

Human Resources/Finance Information Systems



Chart of Accounts- General Ledger



Procedure Manual

South Dakota SCT/Banner System Procedures

Table of Contents

Pending Issues:.....	Error! Bookmark not defined.Error! Bookmark not defined.
Smart Coding:.....	Error! Bookmark not defined.Error! Bookmark not defined.
Naming Convention:	Error! Bookmark not defined.Error! Bookmark not defined.
Creating a New Chart of Accounts.....	5
<i>Create a Chart of Accounts name and date information.</i>	6
<i>Budget Control Keys</i>	7
Establishing Fiscal Year Parameters	11
<i>To display existing Fiscal Year data</i>	11
<i>To create a new Fiscal Year</i>	11
<i>To make changes to the year</i>	12
Defining Internal Fund and Account Type Codes	13
<i>Defining FTVATYP</i>	13
<i>Defining FTVACTL</i>	14
<i>Defining FTVFUND, FTVORGN, FTVACCT, FTVPROG, FTVLOCN</i>	15
Creating Level 1 Account Type Codes.....	18
<i>Define Level 2 account type codes</i>	19
Creating Account Codes.....	21
Defining Control Accounts.....	23
<i>Verify your control accounts</i>	24
Creating Level 1 and Level 2 Fund Types.....	26
Developing Fund Codes	28
Defining a Fund Balance Account for a Multiple Fund Balance Institution	30
Creating a Bank ID.....	32
Defining Bank Codes for the Chart of Accounts.....	33
Establishing Program Codes.....	35
Establishing an Activity Code	36
Establishing a Location Code	37
Establishing Organization Codes.....	38
Creating an Agency Code.....	39
Creating Account Index Codes.....	40
Assigning a Financial Manager to the Chart of Accounts	41
<i>Address tab</i>	41
Reviewing the Currency Code Maintenance Form.....	43
Maintaining Overall System Information for the Installation.....	44
Completing the Chart of Accounts Maintenance Form	45
Creating Attribute Set, Type, and Value Codes.....	46
<i>Defining Attribute Types</i>	46
<i>Defining Attribute Values</i>	47
<i>FTMCOAS & Attributes</i>	47
<i>Defining Attribute Set Codes</i>	48
<i>Associating FOAPAL element codes to attribute types, attribute values & set codes</i>	49
<i>Query the FOAPAL code association records</i>	50
General Encumbrance Processing	Error! Bookmark not defined.Error! Bookmark not defined.
Journal Voucher Processing	52
<i>Journal Voucher Processing– Quick Form</i>	55
Automatic Journal Voucher Processing.....	57
Querying the Budget Availability Status Form	59
Querying the Organizational Budget Status Form.....	62
Querying the Organizational Budget Summary Form	63
Querying the Executive Summary Form	64
Querying the General Ledger Trial Balance Form	65
Querying the General Ledger Activity Form.....	66
Querying the Detail Transaction Activity Form.....	67
Querying the Detail Encumbrance Activity Form.....	68

South Dakota SCT/Banner System Procedures

Querying the Organizational Encumbrance List Form.....	69
Querying the Document Retrieval Inquiry Form.....	70
Querying the List of Suspended Journal Voucher Forms.....	71
Querying the Journal Voucher Summary Form.....	72
Querying the List of Automatic Journal Voucher Form.....	73
Running the Account Hierarchy Report	74
Running the Fund Hierarchy Report	76
Running the Program Hierarchy Report.....	78
Running the Location Hierarchy Report.....	80
Running the Organization Hierarchy Report.....	82
Day-to-Day Forms and Set Up Needed D-3.....	84
Glossary.....	86
Index.....	Error! Bookmark not defined.Error! Bookmark not defined.

South Dakota SCT/Banner System Procedures

SMART CODING

Many of the Chart elements are 'smart' coded meaning that all or part of the element signifies a certain campus or account type. The tables below identify the smart codes.

<u>Institution</u>	<u>Name</u>	<u>Number</u>	<u>code</u>
SDSD	South Dakota School for the Deaf	0	H
BOR	South Dakota Board of Regents	1	R
USD	The University of South Dakota	2	U
SDSU	South Dakota State University	3	S
SDSMT	South Dakota School of Mines and Technology	4	M
NSU	Northern State University	5	N
BHSU	Black Hills State University	6	B
DSU	Dakota State University	8	D
SDSBVI	South Dakota School for the Blind & Visually Impaired	9	V

Smart Coded Elements

Fund	1 st digit of data enterable levels = institution #
Organization	1 st digit is institution #
Account	1 st digit of data enterable levels = account type
	1 Asset
	2 Liabilities
	3 Controls
	4 Net Assets
	5 Revenues
	6 Labor (Personal Services)
	7 Expenses
	8 Transfers
	2 nd digit for expenses
	73 Travel Expenses
	74 Contractual Expenses
	75 Supplies & materials
	Digits 3, 4, 5 & 6 are the object codes
	3010 Instate auto state owned
	4540 Electricity
	5028 Office Supplies
Activity	1 st digit is institution #
Location	1 st digit is institution code
Index	1 st digit is institution #

South Dakota SCT/Banner System Procedures

Creating a New Chart of Accounts

Responsibility: Central

Timeframe: one-time (**Initial Set-up Only**)

Purpose

You can use the Chart of Accounts Code Maintenance Form (FTMCOAS) set up a new Chart of Accounts for your institution and define FOAPAL elements, encumbrance, and budget carry forward information for this new Chart of Accounts code.

Effective date processing

All maintenance forms are in update mode when you enter the form. The third letter of the form name is **M** indicating it is a maintenance form. Each time you enter or change information on these forms, you must tell the system the date you want it to go into effect.

Existing records cannot be deleted. You can terminate an existing record by entering a Termination date in that field. To change a record, you must make a copy of the original record, make the changes, and update the effective date field with the current date. If a record has been updated, the Next Change Date field will be valued. To find existing information, you execute queries. The original records are maintained as an audit trail.

The software is delivered with a seed chart of accounts - Chart B. The recommended practice for setting up test charts in a training database environment is to copy the seed data, keeping its effective date and making changes as necessary. It is very important to pay attention to the effective date as it can cause problems when filling out other forms. For example, if you make your effective date Feb 1, 2005, you will not be able to create a fiscal year that has a start date of July 1, 2004, because the chart was not in effect until Feb 1 of the following year (2005).

We assign a unique, one-character identification number or letter to our new chart of accounts. This permits the creation of multiple charts within the Finance system. The use of multiple charts is usually found in academic institutions that have a Foundation. All queries and reports are driven by the chart code. One problem with multiple chart processing is that the system cannot distinguish 1099's by chart code. The vendor ID number stores the 1099 information. Requisitions, PO's, Invoices, and JV's are other document types that store data by the document number rather than the chart.

The SD Board of Regent system is under a single Chart of Accounts (COA) identified by the letter 'S'. This single COA system allows for combined financial reporting for the SDBOR.

During the process of setting up your chart, we will set up a user profile for each Finance user and define the chart they will be using on transaction forms on the User Profile Maintenance Form (FOMPROF). This will populate the chart ID into the transaction forms for each user.

South Dakota SCT/Banner System Procedures

Create a Chart of Accounts name and date information.

1. Access the Chart of Accounts Code Maintenance Form (FTMCOAS).
2. Enter your own unique one-character code (S) in the **Chart of Accounts** field.
Note: This code is the primary identification code for the Chart of Accounts.
3. Select the **Active Status** checkbox.
Notes: This indicates the current status of a Chart code. When this check box is selected, the chart is active and available for update. The **Last Activity** field, which is display-only, shows the date when changes were last made to this record.
4. Enter the institution name in the **Title** field.
Notes: This field can contain up to a 35-character description or title of the chart and is a required field.

The **Effective Date** field defaults to the current date. However, if you are converting financial history, you may enter an earlier date. This field is required.

This date format, DD-**MMM**-YYYY, is the only format that displays in SCT Banner Finance. However, dates may be keyed in by entering only the day (if in the current month and year), or entering the day and month (if a different month in the current calendar year), or by entering the day, month, and two-digit year (if a different year).

- Entering 23 and tabbing – SCT Banner will display 23-Current Month-Current Year (e.g., 23-OCT-2003)
 - Entering 1023 and tabbing— SCT Banner will display 23-OCTCurrent Year (e.g., 23-OCT-2003)
 - Entering 102303 and tabbing— SCT Banner will display 23-OCT- 2003
5. Enter an end date for this record in the **Term** field (optional).
Notes: The display-only date in the **Next Change** field shows when your changes will take effect.
 6. Enter A (Accrual Method) in the **Method of Accounting** field.
Note: This is a 1-character code that signifies the user-specified accrual method of accounting. This field is required. From an accounting perspective, it does not matter what you enter, since this is only an informational field.
 7. Enter the beginning and ending month and day for the fiscal year in the **Fiscal Year** field.
 - This field is required.

Example: If your fiscal year begins July 1, enter *07/01* and *06/30*.

Notes: You cannot enter values in the **Interfund Due/To Acct** or **Interfund Due/From Acct** fields until you have defined account codes.

The **Require Sets of Attribute Types** check boxes, when selected, indicate that you wish to associate the selected codes to set codes in this Chart of Accounts. This is used in Attribute Reporting.

South Dakota SCT/Banner System Procedures

Budget Control Keys

The budget control block fields will be used in available balance checking and tells the system how to handle transactions that exceed budget. Budgets are typically controlled at the Fund, Org., and Account level.

1. Access the Budget Control block of FTMCOAS.
Note: The check boxes in this block are used in Available Budget Checking.
2. Enter the **Smart coded fund (Y)**
3. Enter the **Smart coded organization (Y)**
4. Enter the **Account (Y)**
5. Enter the **Program (not used)**
6. Enter the **Control Period (A)**

Notes: This determines the time period of the budget you will be working with.

- A(nnual) - Checks the availability of funds annually, regardless of the fiscal period specified on an accounting entry.
- Q(arterly) - Budgeted funds within a quarter are available at the beginning of that fiscal quarter.
- Y(ear-to-date) - Accumulates the budget for all the fiscal periods up to the transaction date of the entry and checks for availability on that basis.

All of these budget control parameters may be changed for individual fund types or funds. Here we are setting up system-wide defaults only. The BAVL (Budget Availability) records are built based on the control periods specified in the Chart of Accounts, Fund Type, and Fund Code tables. Therefore, an Annual control period creates only one BAVL record and provides the greatest performance.

The Control Period is defined on three forms:

- FTMCOAS – If you have not specified a control period value at the fund code and/or fund type level, the control period value here is used.
 - FTMFTYP – Overrides the control period value entered on FTMCOAS
 - FTMFUND – Overrides the control period value entered on FTMFTYP
7. Enter *W* (Warning) in the **Control Severity** field.

Note: This identifies the degree of severity allowed for a particular transaction.

IF you enter... THEN...

- *W*
 - i. a warning is issued, and the transaction is allowed.
 - *E*
 - i. an error message is displayed and the transaction is not permitted if there is no Budget available.
8. Check the **Enc/Bud** box to access the Encumbrance/Budget parameter window.

You may also tab through this block into the next block. **(is this used for SD?)**

Note: What this means is that when the system checks budget; it will look at Fund, Org., and Account, but not at Program. Hence, in the following scenario:

Fund	Org.	Acct.	Prog.	Budget
1000	120	6100	100	\$100
1000	120	6100	200	50
1000	120	6225	100	75
1000	300	6225	20	200

South Dakota SCT/Banner System Procedures

Fund 1000, Org. 120, Acct 6100 will have \$150 budget, regardless of program. If instead, we were checking by Fund and Org., but not by Account or Program, the same combination would have \$225 total budget. If we were only checking by Fund, it would have \$425 budget.

Introduction

The Organization Budget Status Form (FGIBDST) displays the values posted to the operating ledger so you see the total annual budget on this form regardless of the control period. The Budget Availability Status Form (FGIBAVL) displays only those funds available at the time of the query based on the specified control period.

Example: The Control Period is **Quarterly**.

Budget entries of \$10 are posted to each fiscal period. A total of \$120 is available during the fiscal year with \$30 being made available at the beginning of each quarter.

It is now the first day of the second quarter. FGIBDST displays \$120 in the Adjusted Budget column, whereas FGIBAVL displays \$60 in the Adjusted Budget column (the sum of the first and second quarter budget). The online budget checking will not allow more than \$60 to be reserved or spent against this budget until the beginning of the third quarter.

Complete the process.

1. Select Parameters from the **Options** menu of FTMCOAS to navigate to the Parameters block.
 - a. The **Fund Balance Account** field references a user-specified Fund Balance account used for posting year-end closing entries. This field cannot be entered until account codes are created. This field will be revisited and completed in a later Procedure. (400000 Net Assets for SD)
 - b. The **A/P Accrual Account** field references a user-specified Accounts Payable account to be used for accruals. This field cannot be entered until account codes are created. (200000 Accounts Payable for SD)
 - c. The **A/R Accrual Account** field references a user-specified Accounts Receivable account to be used for accruals. This field cannot be entered until account codes are created. (120000 Accounts Receivable Accrual for SD)
2. Enter the **Close OP Ledger Code**
Note: This field contains a 4-character rule code used in the process that closes the General Ledger accounts to begin the fiscal year-end processing. This is a required field. (J001)
3. Enter the **Rule Code**
Note: This field contains a 4-character code used to roll the open encumbrances at the year-end into the new year. (E090)
4. Enter the **Commit Type**
Note: This field determines how the budget associated with open encumbrances is treated during the year-end process.
 - a. C = Committed – Encumbrances are treated as prior year encumbrances that roll to the current year. The purpose and budget are identified

South Dakota SCT/Banner System Procedures

separately from the current year. Prior year encumbrance control in the current year.

- b. U = Uncommitted – Encumbrances roll to the current year with no distinction of being prior year. Balance is co-mingled with current year encumbrances. (SD set up with ‘U’)
5. Enter the **Budget Roll**
Note: This field determines the year-end processing treatment for budgeted funds associated with encumbered values. (SD = ‘N’)
6. **IF... THEN...**
 - a. yes the budget rolls forward.
 - b. N for no the budget does not roll forward.
 - c. prior year encumbrances are committed
 - i. it must be **Yes**.
 - b. prior year encumbrances are uncommitted
 - i. it can be **Yes or No**
 - ii. **No** the budget does not roll with the prior year encumbrances
7. Enter the **Budget Disposition**
Note: This field determines how remaining budgeted funds are to be treated at the end of the fiscal year if a rolled encumbrance is liquidated in the current year for an amount less than the encumbrance account. The possible values for this field are U (Unrestricted), R (Restricted), and N (No Action).
 - **Unrestricted** – For uncommitted encumbrances, if liquidated for less than the encumbrance, the available amount becomes available in the current year. If prior year encumbrances are uncommitted, must be Unrestricted.
 - **Restricted** – Any remaining amount after a committed encumbrance is liquidated is not available for use in the current year. It is reclassified to an appropriate account (that would need to be established in step 5).
 - **No Action** – Any remaining amount after a committed encumbrance is liquidated is not available for use in the current year. The dollars remain as restricted budget for that line item rather than be reclassified

Committed Encumbrances/Uncommitted Encumbrances

Budget Roll – must be Y Budget roll can be Y or N

Budget disposition- R, U, or N Budget disposition must be U

8. Enter the default in the **Percent** field.
Note: The value in this field determines the percentage of the budget to carry forward to the new fiscal year with encumbrances. This must be 100% when encumbrances are being rolled as committed. (0% for SD)
9. Enter the **Rule Code** in the Budget Carry Forward Parameters block. (J020)
Note: This field determines the accounting treatment of the budget roll process.
10. Enter the **Budget Type (0)**
Note: This field defines the budget as Temporary or Permanent.
11. Enter the **Budget Class (0)**
Note: This field defines whether the rolled budget is to be recorded in the new fiscal year as O for Original Budget or A for Adjusted Budget.
12. Enter the **Percent**

South Dakota SCT/Banner System Procedures

Notes: This field defines the percentage of the budget to be carried forward. The Document Roll Parameters block is used to define the entity's year and document roll policies, and includes settings for encumbrances, purchase orders, memo reserve, requisitions, labor encumbrances, and work orders. This is the only form that contains this definition. The Spending Formula Hierarchy window is used with the Investment Management process. (Not use by SD?)

13. Click the **Save** icon.
14. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Establishing Fiscal Year Parameters

Responsibility: Central

Timeframe: One time setup and as needed to add fiscal years

Fiscal Year Maintenance Form (FTMFSYR)

Use the Fiscal Year Maintenance Form to establish your fiscal year accounting periods. Access this form from the Chart of Accounts System Control Menu (*FINCHRTS).

To display existing Fiscal Year data, select Enter Query. Enter the Chart of Accounts code in the COA field, enter the Fiscal Year in the Fiscal Year field and select Execute Query.

To create a new Fiscal Year

Record Insert - inserts blank record, then record duplicate. This duplicates the previous record so all you need to do is make changes.

If you make an error, do Record Clear and start over - i.e. - once you enter the start date, it won't let you change it

- 1. Access the Fiscal Year Maintenance Form (FTMFSYR).**
- 2. Enter the unique Chart of Accounts code**

Note: The display-only Last Activity field shows the last date that any changes were made to this record.

- 3. Enter the last two digits of the fiscal year you are setting up in the Fiscal Year field.**
- 4. Enter the day, month, and year that marks the beginning of the fiscal year in the unlabeled Fiscal Year Start Date field.**

Notes: Use the standard DD-MMM-YYYY format. When you enter a fiscal year start date, SCT Banner automatically calculates a fiscal year end date and displays it in the unlabeled Fiscal Year End date field.

The fiscal year start and end dates must match the month and days you entered in the Fiscal Year fields on FTMCOAS.

- 5. Enter 12 in the Periods field.**

Notes: This specifies the number of accounting periods to be utilized during the fiscal year.

An accounting period is usually defined as one calendar month; however, the option for 13 four-week periods exists.

The Accrual Period field is only for period 14, and automatically displays *Not Opened* until year-end processing.

- 6. Perform a Next Block function.**
- 7. Create all of the periods in this fiscal year.**

South Dakota SCT/Banner System Procedures

Recommend a cut off date for entering items in prior month
Can't reopen in form when it has been closed; can only be opened in SQL

Period The number of periods is usually either 12 (one per month) or 13 (one for each four-week period).

Status For each period, accept the default of *N*. Closed, Open or not open; use not open when you are creating a new FY

Start Date For each period, the start date is automatically populated with the first day after the end date of the previous period.

End Date For each period, the end date is the user-defined end date of the period.

If this fiscal year has 12 periods, you will most likely enter the last day of the calendar month for that period.

If this fiscal year has 13 periods, you will most likely enter a date that is four weeks after the start date.

Quarter Indicator If this period represents the end of a quarter, select the check box. i.e. - Sept 30

Next Block

Enter End Date

Next Record

Enter End Date

Next Record, etc until the year is set up

8. Click the **Save** icon.
9. For each period, enter *O (Open)* in the **Status** field. All of the periods should be open in the training database. **Do not open the Accrual Period.**

Notes: The value in this field is used to change the status of individual periods from *N* (Not Open), to *O* (Open), to *C* (Closed). Note that if you open a period, you cannot close it and then reopen it. You may not reopen a closed period. Periods must be opened and closed in sequence. You may not Open a future fiscal period when preceding periods have a status of Not Open, and you may not Close periods when the preceding periods are still Open. The only exception to this is that you may open period 01 in future fiscal years.

10. Click the **Save** icon.

11. Click the **Exit** icon.

To make changes to the year

Enter the cursor in the status field and enter O for Open

If you use Multiple Charts of Accounts, then a calendar needs to be created for each chart.

Audit adjustments go into the Accrual Period (14). FOMPROF needs to be checked in order to post to Accrual Period - after FY is closed.

South Dakota SCT/Banner System Procedures

Defining Internal Fund and Account Type Codes

Responsibility: Central

Timeframe: initial setup

You can use the Account Type Validation Form (FTVATYP) and Fund Type Validation Form (FTVFTYP) to define internal fund and account type codes to be used with the Chart of Accounts on the System Data Maintenance Form (FTMSDAT).

To link the preset internal system values for Fund Type, Account Type, and Transaction Type (Sequence Number) to the new chart of accounts. This is a multi-purpose form; hence, the field names may appear confusing.

Next, establish Internal Pre-Defined Reporting Values for fund type, account type, and sequence number to the new chart of accounts. These internal values come with the software and the easiest way for linking the chart is to copy the setup from the seed data to your chart.

Defining FTVATYP

1. Access the System Data Maintenance Form (FTMSDAT).
2. Perform an **Enter Query** function.
3. Enter *FTVATYP* in the **Entity or Usage Code** field.
4. Enter the **Chart of Accounts (S)**
5. Perform an **Execute Query** function.
6. Insert a new record.
7. Duplicate the record.
8. Verify that *FTVATYP* is displayed in the **Entity or Usage Code** field.
Note: This field contains the 8-character code of the table for which you are establishing a value.
9. Verify that *INTERNAL_ATYP_CODE* is displayed in the **Attribute Code** field.
Note: If it is not, enter it. The value in this field names the column within the specified table.
10. Enter the **Optional Code Number 1**
Note: The value in this field is user-defined codes that applies to the entity and attribute combination. It can be up to 8 characters long.
11. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.
Note: Notice the effective date of the Chart of Accounts code in the **Effective Date** field. This must be the same date as in the **Effective Date** field on the Chart of Accounts Maintenance Form (FTMCOAS). If necessary, change this date.
12. Enter the **Description/Title**
Note: This field describes the hierarchy or title appropriate for the record being created. Change this description if desired.
13. Enter the **Short Title**
Note: The value in this field is often a shorter version of the entry in the **Description/Title** field. Change this description if desired.
14. Click the **Save** icon.

South Dakota SCT/Banner System Procedures

15. Repeat steps 6-14 for the values in the following tables.

Note: Table 1 lists account types and uses an attribute code of INTERNAL_ATYP_CODE, while Table 2 lists fund types and uses an attribute code of INTERNAL_FTYP_CODE.

Entity or Usage Code	Attribute Code	Option Code	Description/Title
FTVATYP	INTERNAL_ATYP_CODE	10	Asset
FTVATYP	INTERNAL_ATYP_CODE	20	Liabilities
FTVATYP	INTERNAL_ATYP_CODE	30	Control Accounts
FTVATYP	INTERNAL_ATYP_CODE	40	Fund Balance
FTVATYP	INTERNAL_ATYP_CODE	50	Revenue
FTVATYP	INTERNAL_ATYP_CODE	60	Labor
FTVATYP	INTERNAL_ATYP_CODE	70	Expenditures
FTVATYP	INTERNAL_ATYP_CODE	80	Transfers
FTVATYP	INTERNAL_ATYP_CODE	90	Fund Additions
FTVATYP	INTERNAL_ATYP_CODE	95	Fund Deductions
FTVFTYP	INTERNAL_FTYP_CODE	10	Current Unrestricted
FTVFTYP	INTERNAL_FTYP_CODE	20	Restricted Funds
FTVFTYP	INTERNAL_FTYP_CODE	30	Auxiliary Funds
FTVFTYP	INTERNAL_FTYP_CODE	40	Loan Funds
FTVFTYP	INTERNAL_FTYP_CODE	50	Quasi-Endowment Funds
FTVFTYP	INTERNAL_FTYP_CODE	60	Endowment Funds
FTVFTYP	INTERNAL_FTYP_CODE	70	Annuity & Life Income Funds
FTVFTYP	INTERNAL_FTYP_CODE	80	Agency Funds
FTVFTYP	INTERNAL_FTYP_CODE	90	Unexpended Plant Funds
FTVFTYP	INTERNAL_FTYP_CODE	92	Renewal & Replacement Funds
FTVFTYP	INTERNAL_FTYP_CODE	94	Retirement of Indebtedness Funds
FTVFTYP	INTERNAL_FTYP_CODE	96	Investment in Plant Fund
FTVFTYP	INTERNAL_FTYP_CODE	BK	Bank Fund

Defining FTVACTL

1. While you are still on the System Data Maintenance Form (FTMSDAT), again perform an Enter Query function.
2. Enter *FTVACTL* in the **Entity or Usage Code** field.
3. Enter *SEQUENCE_NUMBER* in the **Attribute Code** field.
4. Enter the **Chart of Accounts (S)**
5. Perform an **Execute Query** function.
6. Insert a new record.
7. Duplicate the record.
8. Verify that *FTVACTL* is displayed in the **Entity or Usage Code** field.
Note: This field contains the 8-character code of the table for which you are establishing a value.

South Dakota SCT/Banner System Procedures

9. Verify that *SEQUENCE_NUMBER* is displayed in the **Attribute Code** field.
Note: If it is not, enter it. The value in this field names the column within the specified table.
10. Enter the **Optional Code Number 1**
Note: The value in this field is a user-defined code that applies to the entity and attribute combinations. It can be up to 8 characters long.
11. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.
Notice the effective date of the Chart of Accounts code in the **Effective Date** field.
Note: This must be the same date as in the **Effective Date** field on the Chart of Accounts Maintenance Form (FTMCOAS). If necessary, change this date.
12. Enter the **Description or Title**
Note: This field describes the hierarchy or title appropriate for the record being created. Change this description if desired.
13. Enter the **Short Title**
Note: The value in this field is often a shorter version of the entry in the **Description/Title** field. Change this description if desired.
14. Review and save the record.
15. Repeat steps 1-11 for the values in the Table below.

Entity or Usage Code	Attribute Code	Option Code #1	Description/Title
FTVACTL	SEQUENCE_NUMBER	01	Adopted Budget
FTVACTL	SEQUENCE_NUMBER	02	Budget Adjustments
FTVACTL	SEQUENCE_NUMBER	03	YTD Actual
FTVACTL	SEQUENCE_NUMBER	04	Encumbrances
FTVACTL	SEQUENCE_NUMBER	05	Budget Reservations
FTVACTL	SEQUENCE_NUMBER	06	Accounted Budget
FTVACTL	SEQUENCE_NUMBER	07	Temporary Budget

Defining FTVFUND, FTVORGN, FTVACCT, FTVPROG, FTVLOCN

1. Perform an **Enter Query** function.
2. Enter *FTVFUND, FTVORGN, FTVACCT, FTVPROG OR FTVLOCN* in the **Entity or Usage Code** field.
3. Enter *HIER_TITLE* in the **Attribute Code** field.
4. Enter the **Chart of Accounts**
5. Perform an **Execute Query** function.
6. Perform an **Insert Record** function.
7. Perform a **Duplicate Record** function.
8. Verify that *FTVFUND* is displayed in the **Entity or Usage Code** field.
Note: This field contains the 8-character code of the table for which you are establishing a value.
9. Verify that *HIER_TITLE* is displayed in the **Attribute Code** field.
Note: If it is not, enter it. The value in this field names the column within the specified table.
10. Enter the **Level**

South Dakota SCT/Banner System Procedures

Note: This field contains the level number of the descending hierarchy descriptions.

11. Enter the unique code for your Chart of Accounts in the **Chart of Accounts** field.
12. Notice the effective date of the Chart of Accounts code in the **Dates->Effective** field.

Note: This must be the same date as in the **Dates->Effective** field on the Chart of Accounts Maintenance Form (FTMCOAS). If necessary, change this date.

13. Enter the **Description/Title** field.

Note: This field describes the hierarchy or title appropriate for the record being created. Change this description if desired.

14. Enter the **Short Title**

Note: The value in this field is often a shorter version of the entry in the **Description/Title** field. Change this description if desired.

15. Click the **Save** icon.

16. Repeat this set of steps for the values in Table 4.

Entity or Usage Code	Attribute Code	Level	Description/Title	Short Title
FTVFUND	HIER_TITLE	1	Fund Group	Same
FTVFUND	HIER_TITLE	2	Fund Classification	Same
FTVFUND	HIER_TITLE	3	Fund Sub Classifications	Fund Sub Class
FTVFUND	HIER_TITLE	4	Continuation Awards	Same
FTVFUND	HIER_TITLE	5	Grants & Project Funds	Grants & Projects
FTVORGN	HIER_TITLE	1	President/Board of Regents	President/Board
FTVORGN	HIER_TITLE	2	Executive College	same
FTVORGN	HIER_TITLE	3	Deans & Directors	same
FTVORGN	HIER_TITLE	4	Managers/Department Heads	Managers/Departments
FTVORGN	HIER_TITLE	5	Departmental Divisions	Same
FTVORGN	HIER_TITLE	6	Special Departmental Programs	Special Dept. Progs.
FTVORGN	HIER_TITLE	7	Unclassified Organizations	Unclassified Orgs.
FTVORGN	HIER_TITLE	8	Reserved Future Use	Same
FTVACCT	HIER_TITLE	1	Account Classification	Account Class
FTVACCT	HIER_TITLE	2	Account Object	Same
FTVACCT	HIER_TITLE	3	Primary Account	Same
FTVACCT	HIER_TITLE	4	Sub-Account	Same
FTVPROG	HIER_TITLE	1	Prime Program Classification	Prime Program Class
FTVPROG	HIER_TITLE	2	Functional	Functional Programs

South Dakota SCT/Banner System Procedures

			Programmatic Areas	
FTVPROG	HIER_TITLE	3	Departmental Programs	Same
FTVPROG	HIER_TITLE	4	Special Programs	Same
FTVPROG	HIER_TITLE	5	For Future Use	Same
FTVLOCN	HIER_TITLE	1	Main Campus	Same
FTVLOCN	HIER_TITLE	2	Building Location	Same
FTVLOCN	HIER_TITLE	3	Building Floor Location	Floor Location
FTVLOCN	HIER_TITLE	4	Classroom	Same
FTVLOCN	HIER_TITLE	5	Closets & Storage Areas	same

South Dakota SCT/Banner System Procedures

Creating Level 1 Account Type Codes

Responsibility: Central

Timeframe: initial setup

Create Level 1 and Level 2 account type codes using the Account Type Code Maintenance Form (FTMATYP) in order to organize the numerous accounts. Only Level 1 account types may be linked to the internal system value. An unlimited number of Level 2 account types may be linked to Level 1 account types.

This is a user-defined scheme. You may use any scheme you like when setting up your own chart; however, Level 1 types and Level 2 types may not duplicate numbers.

Many of the SCT Banner reports allow you to specify through the parameters what level you wish for your report. Some of the query forms may also be done on the level. The significance of the fund and account levels is the reporting, not the general ledger postings (which do not break down by level).

Level 1 Account Types

Represent headings and grand totals.

Example: Assets prints as the heading on the balance sheet and as a grand total at the end of the asset section of the report.

Level 2 Account Types

Represent sub-totals and print on the balance sheet as subordinate to Level 1 account types.

Example: Assets prints with its total below Accts. Receivable.

Define Level 1 external (user defined for reporting totals) account type codes to link your Chart of Accounts to the present internal codes.

Repeat the procedures used to define Level 1 external account type codes to define Level 2 external (report subtotals level) account type codes and link them to the Level 1 external codes we created. You must have at least one Level 2 account type for each Level 1 (even if they are assigned the same title).

1. Access the Account Type Code Maintenance Form (FTMATYP).
2. Enter the code for your Chart of Accounts in the **Chart of Accounts** field (S).
Note: This is a required field.
3. Enter the **Account Type**
Note: This field contains a 2-character account type code to be used for reporting purposes.
4. Enter the **Title**
Notes: The **Effective Date** field contains the effective date of the Chart of Accounts code.
5. Enter the **Internal Account Type**
Note: This field contains the internal system value used to let SCT Banner Finance know how and where to process and report transactions.
6. Enter the **Normal Balance**

South Dakota SCT/Banner System Procedures

Notes: This indicates the typical balance in an account. Valid options are *D* (Debit), *C* (Credit), or *0* (Zero Balance). Although 0 is an option for the Normal Balance, it can cause issues with some reports and internal processing. When in doubt, use Debit.

7. Click the **Save** icon.
8. After entering the above record, use the following Level 1 account type table to enter the remaining Level 1 account type records.

Account Type	Title	Internal Account type	Predecessor Account Type	Normal Balance
1	Assets	10	None	D
10	Cash and Cash Equivalents	10	1	D
2	Liabilities	20	None	C
20	Accounts Payable	20	2	C
3	Control Accounts	30	None	C
30	Control Accounts	30	3	C
4	Net Assets	40	None	C
40	Net Assets	40	4	C
5	Revenues	50	None	C
50	Revenues	50	5	C
6	Labor	60	None	D
60	Labor	60	6	D
7	Expenses	70	None	D
70	Expenses	70	7	D
8	Transfers	80	None	D
80	Transfers	80	8	D

Define Level 2 account type codes

After entering the Level 1 account type codes, perform a Rollback function and enter Level 2 account type codes, linking them to the Level 1 codes via the **Predecessor** field.

1. Enter your Chart of Accounts code in the **Chart of Accounts** field.
2. Enter the **Account Type**
 Note: This selects an account type to be used for reporting purposes. This is a required field.
3. Enter *Cash and Cash Equivalents* in the **Title** field.
 Notes: This determines the name of the account type. This is a required field. The **Effective Date** field contains the effective date of the Chart of Accounts code.
4. Enter the **Internal Account Type**
 Notes: This field selects the internal system value used to let SCT Banner Finance know how and where to process and report transactions.
 To define a Level 2 account, the **Predecessor Code** field is needed to link the Level 2 codes to the Level 1 codes.
5. Enter the **Predecessor Code**
 Note: This field determines which Level 1 account this account will be tied to. This is required for creating hierarchies.

South Dakota SCT/Banner System Procedures

6. Enter the **Normal Balance**

Note: This indicates the usual balance in an account. Valid options are *D* (Debit), *C* (Credit), or *0* (Zero Balance).

7. Click the **Save** icon.

8. After entering the above record, use the following **Level 2 account type** table to enter the remaining account type records.

9. Click the **Save** icon.

10. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Creating Account Codes

Responsibility: **Central**

Timeframe: initial setup and as needed

The Account Code Maintenance form (FTMACCT) is used to create user defined account codes, and tie them to the account types previously defined on the Account Type Code Maintenance Form (FTMATYP).

You can set up the account codes to be used in the new chart of accounts. You can link the new account codes to the Level 2 external account types established previously. Up to four hierarchical levels may be established within the account code structure.

Create account codes for the Chart of Accounts.

1. Access the Account Code Maintenance Form (FTMACCT).
2. Enter the code for your Chart of Accounts in the **Chart of Accounts** field (S).
3. Enter the **Account** field. *See the Data Standards document for coding conventions.*
Note: This field allows entry for up to 6 characters.
4. Enter the **Title** field.
Notes: This field contains the name of the account.
5. The **Effective Date** field contains the effective date of the Chart of Accounts code.
6. Leave the **Predecessor Account** field blank for this record.
Notes: This field indicates the higher-level account that is linked with this account. This field will be entered when this account is subordinate to another account (higher level).
Each time you enter a predecessor code, SCT Banner validates the account type at commit time against the predecessor account type to ensure consistency with the hierarchy. Click on the exit door to exit the validation screen (FGQACTH) and return to the FTMACCT screen.
7. Enter *Y or N* in the **Data Entry** field.
Note: Select *Y* if this account is used for data entry purposes or *N* for reporting purposes.
8. Enter the **Account Type** field.
Note: This field establishes the link between the account code and level 2 account types. A level 2 account type entered here references the next higher level to which the level 2 that is being created or modified reports in the hierarchy. The level 2 account type must already exist and be in effect before it can be entered here.
9. Leave the **Income Type** field blank.
Notes: The **Income Type** field is used for expenditure accounts that are used exclusively for 1099 income reporting.
The code entered here will default into the invoice form when this account is referenced for payments.
10. The **Account Class** is used to indicate asset accounts that are Fixed Assets.

South Dakota SCT/Banner System Procedures

11. The **Asset Account** field is used when the expense account code being established is for the acquisition of capital items. Once associated with the account code, this is used for automatic capitalization in the plant fund.
12. Enter the **Depreciation Expense** field
 Note: **Depreciation Expense** should be entered for all fixed asset accounts to indicate the expense account to which depreciation should be charged (the debit account in the depreciation transaction).
13. Enter the **Pool Account** field
 Note: The **Pool Account** field allows you to enter a budget control account for pooling your budgets. Only the pool account will display on BAVL.
14. Enter the **Fringe Account** and **Fringe Percent** fields
 Note: These fields are information-only fields. These will be used to handle fringe benefit charge-backs in conjunction with H/R - but are not implemented at this point. These fields have NO effect in SCT Banner Finance.
15. Enter *D* in the **Normal Balance** field, indicating the usual balance in the account.
16. Select the Assign Attributes option from the Options menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to an account code.
17. After reviewing and saving the above record, use the procedure to create more account code records.
18. Click the **Save** icon.
19. Click the **Exit** icon.

Example: (change example to be SD specific?)

<u>Account Code</u>	<u>Title</u>	<u>Predecessor Acct</u>	<u>Data Entry</u>	<u>Account Type</u>	<u>Normal Balance</u>
10	Cash & Cash Equivalents	None	N	10 Asset	D
100	Cash & Cash Equivalents	10	N	10 Asset	D
1000	Claim on Cash – General Funds	100	N	10 Asset	D
100001	State Appropriated Funds – xxx (where xxx is a university/BOR)	1000	Y	10 Asset	D

South Dakota SCT/Banner System Procedures

Defining Control Accounts

Responsibility: **Central**

Timeframe: Initial setup and as needed

You will create and define current and prior year control and offset accounts for the Chart of Accounts. Link your level 1 account types and the internal sequence numbers (transaction codes) with the appropriate control accounts in the new chart of accounts.

The linkages created here will specify the relationship of Revenue, Labor, Expense, and Transfer transactions in the Operating Ledger to the General Ledger (Balance Sheet).

Example: Adopted Budget transactions for Revenue accounts (in the Operating Ledger) will post two entries in the G/L, Budgeted Revenue Control (D) and an offset to Budgeted Change to Fund Balance to balance the entry in the G/L. The purpose of the control account processing in SCT Banner is to mirror the operating ledger transactions for the Balance sheet. The Control Accounts represent the current fiscal year activity while the Fund Balance Accounts would represent prior year. Each year, when balances are carried forward, SCT Banner wraps up all the control accounts for each specific fund and totals them to the new years fund balance accounts. Then in the new fiscal year, the control accounts begin with a "Zero" balance.

Year-To-Date Actual Control Accounts

Revenue Control - Every year-to-date actual transaction affecting a *Revenue* account in the Operating Ledger (internal account type of 50) generates an equivalent entry in this General Ledger account.

Expenditure Control - Every year-to-date actual transaction affecting an *Expenditure* account in the Operating Ledger (internal account type of 60 or 70) generates an equivalent entry in this General Ledger account.

Transfer Control - Every year-to-date actual transaction affecting a *Transfer* account in the Operating Ledger (internal account type of 80) generates an equivalent entry in this General Ledger account.

Note: The NET of these accounts represents the actual year-to-date change to Fund Balance resulting from operations.

Encumbrance Control - Every encumbrance transaction or Budget Reservation (Sequence #5) in the Operating Ledger generates an equivalent entry in this General Ledger account and an offsetting entry to Reserve for Encumbrances.

Follow these steps to complete the process.

Warning: If this step is not fully completed, the system will not recognize your operating ledger.

1. Access the Control Account Maintenance Form (FTMACTL).
2. Enter the code for your Chart of Accounts in the **Chart of Accounts** field (S).
3. Enter the **Account Type** field.
Note: This field selects an account type, as defined on the System Data Maintenance Form (FTMSDAT).
4. Enter the **Sequence Number** field.

South Dakota SCT/Banner System Procedures

Notes: This field contains a FTVACTL usage code previously defined on the System Data Maintenance Form (FTMSDAT).

5. The **Effective Date** contains the effective date of the Chart of Accounts code previously created.
6. Enter the **Control Account** field.
 Note: This field contains the account number of the General Ledger account representing the accumulated budgetary activity in the OPAL accounts- Revenues, Expenditures, Labor, and Transfers.
7. Enter the **Offset Account** field.
 Notes: This field defines the current year G/L control account to be used to offset or balance the transaction for a specific operating ledger Level 1 account type. What you have just defined in SCT Banner Finance. This record states that Adopted Budget transactions for Revenue accounts (in the Operating Ledger) will post to Budgeted Revenue Control and post an offset to Budgeted Change to Fund Balance in the General Ledger.
8. The **Prior Year** section is used whenever any encumbrances are rolled to the new year as Committed.
 Note: This includes budgets and expenditures related to the Committed encumbrances. You will not set these up now, but remember to do so before running the year-end processes if you are planning to use the Committed encumbrance feature.
9. After entering and saving the above record, use the procedure to create the remaining Control accounts.
10. Click the **Save** icon.
11. Click the **Exit** icon.

Example: (change example to be SD specific?)

<u>Account Type</u>	<u>Title</u>	<u>Sequence Number</u>	<u>Control Account</u>	<u>Offset Account</u>	<u>Control Account PY</u>	<u>Offset Account PY</u>
50	Revenues	01	3013	3051	3014	3052
		02	3013	3051	3014	3052
		03	3011		3012	
		07	3013	3051	3014	3052
60	Labor	01	3023	3051	3024	3052
		02	3023	3051	3024	3052
		03	3021		3022	
		04	3041	3043	3042	3044
		05	3048	3049	3042	3044

Verify your control accounts

To verify that your control accounts in the G/L equal the transactions in the Operating Ledger, use FGIBDST, FGIBDSR, or FGIBSUM and query on the fund code. The query form will display all of the accounts with a total at the bottom. Compare this total to the control account in the General Ledger.

SDAT Internal Sequence numbers:

South Dakota SCT/Banner System Procedures

- 01 – Adopted Budget (offset)
- 02 – Budget Adjustment (offset)
- 03 – YTD Actual
- 04 – Encumbrances (offset)
- 05 – Reservations (offset)
- 06 – Accounted Budget (offset)
- 07 – Temporary Budget (offset)

South Dakota SCT/Banner System Procedures

Creating Level 1 and Level 2 Fund Types

Responsibility: Universities, SD Board of Regents and Special Schools Finance Leads

Timeframe: Initial setup and as needed

You can build and develop Level 1 external (user defined) fund types and link them to the preset internal codes. You can also build and develop Level 2 external fund types and link them to the Level 1 external fund types to organize funds within the Chart of Accounts.

Level 1 fund types represent the highest fund group within the fund hierarchy structure that all Level 2 fund types and Level 1 - 4 fund codes will roll up to. Level 2 fund types represent fund sub-groups within the fund hierarchy structure that Levels 1-4 fund codes will roll up to.

Follow these steps to complete the process.

1. Access the Fund Type Maintenance Form (FTMFTYP).
2. Enter the code for your Chart of Accounts in the **Chart of Accounts** field (S).
3. Enter the **Fund Type** field.
Note: This field selects a fund type, as defined on the System Data Maintenance Form (FTMSDAT).
4. Enter the **Title** field.
Note: This field contains a 35-character description of the name of the fund.
5. The **Effective Date** field contains the effective date of the Chart of Accounts code previously created.
6. Enter the **Internal Fund Type** field.
Note: This field contains a 2-character Usage code previously defined on the System Data Maintenance Form (FTMSDAT).
7. Enter *None* in the **Predecessor Fund Type** field, as this fund type is a Level 1.
Note: This field is used to establish the link between Level 1 and Level 2 fund types. This is a required field for level 2 fund types.
8. The **Capitalization Fund** and **Capitalization Equity Account** fields are used in conjunction with the Asset Account on the Account Code record (see step 5) for automatic capitalization of fixed assets.
9. Select *Organization* from the pull-down list in the **Default Override** field.
Notes: This field is used to determine whether Fund or Organization takes precedence in the event that both default Program. Typically, for Current Unrestricted funds, it is best to let the Organization default the Program. For other types of funds, it is usually best to default from the fund. Budget Control, Control Period, Severity, Encumbrance Override

The Budget Control section consists of six fields, which specify what parameters will be used in available balance checking (if different from that specified at chart level) and how the system will handle transactions, which exceed budget. These are the same fields that we saw on the Chart of Accounts form FTMCOAS, except these are specific to the Level 1 Fund Types.

South Dakota SCT/Banner System Procedures

If these parameters are going to be the same as those set up in an earlier procedure, you may leave all of them blank. Note what you have just entered in SCT Banner Finance.

10. After entering and saving the above record, use the following table to enter the remaining fund types.

Note: The internal fund types are pre-defined on FTMSDAT. We just made our user-defined external types the same, but you can make these different numbers and descriptions.

Warning: The bank should have its own fund created. In theory, it is not part of any of the other funds. It is an accumulation of all of the cash interfunds. If you were to include the bank fund in Current Unrestricted, you would overstate cash because it would include all of the cash interfunds plus the bank fund.

11. Click the **Save** icon.
12. Click the **Exit** icon.

Example: (change example to be SD specific?)

<u>Fund Type</u>	<u>Title</u>	<u>Internal Fund Type</u>	<u>Predecessor Fund Type</u>
1A	Unrestricted Appropriated Funds	10	None
A1	Unrestr Appropriated Funds-BOR	10	1A
2N	Restricted Non-Appropriated Funds	20	None
21	Restricted Non-Appropriated Funds-BOR	20	2N

South Dakota SCT/Banner System Procedures

Developing Fund Codes

Responsibility: Universities, SD Board of Regents and Special Schools Financial Leads

Timeframe: Initial setup and as needed

You can define fund codes to encompass your institution's diverse funds, categorizing them using a fund type.

The fund codes represent the funding sources for the institution. Fund codes consist of five levels of hierarchy and are linked to Level 2 fund types (established in a previous topic). The hierarchy is built from the top level down to the last level in the hierarchy. The first level does not report to any other level, while all levels below the first level have a predecessor fund code (the fund that it reports or rolls up to). The key thing to remember when building your fund codes is that you must have a separate fund code for every project (grants), loan, and endowment fund.

Define fund codes for your Chart of Accounts and assign them to a previously created fund type.

1. Access the Fund Code Maintenance Form (FTMFUND).
2. Enter the code for your Chart of Accounts in the **Chart of Accounts** field (S).
Note: This is a required field.
3. The **Grant** and **Proposal** fields are used in grant accounting
4. Enter the smart coded fund in the **Fund** field.
Note: This field contains a code to uniquely identify a fund. *See the Data Standards document for smart coding structure.*
5. Enter the **Title** field.
Note: This field contains the name of the fund.
6. The **Effective Date** field contains the effective date of the Chart of Accounts code previously created.
7. Uncheck the box to signify that this account will be used for reporting in the **Data Entry** field.
Note: Leaving it checked signifies that this account will be used for data entry.
8. Enter the **Fund Type** field.
Note: This field represents a Fund type previously defined and establishes the link between the fund code and the Level 2 fund types (step 7).
9. Leave the **Predecessor Fund** field blank for this record.
Notes: This field identifies the higher-level fund that this fund is linked to. In later procedures when the **Predecessor Fund** field is entered, the Fund Hierarchy Form (FGQFNDH) appears on the screen.
10. Select **Continue** in the left navigation pane to return to the previous screen once the displayed fund hierarchy is confirmed.
11. Click **Save** to commit the record and select the **Attribute Information** option from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to a fund code if you're assigning attributes.
 - a. Enter **Chart of Accounts** of 'S'.
 - b. Select **Element of Fund**

South Dakota SCT/Banner System Procedures

- c. Enter the **Fund** code
 - d. **Next Block**
 - e. From **Options** choose **Select All Attribute Types** and check the attributes you want to update
 - f. From **Options** select **Save Selection** and **Exit** to Maintenance
 - g. Enter **Attribute value** (usually just center and Company)
 - h. **Save** changes to update FTMFUND record
12. After entering and saving the above record, use the procedure to enter the remaining fund codes.
13. Click the **Save** icon.
14. Click the **Exit** icon.

Example: (change example to be SD specific?)

<u><i>Fund Code</i></u>	<u><i>Title</i></u>	<u><i>Data Entry</i></u>	<u><i>Fund Type</i></u>	<u><i>Predecessor Fund Code</i></u>
11	Unrestricted Appropriated Funds	N	A1	None
1AP	Current Appropriated Funds	N	A1	11
1GEN	General Funds	N	A1	1AP
1GENU	General Funds Uproper	N	A1	1GEN
110000	General Funds BOR	Y	A1	1GENU
111000	GF Carryover BOR	Y	A1	1GENU

South Dakota SCT/Banner System Procedures

Defining a Fund Balance Account for a Multiple Fund Balance Institution

Responsibility: **N/A – Not Used**

Timeframe: Initial setup and as needed

The Multiple Fund Balance Processing feature allows you to close Revenue, Expense, and Transfer control accounts to more than one fund balance account at year-end and during concurrent year processing. This feature is optional.

Implement it on the following forms:

- FOASYSC: Check the Multiple Fund Balance box to initiate multiple fund balance processing.
- FTMCOAS: Make sure that a Fund Balance Account is defined in the Parameters Window on this form. The system uses this account for closing encumbrance and budget activity.
- FTMFUND: Use the drop-down list to populate the Multiple Fund Balance Ind field on this form. This indicator allows the system to determine the criteria for selecting the correct Fund Balance Accounts.

If you are not using the multiple fund balance feature, the system uses the Fund Balance Account defined on the Chart of Accounts Maintenance Form (Procedure 1) as the default fund balance account to which all operating account year-to-date control activity will close to at year-end.

Follow these steps to complete the process.

1. Access the Fund Balance Account Maintenance Form (FTMFBAL).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field (S).
3. Enter the effective date of this record in the **Effective Date** field.
4. Enter a termination date, if appropriate in the **Termination Date** field.
5. Enter the **Fund Type** field.
Note: This field selects a fund type defined on the Fund Type Maintenance Form (FTMFTYP). Funds with this multiple fund balance indicator will look to their fund type Level 2, or, if this is not specified, fund type level 1 to determine the fund balance account into which the operating ledger will be closed.
6. Enter the **Fund Balance Account** field.
Note: This field contains a one-to-six-character Fund Balance account code.
7. Enter *U* in the **Restriction Indicator** field.
Note: This field is a restriction indicator that determines what type of Fund/Account combination you want to report on FASB 117 reports. Valid options include *T* (Temporary Restricted), *U* (Unrestricted), and *P* (Permanently Restricted). On any one line in FTMFBAL, you may either enter the Fund Type (#5) or the Fund and the Account (#8 and #9). To identify both for multiple fund balance processing requires the addition of two separate line items.
8. Enter the smart coded fund in the **Fund** field.

South Dakota SCT/Banner System Procedures

Note: This field selects the fund code name. Funds with this multiple fund balance indicator will look to their fund code to determine the fund balance account into which the operating ledger will be closed.

9. The **Account** field contains a one-to-six-character account code.

Note: Funds with this multiple fund balance indicator will look to the individual account code to determine the fund balance into which the operating ledger will be closed. This option allows you to use multiple fund balance accounts for a single fund.

10. Enter the **Fund Balance Account** field.

Note: This field contains a one-to-six-character Fund Balance account code.

11. Enter *U* in the **Restriction Indicator** field.

Notes: This field is a restriction indicator that determines what type of Fund/Account combination you want to report on FASB 117 reports. Valid options include *T* (Temporary Restricted), *U* (Unrestricted), and *P* (Permanently Restricted).

12. Click the **Save** icon.

13. Click the **Exit** icon.

Note: The Fund Balance Account Report (FGRFBAL) provides a hard copy listing of information entered through the Fund Balance Account Maintenance form. Execute this report through a particular "As of" date.

The Balance Forward Processing Report (FGRGLRL) and the Close Operating Accounts Report (FGRCLOP) stop processing if you have not defined fund balance accounts on FTMTFBAL for the indicator referenced on each Fund record. The system stops processing if it finds that the total of the Fund Balance accounts to which it is attempting to close do not equal the amounts in the Operating ledger Control Accounts.

South Dakota SCT/Banner System Procedures

Creating a Bank ID

Responsibility: **Central**

Timeframe: Initial Setup and as needed

You can create an ID for each of the Banking Institutions that your institution does business with. These ID's will be used in the "Define Bank Accounts" procedure.

Follow these steps to complete the process.

1. Access the Person Identification Form (FOAIDEN).
2. Enter *NEXT* or the bank's tax id number in the **ID** field. *See Data Standards Document for valid smart coded ID information.*
Note: This field identifies the bank, and can contain either a system generated nine-character code or a client-specified alphanumeric value.
3. Click the **Generate ID** icon.
Result: the Common Matching Entry Form opens.
4. Select a matching rule in the **Matching Rule** field.
5. Enter the name of the bank in the **Non-Person** field.
Note: This is a 60-character description field (Organization-specific value). The name fields are available for an individual represented as a person instead of a corporation.
6. Enter the bank's tax id number in the **SSN/SIN/TIN** field.
7. Enter the **Address Type Code** field.
Note: This field contains a 30-character address type code already defined on (STVATYP)
8. Enter the address, city, state, zip code, and phone information in the appropriate fields.
9. Click the **Save** icon
10. Click the **Yes** button.
11. Click the **OK** button.
Result: The Person Identification Form (FOAIDEN) re-opens with the data you entered displayed.
12. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Defining Bank Codes for the Chart of Accounts

Responsibility: **Central**

Timeframe: Initial setup and as needed

You can set up the bank codes used by the new chart of accounts and to link each bank code to a cash account and cash interfund account.

In a previous procedure, you established a Bank fund. This is a special fund unique to cash processing to facilitate cash management. It is designed to provide a trial balance showing the total cash balance for your institution and the breakdown of where the cash is deposited. It also facilitates the bank reconciliation process. The bank code must be entered on all invoices, cash receipts, and cash interfund transactions. As mentioned previously, it is recommended that you default the bank code on the fund for more efficient processing and error reduction.

We will set up one “Cash Interfund” Account and multiple cash accounts. It is this account residing in the Bank fund that shows the total cash for the institution. We will also set up multiple cash accounts, which are the individual fund’s claim on that total cash. For example, you may use one cash account for accounts payable disbursements and another for deposits.

Alternatively, you may have different actual bank accounts that need to be kept separate.

Follow these steps to complete the process.

1. Access the Bank Code Rule Form (GXR BANK).
2. Enter a valid Bank code in the **Bank** field.
Note: This field contains a unique two-character code to represent a bank and drives the bank reconciliation process.
3. Enter *Operating Cash* as the name for the bank you are defining in the **Name** field.
Notes: The **Effective Date** field should contain the same effective date used through out the chart.
4. The **Base Currency** field is defined on GUACURR.
5. Enter a unique identification number for the financial organization represented in the **Bank ID** field.
Note: This field contains a nine-character code (Bank ID).
6. Enter the **Bank Account Number** field.
Note: This field contains a 15-character code that the bank uses to recognize you. This is usually the number that is encoded on the checks. A bank can have more than one bank account number.
7. Enter your Chart of Accounts code in the **Chart of Accounts** field (S).
Note: This links your chart to the bank code.
8. Enter the **Bank Fund** field.
Note: This field contains a one-to-six-character code of the fund connected with the financial organization.
9. Enter the **Cash Account** field.

South Dakota SCT/Banner System Procedures

- Note: This field contains the account number of the organization's cash balances in the bank fund.
10. Enter the **Interfund Account** field.
Note: This field contains the account number of the organization's cash balance in the Operating Ledger.
 11. Click the **Save** icon.
 12. Perform a **Rollback** function.
 13. Enter *02* in the **Bank Code** field for the next cash account.
 14. Enter the **Name** field.
 15. Enter the **Bank Fund Field** and the **Cash Account** field.
 16. Enter the **Cash Interfund** account
 17. Click the **Save** icon.
 18. Perform a **Rollback** function.
 19. Enter *03* in the **Bank Code** field.
 20. Enter the **Name** field
 21. Enter the **Bank Fund** field and
 22. Enter the **Cash Account** field.
 23. Enter the **Cash Interfund** account.
 24. Continue with this procedure until all bank codes are define.
 25. Click the **Save** icon.
 26. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Establishing Program Codes

Responsibility: **Central**

Timeframe: Initial setup

Program Codes may have up to five levels of hierarchy. Program codes define all of the functions that the institution is involved in. While the Organization codes identify *who* is spending the money, the Program codes define *what* the money is being spent on.

Expenditure, encumbrance, revenue, and transfer transactions must have Fund, Organization., Account, and Program codes to post to the Operating Ledger. If you do not track accounting by these elements, you may set up “dummy” organizations and programs. Direct entries to the General Ledger only need Fund and Account.

Follow these steps to complete the process.

1. Access the Program Code Maintenance Form (FTMPROG).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field (S).
3. Enter the **Program** field.
Note: This field contains the code of the program you are Entering.
4. Enter the **Title** field.
Note: This field contains the name of the program you are creating.
5. Enter the effective date of the Chart of Accounts code previously created in the **Effective Date** field.
6. Select the checkbox in the **Data Entry** field to indicates that this program should be used for data entry..
7. Leave the **Predecessor Program** field blank for this record.
Note: This field selects the higher-level program to which this program is linked.

Options – Assign Attributes

8. Select Assign Attributes from the Options menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to a program code.
9. Click the **Save** icon.
10. Repeat steps 2-9 using the following table to enter the remaining program codes.
11. Click the **Exit** icon.

Program code records Example: **(put in SD program table)**

<u>Program</u>	<u>Description</u>	<u>Data Entry</u>	<u>Predecessor Program</u>
1	Operating Activities	N	none
10	Operating Revenues	N	1
100	Tuition	Y	10
2	Non-Operating Activities	N	none
20	Non-Operating Revenues	N	2
200	General Fund Appropriations	Y	20

South Dakota SCT/Banner System Procedures

Establishing an Activity Code

Responsibility: Universities, SD Board of Regents and Special Schools Finance Staff

Timeframe: Initial setup and as needed (Note: Need to follow Data Standards document for establishing new Codes following specified format)

You can use the Activity Code Maintenance Form (FTMACTV) to describe a new activity code to ensure activities are accurately recorded.

Follow these steps to complete the process.

1. Access the Activity Code Maintenance Form (FTMACTV).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field (S).
3. Enter the **Activity** field. *See the Data Standards document for naming convention.*
Note: This field contains a unique code to identify the activity you are creating.
4. Enter the **Activity Title** field.
Note: This field contains a description of the activity being created.
5. Enter the effective date of the record being created in the **Effective Date** field.
6. Select the Assign Attributes option from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to an activity code.
7. Click the **Save** icon.
8. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Establishing a Location Code

Responsibility: **Central**

Timeframe: Initial setup and as needed

You can use the Location Code Maintenance Form (FTMLOCN) to create a new location code to begin the systematic categorization of your institution's facilities. Location codes are only used with fixed assets and plant management.

Follow these steps to complete the process.

1. Access the Location Code Maintenance Form (FTMLOCN).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field (S).
3. Enter the **Location** field. *See the Data Standards document for naming convention.*
Note: This field contains the code for the location you are creating.
4. Enter the **Location Title** field.
Note: This field contains a description of the location being created.
5. Enter the effective date of location record being created in the **Effective Date** field.
6. Select the Assign Attributes option from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to a location code.
7. Click the **Save** icon.
8. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Establishing Organization Codes

Responsibility: **Central**

Timeframe: Initial setup and as needed

You can use the Organization Code Maintenance Form (FTMORGN) to create organization codes for each of the organizations. You can include detailed descriptions and define Chart of Accounts information for each organization.

Follow these steps to complete the process.

1. Access the Organization Code Maintenance Form (FTMORGN).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field (S).
3. Enter the smart coded organization in the **Organization** field. *See the Data Standards document for naming conventions.*
 - a. This field contains the code of the organization you are creating.
4. Enter the **Organization Title** field.
Note: This field describes the title of the organization.
5. The **Effective Date** field contains the effective date of the organization record you are creating.
6. Uncheck the **Data Entry** checkbox.
Note: If checked, this checkbox indicates that the organization code is to be used for data entry; if unchecked, it indicates the organization code is to be used for reporting.
7. Leave the **Predecessor Organization** field blank for this record.
Note: This field indicates the higher-level organization to which this organization is linked.
8. Leave the **Default Fund** field blank for this record.
Note: This field indicates the fund that is primarily associated with this fund.
9. Leave the **Default Program** field blank for this record. This field indicates the program that is primarily associated with this program.
10. Select the Assign Attributes option from the **Options** menu to open the FOAPAL Attribute Association Form (FTMFATA) and associate set codes, attribute types, and/or attribute values to an organization code.
11. Click the **Save** icon.
12. Repeat steps 2-11 to enter the remaining Organization codes.
13. Click the **Exit** icon.

Organization Codes Example: (put in a SD Specific example)

<u>Organization</u>	<u>Title</u>	<u>Data Entry</u>	<u>Predecessor Organization</u>	<u>Default Fund</u>	<u>Default Program</u>
10	Provost	Unchecked	001		
100	Office of the President	Checked	001	1010	60

South Dakota SCT/Banner System Procedures

Creating an Agency Code

Responsibility: **AP Shared Services**

Timeframe: Initial and as needed

Use the Agency Code Maintenance Form (FTMAGCY) to create an agency code and define identification and address information for it. Agencies are considered entities external to your institution with which you hold reporting relationships. The agency structure is a five-level, user-defined hierarchy.

Follow these steps to complete the process.

1. Access the Agency Code Maintenance Form (FTMAGCY).
2. Enter the **Agency** field.
Note: This field contains the name of the agency you are describing.
3. Enter a name in the **Contact** field.
Note: This field lists the person or entity to contact within the agency.
4. Select the Address tab.
5. Enter the **Address Type** field.
Note: This field lists the type of address represented. *BI* will populate in the **Type** field at the bottom of the screen.
6. Enter *01* in the **Sequence Number** field.
Note: This field contains a user-defined sequence of the addresses of the contact.
7. Select the Address tab.
8. Enter an address in the **Address** field.
Note: This field contains the address of the agency.
9. Enter a city in the **City** field.
Note: This field contains the city in which the agency resides.
10. Enter a state in the **State/Prov** field.
Note: This field contains the state (or province) in which the agency resides.
11. Enter a zip code in the **ZIP/PC** field.
Note: This field contains the ZIP code of the agency.
12. Click the **Save** icon.

South Dakota SCT/Banner System Procedures

Creating Account Index Codes

Responsibility: Universities, SD Board of Regents and Special School Finance Staff

Timeframe: Initial setup and as needed

Use the Account Index Code Maintenance Form (FTMACCI) to construct an Account Index to better facilitate FOAPAL entries into SCT Banner.

Follow these steps to complete the process.

1. Access the Account Index Code Maintenance Form (FTMACCI).
2. Enter your Chart of Accounts code in the **Chart of Accounts** field (S).
3. Enter the **Account Index** field. *See the Data Standards document for naming conventions.*
Note: This field contains a user-defined name for this account.
4. Enter the **Account Index Title** field.
Note: This field contains a description of the Account Index previously entered.
5. Enter the 9-character code (DD-MON-YYYY) in the **Effective Date** field for the effective date.
Note: Any combination of FOAPAL elements may be entered. It is recommended that at least Fund, Org and Program be entered to increase speed and accuracy of data entry.
6. Enter the smart coded fund in the **Fund** field.
Note: This field specifies the fund code to be used in Available Budget Checking.
7. Enter the **Smart coded organization in the Organization** field.
Note: This field specifies the organization code to be used in Available Budget Checking.
8. Enter the **Account** field.
Note: This field specifies the account code to be used in Available Budget Checking.
9. Enter the **Program** field.
Note: This field specifies the program code to be used in Available Budget Checking.
10. Enter the **Activity** field.
Note: This field contains a previously defined activity code.
11. Enter the **Location** field. (Only used with Fixed Assets Module)
Note: This field contains a previously created location code.
12. Click all of six of the **Check to Override** checkboxes to override the system-populated FOAPAL elements.
13. Click the **Save** icon.
14. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Assigning a Financial Manager to the Chart of Accounts

Responsibility: Universities, SD Board of Regents and Special Schools Finance Leads

Timeframe: Initial setup and as needed

You can use the Financial Manager Maintenance Form (FTMFMGR) to define a financial manager in the SCT Banner Finance System to oversee the newly completed Chart of Accounts.

Follow these steps to assign a financial manager to maintain your Chart of Accounts.

1. Access the Financial Manager Maintenance Form (FTMFMGR).
2. Enter *NEXT* in the **Financial Manager** field.
Note: This field identifies the financial manager.
3. Enter a last name in the **Last Name** field.
Note: This field contains the last name of the financial manager you are describing.
4. Enter a name in the **First Name** field.
5. Enter an initial in the **Middle Name** field.
6. Enter a title of the financial manager in the **Title** field.
7. Check the **Active Status** checkbox to signify that the financial manager's record you are creating is active.
Note: The **Effective Date** field contains the effective date of the record you are creating.
8. Enter your Chart of Accounts code in the **Chart of Accounts** field (S).
9. Enter the **Assigned Organization** field.
Note: This field specifies the organization to which the financial manager is assigned.
10. Enter the **Assigned Location** field.
Note: This field specifies the physical location of the organization's financial manager.
11. Enter the **Default Address Type** field.
Note: This field contains the address type of the financial manager.
12. Enter *01* in the **Sequence Number** field.
Note: This field specifies a user-defined sequence number edited with the address.
13. Click the **Save** icon.

Address tab

14. Select Address tab.
15. Enter the **Type** field.
Note: This field contains the address type of the financial manager. More than one address may be associated with the Financial Manager.
16. Enter *01* in the **Sequence Number** field.
17. Enter an address in the **Address** field.
Note: This field specifies the address of the financial manager.
18. Enter a city in the **City** field.
19. Enter a state in the **State or Province** field.
20. Enter a zip code in the **ZIP or Postal Code** field.

South Dakota SCT/Banner System Procedures

21. Click the **Save** icon.
22. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Reviewing the Currency Code Maintenance Form

Responsibility: Central

Timeframe: Initial Setup

Use the Currency Code Maintenance Form (GUACURR) to verify that the currency code and conversion data is correct for your Chart of Accounts.

Follow these steps to complete the process.

1. Access the Currency Code Maintenance Form (GUACURR).
2. Enter *USD* in the **Currency Code** field.
Note: This field contains the currency code used by your Chart of Accounts.
3. Enter the **Accounts Payable Account** field.
Notes: This field identifies the Accounts Payable account code to be used if an entity intends to produce a check in a foreign currency rather than through a disbursing agent.
This form is non-chart specific. In a multi-chart environment, certain account codes must remain consistent between the multiple charts. The Accounts Payable account code is an example of an account code that must remain consistent.
4. Enter the **Exchange Account** field.
5. Enter *1* in the **Conversion Rate** field.
Note: This field represents the conversion rate to the base currency amount.
6. Click the **Save** icon.
7. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Maintaining Overall System Information for the Installation

Responsibility: Central

Timeframe: Initial Setup

Use the Installation Control Form (GUAINST) to review the base currency code and make sure it is appropriate for your Chart of Accounts.

Follow these steps to complete the process.

1. Access the Installation Control Form (GUAINST).
2. Enter an address in the **Address** field.
3. Enter the **Nation** field.
4. Enter a phone number in the **Phone** field.
5. Select a value from the drop-down list in the **Operating System** field.
Note: This field affects how commands to execute batch jobs are constructed.
6. Select a value from the drop-down list in the **Installation** field.
Note: This field provides a description of the organization.
7. Enter the **Instance Name** field.
Note: This field contains a four-character, user-defined code.
8. Enter 5 in the **ZIP or Postal Code Length** field.
Note: This field determines the number of positions to use when looking up zip codes on the ZIP/Postal Code Validation Form (GTVZIPC).
9. Enter *USD* in the **Base Currency** field.
10. Enter 10 in the **Maximum Number of Open Forms** field.
Note: This field determines the number of open forms allowed by SCT Banner.
11. Enter 49 in the **Century Pivot** field.
Note: This field contains the two-character number of the year by which the century will default to 20xx as opposed to 19xx (to account for the turn of the millennium).
12. Select *MDY* in the **Date Format** field.
Note: This field determines the date format to be used by SCT Banner.
13. Enter the current release number of the SCT Banner General System in the **General Release** field.
14. Enter the current release number for each SCT Banner System in use at the institution in the **Release** fields in the Installation Information block.
15. Click the **Save** icon.
16. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Completing the Chart of Accounts Maintenance Form

Responsibility: Central

Timeframe: Initial Setup

Use the Chart of Accounts Code Maintenance Form (FTMCOAS) to enter values for multiple **Interfund** and **Account** fields.

Follow these steps to complete the process.

1. Access the Chart of Accounts Code Maintenance Form (FTMCOAS).
2. Perform a query on your Chart of Accounts in the **Chart of Accounts** field. The record previously entered will populate the form
3. Perform an **Insert Record** function.
4. Perform a **Duplicate Record** function.
5. Enter the current date (DD-MM-YYYY) in the **Effective Date** field.
6. Enter the **Interfund Due To Account** field.
7. Enter the **Interfund Due From Account** field.
8. Enter *N or Y* in the **Encumbrance or Budget** field.
9. Select Parameters from the **Options** menu,
10. Enter the **Fund Balance Account** field.
Note: This field contains a user-specified Fund Balance account used for posting year-end closing entries.
11. Enter the **Accounts Payable Accrual Account** field.
Note: This field contains a user-specified Accounts Payable account to be used for accruals.
12. Enter the **Accounts Receivable Accrual Account** field.
Note: This field contains a user-specified Accounts Receivable account to be used for accruals.
13. Click the **Save** icon.
14. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Creating Attribute Set, Type, and Value Codes

Responsibility: **Central**

Timeframe: Initial Setup and as needed

You can use several forms within the SCT Banner Finance System to set up attribute set codes, types, and values and attach them to the existing FOAPAL codes created in earlier procedures.

You can:

- Define attribute types on the Attribute Type Maintenance Form (FTMATTT)
- (Optional) If you want to use attribute values, define them on the Attribute Value Maintenance Form (FTMATTV)
- (Optional) If you want to use set codes, select the appropriate **Require Sets of Attribute Types** checkboxes on the Chart of Accounts Code Maintenance Form (FTMCOAS)
- (Optional) If you want to use set codes, define them on the Attribute Type Set Maintenance Form (FTMATTS)
- Associate set codes, attribute types, and/or attribute values to FOAPAL codes on the FOAPAL Attribute Association Form (FTMFATA)
- Query FOAPAL code association records on the FOAPAL Attribute Association Query Form (FTIFATA)

Defining Attribute Types.

Use the Attribute Type Maintenance Form (FTMATTT) to create, change, inactivate, delete, and query attribute types. Attribute types are codes that enable you to categorize financial information for reporting purposes.

1. Access the Attribute Type Maintenance Form (FTMATTT).
2. Perform an **Insert Record** function.
3. Enter the Chart of Accounts code in the **COA** field (S).
4. Enter the **Attribute Type** field.
5. Enter the **Description** field.
Notes: This field contains a user-defined 50-character description of the attribute type code.
6. The **Valid for All** and **FOAPAL** checkboxes allow you to identify the FOAPAL elements for which the attribute type will be valid. At least one must be checked for the creation of the record.
7. Check the **Status** checkbox to identify if the attribute code is active (checked) or inactive (unchecked).
8. When a new code is created, the system will populate the **Activity Date** field with the current system date.
Note: If the description or status of an existing code is updated, this field will be updated with the current system date.
9. Perform **Duplicate Record** functions to create new records.
10. Click the **Save** icon.
11. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Defining Attribute Values

Use the Attribute Value Maintenance Form (FTMATTV) to create, change, inactivate, delete, and query attribute values. Attribute values enable you to categorize financial information for reporting purposes. They are linked to attribute types and are optional.

Note: Before using this form, you must define attribute types on the Attribute Type Maintenance Form (FTMATTT).

1. Access the Attribute Value Maintenance Form (FTMATTV).
2. Enter your Chart of Accounts code in the **COA** field (S).
3. Enter the **Attribute Type** field.
4. Access the Value Creation block.
5. Enter the **Attribute Value** field.
6. Enter the **Description** field.
7. The **Begin Date** field displays the date when the attribute value code is to be active.
Note: When a new code is created, the System populates the field with the current system date, but any valid system date can be entered. This is a required field.
8. The **End Date** field displays the date when the attribute value code is no longer active.
Notes: It must be greater than or equal to the begin date.
9. The **Valid for All, FOAPAL** checkboxes allow you to identify the FOAPAL elements for which the attribute value code will be valid.
 - a. At least one must be checked for the creation of a record.
 - b. When creating a new record, the settings will be identical to the FOAPAL codes identified as valid for the attribute type code.
10. When a new code is created, the System will populate the **Activity Date** field with the current system date. If the description, beginning date, or end date of an existing code is updated, this field will be updated with the current system date.
11. Use the **Record Duplicate** function to create new records.
12. Click the **Save** icon.
13. Click the **Exit** icon.

FTMCOAS & Attributes

Select the appropriate check boxes on the Chart of Accounts Code Maintenance Form (FTMCOAS).

1. Access the Chart of Accounts Code Maintenance Form (FTMCOAS).
2. Perform a query on your Chart of Accounts code of S.
Notes: If you want to use set codes, you must first select the appropriate **Require Sets of Attribute Types** checkboxes on this form.

Warning: Sungard SCT recommends that you do not change these fields after you use the FOAPAL Attribute Association Form (FTMFATA) to associate set codes with FOAPAL codes. If you must change the fields after associations have been

South Dakota SCT/Banner System Procedures

made, first remove the appropriate associations on FTMFATA and then update the fields on the Chart of Accounts Code Maintenance Form (FTMCOAS).

3. Perform an **Insert Record** function.
4. Perform a **Duplicate Record** function.
5. Enter the current date (DD-MM-YYYY) in the **Effective Date** field.
6. Click the **Require Sets of Attribute Types: FOAPAL** check boxes to associate set codes to each of the FOAPAL elements in this Chart of Accounts. The use of set codes is optional.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Defining Attribute Set Codes

Define set codes on the Attribute Type Set Maintenance Form (FTMATTS).

1. Access the Attribute Type Set Maintenance Form (FTMATTS).
2. Enter your Chart of Accounts code in the **COA** field (S).
3. Enter the **Set Code** field.
4. Enter the **Description** field.
Notes: This field contains a user-defined description of the set code.
5. The **Valid for:** radio buttons allow you to identify the FOAPAL element (or all FOAPAL elements) for which the set code will be valid. The FOAPAL element or elements selected match the ones checked on FTMCOAS.
6. When a new code is created, the system will populate the **Activity Date** field with the current system date. If the description or definition of an existing code is updated, this field will be updated with the current system date.
7. Select the Select Attribute Types to Associate with Set option in the Navigation Form to access the Attribute Type Selection Form (FTQATTS).
Notes: You cannot access this form (FTQATTS) from Direct Access. It must be called from the FTMATTS form.
8. The **Attribute Type** field displays the attribute type code to be included in the set being defined. This code cannot be entered here but must come from the Attribute Type Selection Form (FTQATTS). This code was selected because it met the FOAPAL requirement for sets of attribute types on FTMCOAS.
9. The **Description** field will contain the Description of the attribute type entered on the Attribute Type Maintenance Form (FTMATTT) for the records returned by the query. The **Description** field is display-only.
10. The **Valid for:** check boxes identify the FOAPAL element type for which the attribute type code is valid, as defined on the Attribute Type Maintenance Form (FTMATTT). The **Valid for:** check boxes are display-only.
11. The **Active Status** field displays whether the attribute code is active (checked) or inactive (unchecked). This is a display-only field.
12. Click the **Add** check box if you want to add the attribute type code.
Note: The **Add** check box determines whether the attribute type record should be defined for the set or should be associated to a FOAPAL element (checked).
13. Click the **Save** icon.
14. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Associating FOAPAL element codes to attribute types, attribute values & set codes

Use this form to associate FOAPAL element codes to attribute types, attribute values, and set codes. You can also use this form to update, remove, and query FOAPAL element association records. Before using this form, the following steps must be completed:

- define attribute types on the Attribute Type Maintenance Form (FTMATTT).
- optional -- if you want to use attribute values, define them on the Attribute Value Maintenance Form (FTMATTV).
- optional - if you want to use set codes, select the appropriate **Require Sets of Attribute Types** check boxes on the Chart of Accounts Code Maintenance Form (FTMCOAS).
- optional - if you want to use set codes, define them on the Attribute Type Set Maintenance Form (FTMATTS).

Follow these steps to complete the process.

1. Access the FOAPAL Attribute Association Form (FTMFATA).
2. Enter the code for the Chart of Accounts in which the FOAPAL element being associated exists in the **Chart of Accounts** field.
3. Select *Fund* from the **Select FOAPAL element to associate attributes** radio buttons. This allows you to associate a FOAPAL element to one or more attributes.
4. Enter the smart coded **Fund Code** field.
Note: This code is used to identify the FOAPAL code that is being associated.
5. The **Description** field contains the display-only description of the FOAPAL code that is being associated (for this Procedure, *GeneralFunds*).
6. If the fund code has a predecessor code, the **Predecessor code** field will automatically display the predecessor code and its description.
7. The **Data Entry** field identifies whether the fund code allows data entry.
Note: This is a display-only field.
8. Perform a **Next Block** function to navigate to the Set Association block.
Note: This block only displays if the FOAPAL element type selected above has been required to use sets on the Chart of Accounts Code Maintenance Form (FTMCOAS). Otherwise, this block is not displayed and you will see the Attribute Association block.
9. Click the **Exit** icon in the **Set Code** field.
Note: If the COA entered above requires the use of sets for the selected FOAPAL element type, then a set code must be defined.
10. The **Description** field contains the user-defined description of the set code entered on the Attribute Type Set Maintenance Form (FTMATTS). This is a display-only field.
11. Perform a **Next Block** function to navigate to the Attribute Type Association block.
12. Enter the **Attribute Type** field.
Notes: This field identifies the attribute type code to be associated with the FOAPAL element.

South Dakota SCT/Banner System Procedures

13. The description of the pre-existing attribute type code will automatically populate in the **Description** field. This is a display-only field.
14. The display-only **Status** field signifies whether the attribute code is active (checked) or inactive (unchecked).
15. Enter the **Attribute Value** field.
Note: This field identifies the attribute value code to be associated with the FOAPAL element. This is required when attribute value code(s) exist for the specified attribute type code.
16. The **Description** field contains the attribute value code description entered on the Attribute Value Maintenance Form (FTMATTV). This is a display-only field.
17. The **Begin Date** field displays the date when the attribute value code is to be active.
Note: The **Begin Date** field display-only.
18. The **End Date** field displays the date when the attribute value code is no longer active.
Note: The **End Date** field display-only.
19. Click the **Save** icon.
20. Click the **Exit** icon.

Query the FOAPAL code association records

Use the FOAPAL Attribute Association Query Form (FTIFATA) to query FOAPAL code association records. You can search for information about FOAPAL codes, set codes, attribute types, and/or attribute values.

1. Access the FOAPAL Attribute Association Query Form (FTIFATA).
2. Enter the code for the Chart of Accounts in the **Chart of Accounts** field in which the FOAPAL element types will be queried.
3. The **Select FOAPAL element to query**, radio buttons identify which FOAPAL element will be used to query association records.
4. The **Query Criteria** radio buttons identify the type of attribute to query. You can view the association records organized by attribute sets or by attribute type and value.
Note: The form will dynamically display based on the radio button selected here.
5. The **FOAPAL Code** field contains the FOAPAL code that has been associated to a set based on the FOAPAL element selected in the Key block.
Note: This is a display-only field.
6. Perform a **Next Block** function to view the Set Association View block.
7. Enter the **Smart coded fund Code** field.
8. Perform an **Execute Query** function.
Note: The **description** field contains the description of the FOAPAL code that has been associated to a set.
9. The **Set Code** field contains the set code that has been associated to the FOAPAL element selected in the Key block.
Note: This is a display-only field.
10. The **Description** field contains the description of the set code entered on the Attribute Type Set Maintenance Form (FTMATTS).

South Dakota SCT/Banner System Procedures

Note: This is a display-only field.

11. Perform a **Rollback** function and select the *By Attribute Types Query Criteria* radio button.
12. Perform a **Next Block** function to view the Attribute Type Association Detail View block.
13. The **Attribute Type** field contains the attribute type that has been associated to the FOAPAL element selected in the Set Association View block. This is a display-only field.
14. The **Description** field contains the description of the attribute type entered on the Attribute Type Maintenance Form (FTMATTT). This is a display-only field.
15. The **Attribute Value** field contains the attribute value code that has been associated with the attribute type code. This is a display-only field.
16. The **Description** field contains the attribute value code description entered on the Attribute Value Maintenance Form (FTMATTV). This is a display-only field.
17. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Journal Voucher Processing

Responsibility: Universities, SD Board of Regents and Special Schools Finance Staff.

Timeframe: As needed

Banner provides three Journal Voucher Forms, the Journal Voucher Entry Form (FGAJVCD) and the Journal Voucher Quick Form (FGAJVCQ) and the Journal Voucher Mass Entry Form (FGAJVCM). Use the Journal Voucher forms to enter various transactions such as receipts, budget entries, accruals, correcting and adjusting entries. The rule codes used on these forms specify the transaction type and the proper accounting activity associated with the entry. The form you choose depends on your preference; however there are differences.

Form	Description
Journal Voucher Entry Form (FGAJVCD)	Structured horizontally, with unlimited entries per document. This form can be used to process all transaction types.
Journal Voucher Quick Form (FGAJVCQ)	Structured vertically, with unlimited entries per document. You cannot use this form to enter encumbrance activities, bank deposits, reference other documents, or accrual entries, because these fields do not exist on the form.
Journal Voucher Mass Entry Form (FGAJVCM)	This form is used to enter many lines of accounting distribution on one screen. This is the best form to use for budget transfers as many lines can be entered at once and it includes the budget period field.

Follow these steps to complete the process.

1. Access the Journal Voucher Entry Form (FGAJVCD).
2. In the **Document Number** field, type *NEXT*, or leave the field blank to allow the system to generate the next available number.
3. SCT Banner will automatically assign a number in the **Submission Number** field.
4. Perform a **Next Block** function.
5. Verify the date in the **Transaction Date** field.
Notes: The Transaction Date will default to the system date, but it may be overridden. This is the date when the transaction will post to the ledgers and must be in an open fiscal period.
6. Enter the total in the **Document Total** field.
Note: This total represents the sum of the absolute values of the accounting sequences entered. (Required)
7. Click the **Redistribute** checkbox if you want to distribute the dollar amounts on a percentage basis.
8. Enter an amount in the **Distribution Total** field.

South Dakota SCT/Banner System Procedures

Note: This is used in redistributing detail totals by percentages. If left blank, SCT Banner applies the distribution percentages to the Document Total.

9. The **NSF Checking** checkbox will be checked when turned on.
Note: SCT Banner controls the checkbox on the System Maintenance Form (FOASYSC). If checked on FOASYSC, then you cannot override NSF at transaction entry time.
10. The **Defer Edit** checkbox indicates when editing will occur.
Note: The system default is valued on the System Control Maintenance Form (FOASYSC).
11. View the **Document Text Exists** field.
Note: A Y (Yes) in this box indicates that text exists for this document; an N (No) indicates that it does not. To enter text for this document, select Document Text (FOATEXT) from the **Options** menu.
12. Perform a **Next Block** function.
Result: SCT Banner updates the status of the document after you commit each transaction record in the **Document Status** field.
Note: If the Defer Edit checkbox in the Journal Voucher Document Header area is checked, this field remains blank.
13. Tab through the **Sequence Number** field.
Note: SCT Banner will automatically assign the next number. If the Sequence field contains a sequence number, you can access the Journal Voucher Summary Query (FGIJSUM) through the **Options** menu.
14. Enter a Journal Type (Rule Code) for this accounting entry in the **Journal Type** field.
 - a. The transaction type will determine the fields in which you enter data.
 - i. A cash transaction will require a bank code to be entered; a budget entry requires a budget period. When you respond to the required fields, save the data. Unless the Defer Edit indicator is checked, the system will perform the editing and the available balance processing.
15. Enter a valid COA value in the **COA** field (S).
16. Enter a valid index code in the **Index** field.
Note: This is an optional value.
17. Enter a smart coded fund code in the **Fund** field.
18. Enter a smart coded organization code in the **Orgn** field.
19. Enter a valid account code in the **Acct** field.
20. Enter a valid program code in the **Prgm** field.
21. Enter a valid activity code in the **Actv** field, this is an optional field
22. Enter a valid location code in the **Locn** field, this is an optional field
Note: This is an optional field.
23. Enter a project in the **Project** field if the transaction is related to a project from the Cost Accounting Module or leave the field blank.
24. Enter a percent to be charged to the accounting distribution in the **Percent** field.
Note: This is optional and will default a dollar amount.
25. Enter a dollar amount of the accounting distribution to be charged in the **Amount** field.

South Dakota SCT/Banner System Procedures

- Note: You may overwrite what defaults from the use of a Percent.
26. Enter a value in the **Debit/Credit** field.
Note: The valid values are determined by Rule Code and may be +, -, D or C. (The CR05, BD01 and BD02 will use +/- and the JE15 and JE16 will use D/C.)
 27. Click the **NSF Override** check box to override the Budget Checking processing.
Note: This will post a transaction when Budget is not available therefore creating an over budget condition.
 28. Enter a description for the transaction being processed in the **Description** field.
 29. Enter a valid bank code in the **Bank Code** field.
Note: This is necessary for cash transactions and may default from the fund record or rule code, if the rule class has the appropriate edit.
 30. Enter the bank deposit number associated with a cash receipt transaction in the **Deposit** field.
 31. Verify the encumbrance number and the sequence of an existing encumbrance to be adjusted or liquidated as a result of this detail transaction in the **Encumbrance Number** field.
Note: Valid with E020, E032 and other Encumbrance Rule Codes 32 For General Accounting Encumbrances (FGAENCB), the **Item** field defaults to zero.
Note: For Procurement Commitments, specify the item number from the document.
 32. Enter a valid Sequence number for the Accounting Distribution to be adjusted/liquidated in the **Sequence** field.
Note: This will default to 1, however it may be overridden.
 33. Select a valid action for the encumbrance in the **Action** field.
Note: This may be Total Liquidation, Partial Liquidation or Adjustment. The rule code used must support this selection.
 34. Select U (Uncommitted) or C (Committed) encumbrance in the **Commit** field.
 35. Enter a user-defined number providing additional identification for the transaction in the **Document Reference** field.
Note: This is an optional field.
 36. Enter a valid budget period for transaction in the **Budget Period** field.
Note: This is only required on Budget Rule Codes such as BD01, BD02, BD03 and BD04
 37. Click the **Accrual** checkbox.
Note: If checked, SCT Banner generates transactions for both prior and current fiscal years. This only to be used for cash activity related to operating ledger accounts during one accrual period.
 38. Leave the **Currency** field blank.
Notes: If the transaction is related to a currency transaction other than the base currency referenced on the Installation Control Form (GUACURR), enter the foreign currency.
 39. Perform a **Next Record** function if other transaction lines need to be entered.
 40. Repeat Steps 15-42 as required to enter all Accounting Distributions.
Note: The total of all Sequences must equal the Document total entered on the Header page.
 41. Perform a **Next Block** function.

South Dakota SCT/Banner System Procedures

42. Click the **Complete** checkbox to process Journal Voucher Transaction or click the in **Process** checkbox to save JV information for future processing.

Journal Voucher Processing– Quick Form

All processing is the same as Steps above for the Journal Voucher Entry Form (FGAJVCD). The Quick form does not allow for certain types of processing such as Encumbrance liquidations or Accrual postings.

Follow these steps to complete the procedure.

1. Access the Journal Voucher Quick Form (FGAJVCQ).
2. Refer to steps in the procedure above for processing information.

Journal Voucher Mass Entry Form

1. To access **the Journal Voucher Mass Entry** form, enter **FGAJVCM** in the GO To field on the general menu.
2. Leave the **Document** field blank to allow the system to generate the next available number.
3. Click on **NEXT BLOCK** on the tool bar to proceed to **Journal Voucher Document Header** block.
4. Visually verify the date in the **Transaction Date** field. The system will auto populate with the current date, but it may be overridden. The field should reflect a date in an open fiscal period and the date when the transaction will post to the ledger.
5. Enter the total in the **Document Total** field that represents the sum of the absolute values of the accounting sequences entered.
6. A checked **NSF Checking checkbox** will indicate NSF Checking is on.
7. The **Defer Edit** Indicator is used to defer editing of the transaction until posting. Leave this field blank.
8. View the **Document Text Exists** field. If you see a 'Y' for *yes* in this box it indicates that text exists for this document; an 'N' for *no* indicates that it does not.
9. To enter or view text for this document, select **Options** from the menu bar at the top of the screen and select **Document Text**. Add text to Text box, check the print box if you would like the text to print on reports, assign line # or let the system assign a line number. Then click on the Save icon to save the text. Click **EXIT** to return to the Journal Voucher screen.
10. Tab to the **Default Values** block.
11. The **Type** field indicates the type of journal voucher transaction you are making. You may enter the type or use the drop-down menu to select the type.
12. For a Budget Transfer you have a choice of three **Journal Voucher Types**:
 - a. BD02 = Permanent Budget Adjustment
 - b. BD03 = Temporary Adopted Budget
 - c. BD04 = Temporary Budget Adjustment which is used to adjust BD03.
13. Tab through the **Bank** and **Deposit** fields as they apply to cash transactions.
14. Enter **01** in the **Budget Period**. The Budget Period will always be 01.
15. Tab through the **Currency** field as this only applies to a multi-currency system.

South Dakota SCT/Banner System Procedures

16. Access the **Journal Voucher Detail** by clicking **NEXT BLOCK** on the tool bar.
17. Tab through the **Sequence** field as the system will assign the sequence number.
18. The **Type** will default from the Default Values block, BD02.
19. **COA** will default to “S” from the system control table.
20. Enter an **Index** and/or **FOAPAL** elements as applicable.
21. Enter the amount of the budget transfer in the **Amount** field.
22. Enter ‘+’ in the **D/C** field for the **FOAPAL** for which you are increasing budget or ‘-’ or the **FOAPAL** you are decreasing.
23. The **Description** field will default from the **Default Value** block but it may be overridden.
24. The **Bank** field will default from the Fund number.
25. Leave the **Deposit** field blank, this is only used for cash transactions.
26. The **Budget Period** will default from the **Default Values** block.
27. Tab through the **Currency**, **Gift Date** and **Number of Units** fields as these are not used by the South Dakota system.
28. Use the **NEXT RECORD** icon on the tool bar to enter each line of the journal transaction.
29. When the **Journal Voucher** is finished, use the **NEXT BLOCK** icon from the tool bar at the top of the screen.
30. Click the **Complete** checkbox to complete the Journal Voucher Transaction or Click the **In Process** checkbox to save the Journal Voucher information for future processing.
31. Click **Exit** to leave the Journal Voucher Mass Entry form.

South Dakota SCT/Banner System Procedures

Automatic Journal Voucher Processing

Responsibilities: Universities, SD Board of Regents and Special School finance staff

Timeframe: as needed

The Automatic Journal Voucher process is designed to establish the submission of routine and recurring journal vouchers to the posting and approval process. Automatic journal vouchers may be processed for the purpose of charge backs, postage or duplication, or for journal entries that are made at the end of the month and include numerous line items. The journal entries made at the end of the month may be reversed at the beginning of the next month. Documents attached to the Auto Journal Vouchers differ from the normal JV's in that changes may be made to documents that are already completed and approved.

Follow these steps to create and process an Automatic Journal Voucher.

1. Access the Automatic Journal Voucher Form (FGAAUTO).
2. Enter an automatic journal ID in the **Automatic Journal ID** field.
Note: This is a three-character field tied to document numbers listed below in the Journal Voucher Header area.
3. Perform a **Next Block** function.
4. Enter a title of the automatic journal in the **Title** field.
5. Enter an (H) in the **Automatic JV Hold?** Field to put the transaction on Hold or leave blank.
6. Select the frequency of document submissions in the **Submission Cycle** field.
 - a. Valid options are:
 - i. Monthly
 - ii. Quarterly
 - iii. Annual
 - iv. On Demand
7. Enter the Day the Auto JV is to be processed in the **Submission Day** field.
Note: This is used to designate a specific day of the month or the last day of the month. Valid days are 1-31 and L for last day of the month. (For Submission Cycle of Monthly, Annually or On Demand, enter Day only. For Quarterly, day and Period are required)
8. Enter the period to begin Auto JV submission in the **Period** field. For example: July is 1 (one), June is 12 (twelve).
Note: This is required for Monthly and Quarterly.
9. Identify the number of times the Journal Voucher should be submitted in the **Submissions Total** field.
Note: This may be changed after submission process has begun.
10. The **Completed** field shows the number of prior submissions processed.
Note: This is updated by SCT Banner.
11. The **Remaining** field displays the number of remaining submissions.
Note: This is updated by SCT Banner.

South Dakota SCT/Banner System Procedures

12. The **First/Next Submission** field displays the date when the submission is to be performed.
Note: SCT Banner will update this automatically for all Monthly, Quarterly and Annually submissions.
13. The **Last Submission** field is populated by the system after the last submission is processed.
14. The **Last Reversal** checkbox indicates whether the original transaction needs to be reversed.
Note: If the box is checked, SCT Banner generates an exact reversal of the original posting according to the following reversal posting schedule.
15. Enter the Day the Auto JV is to be reversed in the **Reversal Day** field.
Note: This is used to designate a specific day of the month or the last day of the month. Valid days are 1-31 and L for last day of the month. (For Submission Cycle of Monthly, Annually or On Demand, enter Day only. For Quarterly, day and Period are required)
16. Enter the period to begin Auto JV reversal in the **Period** field.
Note: This is required for Monthly and Quarterly.
17. Enter the number of times this auto journal should be reversed in the **Reversals Total** field.
18. The **Completed** field displays how many reversals have been completed.
Note: This is updated by SCT Banner.
19. The **Remaining** field displays how many reversals remain.
20. The **First/Next Reversal** field displays the date when reversal is to be performed.
Note: SCT Banner will update this automatically for all Monthly, Quarterly and Annually reversals.
21. The value in the **Last Reversal** field is generated by the systems after the last reversal is processed.
22. Perform a **Next Block** function.
23. Enter a unique document number in the **Document** field that you want to post.
Note: This number must be supplied and should not be system generated. This number will be re-usable. Each submission uses the same journal voucher document number with a system assigned submission number providing a unique internal index.
24. Tab through the **Submission Number** field to have SCT Banner assign the next sequence number to this document.
25. Enter a description in the **Description** field.
26. Enter the total for the Journal Voucher in the **Document Total** field.
27. Click the **Details** button to automatically transfer to the Journal Voucher Entry Form and complete the details.
Note: Completion of the document indicates that the Automatic JV is ready for processing within the established submission parameters.
28. Automatic Journals can only be approved by running the Transaction Interface Process (FGRTRNI) and the Transaction Error Report (FGRTRNR).

South Dakota SCT/Banner System Procedures

Cash Receipts

When cash is received, you can use the **Direct Cash Receipt** Form [FGADCSR] to process the transaction. The rule class or journal type does not need to be entered on this form. The **Direct Cash Receipt** Form generates a rule class to process the cash receipts.

1. To access the **Direct Cash Receipt** form, enter **FGADCSR** in the **Go To** Field on the general menu.
2. Tab through the **Document Number** field to let the system assign the next available number.
3. Enter a vendor code in the **Vendor Code** field to process cash receipts from a vendor, or you can leave this field blank.
4. The **Vendor Description** will default from the **Vendor Code**.
5. Click the **NEXT BLOCK** icon.
6. The system date defaults in the **Transaction Date** field, but you may override the date.
7. Enter the sum of all the accounting sequences (entries) that you will enter in the **Document Total** field.
8. To perform Non-sufficient Funds checking online, check the **NSF Checking** box.
9. A “Y” will display in the **Document Text Exists** field if text on the **General Text Entry** form [FOATEXT]. Text may be entered by selecting the form from the **OPTIONS** menu. Select **Document Text** from the Options menu.
10. Add the text to the **Text** field. Check the **Print** check box if you wish the Text to print on the receipt. Add desired line number in the **Line** field. Leave room between lines so that you may insert lines.
11. The **Document Status** field displays a “C” if the document is complete or an “I” if the document is incomplete. If the document is complete, you cannot use the **NEXT BLOCK** function or navigate to the transaction detail block.
12. Select **NEXT BLOCK** to go to the **Transaction Detail Window**.
13. The system updates the **STATUS** indicator after you save each transaction record. You may receive one of the following values in the **STATUS** field:
 - a. If an “E” displays, this indicated that an error condition has occurred due to the edit feature.
 - b. If an “N” displays, this indicates that there are non-sufficient funds for the transaction to proceed.
 - c. If a “P” displays, this indicates that this document may be posted.
14. Tab through the **Sequence** field to let the system assign a sequence number.
15. Taxes do not apply so leave the **Tax Group** field blank.
16. Enter the accounting distribution starting from the **COA** field, enter “S” for the chart, and index code if applicable and / or the required **FOAPAL** elements. The **Fiscal Year** will auto-fill based on the transaction date entered.
17. Enter the percentage in the **Percent** field or the dollar amount in the Amount field that applies to the accounting distribution. If you enter a value in the Percent field, then the transaction amount will default in the **Amount** field.
18. The **Tax Amount** field does not apply.
19. Enter a “+” in the **D/C** indicator field to process a cash receipt, or enter a “-” in this field to cancel a cash receipt.
20. If you have **NSF** override authority, check the **NSF Override** and select **Save**. Saving approves the NSF condition.
21. The **Description** field defaults.
22. Enter value in the **Bank** field. The **Deposit Number** is not a required field.
23. Enter the pre-numbered receipt number into the **Document Reference Number** field.
24. A value defaults from the vendor information in the **Currency** field, but you may override this value.

South Dakota SCT/Banner System Procedures

25. You can navigate to the **Direct Cash Receipts Summary** Form [FGICSUM] by selecting **Transaction Summary** from the **Options** to view all the sequences for that document.
26. Print the document by clicking **Print Cash Receipt** from the **Options** menu. Once you click this button, the system brings you to the **Process Submission Control** Form [GJAPCTL] to run the Cash Receipts Report [FGRCGRP].
27. Select **NEXT RECORD** to enter more sequences, or select **NEXT BLOCK** to complete the document.

South Dakota SCT/Banner System Procedures

Querying the Budget Availability Status Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

You can query the status of accounts for transaction processing using the Budget Availability Status Form (FGIBAVL). The form provides current information on adjusted budget, year-to-date activity, budget reservations, and available balance for selected index, fund, organization, account, and program combinations. This form includes all in process transactions as well as not posted transactions.

Follow these steps to complete the process.

1. Access the Budget Availability Status Form (FGIBAVL).
Note: This form will display all activity including in process and not posted transactions.
2. Enter the Chart of Accounts that you want to query in the **Chart** field (S).
Note: This should default from the user profile (FOMPROF)
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the index code that you want to query in the **Index** field.
Note: This will default certain pieces of the FOAPAL. This is optional.
5. Enter the smart coded fund code you want to query in the **Fund** field.
6. Enter the smart coded organization code you want to query in the **Organization** field.
7. Enter the account code you want to query in the **Account** field.
8. Enter the program code you want to query in the **Program** field.
9. Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the **Commit type** field.
10. Verify the values in the **Control Key** --> fields.
 - a. Fund: Displays the value budget is controlled on.
 - b. Organization: Displays the value budget is controlled on.
 - c. Account: Displays the value budget is controlled on.
 - d. Program: Displays the value budget is controlled on.Note: For Steps 5 – 8, you must enter a value for the pieces of FOAP that budget is being controlled on. If any piece of the Control Keys is null, then budget is not being checked on this piece.
11. Perform a **Next Block** function.
12. View the results of your query.
13. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the Organizational Budget Status Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

You can use the Organizational Budget Status Form (FGIBDST) to query the organizational status of accounts on adjusted budget, year-to-date activity, budget commitments, and available balance for selected index, fund, organization, account, program, activity, and location combinations. This form includes only Posted transactions.

Follow these steps to complete the process.

1. Access the Organizational Budget Status Form (FGIBDST).
Note: This form will only display posted transactions.
2. Enter the Chart of Accounts that you want to query in the **Chart** field (S).
Note: This should default from the user profile (FOMPROF)
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the index code that you want to query in the **Index** field.
Note: This will default certain pieces of the FOAPAL. This is optional.
5. Enter the smart coded organization code you want to query in the **Organization** field.
6. Enter the smart coded fund code you want to query in the **Fund** field.
7. Enter the program code you want to query in the **Program** field.
8. Enter the account code you want to query **Account** field. optional
9. Enter the account type you want to query in the **Account Type** field. optional
10. Enter the activity code you want to query in the **Activity** field. optional
11. Enter the location code you want to query in the **Location** field. optional
12. Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the **Commit Type** field.
13. Click the **Query Specific Account** check box if you want to query a single account or a single account type.
Note: If you check this box, then Account code or Acct Type is required.
14. Click the **Include Revenue Accounts** check box if you want to review information for Revenues.
Note: If you check this box, the total of Budget Availability will be NULL since revenues should offset expenses.
15. Perform a **Next Block** function.
16. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
17. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the Organizational Budget Summary Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

You can use the Organizational Budget Summary Form (FGIBSUM) to query the organizational account status at an account type summary level. The financial information is displayed at the internal account type within the fund and organization combination for adjusted budget (i.e., adopted budget plus or minus budget adjustments), year-to-date activity, budget reservations and available balance.

Follow these steps to complete the process.

1. Access the Organizational Budget Summary Form (FGIBSUM).
Note: This form will only display posted transactions.
2. Enter the Chart of Accounts that you want to query in the **Chart** field (S).
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the smart coded organization you want to query in the **Organization** field.
5. Enter the smart coded fund code you want to query in the **Fund** field.
6. Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the **Commit Type** field.
7. Perform a **Next Block** function.
8. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
9. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the Executive Summary Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

The Executive Summary Form (FGIBDSR) lets you query for the highest level of the account structure hierarchy for adjusted budget, year-to-date activity, budget commitments and available balance for selected index, fund, organization, account, program, activity and location combinations.

Follow these steps to complete the process.

1. Access the Executive Summary Form (FGIBDSR).
Note: This form will only show posted transactions.
2. Enter the Chart of Accounts that you want to query in the **Chart** field (S).
Note: This should default from the user profile (FOMPROF).
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the index code that you want to query in the **Index** field.
Note: This will default certain pieces of the FOAPAL. This is optional.
5. Enter the smart coded organization you want to query in the **Organization** field.
6. Enter the smart coded fund code you want to query in the **Fund** field.
7. Enter the program code you want to query in the **Program** field. optional
8. Enter the account code you want to query in the **Account** field. optional
9. Enter the account type you want to query in the **Account Type** field. optional
10. Enter the activity code you want to query in the **Activity** field. optional
11. Enter the location code you want to query in the **Location** field. optional
12. Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the **Commit Type** field.
13. Check the **Query Specific Account** checkbox if you want to query a single account or a single account type.
Note: If you check this box, then Account code or Account Type is required.
14. Check the **Include Revenue** checkbox if you want to review information for Revenues.
Note: If you check this box, the total of Budget Availability will be NULL since revenues should offset expenses.
15. Perform a **Next Block** function.
16. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
17. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the General Ledger Trial Balance Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

The General Ledger Trail Balance Form (FGITBAL) lets you query the General Ledger account balances for selected funds, account types, and account code combinations.

Follow these steps to complete the process.

1. Access the General Ledger Trial Balance Form (FGITBAL).
Note: This form will only display posted transaction.
2. Enter the Chart of Accounts that you want to query in the **Chart** field (S).
Note: This should default from the user profile (FOMPROF).
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the smart coded fund code you want to query in the **Fund** field.
5. Enter the account type you want to query in the **Account Type** field.
6. Enter the account code you want to query in the **Account** field.
7. Perform the **Next Block** Function
8. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
9. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the General Ledger Activity Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

You can use the General Ledger Activity Form (FGIGLAC) to query the detail transaction activity for selected general ledger account combinations. This is for Balance Sheet Accounts only.

Follow these steps to complete the process.

1. Access the General Ledger Activity Form (FGIGLAC).
Note: This form will only display posted transaction.
2. Enter the Chart of Accounts that you want to query in the **Chart** field (S).
Note: This should default from the user profile (FOMPROF).
3. Enter the fiscal period that you want to query in the **Period** field.
4. Enter the fiscal year you want to query in the **Fiscal Year** field.
5. Enter the Index code you want to query in the **Index** field.
6. Enter the smart coded fund code you want to query in the **Fund** field.
7. Enter the account code you want to query in the **Account** field.
8. Perform the **Next Block** function.
9. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
10. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the Detail Transaction Activity Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

You can use the Detail Transaction Activity Form (FGITRND) to query the detailed transaction activity for selected operating ledger account combinations. This is for Operating Accounts only.

Follow these steps to complete the process.

1. Access the Detail Transaction Activity Form (FGITRND).
Note: This form will only display posted transactions.
2. Enter the Chart of Accounts that you want to query in the **Chart** field (S).
Note: This should default from the user profile (FOMPROF)
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the index code that you want to query in the **Index** field.
Note: This will default certain pieces of the FOAPAL. This is optional.
5. Enter the smart coded fund code you want to query in the **Fund** field.
6. Enter the smart coded organization you want to query in the **Organization** field.
7. Enter the account code you want to query in the **Account** field. optional
8. Enter the program code you want to query in the **Program** field. optional
9. Enter the activity code you want to query in the **Activity** field. optional
10. Enter the location code you want to query in the **Location** field. optional
11. Enter the period you want to query in the **Period** field.
Note: This will select the periods established on FTMFSYR.
12. Enter an 'S' in the **Query Type** field to query a specific account.
Note: When selecting a specific account, the Account must be entered. Banner will populate an 'R' for all accounts if nothing is entered.
13. Enter the type of encumbrances to review Null (for Both), 'U' for Uncommitted, or 'C' for Committed) in the **Commit Type** field.
14. Perform a **Next Block** function.
15. Perform a **Query Execute** to retrieve data.
16. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
17. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the Detail Encumbrance Activity Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

You can use the Detail Encumbrance Activity Form (FGIENCD) to query the detail transaction activity for an encumbrance.

Follow these steps to complete the process.

1. Access the Detail Encumbrance Activity Form (FGIENCD).
Note: This form will only display posted transactions.
2. Enter a valid document number in the **Encumbrance** field.
3. Perform a **Next Block** function.
4. View the results of your query.
5. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the Organizational Encumbrance List Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

The Organizational Encumbrance List Form (FGIOENC) allows you to query on all open encumbrances by organization for selected index, fund or organization combinations.

Follow these steps to complete the process.

1. Access the Organizational Encumbrance List Form (FGIOENC).
Note: This form will only display posted transactions.
2. Enter the Chart of Accounts that you want to query in the **Chart** field (S).
Note: This should default from the user profile (FOMPROF).
3. Enter the fiscal year that you want to query in the **Fiscal Year** field.
4. Enter the index code that you want to query in the **Index** field.
Note: This will default certain pieces of the FOAPAL. This is optional.
5. Enter the smart coded organization you want to query in the **Organization** field.
6. Enter the smart coded fund code you want to query in the **Fund** field.
7. Perform the **Next Block** function.
8. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
9. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the Document Retrieval Inquiry Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

Use the Document Retrieval Inquiry Form (FGIDOCR) to query any posted journal voucher.

Follow these steps to complete the process.

1. Access the Document Retrieval Inquiry Form (FGIDOCR).
Note: This form will only display posted transactions.
2. Enter a valid document number in the **Document** field.
3. The **Submission Number** field will display the submission number associated with the document.
Note: SCT Banner will update this field.
4. The **Document Type** field will populate with the document type associated with the transaction.
5. Perform a **Next Block** function.
6. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
7. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the List of Suspended Journal Voucher Forms

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

The List of Suspended Journal Vouchers Form (FGIJVCD) lists all incomplete Journal Vouchers.

Follow these steps to complete the process.

1. Access the List of Suspended Journal Vouchers Form (FGIJVCD).
Note: This form will only display those Journal Vouchers that are not posted.
2. View the results of your query.
3. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the Journal Voucher Summary Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

You can query the journal vouchers that have not been posted using the Journal Voucher Summary Form (FGIJSUM).

Follow the steps to complete the process.

1. Access the Journal Voucher Summary Form (FGIJSUM).
Note: This form will only include Journal Vouchers that are not completed.
2. Enter a valid journal voucher number in the **Document** field.
3. Enter a valid submission number in the **Submission** field.
Note: This will automatically populate by Banner when Zero.
4. Perform a **Next Block** function
5. View the results of your query.
Note: Use the **Options** menu to access additional query forms supporting the detail on this form.
6. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Querying the List of Automatic Journal Voucher Form

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

Use the List of Automatic Journal Vouchers Form (FGIAUTO) to view a list of existing recurring journal vouchers.

Follow these steps to complete the process.

1. Access the List of Automatic Journal Vouchers Form (FGIAUTO).
Note: This form lists all Automatic Journal Vouchers and there status.
2. View the results of your query.
3. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Running the Account Hierarchy Report

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

Run the Account Hierarchy Report (FGRACTH) to generate a report showing the hierarchy of the accounts that have been entered.

Follow these steps to complete the process.

1. Access the Account Hierarchy Report (FGRACTH).
2. Enter the desired printer name in the **Printer** field.
Note: You can enter *DATABASE* to write the report to a table for online viewing and to enable the saving of the report to a shared folder on a designated network drive.
3. Enter these parameter values.

Required?	Parameter	Description
yes	Chart of Accounts	Enter the one-character code of the Chart of Accounts.
	As of Date	Date from which information to run the report will be gathered
	Account Type	This parameter contains a 30-character code for the account type reported. Note: Entering a code will generate a hierarchy report for that account only. If you wanted the entire account hierarchy, you would leave this parameter field blank.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.
Result: The Auto hint line displays the job submission number for the report log and list file.
8. Once the process has run, check the Auto Hint line.
Note: It should indicate that two files were created: a Log file and a List file. The filenames are in the format *process_number.type*, where:
 - a. *process* is the name of the report run (for this Procedure, FGRACTH)
 - b. *number* is the process number of the report run
 - c. *type* is the type of file created (.log for Log, .lis for List)

South Dakota SCT/Banner System Procedures

9. Select the Review Output option from the Navigation Frame to Access the Saved Output Review Form (GJIREVO) to view the report.
10. Enter *FGRACTH* in the **Process** field.
Note: This field specifies the name of the job previously run.
11. Enter the process number from the Auto Hint line in the **Number** field.
Note: This field specifies the number of the job.
12. Double-click in the **File Name** field to view the available output files.
Note: The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix. This field specifies the name of the file produced because of running the job. Select the file for your process with the .lis suffix to display the report output.

South Dakota SCT/Banner System Procedures

Running the Fund Hierarchy Report

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

Run the Fund Hierarchy Report (FGRFNDH) to generate a summary of the hierarchy of funds.

Follow these steps to complete the process.

1. Access the Fund Hierarchy Report (FGRFNDH).
2. Enter the desired printer name in the **Printer** field.
Note: You can enter *DATABASE* to write the report to a table for online viewing and to enable the saving of the report to a shared folder on a designated network drive.
3. Enter these parameter values.

Required?	Parameter	Description
yes	Chart of Accounts	Enter the one-character code of the Chart of Accounts.
	As of Date	Date from which information to run the report will be gathered
	Fund Type	This parameter contains a code for the fund type reported. Note: Entering a code will generate a hierarchy report for that fund only. If you wanted the entire fund hierarchy, you would leave this parameter field blank.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.
Result: The Auto hint line displays the job submission number for the report log and list file.
8. Once the process has run, check the Auto Hint line.
Note: It should indicate that two files were created: a Log file and a List file. The filenames are in the format *process_number.type*, where:
 - a. *process* is the name of the report run (for this Procedure, FGRACTH)
 - b. *number* is the process number of the report run
 - c. *type* is the type of file created (*.log* for Log, *.lis* for List)
9. Select the Review Output option from the Navigation Frame to Access the Saved Output Review Form (GJIREVO), where you may view the report.
10. Enter *FGRFNDH* in the **Process** field.
Note: This field specifies the name of the job previously run.
11. Enter the process number from the Auto Hint line in the **Number** field.

South Dakota SCT/Banner System Procedures

- a. This field specifies the number of the job.
12. Double-click in the **File Name** field to view the available output files.
 - a. The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix.
 - b. This field specifies the name of the file produced because of running the job.
 - c. Select the file for your process with the .lis suffix to display the report output.

South Dakota SCT/Banner System Procedures

Running the Program Hierarchy Report

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

The Program Hierarchy Report (FGRPRGH) lets you run a report listing the program codes in the Chart of Accounts.

Follow these steps to complete the process.

Step Action

1. Access the Program Hierarchy Report (FGRPRGH).
2. Enter the desired printer name in the **Printer** field.
Note: You can enter *DATABASE* to write the report to a table for online viewing and to enable the saving of the report to a shared folder on a designated network drive.
3. Enter these parameter values.

Req?	Parameter	Description
yes	Chart of Accounts	Enter the 1-character code for the Chart of Accounts. (S)
	As of Date	Date from which information to run the report shall be gathered.
	Program Code	Leave this field blank to generate a report for the entire program hierarchy.
	Hold/Submit	Enter <i>S</i> . Determines the report status.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.
8. Once the process has run, check the Auto Hint line.
 - a. It should indicate that two files were created:
 - i. a Log file
 - ii. a List file.
 - b. The filenames are in the format *process_number.type*, where:
 - i. *process* is the name of the report run (for this Procedure, FGRACTH)
 - c. *number* is the process number of the report run
 - d. *type* is the type of file created (*.log* for Log, *.lis* for List)
9. Select the Review Output option from the Options menu to navigate to the Saved Output Review Form (GJIREVO) to view the report.
10. Enter *FGRPRGH* in the **Process** field.
 - a. This field contains the name of the job previously run.
11. Enter the process number from the Auto Hint line in the **Number** field.
 - a. This field specifies the number of the job.
12. Double-click to view the available output files in the **File Name** field.

South Dakota SCT/Banner System Procedures

- a. The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix.
 - b. This field specifies the name of the file produced because of running the job.
 - c. Select the file for your process with the .lis suffix to display the report output.
13. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Running the Location Hierarchy Report

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

Run the Location Hierarchy Report (FGRLOCH) to view a list of all the locations in your institution.

Follow these steps to complete the process.

1. Access the Location Hierarchy Report (FGRLOCH).
2. Enter the desired printer name in the **Printer** field.
Note: You can enter *DATABASE* to write the report to a table for online viewing and to enable the saving of the report to a shared folder on a designated network drive.
3. Enter these parameter values.

Req?	Parameter	Description
yes	Chart of Accounts	Enter the 1-character code for the Chart of Accounts. (S)
	Effective Date	Date from which information to run the report shall be gathered.
	Location Code	Enter a location code to report on. If you leave this field blank, you would generate a report for the entire location hierarchy
	Hold/Submit	Enter <i>S</i> . Determines the report status

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to execute the report.
8. Once the process has run, check the Auto Hint line.
 - a. It should indicate that two files were created:
 - i. a Log file
 - ii. a List file.
 - b. The filenames are in the format *process_number.type*, where:
 - i. *process* is the name of the report run (for this Procedure, FGRACTH)
 - c. *number* is the process number of the report run
 - d. *type* is the type of file created (.log for Log, .lis for List)
9. Select the Review Output option from the Options menu to navigate to the Saved Output Review Form (GJIREVO) to view the report.
10. Enter *FGRLOCH* in the **Process** field.
 - a. This field contains the name of the job previously run.
11. Enter the process number from the Auto Hint line in the **Number** field.
 - a. This field specifies the number of the job.
12. Double-click in the **File Name** field to view the available output files.

South Dakota SCT/Banner System Procedures

- a. The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix.
 - b. This field specifies the name of the file produced because of running the job.
 - c. Select the file for your process with the .lis suffix to display the report output.
13. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Running the Organization Hierarchy Report

Responsibility: Universities, SD Board of Regents and Special Schools finance staff and department users

Timeframe: as needed

Run the Organization Hierarchy Report (FGRORGH) to view a list of all organizations in your Chart of Accounts.

Follow these steps to complete the process.

1. Access the Organization Hierarchy Report (FGRORGH).

2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for online viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Req?	Parameter	Description
yes	Chart of Accounts	Enter the 1-character code for the Chart of Accounts.
	Effective Date	Date from which information to run the report shall be gathered.
	Organization	Enter a smart coded organization code. This report will return all the organization codes that are associated with that organization code. If you leave this field blank, you would obtain an organization hierarchy for all organizations in the system.
	Hold/Submit	Enter <i>S</i> . Determines the report status

4. Click the **Save Parameter Set as** checkbox.

5. Enter a name and description in the **Name** and **Description** fields.

6. Click the **Submit** radio button.

7. Click the **Save** icon to execute the report.

8. Once the process has run, check the Auto Hint line.

a. It should indicate that two files were created:

i. a Log file

ii. a List file.

b. The filenames are in the format *process_number.type*, where:

i. *process* is the name of the report run (for this Procedure, FGRACTH)

ii. *number* is the process number of the report run

iii. *type* is the type of file created (.log for Log, .lis for List)

9. Select the Review Output option from the **Options** menu to navigate to the Saved Output Review Form (GJIREVO) to view the report.

10. Enter *FGRORGH* in the **Process** field.

a. This field contains the name of the job previously run.

11. Enter the process number from the Auto Hint line in the **Number** field.

a. This field specifies the number of the job.

South Dakota SCT/Banner System Procedures

12. Double-click in the **File Name** field to view the available output files.
 - a. The output file names will be in the format *database_process_number.type*, as above, but here using the name of the database as a prefix.
 - b. This field specifies the name of the file produced because of running the job. Select the file for your process with the .lis suffix to display the report output.
13. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Day-to-Day Forms

Form Name	Code	Purpose	Note
Account Hierarchy Report	FGRACTH	Generates a report showing the hierarchy of the accounts numbers	
Automatic Journal Voucher	FGAAUTO	Designed to establish the submission of routine and recurring journal vouchers to the posting and approval process	Used to process charge backs, postage or duplication. or for journal entries that are made at the end of the month and include numerous line items. These entries may be reversed at the beginning of the next month
Budget Availability Form	FGIBAVL	Provides current information on adjusted budget, year-to-date activity budget reservations and available balance	Includes all in-process transactions as well as not-posted transactions
Direct Cash Receipt Form	FGADCSR	Used to post cash receipts from vendors and non-vendors.	
Document Retrieval Inquiry	FGIDOCR	Allows inquiry of any posted document	Also displays document FOAPAL and posting entries
Executive Summary Form	FGIBDSR	Provides information at the highest level of the account structure hierarchy	Includes adjusted budget, year-to-date activity, budget commitments and available balance, drill down capability
Fund Hierarchy Report	FGRFNDH	Generates a summary of the hierarchy of funds	
General Ledger Detail Transaction Activity Form	FGIGLAC	Provides detail transaction activity for selected general ledger account combinations	This form will only display posted transactions and is for balance sheet accounts only
General Ledger Trial Balance	FGITBAL	Query of the general ledger account balances for selected funds, account types and account code combinations.	This form will only display posted transactions
Journal Voucher Entry Form	FGAJVCD	Used to enter various transactions such as cash receipts, budget entries, accruals, correcting/adjusting entries	Structured horizontally with unlimited entries per document. This form can be used to process all transaction types
Journal Voucher Mass Entry	FGAJVCM	Used to enter multiple lines of a journal voucher on one screen	This is the best form to use for Budget Transfers
Journal Voucher Quick Form	FGAJVCQ	Used to enter various transactions such as cash receipts, budget entries, accruals, correcting/adjusting entries	Structured vertically with unlimited entries per document. You cannot use this form to enter encumbrance s, bank deposits, reference other documents, or accrual entries as these fields do not exist on the form.
Journal Voucher Summary	FGIJVCD	This form lists all the journal vouchers that have not been posted	This form will only include those journal vouchers that are not completed

South Dakota SCT/Banner System Procedures

Form Name	Code	Purpose	Note
List of Automatic Journal Vouchers	FGIAUTO	This form lists existing recurring journal vouchers	The journal voucher status will be listed on this form
List of Suspended Journal Vouchers	FGIJVCD	This form lists all incomplete journal vouchers	This form will only display those journal vouchers that are not posted
Location Hierarchy Report	FGRLOCH	Lists all the locations for each campus	
Operating Ledger Detail Transaction Activity Form	FGITRND	Provides detailed transaction activity for selected operating ledger account combinations	This form will only display posted transactions and is for operating accounts only
Organization Hierarchy Report	FGRORCH	Generates a report of all organizations in the Chart of Accounts	Run this report by the highest level for your institution to see the Org codes for your school
Organizational Budget Status	FGIBDST	Provides organizational status of accounts on adjusted budget, year-to-date activity, budget commitments, and available balance	Includes only posted transactions
Organizational Budget Summary Form	FGIBSUM	Provides the organizational account status at an account type level for adjusted budget, year-to-date activity, budget reservations and available balance	Includes only posted transaction.
Program Hierarchy Report	FGRPRGH	Generates a report listing of the program codes	

South Dakota SCT/Banner System Procedures

Glossary

Account code – the account is a line item within an enterprise’s financial structure. In many accounting systems, it is often called the “object” or “sub-account.” Categories include general ledger accounts (assets, liabilities, control, & fund balances) and operating ledger accounts (income, expense, & transfer). The account code may consist of up to six alphabetic and/or numeric characters. Account codes may be established in a hierarchy of up to four levels for roll-up and reporting purposes.

Account Index Code – the index code is another optional Banner chart of accounts feature. It is a user-defined value representing a summarization of any set of user-defined FOAPAL elements [this is the acronym for Fund, Organization, Account, Program, Activity, and Location]. The code gives users a macro-like feature can speed data entry. An example might be a code used in a campus bookstore that defaults the Fund, Organization, Account, and Program code representing book sales revenue within the general fund and tied to a specific department within the bookstore and for a specific program. The index code may consist of up to six alphabetic and/or numeric characters. It can default any combination of the Banner FOAPAL.

Activity code – although this field is optional, it could be used for special departmental tracking of revenue, expenditure, and transfer activities. An example of an activity is the YMCA renting your enterprise’s pool to teach a lifesaving course. Many Banner organizations allow departments to create their own activity codes for tracking purposes.

Attribute types are the building blocks of this enhancement,

Attribute values are an additional, optional level of attributes – they are linked to Attribute types much in the same way that Fund codes are linked to Fund types in the Banner Finance System, and

Banner budget development, spreadsheet & self-service budgeting - These tools can be used in combination or as standalone methodologies for developing budgets that will be used in Banner.

Chart code – a systematic classification of accounts. Banner can support multiple COAs. The chart code consists of a user selected single alphabetic or numeric character. Banner will accommodate multiple charts of accounts – each with a different chart code.

Fund code – Banner funds are considered a self-balancing set of records. Balance sheets and revenue/expense reports can be produced for any fund. A fund can be restricted – either permanently or temporarily (examples of restricted funds are grants and endowments) or unrestricted (e.g., general). The fund code may consist of up to six alphabetic and/or numeric characters. Fund codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes.

General Ledger (GL) - The Banner general ledger maintains information relevant to the organization’s “balance sheet.” Required COA elements for valid accounting distribution in the general ledger are COA, fund, and account codes. Transaction activity includes the sum of both periodic debits and credits. General ledger control accounts contain the total debits/credits for their respective expenditure, transfer, budget, encumbrance, and revenue transactions. Detail transaction information for control accounts is maintained in the Banner operating ledger.

Hierarchical budgeting - This method of budgeting is used on fund and organization chart of account elements. It allows for the control of budgets at higher levels in the fund and organization hierarchies. Budget checking (NSF) edits the sum of the budgets entered at levels below the control level

South Dakota SCT/Banner System Procedures

Line item budgeting - Line item budgeting can be used in combination with the methods listed above or may be used alone.

Location code – the location code is also an optional field. It is normally used to represent a physical location, such as a campus, building, and/or a room within a building. This code is used in the fixed asset module of Banner finance. The location code may consist of up to six alphabetic and/or numeric characters. Location codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes.

Operating Ledger (OPAL) - The operating ledger contains transaction data for departmental operating accounts. Required COA elements for these transactions are fund, organization, account, and program. Optionally, the transactions may also include activity and/or location codes. Transactional data maintained in the operating ledger may contain budget, YTD actual, encumbrance and grant activity. Operating ledger transactions are linked to their corresponding GL control accounts.

Organization code – an organization usually describes a department within an enterprise, and identifies a unit of budgetary responsibility. It is normally used to define “who” spends the money. The organization code may consist of up to six alphabetic and/or numeric characters. Organization codes may be established in a hierarchy of up to eight levels for roll-up and reporting purposes.

Pooled budgeting - Pooled budgeting is used on the account chart of accounts element. It allows for the control or pooling of budgets at higher levels in the account hierarchy. Budget checking (NSF) edits the sum of the budgets entered at levels below the pooled level.

Program code – program codes enable you to establish a method of classifying transactions across organizations and accounts. Examples include instruction, research, and plant operations. Most educational institutions use programs defined by the National Association of College and University Business Offices (NACUBO). The fund code may consist of up to six alphabetic and/or numeric characters. Fund codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes.

Rule-Based Processing - In the Banner system, rule-based processing guides the system in accomplishing its tasks and objectives:

Set codes enable you to create pre-defined groups of Attribute types – you can use them either to create an additional hierarchical level of attributes or to simplify data entry (set codes are optional).