

RECONCILIATION

EPRINT FORMS THAT MAY BE HELPFUL

AND BANNER SCREEN FGIBAVL

LU-ANNE TROUTMAN

MARCH 16, 2016



EPRINT LINK CAN BE FOUND ON BANNER SIGN IN SCREEN – CLICKING

Production Banner @ UNC Charlotte

Usage Policy Statement:

Use of the University's computing and electronic communication resources is conditioned on compliance with the University's Information Technology (IT) policies ([UNC Charlotte ITS Policies](#)) (Policy Statements 8, 10, 20, 66, 67, and 102). Pursuant to those policies, the University will take any steps necessary to safeguard the integrity of the University's computing and electronic communication resources and to minimize the risks to both those resources and the end users of those resources. Such safeguarding includes monitoring data traffic to detect anomalous network activity, as well as accessing, retrieving, reading, and/or disclosing data communications when there is reasonable cause to suspect a violation of applicable University policy or criminal law, or when monitoring is otherwise required or permitted by law.

Internet Native Banner (INB)

- [BANPROD](#)

Access Information:

- All INB users must change their password using [PW Manager](#)
- INB pages are best viewed with 1024 x 768 resolution
- Compatible with IE8, IE7, Firefox 3.6, and Safari 5

Self-Service Banner (SSB)

- [BANNER PROD SSB](#)

Other Links

- [Eprint](#) (Production Eprint)
- [Appworx](#) (Test and Production Appworx information)
- [Banner Bookshelf](#) (Documentation for Banner System)

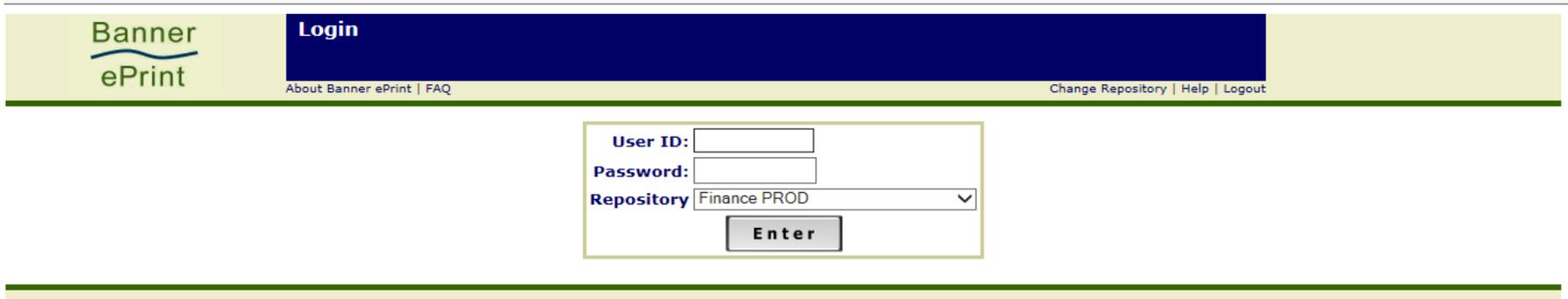
Help Requests:

If you have any questions, please contact the ITS Service Desk. Email them at help@uncc.edu or call extension 7-5500.

CODE: PROD03INB

BRINGS YOU TO THIS SCREEN

YOU WILL USE YOUR NORMAL USER ID AND PASSWORD



The image shows a login interface for Banner ePrint. At the top left is the Banner ePrint logo. A dark blue bar with the word "Login" in white spans across the top. Below this bar, there are links for "About Banner ePrint | FAQ" on the left and "Change Repository | Help | Logout" on the right. The main login area contains three input fields: "User ID:", "Password:", and "Repository". The "Repository" field is a dropdown menu currently showing "Finance PROD". Below these fields is an "Enter" button.

Banner ePrint

Login

[About Banner ePrint](#) | [FAQ](#)

[Change Repository](#) | [Help](#) | [Logout](#)

User ID:

Password:

Repository:

Enter

NUMEROUS REPORTS COME UP

CLICK LATEST DATE TO BRING UP THE MOST CURRENT REPORTS

Banner ePrint | **Select Report from Repository Finance PROD** | Finance PROD Repository | Itroum4

[About Banner ePrint](#) | [FAQ](#) | [My ePrint](#) | [Change Repository](#) | [Help](#) | [Logout](#)

Finance PROD

Idt

	Report	Description	Latest Date
  	FGRENRL	Year End Encumbrance Roll	Thu Jul 07, 2101 7:28pm
  	YFPPCIN	PCARD Detail Transaction Report	Sun Feb 27, 2101 2:25pm
  	FGROPNE	Open Encumbrances Report	Mon Mar 07, 2016 10:00pm
  	FRRGRNT	Deferred Grant Process	Mon Mar 07, 2016 7:36pm
  	FGRFNDH	Fund Hierarchy Report	Fri Mar 04, 2016 7:00pm
  	YAROINV	Open Invoice Report	Fri Mar 04, 2016 7:00pm
  	FGRODTA	Organization Detail Activity	Mon Feb 08, 2016 2:05pm
  	FGRGLTA	General Ledger Detail Transaction	Mon Feb 08, 2016 1:35pm

FGRENRL ▾

ORGANIZATION DETAIL ACTIVITY (DETAIL FOR THE MONTH)

Finance PROD

Idt

	Report	Description	Latest Date
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  	FGRGLTA	General Ledger Detail Transaction	Mon Feb 08, 2016 1:35pm

FGRENRL ▾

DRILL DOWN TO GET THE CORRECT MONTH

Banner ePrint

Select Report from Repository Finance PROD

Finance PROD Repository
Itoutm4

About Banner ePrint | FAQ | My ePrint

Change Repository | Help | Logout

Finance PROD

ldt

	Report	Description	Latest Date
P.D.F TEXT	FGRENRL	Year End Encumbrance Roll	Thu Jul 07, 2101 7:28pm
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P.D.F TEXT	FGRGLTA	General Ledger Detail Transaction	Mon Feb 08, 2016 1:35pm

FGRENRL

Next

THERE ARE A FEW STEPS YOU NEED TO TAKE TO RUN THE REPORT



CLICK ON THE DRILL TO BRING UP THE LIST OF REPORTS (LEFT CLICK)



FGRODTA

Organization Detail Activity

Mon Feb 08, 2016 2:05pm

THIS WILL BRING UP THE DIFFERENT REPORTS – LEFT CLICK ON PDF OF THE MONTH YOU WANT

Banner ePrint | **Report Detail: FGRODTA** | Finance PROD Repository | *lroutm4*

About Banner ePrint | FAQ | My ePrint | Change Repository | Help | Logout

Finance PROD : FGRODTA

	Title	Date
	UNC Charlotte Organization Detail Activity From 01-JUL-2015 To 31-JAN-2016	Mon Feb 08, 2016 2:05pm
	UNC Charlotte Organization Detail Activity From 01-JAN-2016 To 31-JAN-2016	Mon Feb 08, 2016 1:31pm
	UNC Charlotte Organization Detail Activity From 01-JUL-2015 To 31-DEC-2015	Wed Jan 13, 2016 10:58am
	UNC Charlotte Organization Detail Activity From 01-DEC-2015 To 31-DEC-2015	Wed Jan 13, 2016 10:24am
	UNC Charlotte Organization Detail Activity From 01-JUL-2015 To 30-NOV-2015	Mon Dec 07, 2015 11:50am
	UNC Charlotte Organization Detail Activity From 01-NOV-2015 To 30-NOV-2015	Mon Dec 07, 2015 11:17am
	UNC Charlotte Organization Detail Activity From 01-JUL-2015 To 31-OCT-2015	Tue Nov 10, 2015 11:40am
	UNC Charlotte Organization Detail Activity From 01-OCT-2015 To 31-OCT-2015	Tue Nov 10, 2015 11:08am

UNC Charlotte Organization Detail Activity From 01-JUL-2015 To 31-JAN-2016 - Mon Feb 08, 2016 2:05pm Next

THIS BRINGS UP THE MONTHLY ACTIVITY. YOU WILL NOW NEED TO FIND THE FUNDS FOR YOUR DEPARTMENT.

LEFT CLICK ON THE BINOCULARS AND THEN PUT THE FUND IN THE SEARCH BLOCK. THIS SHOULD BRING UP THE FUND YOU ARE SEARCHING FOR. YOU CAN NOW PRINT OFF THE REPORT AND COMPARE IT WITH SAM.



Search

What word or phrase would you like to search for?

Whole words only
 Case-Sensitive
 Include Bookmarks
 Include Comments

Search

08-FEB-2016 01:28:09 PM PAGE 680
 FISCAL YEAR 16 FGRODTA

UNC Charlotte
 Organization Detail Activity
 From 01-JAN-2016 To 31-JAN-2016

COAS: 1 UNC Charlotte
 ORG: 15100 Academic Affairs VC

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Education and Technology Fe	101022				

WHEN YOU CLICK ON THE LAST RESULT YOU WILL SEE IT IS ON PAGE 2425



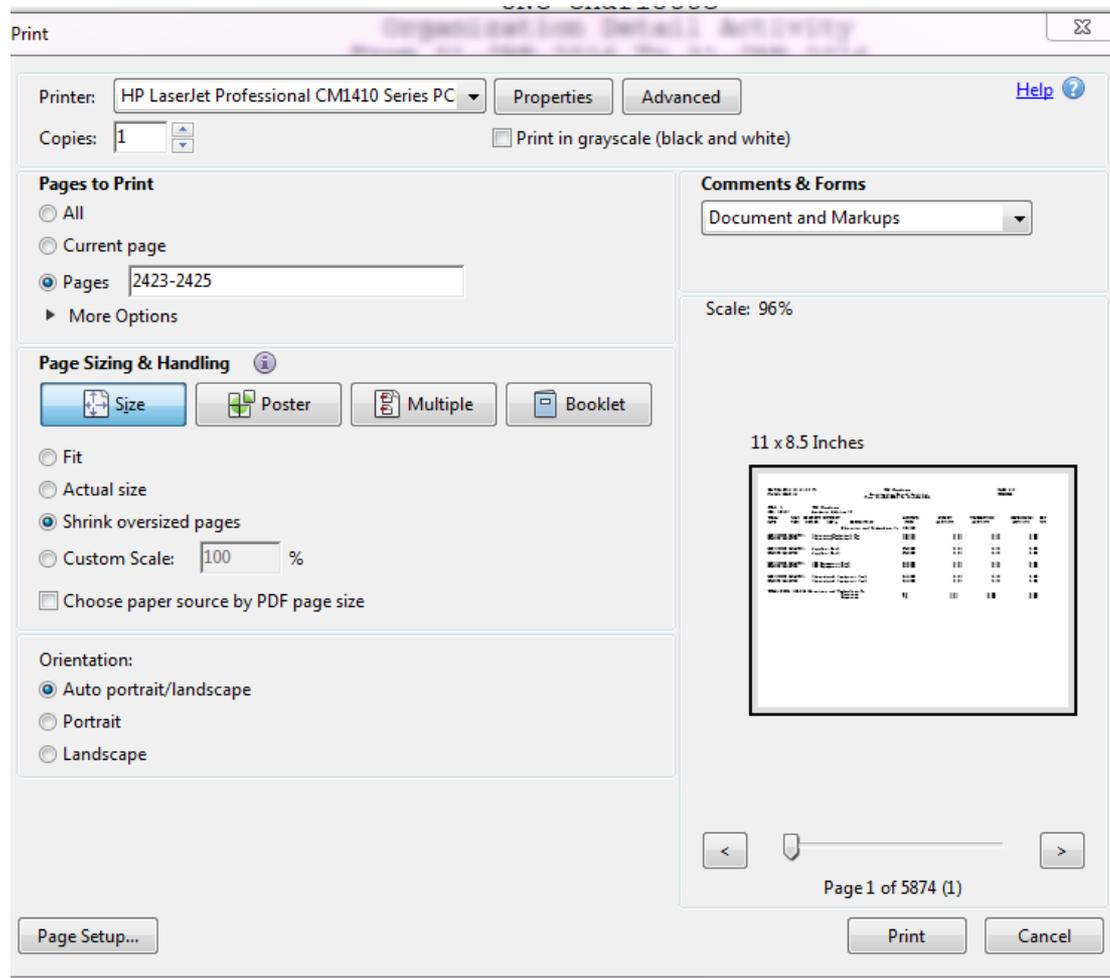
08-FEB-2016 01:28:09 PM UNC Charlotte PAGE 3104
 FISCAL YEAR 16 Organization Detail Activity FGRODTA
 From 01-JAN-2016 To 31-JAN-2016

COAS: 1 UNC Charlotte
 ORG: 21300 College of Engineering

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
College of Engineering-Dean					101500				
BEGINNING BALANCE: Telephone Service-Long Distance					928030	0.00	21.30	0.00	
01/28/2016	JNA	TL160128		0116 Telecom Admin-01012016	928030		4.70		U
ENDING BALANCE: Telephone Service-Long Distance					928030	0.00	26.00	0.00	
BEGINNING BALANCE: Supplies Pool					930000	500.00	0.00	0.00	
01/28/2016	B14T	J1614112	607		930000	-23.00			U
ENDING BALANCE: Supplies Pool					930000	477.00	0.00	0.00	
BEGINNING BALANCE: Office Supplies					931100	0.00	53.94	0.00	
ENDING BALANCE: Office Supplies					931100	0.00	53.94	0.00	
TOTAL FUND: 101500 College of Engineering-Dean									
				Labor	60	819,542.00	554,237.41	321,527.40	
				Expenses	70	2,977.00	2,193.94	0.00	



THEN YOU WILL SET THE PRINT TO 2423-2425



OTHERWISE YOU WOULD PRINT 5874 PAGES



THERE ARE OTHER REPORTS THAT MAY BE HELPFUL

- OPEN ENCUMBRANCES – ESPECIALLY HELPFUL AT YEAR END TO CLEAR UP STATE FUNDS. DRILL DOWN AND USE THE LAST DATE THE REPORT RAN – RUNS EVERYDAY OF THE WORK WEEK



FGROPNE

Open Encumbrances Report

Mon Mar 07, 2016 10:00pm

THIS IS NOT ONE OF OUR FUNDS BUT THIS IS AN EXAMPLE OPEN ENCUMBRANCES FROM PRIOR YEARS THAT ARE STILL AFFECTING FY 16. (\$537.13 FROM PREVIOUS YEARS)

FGROPNE 8.9

UNC Charlotte
Open Encumbrances Report

07-MAR-2016 10:00:03 PM
Page 85

DOCUMENT TYPE: Purchase Orders

COAS: 1 FUND: 1 ORGN: 1 ACCT: 930250 PROG: 10100 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER	NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P1434803	800814816	Receiving & Stores			01-MAY-2014	199.00	159.20
P1437681	800000557	Bio-Rad Laboratories			29-MAY-2014	160.40	38.40

COAS: 1 FUND: 1 ORGN: 1 ACCT: 930251 PROG: 10100 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER	NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P1438620	800001353	American Type Culture Collection			09-JUN-2014	0.00	0.00
P1500448	800367016	Life Technologies Corporation			07-JUL-2014	188.00	92.25
P1500450	800376552	BioExpress LLC			07-JUL-2014	134.00	82.45
P1509318	800385129	Stemcell Technologies Inc			14-OCT-2014	190.00	22.00
P1527634	800376552	BioExpress LLC			15-MAY-2015	689.50	142.83
P1618457	800000432	Fisher Scientific Co LLC			12-FEB-2016	508.46	150.64
P1619976	800000557	Bio-Rad Laboratories			29-FEB-2016	156.90	156.90



PCARD DETAIL TRANSACTION REPORT

THIS REPORT MAY BE HELPFUL FOR DOCUMENTATION YOU MAY HAVE MISPLACED OR SOMEONE HAS FORGOTTEN TO GIVE YOU

YOU WOULD STILL USE THE DRILL
AS YOU MAY HAVE NOTICED SOMEONE
DATED REPORT FEB 27, 2101



   	YFPPCIN	PCARD Detail Transaction Report	Sun Feb 27, 2101 2:25pm
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YOU STILL DRILL DOWN TO GET TO THE RIGHT MONTH AND YOU STILL SELECT THE PDF FOR THE MONTH YOU WANT.

   	PCARD Detail Transaction Report Last Posting Date: 07-FEB-2016 Mode: Update PC160207	Thu Feb 25, 2016 2:49pm
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USE THE SAME SEARCH FEATURE FOR THE FUND
AND YOU WILL FIND THE CHARGES TO YOUR
FUND THAT HIT BANNER THRU THE P-CARD
TRANSACTIONS.

21300 134060 928010 Telephone Service-Local

21.74 01/09/2016 TXN00085837 SPRINT WIRELESS

Troutman, Lu-Anne D

Total Account 928010 (JV Summary Amount)

21.74

LINDA TOLD ME ABOUT FGIBAVL A WONDERFUL BANNER SCREEN THAT SHOWS THE BALANCES OF BUDGET POOLS

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.6.1.4 (BANPROD)

Chart: 1
Fiscal Year: 16
Index: 101542
Commit Type: Both

Fund: 101542 Engineering Computer Shop
Organization: 21300 College of Engineering
Account: 911100 EHRA Perm Non-Teaching Salaries
Program: 10100 Instruction

Pending Documents

Control Keys ---> **Fund:** 101542 **Organization:** **Account:** 911100 **Program:**

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
928000	Other Purchased Services Pool	5,500.00	4,941.40	0.00	558.60	<input type="checkbox"/>
930000	Supplies Pool	0.00	-298.49	0.00	298.49	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
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						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
Total:		5,500.00	4,642.91	0.00	857.09	

FGIBAVL WOULD BE VERY HELPFUL

IN THE PREPARATION OF BD 606 AND BD607

REMEMBER BD606 IS FOR OTP AND BD607 IS
USED ANYTIME A PERSONNEL BUDGET POOL IS
USED

BUDGET POOLS LIST

- PERSONNEL BUDGET POOLS

Range of Expenditure account numbers (9xxxxx)	Budget pool account
91xxxx - PERSONAL SERVICES (SALARIES AND BENEFITS)	
911xxx - EPA Non Teaching Salaries	Budget at detail account
912xxx - SPA Salaries	Budget at detail account
913xxx - EPA Teaching Salaries	Budget at detail account
914xxx - Overtime & Premium Pay:	
9140xx - Overtime	914000
9145xx - Premium Pay	914500
915xxx - Temporary Wages:	
9150xx - Student Wages	915000
915900 - Non Student Wages	Budget at detail account
916xxx - Workers Compensation	916000
917xxx - Medical Insurance	917000
918xxx - Optional Retirement	918000
919xxx - Other Non Pooled Items (State Retirement, LEO, Social Security)	Budget at detail account

OTP BUDGET POOLS

940xxx - 948xxx - PROPERTY, PLANT & EQUIPMENT	
940xxx - Office Equipment	940000
942xxx - EDP Equipment	942000
944xxx - Educational Equipment	944000
946xxx - Vehicles	946000
947xxx - Other Equipment	947000
948xxx - Land, Buildings, & Other Capital Outlay (Non Pooled)	Budget at detail account
949xxx - ART, LIBRARY & LEARNING RESOURCES	949000
95xxxx - OTHER EXPENSES & ADJUSTMENTS	
950xxx - Miscellaneous Employee Payments	950000
951xxx - Other Administrative Expense	951000
952xxx - Fixed Charges	952000
953xxx - Indirect Cost, Admin Fee (Non Pooled)	Budget at detail account
954xxx - Debt Service (Non Pooled)	Budget at detail account
955xxx - Write Offs (Non Pooled)	Budget at detail account
956xxx - Non Operating Expense (Non Pooled)	Budget at detail account
957xxx - Other Expense (Formerly A FRS GL Obj Code)	Budget at detail account
96xxxx - GRANTS, STATE AID & PUBLIC ASSISTANCE	Budget at detail account
97xxxx - RESERVES	Budget at detail account
98xxxx - INTRAGOVERNMENTAL TRANSACTIONS	Budget at detail account
<i>All budget pools are numbered 9xx000 with the exception of premium pay pool (914500).</i>	

THANK YOU

QUESTIONS?

