

FZRACCS Accrual-to-Cash Procedures

This report will identify and extract transactions entered as year-end accruals so that they may be reviewed, approved and then posted to Banner Finance. The transactions are saved into a .slk file format for the users to review in Excel and select those period 14 transactions that need to be journalized in the current year to reflect a cash basis accounting and which will allow Banner funds to sync with MSA company and budget centers.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GJAPCTL 7.4 (TRNG)

Process: FZRACCS Accrual to Cash Report Parameter Set: TESTFZRACCS

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	COAS	S
02	Fund Type	%
03	Fiscal Year	07
04	From Activity Date	01-JUN-2007
05	To Activity Date	13-FEB-2008

LENGTH: 2 TYPE: Character O/R: Required M/S: Multiple
Enter Fund Type(s) to be reported, enter % for all Fund Types

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter Number; press SEARCH for valid parameters.
Record: 2/5

Report Parameters:

1. Enter COAS code
2. Enter Fund Type(s) to be reported or enter % for all Fund Types

➤ ***Restricted Non-Appropriated Funds – Grant Funds – are not to be included in this process. If grant funds are updated, the Grants Ledger will not be in sync with the Operating Ledger.***

21	Restricted Non-Apprpr Funds-BOR	N1	Unrestr Non-Appropriated Funds-BOR
22	Restricted Non-Apprpr Funds-USD	N2	Unrestr Non-Appropriated Funds-USD
23	Restricted Non-Apprpr Funds-SDSU	N3	Unrestr Non-Appropriated Funds-SDSU
24	Restricted Non-Apprpr Funds-SDSMT	N4	Unres Non-Appropriated Funds-SDSMT
25	Restricted Non-Apprpr Funds-NSU	N5	Unrestr Non-Appropriated Funds-NSU
26	Restricted Non-Apprpr Funds-BHSU	N6	Unrestr Non-Appropriated Funds-BHSU
28	Restricted Non-Apprpr Funds-DSU	N8	Unrestr Non-Appropriated Funds-DSU

41	Loan Funds-BOR	P1	Investment in Plant-BOR
42	Loan Funds-USD	P2	Investment in Plant-USD
43	Loan Funds-SDSU	P3	Investment in Plant-SDSU
44	Loan Funds-SDSMT	P4	Investment in Plant-SDSMT
45	Loan Funds-NSU	P5	Investment in Plant-NSU
46	Loan Funds-BHSU	P6	Investment in Plant - BHSU
48	Loan Funds-DSU	P8	Investment in Plant - DSU
81	Agency Funds-BOR	R1	Renewal and Replacement Funds-BOR
82	Agency Funds-USD	R2	Renewal and Replacement Funds-USD
83	Agency Funds-SDSU	R3	Renewal and Replacement Funds-SDSU
84	Agency Funds-SDSMT	R4	Renewal and Replacement Funds- SDSMT
85	Agency Funds-NSU	R5	Renewal and Replacement Funds-NSU
86	Agency Funds-BHSU	R6	Renewal and Replacement Funds-BHSU
88	Agency Funds-DSU	R8	Renewal and Replacement Funds-DSU
A1	Unrestr Appropriated Funds-BOR	RA	Restricted Appropriated Funds-SDSU
A2	Unrestr Appropriated Funds-USD		
A3	Unrestr Appropriated Funds-SDSU	U1	Unexpended Plant Fund-BOR
A4	Unrestr Appropriated Funds-SDSMT	U2	Unexpended Plant Fund-USD
A5	Unrestr Appropriated Funds-NSU	U3	Unexpended Plant Fund-SDSU
A6	Unrestr Appropriated Funds-BHSU	U4	Unexpended Plant Fund-SDSMT
A8	Unrestr Appropriated Funds-DSU	U5	Unexpended Plant Fund-NSU
		U6	Unexpended Plant Fund-BHSU
		U8	Unexpended Plant Fund-DSU
D1	Retirement of Indebtedness-BOR		
D2	Retirement of Indebtedness-USD		
D3	Retirement of Indebtedness-SDSU	SB	School for the Blind and Vis Imp
D4	Retirement of Indebtedness-SDSMT	SD	School for the Deaf
D5	Retirement of Indebtedness-NSU		
D6	Retirement of Indebtedness-BHSU		
D8	Retirement of Indebtedness-DSU		

3. Enter the fiscal year of the accrual transactions to be reported
4. Enter the beginning activity date of the accrual transactions to be reported. (The beginning of time will be used if left blank.)
5. Enter the ending activity date of the accrual transactions to be reported.

Transactions are selected from the Finance Transaction Detail table (FGRTRND) that are year-to-date actual transactions (YTD), operating ledger transactions (O) and posting period equal to 14.

The naming convention of the .slk files will be the process name, an underscore, the process job run number, an underscore, and the GTVSDAX cross reference title for the second position of the fund type. Here is an example of the %3 fund type where GTVSDAX entry for 3 = SDSU FZRACCS_12345_SDSU.slk This will be saved in the \$DATA_HOME directory and forwarded via e-mail to the end user who submitted the job on GJAPCTL.

Example of the .slk output file:

COA	Level 2	Fund	Orgn	Acct	Prg	ACTV	LO CN	Doc No	Description	RULE	Ref Num	Amount	DR/ CR	Exclude?
S	21	140504	180100	766090	06	1Z4409		11057638	Great Plains Educ Found Inc	CNNI	I0064306	-\$18,745.40	-	
S	21	140504	180100	766090	06			J0021777	N080509 ST DT 12/2/06-12/30/06	ZNC	N080509	\$18,745.40	+	
S	21	140505	180100	766090	06	1Z4406		J0020049	BHSU-Title II-Briggs Oct06-Jun07	YR10	B-N60487	\$17,620.66	+	
S	21	146011	180100	810013	06	1Z1000		J0020723	Gibbons (Francis) FY07 expenses	ZNC	S-N80772	\$1,751.49	+	
S	21	146012	180100	810014	06	1Z1000		J0019289	2010-Gerdes Apr-Jun07	YR10	U-N18715	\$224,283.37	+	
S	21	146013	180100	810014	02	1Z1000		J0020648	SDSMT-Title II-Decker-4th QtrFY07	YR10	M-N48018	\$175,914.47	+	
S	21	146014	180100	810014	06	1Z1000		J0019290	2010-Engebretson Apr-Jun07	YR10	U-N18794	\$79,743.03	+	
S	21	146015	180100	810014	06	1Z1000		J0019360	2010-WINTER JUL06-JUN07 GRANT	YR10	M-N48016	\$24,055.06	+	
S	A1	110000	111010	611010	06			F0000063	HR Payroll 2007 MN 7 0	ZNL		\$9,815.48	+	
S	A1	110000	111010	611050	06			F0000063	HR Payroll 2007 MN 7 0	ZNL		\$1,209.05	+	
S	A1	110000	111010	622010	06			F0000063	HR Payroll 2007 MN 7 0	ZRB		\$236.01	+	
S	A1	110000	111010	622011	06			F0000063	HR Payroll 2007 MN 7 0	ZRB		\$159.46	+	
S	A1	110000	111010	622020	06			F0000063	HR Payroll 2007 MN 7 0	ZRB		\$949.78	+	
S	A1	110000	111010	622060	06			F0000063	HR Payroll 2007 MN 7 0	ZRB		\$260.26	+	
S	A1	110000	111010	622080	06			F0000063	HR Payroll 2007 MN 7 0	ZRB		\$2.52	+	
S	A1	110000	111010	622090	06			F0000063	HR Payroll 2007 MN 7 0	ZRB		\$3.36	+	
S	A1	110000	111010	733010	06	1Z1000		J0019046	JUN07 FLEET & TRAVEL CHGS	YR10	MP706064	\$701.76	+	

The end user will review each transaction and determine whether or not the transaction is to be excluded (Y) or not excluded (N) from the group of transactions that will be FUPLOADED into the current fiscal year.

- ✓ “N” in the “Exclude” column of the .slk file indicates that the transaction is selected to be journalized in the current fiscal year.
- ✓ “Y” in the column indicates that the transaction will be excluded from the FUPLOAD file and not posted into current fiscal year.
- ✓ Sort by the “Exclude” column.
- ✓ Transactions with a “N” in the “Excluded” column are then copied into a FUPLOAD template.
- ✓ JE16 rule code is to be used to post the transactions.
- ✓ The off-setting GL account liability is 200025 (Accrual to Cash Liability).

CO AS	Level 2	Fund	Orgn	Acct	Prg	ACTV	LO CN	Doc No	Description	RUL E	Ref Num	Amount	DR/ CR	Exclude?
S	A1	110000	111010	733030	06	1Z1000		I0135271	Venhuizen, Tonnis H.	INNI		\$36.48	+	N
S	A1	110000	111010	733030	06	1Z1000		I0135271	Venhuizen, Tonnis H.	INNI		\$35.84	+	N
S	A1	110000	111010	733030	06	1Z1000		I0135364	Baloun, Terry D.	INNI		\$207.36	+	N
S	A1	110000	111010	733030	06	1Z1000		I0135364	Baloun, Terry D.	INNI		\$126.08	+	N
S	A1	110000	111010	733040	06	1Z1000		J0018362	Regent travel	YR10	N11706A1	\$1,504.36	+	N
S	A1	110000	111010	733070	06	1Z1000		I0135179	Aberdeen Flying Service Inc	INNI		\$3,779.96	+	N
S	A1	110000	111010	733070	06	1Z1000		J0019104	Jun07 Brd Mtg-Charter Air Expenses	YR10	M-N48010	\$1,050.09	+	N
S	A1	110000	111010	733100	06	1Z1000		I0135271	Venhuizen, Tonnis H.	INNI		\$97.20	+	N
S	A1	110000	111010	733100	06	1Z1000		I0135364	Baloun, Terry D.	INNI		\$97.20	+	N
S	A1	110000	111010	744080	06	1Z1000		I0140284	Lynn Jackson Shultz and Lebrun	INNI		\$8,003.58	+	N
S	A1	110000	111010	744080	06	1Z1000		I0145019	Woods Fuller Shultz & Smith	INNI		\$1,347.90	+	N
S	A1	111400	152068	744070	07	8H0702		J0019216	SE706016 6/07 OSE Charges	ZNC		\$694.20	+	Y



HELPFUL HINT: CONCATENATE the Doc No & Description fields of the .slk file and copy to the Description Field on the FUPLOAD template. =CONCATENATE(J13," ",K13). [FUPLOAD does not like commas.]

	I	J	K	L
	Amount	Doc No	Description	
13	\$159.46	F0000063	HR Payroll 2007 MN 7 0	=CONCATENATE(J13," ",K13)
14	\$36.48	I0135271	Venhuizen, Tonnis H.	I0135271 Venhuizen, Tonnis H.
15	\$35.84	I0135271	Venhuizen, Tonnis H.	I0135271 Venhuizen, Tonnis H.
16	\$207.36	I0135364	Baloun, Terry D.	I0135364 Baloun, Terry D.
17	\$126.08	I0135364	Baloun, Terry D.	I0135364 Baloun, Terry D.
18	\$1,504.36	J0018362	Regent travel	J0018362 Regent travel

Microsoft Excel - FUPLOAD-DATALOAD-Accrual Test TEMPLATE-GOOD.xls [Compatibility Mode]

Security Warning: Some active content has been disabled.

B47

Postage Banner Journal Voucher

Send JV | JV File Name | Created

Contact: Mary Ellen Garrett | 2/27/2008 | 1

Organization: BCF | 9:55:11 AM | 1

System ID: JVGEND | 1

Rule Class Code: JE16 | Bank Code: | Other Information (80 character Maximum): | 1

Date: 4/29/2008 | Chart Code: S | 1

Record Count: 6

Total Debits: 1,910.12 | Total Credits: 1,910.12 | Diff: 0.00

Buttons: Help on Selected Fields, Clear JV Variables, Print

Fund	Orgn	Acct	Prog	Actv	Loen	Debit	Credit	Description (35 Characters maximum)	Index	Encumbrance Data (optional)					
110000	111010	733030	06	121000		36.48		10135271 Venhuizen, Tonnis H.		Doc Num	Item	Seq	Action	Project	Type
110000	111010	733030	06	121000		35.84		10135271 Venhuizen, Tonnis H.							
110000	111010	733030	06	121000		207.36		10135364 Baloun, Terry D.							
110000	111010	733030	06	121000		126.08		10135364 Baloun, Terry D.							
110000	111010	733040	06	121000		1,504.36		J0018362 Regent travel							
110000	111010			200025			1,910.12	Accrual to Cash Entry							

Microsoft Excel - FUPLOAD-DATALOAD-Accrual Test 110000 111010 03-07(2).xls [Compatibility Mode]

Security Warning: Some active content has been disabled.

I15

Postage Banner Journal Voucher

Send JV | JV File Name | Created

Contact: Mary Ellen Garrett | JVGEND_030708_162318 | 3/7/2008 | 1

Organization: BCF | 4:23:18 PM | 1

System ID: JVGEND | 1

Rule Class Code: JE16 | Bank Code: | Other Information (80 character Maximum): | 1

Date: 3/7/2008 | Chart Code: S | 1

Record Count: 22

Total Debits: 23,359.75 | Total Credits: 23,359.75 | Diff: 0.00

Buttons: Help on Selected Fields, Clear JV Variables, Print

Fund	Orgn	Acct	Prog	Actv	Loen	Debit	Credit	Description (35 Characters maximum)	Index	Encumbrance Data (optional)					
110000	111010	733070	06	121000		3,779.96		Accrual to Cash Entry		Doc Num	Item	Seq	Action	Project	Type
110000	111010	733030	06	121000		36.48		Accrual to Cash Entry							
110000	111010	733030	06	121000		35.84		Accrual to Cash Entry							
110000	111010	733030	06	121000		97.20		Accrual to Cash Entry							
110000	111010	733030	06	121000		207.36		Accrual to Cash Entry							
110000	111010	733030	06	121000		126.08		Accrual to Cash Entry							
110000	111010	733100	06	121000		97.20		Accrual to Cash Entry							
110000	111010	755328	06	121000		67.24		Accrual to Cash Entry							
110000	111010	744080	06	121000		8,003.58		Accrual to Cash Entry							
110000	111010	744080	06	121000		1,347.90		Accrual to Cash Entry							
110000	111010	744080	06	121000		1,035.00		Accrual to Cash Entry							
110000	111010	733040	06	121000		1,504.36		Accrual to Cash Entry							
110000	111010	755028	06	121000		908.39		Accrual to Cash Entry							
110000	111010	744530	06	121000		1,177.68		Accrual to Cash Entry							
110000	111010	744530	06	121000		67.47		Accrual to Cash Entry							
110000	111010	744200	06	121000		129.92		Accrual to Cash Entry							
110000	111010	744300	06	121000		1,418.74		Accrual to Cash Entry							
110000	111010	733010	06	121000		701.76		Accrual to Cash Entry							
110000	111010	755318	06	121000		835.73		Accrual to Cash Entry							
110000	111010	733070	06	121000		1,050.09		Accrual to Cash Entry							
110000	111010	755350	06	121000		731.77		Accrual to Cash Entry							
110000	111010	200024	06	121000			23,359.75	Accrual to Cash Entry							

The postings are illustrated below.

Fund: 110000 BOR General Fund											
Seq #	General Ledger			Operating Ledger							Amt
	Claim on Cash 1XXX	Accrual to Cash Liability 200025	Expend Control EXPEND	F	O	A	P	A	L		
1	(\$3,779.96)		\$3,779.96	110000	111010	733070	06	1Z1000		\$3,779.96	
2	(\$36.48)		\$36.48	110000	111010	733030	06	1Z1000		\$36.48	
3	(\$35.84)		\$35.84	110000	111010	733030	06	1Z1000		\$35.84	
4	(\$97.20)		\$97.20	110000	111010	733100	06	1Z1000		\$97.20	
5	(\$207.36)		\$207.36	110000	111010	733030	06	1Z1000		\$207.36	
6	(\$126.08)		\$126.08	110000	111010	733030	06	1Z1000		\$126.08	
7	(\$97.20)		\$97.20	110000	111010	733100	06	1Z1000		\$97.20	
8	(\$67.24)		\$67.24	110000	111010	755328	06	1Z1000		\$67.24	
9	(\$8,003.58)		\$8,003.58	110000	111010	744080	06	1Z1000		\$8,003.58	
10	(\$1,347.90)		\$1,347.90	110000	111010	744080	06	1Z1000		\$1,347.90	
11	(\$1,035.00)		\$1,035.00	110000	111010	744080	06	1Z1000		\$1,035.00	
12	(\$1,504.36)		\$1,504.36	110000	111010	733040	06	1Z1000		\$1,504.36	
13	(\$908.39)		\$908.39	110000	111010	755028	06	1Z1000		\$908.39	
14	(\$1,177.68)		\$1,177.68	110000	111010	744530	06	1Z1000		\$1,177.68	
15	(\$67.47)		\$67.47	110000	111010	744530	06	1Z1000		\$67.47	
16	(\$129.92)		\$129.92	110000	111010	744200	06	1Z1000		\$129.92	
17	(\$1,418.74)		\$1,418.74	110000	111010	744180	06	1Z1000		\$1,418.74	
18	(\$701.76)		\$701.76	110000	111010	733010	06	1Z1000		\$701.76	
19	(\$835.73)		\$835.73	110000	111010	755318	06	1Z1000		\$835.73	
20	(\$1,050.09)		\$1,050.09	110000	111010	733070	06	1Z1000		\$1,050.09	
21	(\$731.77)		\$731.77	110000	111010	755350	06	1Z1000		\$731.77	
22	\$23,359.75	(\$23,359.75)		110000	111010	200024	06	1Z1000		\$731.77	

Trial Balance		
	DR	CR
1XXX	\$0.00	
200025		(\$23,359.75)
EXPEND	\$23,359.75	

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 7.2 (TRNG)

COA: S Fiscal Year: 08 Index: Fund: 110000 Organization: 111010 Account: 733070 Program: Activity: Location: Period: Query Type: S Commit Type:

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
733070	111010	06	07-MAR-2008	JE16	JD000163	Accrual to Cash En	YTD 1,050.09	+
733070	111010	06	07-MAR-2008	JE16	JD000163	Accrual to Cash En	YTD 3,779.96	+
733070	111010	06	11-DEC-2007	INNI	I0190533	Westjet Air Center	YTD 2,095.92	+
733070	111010	06	11-DEC-2007	INNI	I0190464	Aberdeen Flying Se	YTD 5,087.43	+
733070	111010	06	21-NOV-2007	INNI	I0181253	Aberdeen Flying Se	YTD 9,837.30	+
733070	111010	06	31-OCT-2007	INNI	I0174131	Aberdeen Flying Se	YTD 8,529.37	+
733070	111010	06	26-OCT-2007	INNI	I0170102	Capital City Air Ca	YTD 948.82	+
733070	111010	06	22-OCT-2007	ZNC	J0022900	Baloun - Charter a	YTD 664.00	+
733070	111010	06	04-OCT-2007	INNI	I0160804	Capital City Air Ca	YTD 1,358.41	+
733070	111010	06	18-SEP-2007	INNI	I0156661	Aberdeen Flying Se	YTD 1,904.90	+
733070	111010	06	04-SEP-2007	ZNC	J0020132	MT-Charter Air-SD	YTD 570.34	+
733070	111010	06	07-AUG-2007	INNI	I0143709	Aberdeen Flying Se	YTD 6,898.70	+
Total:							42,725.24	+

Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 1/12 | | | | <OSC>

