes, G will be the only module you will use.

Banner Forms (continued):

- The *third* letter of the name identifies the type of job, report, form or table.

- Example: **F G **I** B D S T**
- (I = Inquiry)

Letter	Description
A	Application
I	Inquiry Form
Q	Query Form (accessed from another form)
R	Report or Process
V	Validation Table View

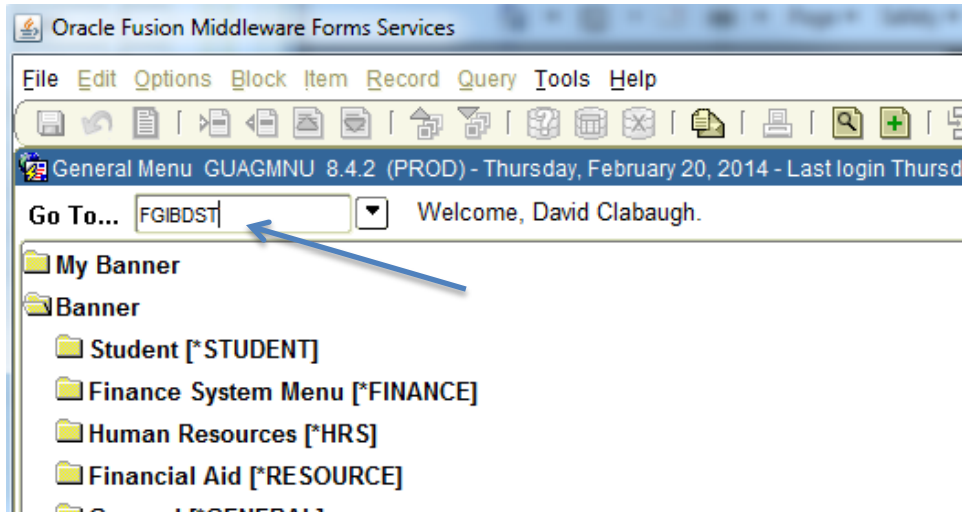
- The last four letters of the name is the title of the job, report, form or table.

- Example: **F G I **B** D S T**
- (BDST = Budget Status)

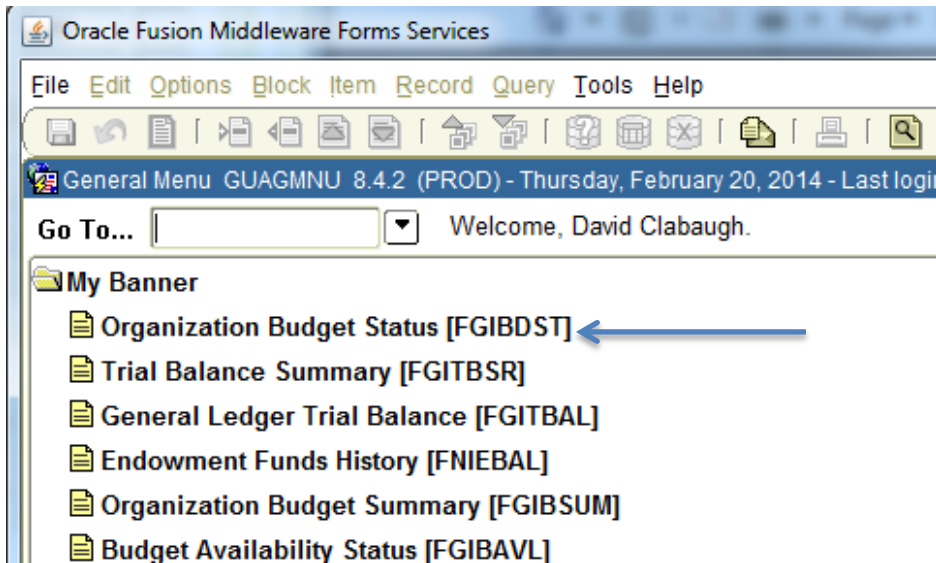
Banner Forms (continued):

Banner forms can be accessed in two main ways:

- 1.) Inputting the form name in the Direct Access Field and pressing the Enter key.



- 2.) Double-click on a My Banner link. The My Banner links are user-defined. See Appendix A: How to configure My Banner for setup instructions.



Form FGIBDST: Organization Budget Status

Functional Use: The FGIBDST form provides the available balance for budget-funded ‘accounts.’ It also reports budget, revenue, expense and transfer amounts for a given fiscal year for both budget-funded **and** fund balance accounts. A user can drill to transaction-level detail.

Available Balance = Adjusted Budget – YTD Activity – Commitments

FGIBDST available balance query sample output.

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: 0
 Fiscal Year: 14
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 10040 Chem & Bio Engr - Operating
 Fund: 1001 Current Unrestricted
 Program:
 Account:
 Account Type:
 Activity:
 Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5487	E	Visitor Parking Permits	0.00	38.50	0.00	-38.50
5501	E	Local Mileage	0.00	40.80	0.00	-40.80
5507	E	Out of State Travel	0.00	2,725.87		-2,725.87
5510	E	Non Empl Out of State	0.00	486.29		-486.29
5527	E	Freight	0.00	167.66		-167.66
5529	E	Student Activity	0.00	647.49		-647.49
5534	E	Recruit/Scouting	0.00	1,683.48		-1,683.48
5535	E	Miscellaneous Expense	0.00	1,348.20		-1,348.20
5552	E	Periodicals (non-cap)	0.00	255.00		-255.00
5554	E	Books (non-cap)	0.00	36.66		-36.66
5559	E	Official Function	0.00	1,119.44		-1,119.44
5913	E	Computer Software > \$5000	0.00	1,600.00	0.00	-1,600.00
Net Total:			3,388,908.48	1,496,205.82	1,698,906.81	193,795.85

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum Record: 56/56

Select the cell and then press the F3 key ('Fn'+F3 on Mac computers) to drill to expense transaction detail. Alternatively, you can select Options → Transaction Detail Information from the menu bar.

The available balance appears in the bottom right corner.

This available balance is **incorrect** for all 'fund balance' accounts. Use the FGITBSR form to obtain the available balance for fund balance accounts.

FGIBDST query sample output with revenue account codes included.

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: 0
 Fiscal Year: 14
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 24646 Geology & Geological Engr. - Dept
 Fund: 333551 QEMSCAN Facility Auxiliary
 Program:
 Account:
 Account Type:
 Activity:
 Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
4563	R	Laboratory Service Sales - Exter	0.00	77,770.09	0.00	-77,770.09
4900	R	Interdept. Sales of Services	0.00	28,336.00	0.00	-28,336.00
5100	L	Classified Fringe Benefits	0.00	70.60	0.00	-70.60
5118	L	Grad Research Assistant Tuition	0.00	8,242.64	0.00	-8,242.64
5138	L	Research Faculty Fringe Benefit:	0.00	12,300.00	12,300.00	-24,600.00
5202	L	Permanent Part Time	0.00	201.13	0.00	-201.13
5211	L	Research Faculty	0.00	27,230.72	30,000.00	-57,230.72
5218	L	Hourly Student Help	0.00	10,612.14	0.00	-10,612.14
5223	L	CN Annual Leave Payments	0.00	2,769.28	0.00	-2,769.28
5304	E	Computer Services	0.00	0.00	17,315.00	-17,315.00
5313	E	Lab Analysis	0.00	-1,105.00	0.00	1,105.00
5406	E	Repair/Maint - Equip	0.00	0.00	11,090.27	-11,090.27
Net Total:			0.00	18,522.48	71,095.55	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for En
 Record: 1/23

Revenues included in this example.

No available balance is calculated when the "Include Revenue Accounts" checkbox is selected.

Form FGIBSUM: Organization Budget Summary

Functional Use: Provides a summary of revenues, labor expense, direct expense & transfers for a Fund-Org combo.

Form FGITBSR: Trial Balance Summary

Functional Use: Provides the available balance for Fund Balance (aka “Cash Funded”) accounts. Examples of fund balance accounts are professional development, research development & auxiliary accounts.

Available Balance = Current Fund Balance – Encumbrances



Form FGITRND: Detail Transaction Activity

Functional Use: Use the Detail Transaction Activity form to obtain transaction activity for a single fiscal year. The output can be exported to .csv file and opened in MS Excel.

FGITRND– Detail Transaction Activity


Key Block

Steps to run a FGITRND transaction query:

- 1.) Enter the letter 'O' in the COA field.
- 2.) Enter a two-digit Fiscal Year.
- 3.) Enter the desired Index or Fund-Org combo in the Key Block.
These parameters limit the transactions returned so keep them as broad as possible to ensure the data returned are complete.
- 4.) Select the Next Block button  or press CTRL + Page Down.
- 5.) Enter detail transaction query criteria.
Entering 'YTD' in the Field column will return only posted expense, revenue and transfer transactions.
- 6.) Execute the query by selecting the  button or pressing the F8 key.

Enter Activity Code. LIST available.
Record: 1/1

Note: After running a query, use the Rollback button  or press the Shift + F7 keys to return to the 'key block' and change the parameters.

Once a query is started, it must be cancelled  (or Ctrl + Q) before INB allows you to roll back and change the key block parameters.

FGITRND Sample Query

Oracle Fusion Middleware Forms Services: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Commit Type

0 14 1001 10040 Both

Results can be filtered by inputting a fiscal period. Ex. July = '01', Aug = '02', ..., Accrual = '14'

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
<5000						YTD	> 10,000.00	
Total:								

This query will retrieve all posted revenue transactions greater than \$10,000 for Fund: 1001 and Org: 10040 in FY14. (Revenue account codes begin with a four)

Auto hints and error messages appear here

Enter a query; press F8 to execute, Ctrl+Q to cancel.
 Record: 1/1 | Enter-Qu... | <OSC>

FGITRND – Extracting data to a comma separated value (.csv) file.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the FGITRND application. The main window shows a data table with columns for Account, Organization, Program, Activity, and Document. The Help menu is open, highlighting the 'Extract Data No Key' option. A Windows Internet Explorer dialog box is overlaid on the right, asking 'What do you want to do with gokoutd.csv?' and offering options to Open, Save, or Save as. The status bar at the bottom indicates 'Extract Data without Key information to a .csv file' and 'Record: 1/?'.

Data extract steps:
 With data returned, navigate to Help ->Extract Data No Key or Extract Data with Key. Including the Key will export the header block information also.
 If you do not receive the following dialog box, then you'll need to adjust your internet browser's pop-up blocker settings.

Account	Organization	Program	Activity	Document
4651	10040	1100	26-JUL-2013	F0025925
4651	10040	1100	10-JUL-2013	F0025760
5100	10040	1100	27-JUL-2013	F0027657
5100	10040	1100	23-DECEMBER-2013	F0027237
5100	10040	1100	23-DECEMBER-2013	F0027234
5100	10040	1100	26-NOV-2013	F0027041
5100	10040	1100	26-NOV-2013	F0027029
5100	10040	1100	20-NOV-2013	F0027008
5100	10040	1100	08-NOV-2013	F0026949
5100	10040	1100	31-OCT-2013	F0026838
5100	10040	1100	31-OCT-2013	F0026841
5100	10040	1100	15-OCT-2013	F0026729
5100	10040	1100	30-SEP-2013	F0026609
5100	10040	1100	30-SEP-2013	F0026610
5100	10040	1100	30-SEP-2013	F0026610
5100	10040	1100	13-SEP-2013	F0026511
5100	10040	1100	13-SEP-2013	F0026511

Windows Internet Explorer dialog box content:

What do you want to do with gokoutd.csv?

Size: 219 bytes
 Type: Microsoft Excel 2003
 From: banner.mines.edu

Options: Open, Save, Save as, Cancel

Status bar: Extract Data without Key information to a .csv file
 Record: 1/?

Form FRIGITD: Grant Inception to Date

Functional Use: Use the Grant Inception to Date form to obtain the available balance for sponsored research projects (4xxxxx). A user can drill to inception-to-date transaction detail.

Note: The FRIGITD form works best for users with Master Fund and Master Org security access. Users without this access are encouraged to use the Budget Status by Account query from Self-Service Banner Finance (accessed through Trailhead) or the Budget Balance Checkbook Detail e~Print report.

Available Balance = Adjusted Budget – Inception to Date Activity – Commitments

FRIGITD sample query output.

Oracle Fusion Middleware Forms Services: Open > FRIGITD

File Edit Options Block Item Record Query Tools Help

Grant Inception to Date FRIGITD 8.7.0.2 (PROD)

Chart of Accounts: 0 Grant: 400198 Thermal Field-Flow Fractionation of Grant Year:

Index: Fund: Organization: Fund Summary

Program: Activity: Location: Hierarchy

Account Type: Account: Account Summary: All Levels By Sponsor Account

Date From (MM/YY): 08 / 10 Date To (MM/YY): 02 / 14 Include Revenue Account

Account	Type	Adjusted Budget	Activity	Commitments	Available Balance
5427	E Cylinder Gases	0.00	12.75	0.00	-12.75
5428	E Cylinder Rental	0.00	427.41	0.00	-427.41
5430	E Office Supplies	0.00	90.24	0.00	-90.24
5432	E Other Supplies	0.00	184.03	0.00	-184.03
5453	E Minor Tools/Equip <\$5000	0.00	133.68	0.00	-133.68
5472	E Courier Services	0.00	100.16	0.00	-100.16
5485	E Printing	0.00	48.00	0.00	-48.00
5501P	E Travel Budget Pool	9,200.00	0.00	0.00	9,200.00
5502	E In-State Travel	0.00	100.00		-100.00
5507	E Out of State Travel	0.00	5,222.97		-5,222.97
5511	E International Travel	0.00	3,718.06		-3,718.06
5905P	E Capital Outlay Budget Pool	50,000.00	0.00		50,000.00
5906	E Equipment > \$5000	0.00	53,795.00		-53,795.00
5985	E Indirect Cost	78,557.00	60,003.49		18,553.51
Net Total:		363,650.00	295,506.99	4,717.53	63,425.48

Record: 31/31

The Fund Summary option can be helpful when grants have multiple funds.

Custom date range available

Select the cell and then press the F4 key ('Fn'+F4 on Mac computers) to drill to transaction detail.

The available balance appears in the bottom right corner.

NOTE: This form is somewhat awkward in that the available balance updates as you scroll down. Ensure you've scrolled to the bottom to get an accurate available balance.

Form: FRIGTRD – Grant Transaction Detail



Functional Use: Use this form to view and query a detailed list of inception-to-date transactions. The output can be exported to .csv file and opened in MS Excel.

FRIGTRD – Grant Transaction Detail

Key Block



To exclude revenue.

Steps to run a FRIGTRD transaction query:

- 1.) Enter the letter 'O' in the COA field.
- 2.) Enter a Grant or Grant-Fund combo.
- 3.) Change the Date From and/or Date To values to the desired range (Optional)
- 4.) Select the Next Block button  or press CTRL + Page Down keys.
- 5.) Enter detail transaction query criteria.
Entering 'YTD' in the Field column will return only posted expense and transfer transactions.
- 6.) Execute the query by selecting the  button or pressing the F8 key.

Total:

Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu... | <OSC>

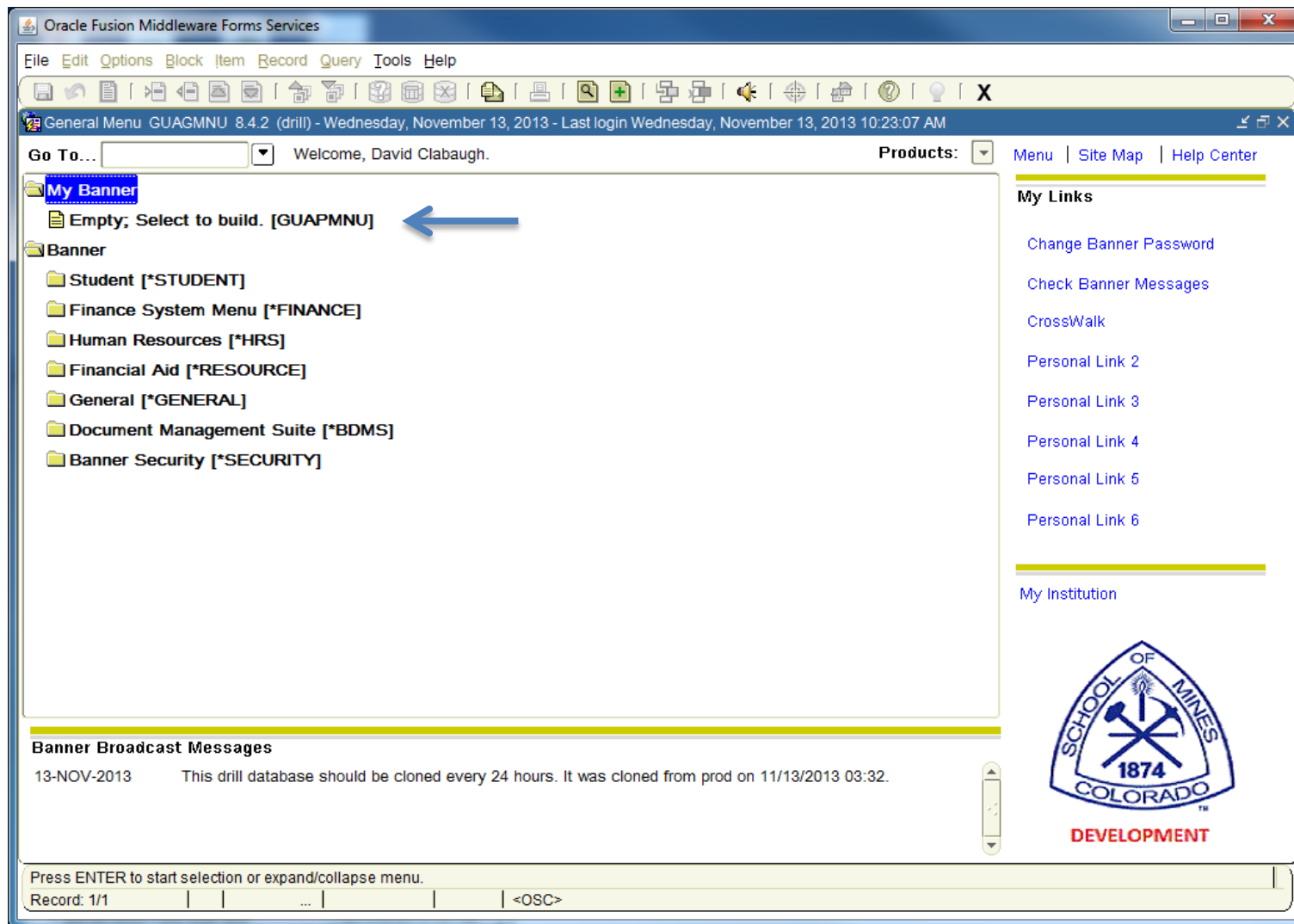
Note: After running a query, use the Rollback button  or press the Shift + F7 keys to return to the 'key block' and change the parameters. Once a query is started, it must be cancelled  (or Ctrl + Q) before INB allows you to roll back and change the key block parameters.

Appendix A: Configuring My Banner, My Links and Preferences:

Configuring My Banner:

The My Banner section allows a user to define a list of commonly used forms in a single location for ease of access.


After logging into Internet Native Banner (INB), double-click the My Banner folder icon and then double-click “Empty: Select to build [GUAPMNU].”



With the My Banner Maintenance form open, enter the desired form names in the Object column on the right side. The descriptions will fill in automatically. After entering the first form, you can arrow down or use your mouse to select the next cell.

Object	Description
FTMITYP	1099 Income Type Code Maintenance
GUAABOT	About Banner
ETMACCT	Account Code Maintenance
T	Account Code Validation
L	Account Detail
D	Account Detail Query
T	Account Detail Review Form - Finance
V	Account Detail Review Form - Student
H	Account Hierarchy
	Account Hierarchy Query
FTMACCI	Account Index Code Maintenance
FTVACCI	Account Index Code Validation
TOADEST	Account Printer Selection
TFAACCT	Account Review Form - Finance
TSAACCT	Account Review Form - Student
FTMATYP	Account Type Code Maintenance
FTVATYP	Account Type Validation
TGACTRL	Accounts Receivable Billing Control
TOQMENU	Accounts Receivable Globals
FTMACTV	Activity Code Maintenance
FTVACTV	Activity Code Validation

Object	Description
FGIBDST	Organization Budget Status
FGIBSUM	Trial Balance Summary
FGITBSR	Trial Balance Summary
FGIOENC	Organizational Encumbrance List
FGIENCD	Detail Encumbrance Activity
FTIORGH	Organization Hierarchy Query
FAIINVE	Invoice/Credit Memo Query
FPIPURR	Purchase/Blanket/Change Order Query


Once your list is complete, you need to save your updates. File → Save or select the save button . Banner will display a message on the bottom left that reads: “FRM-40400: Transaction complete: [# of items] records applied and saved”

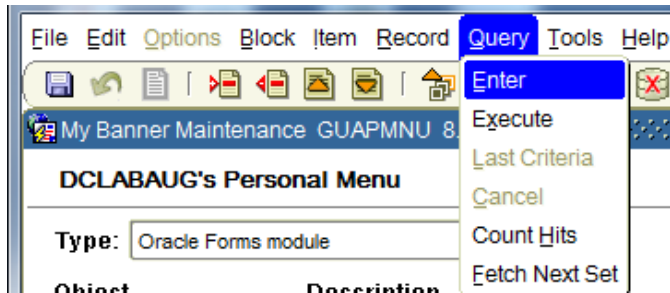
A user can run a query to find Banner forms and then subsequently add them to the list.

Query Steps:

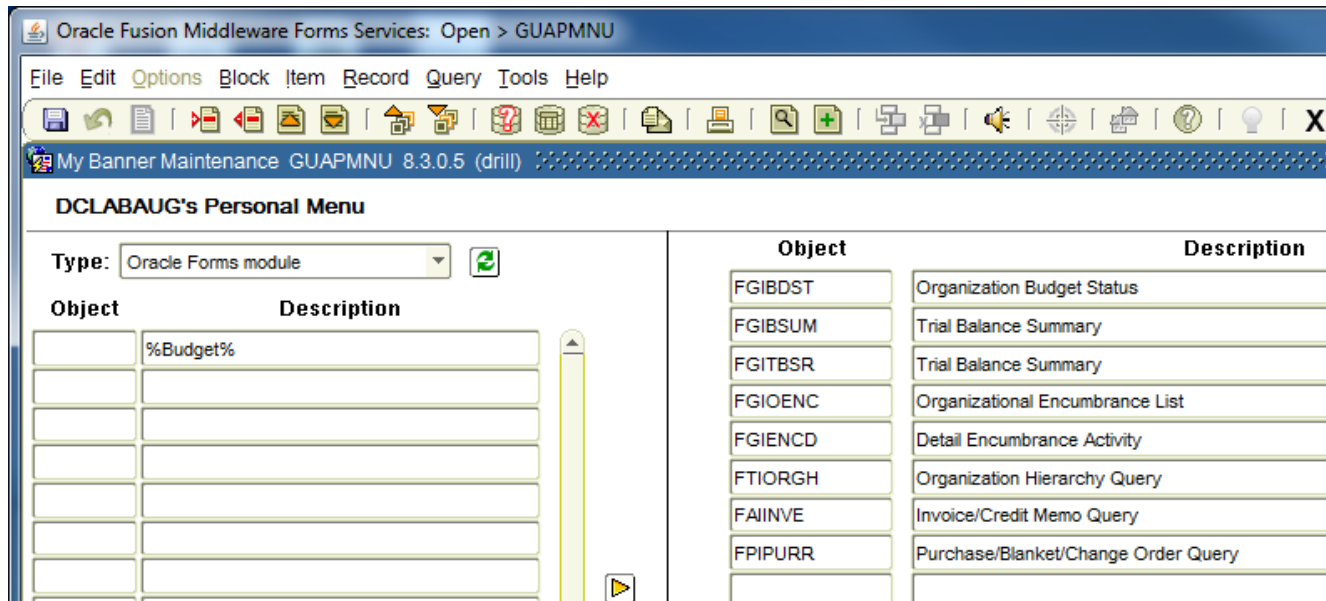
1.) Make the left-oriented Object or Description column active by selecting the data cells in either column.

2.) Start a query:


Query → Enter, press 'F7' key or select the  button.

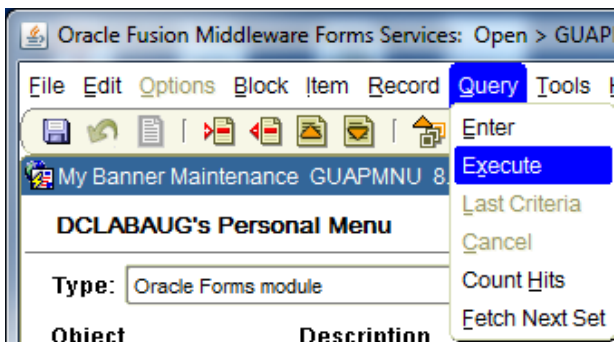


3.) Enter the query criteria. '%' is the Banner wildcard character. See Appendix B for a more detailed explanation on how to use it. This example will return all Banner forms with 'Budget' anywhere in the description. The queries are case-sensitive.



4.) Execute the query.

Query → Execute, press the 'F8' key or click the  button



Example results:

The screenshot displays the Oracle Fusion Middleware Forms Services application window titled "Oracle Fusion Middleware Forms Services: Open > GUAPMNU". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The application title bar reads "My Banner Maintenance GUAPMNU 8.3.0.5 (drill)". The main content area shows "DCLABAUG's Personal Menu" with a "Type" dropdown set to "Oracle Forms module". The application displays two tables side-by-side, both with "Object" and "Description" columns.

Object	Description
FGIBDST	Organization Budget Status
FGIBSUM	Trial Balance Summary
FGITBSR	Trial Balance Summary
FGIOENC	Organizational Encumbrance List
FGIENC	Detail Encumbrance Activity
FTIORGH	Organization Hierarchy Query
FAINVE	Invoice/Credit Memo Query
FPIPURR	Purchase/Blanket/Change Order Query

Object	Description
FGIBAVL	Budget Availability Status
NTRBROL	Budget Roll Process Parameter Rules
NTRFRNG	Fringe Budgeting Rules
FRIBUDG	Grant Budget Codes Inquiry
FRIBDSG	Grant Budget Distribution Inquiry
FRIBUTG	Grant Budget Totals
FTVHBUD	Hierarchical Budget Control Validation
FTMHBUD	Hierarchichal Budget Maintenance
FGIBDST	Organization Budget Status
FGIBSUM	Organization Budget Summary
FRABUDP	Proposal Budget
FRIBUDP	Proposal Budget Codes Inquiry
FRIBDSP	Proposal Budget Distribution Inquiry
FRIBUDT	Proposal Budget Totals Inquiry

To add a form from the query results, double-click either the object column or description (the text will change to blue), and then select the Insert arrow. Alternatively, you can manually enter the form name in the right-oriented Object column in an open cell.

The screenshot shows the Oracle Fusion Middleware Forms Services interface. The title bar reads "Oracle Fusion Middleware Forms Services: Open > GUAPMNU". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for file operations and navigation. The main window displays "My Banner Maintenance GUAPMNU 8.3.0.5 (drill)".

The interface is divided into two main sections. The left section, titled "DCLABAUG's Personal Menu", has a "Type:" dropdown set to "Oracle Forms module". Below it is a table with two columns: "Object" and "Description". The "Object" column contains various codes, and the "Description" column contains their corresponding names. The row for "FRIBUTG" (Grant Budget Totals) is highlighted in blue, and a blue arrow points to the "Object" cell. To the right of this table is a vertical scroll bar with a blue arrow pointing downwards and several yellow triangular navigation icons.

The right section is a table with two columns: "Object" and "Description". It contains a list of objects and their descriptions, including "FGIBDST" (Organization Budget Status), "FGIBSUM" (Trial Balance Summary), "FGITBSR" (Trial Balance Summary), "FGIOENC" (Organizational Encumbrance List), "FGIENC" (Detail Encumbrance Activity), "FTIORGH" (Organization Hierarchy Query), "FAINVE" (Invoice/Credit Memo Query), and "FPIPURR" (Purchase/Blanket/Change Order Query).

Any time the list is updated, save the updates. File → Save or select the save button



Adding Header Rows to Data Extracts:

After logging into INB, go to File → Preferences to open the General User Preferences Maintenance form (GUAUPRF.)

Check the 'Include Header Row in Data Extract' checkbox.

Oracle Fusion Middleware Forms Services: Open > GUAUPRF

File Edit Options Block Item Record Query Tools Help

General User Preferences Maintenance GUAUPRF 8.0 (PROD)

Display Options Directory Options My Links Menu Settings LDAP

Display Options

- Display Form Name on Title Bar
- Display Form Name on Menu
- Display Release Number on Title Bar
- Display Database Instance on Title Bar

Alert Options

- Prompt Before Exiting Banner
- Display Additional Confidential Warning
- Display Additional Deceased Warning
- Display Duplicate SSN/SIN/TIN Warning

Data Extract

- Include Header Row in Data Extract

User Interface Color Settings

Description: Enter the RGB color code for non iconic buttons.
Default Value: r204g204b153
User Value: r204g204b153

Description: Enter the RGB color code for the canvas.
Default Value: r255g255b255
User Value: r255g255b255

Description: Enter the RGB color code for code/description prompts.
Default Value: r0g0b0
User Value: r0g0b0

Description: Enter the RGB color code for the menu links canvas.
Default Value: r255g255b255
User Value: r255g255b255

Description: Enter the RGB color code for the menu broadcast message canvas.
Default Value: r255g255b255
User Value: r255g255b255

Save your changes. File → Save or select the save button



Creating Personal Links:

After logging into INB, go to File → Preferences to open the General User Preferences Maintenance form (GUAUPRF.)

Select the My Links tab. The sections work in pairs, with one section for the description and another for URL.

Oracle Fusion Middleware Forms Services: Open > GUAUPRF

File Edit Options Block Item Record Query Tools Help

General User Preferences Maintenance GUAUPRF 8.0 (PROD)

Display Options Directory Options **My Links** Menu Settings LDAP

Description: Enter the URL for the "My Institution" link.
Default Value: http://www.mines.edu
User Value: http://www.mines.edu

Description: Enter the description for the "My Personal Link 1" link.
Default Value: Your first personal link description
User Value: CrossWalk


Description: Enter the URL or Banner object for the "My Personal Link 1" link.
Default Value: Your first personal link URL
User Value: http://www.is.mines.edu/LINK/Xref.aspx

Description: Enter the description for the "My Personal Link 2" link.
Default Value: Your second personal link description
User Value: Your second personal link description

Description: Enter the URL or Banner object for the "My Personal Link 2" link.
Default Value: Your second personal link URL
User Value: Your second personal link URL



Enter the description for the 1st personal link.

Enter the URL for the 1st personal link.

Save your changes. File → Save or select the save button 

The Hyperlink changes will take effect after exiting and logging back into INB.

Appendix B: More About Queries

- To query:
 - Press the F7 key or click on  to begin a query.
 - Enter information you wish to query on (using optional wildcards)
 - Execute the query to retrieve data by selecting the F8 key or selecting the  button
- Wildcards are special characters used in queries to represent one or more unspecified characters. Wildcards can also help with getting data based on a specified pattern match. For example, finding every document code that begins with “DAC.”
 - The percent character (%) represents any number of unspecified characters.
 - The underscore character (_) represents one occurrence of an unspecified character.

To get these results	Enter these criteria
All values that contain “a”	%a%
All values that begin with “An”	An%
All values that have “n” as the second character	_n%

Note: Queries are case sensitive!

Example: The FTVFUND – Fund Code Validation form contains information about funds such as the title and termination date. There can be multiple records for a single fund with different effective dates. If a title has been updated, there will be a record showing the old title and a newer record showing the revised title.

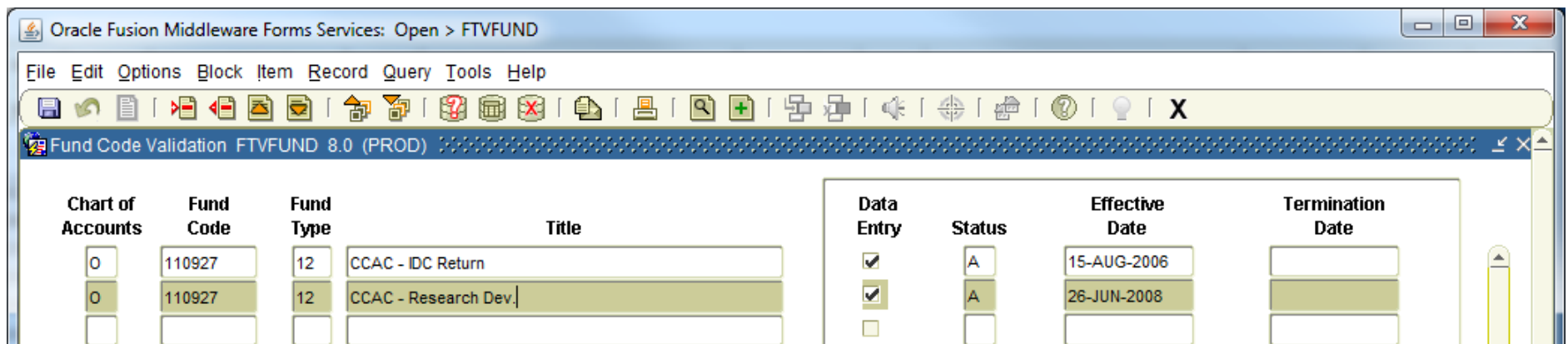




Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
O	110927	12	CCAC - IDC Return	<input checked="" type="checkbox"/>	A	15-AUG-2006	
O	110927	12	CCAC - Research Dev.	<input checked="" type="checkbox"/>	A	26-JUN-2008	
				<input type="checkbox"/>			

Scenario: You need the CCAC – Research Development index/fund number but don't have it in your records. After navigating to the FTVFUND form, begin a query by pressing the F7 key or click on the  button. To find all fund titles that contain "CCAC" anywhere in the text value, you would enter the following criteria and then execute the query by pressing F8 or selecting the  button.

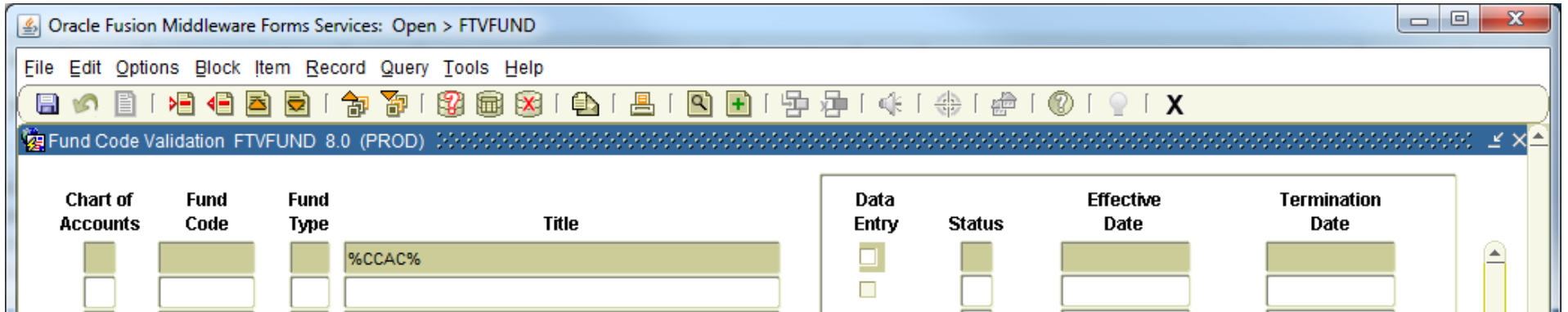


Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="%CCAC%"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the abbreviation is not used in the title and the center name is explicitly spelled out, this query will not return the desired information. Multiple searches may be necessary and thought should be given to different possible configurations. Also keep in mind that there are different effective date records and you may only be interested in the current title.

Appendix C: Common Rule Codes

Rule Code	Description
BD__	Budget Entries
BR__	Budget Rollforward Entry
CA__, CB__	Student Charges
CAEC	Cancel Check C/M Addl w/Encumb
CAEI	Cancel check invoice addl w/encumb
CDEI	Cancel Check Invoice disc w/encumb
CNEC	Cancel Check - C/M w encumbrance
CNEI	Cancel Check - Invoice w encumbranc
CNNI	Cancel Check - Invoice w/o encumb
CO__	Change Order
CRO5	Cash Receipt Entry
DIEI	Discount on Invoice w/ Encumb
DISC	Discount on Credit Memo
DISI	Discount on Invoice

Rule Code	Description
DNEC	Check - C/M w encumbrance
DNEI	Check - Invoice w encumbrance
DNNI	Check - Invoice w/o encumb
E0__, E100	Encumbrance Entry
F400	ES Feed - Chemicals
F500	PCard Feed - EXTERNAL
F600	TelComFeed - CHARGES
FZ__	Journal Entry
GRIC	Indir Cost Charge
H__	Payroll Entries
IN__	Invoice
PORD	Purch Ord - Establish
REQP	Requisition - Reservation

Appendix D: Other Useful Finance Forms

- **FPIPURR – Purchase Order Inquiry**
- **FAIVNDH – Vendor History**
- **FOIDOCH – Document cross reference**
- **FPIOPOF – Open PO's by FOAP**
- **FPIOPOV – Open PO's by Vendor**
- **FGIOENC – Open Encumbrances by FOAP**
- **GUAUPRF – Set user screen preferences**
- **FGIENCD – Encumbrance Detail Activity**
- **FAIINVE – Invoice/Credit Memo Query**
- **Fund-Org-Account Code-Program (FOAP) Queries**
 - FTVFUND
 - FTVORGN
 - FTVACCT
 - FTVPROG

Appendix E: Shortcuts

					Drill (Most)	Drill FRIGITD	Go To					
KEY	Esc	Tab	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
	Cancel	Next Field	Help		Duplicate Field/Item	Duplicate Record		Insert New Record	Enter Query	Execute Query	Search (LOV)	Save
Shift		Previous Field	Display Error	Count Query Hits	Exit with Value	Clear Record	Clear Block	Remove Record	Clear Form & Rollback	Print		
Ctrl		Next Field	Show Keys									

KEY	Page up	Page Down	Up Arrow	Down Arrow	Left Arrow	Right Arrow	Q	Space Bar in Check Box Fld	Left Mouse Double Click
			Previous Record	Next Record	Prev. Radio Button	Next Radio Button		Toggle On/Off	On amount field=calculator
Shift									Dynamic Help
Ctrl	Previous Block	Next Block					Exit or Cancel		