

Checking the Status of your Grant Fund: Available Balance, Expenditures, and Payments in Banner (Requisitions, Purchase Orders (PO) and Encumbrances



Getting Started



To obtain access to Banner you need:

1. *If you are a first-time Banner user:* Complete the [Banner Basic Navigation Course](#).

- This is a virtual training.
- After you have completed Banner Navigation, you have to complete the required document [here](#). Be sure to follow directions for appropriate signatures.

2. *Anytime you get a new fund this step needs to be completed:* Complete the Banner Privilege Request Form [here](#).

- This is a dynamic form that will be routed to your supervisor for approval.
- You will need the fund number, org, and supervisor's email.
- Once you sign it will be routed for signature and approval.

3. Those working remotely: The Virtual Private Network (VPN) service is required to connect you to the Marshall University Network (MUNet). This is needed to access:

- Banner-related services not available thru myMU (e.g. Banner Production and Pre-prod environments)
- Network Shares
- Internal SharePoint sites
- Remote Desktop Access to a computer or server

To access and view installation instructions visit the VPN page [here](#). For any issues with installation contact IT at itservicedesk@marshall.edu or 304-696-3200

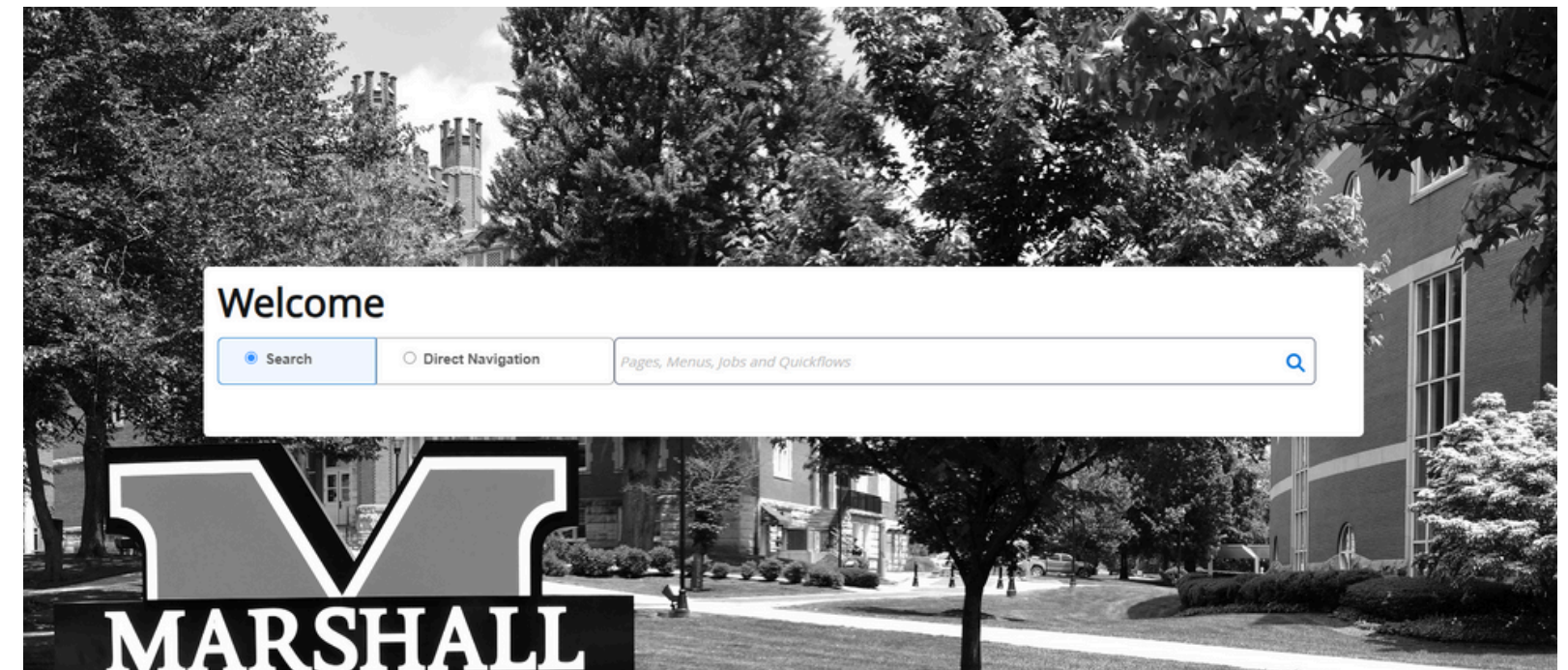
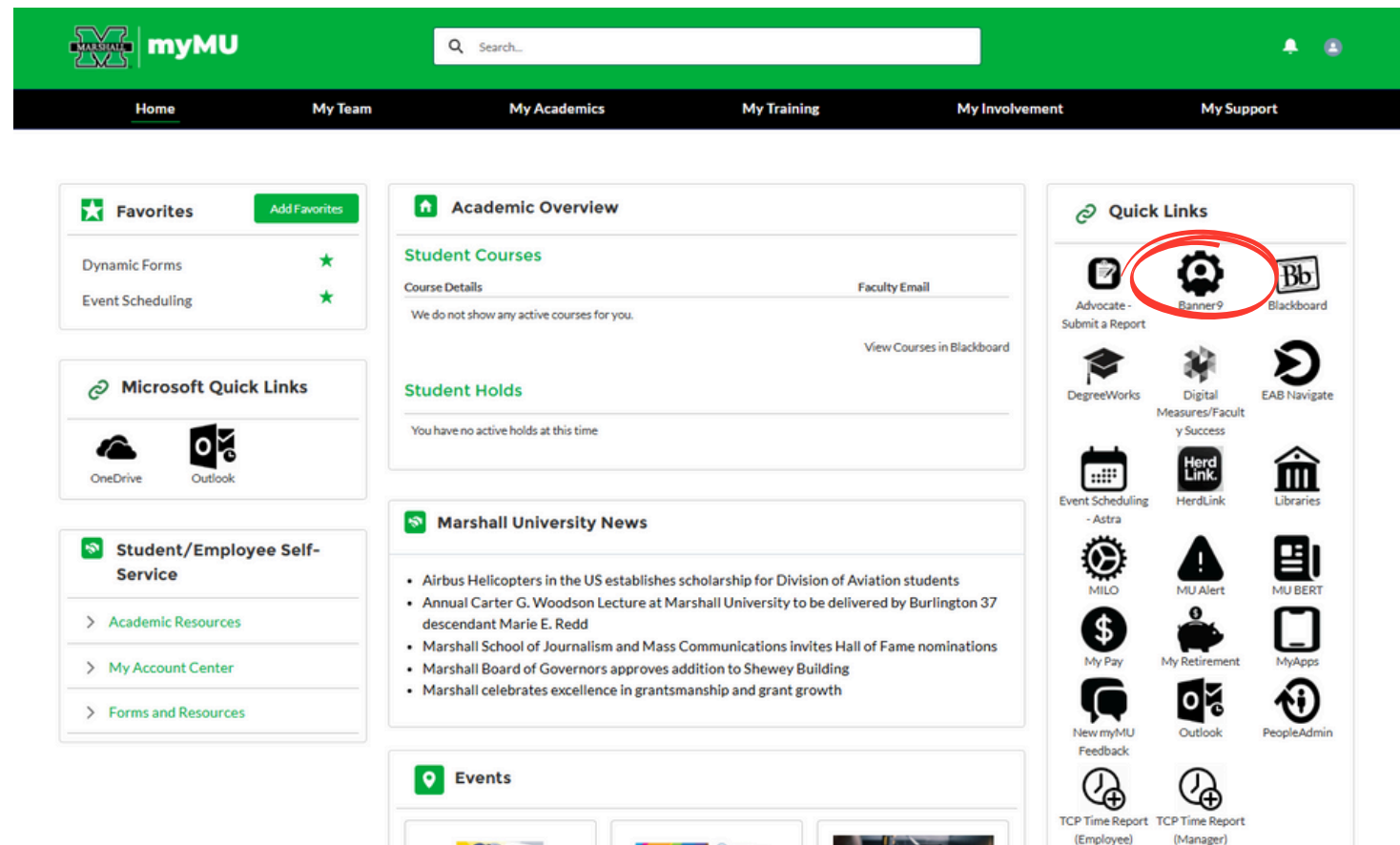
It is also recommended to obtain access to [MURC Informational Reports](#). This allows you to view payroll and P-card information. Payroll is helpful during grant reporting. This form is provided by Kayla Perry, our assigned Post-Award Officer during fund set-up. You can also access [here](#). Complete the form, send it to Amy Saunders, and copy Dee Lacy for signature and processing.

How to Login to Banner

There are two ways to Access Banner:

1. Use the direct link [here](#).
2. Login into MyMU Portal on the [Employee QuickLinks](#) menu.
 - On the next screen you will see *To access the Banner Database selection menu, [please click here](#).*
 - Then click on the Banner 9 link.

Note: You will need to sign in to myMU or the Banner 9 Production (BANPROD) page with your MUNet credentials to access Application Navigator.



How to View a Summary of the Budget & Expenditures



This form allows you to “drill down” to see detailed transactions

Use Banner Screen **FGIBDST**

Fill in:

- Chart: 2
- Fiscal Year:
- Commit Type: Both
- Fund
- Organization
- **Hit Go** or Alt Page Down

A screenshot of the Banner FGIBDST screen. The title bar reads "Organization Budget Status FGIBDST 9 3.6 (BanProd)". The interface includes several input fields: "Chart: * 2" (MU Research Corporation), "Index:", "Fiscal Year: * 22", "Query Specific: ", "Account", "Commit Type: Both", "Include Revenue: ", "Accounts", "Organization: 1510" (Research Corporation), "Program:", "Fund: 222128" (SOR Alliances Southern WV Coll FY22), "Account Type:", "Account: 70253" (Professional Services), and "Location:". A "Go" button is visible in the top right corner.

This screen is viewed by fiscal year

- Adjusted Balance: What is available in the account as of June 30. Commitments are included in the total.
- YTD Activity: Any expenses since the beginning of the year.
- Commitments: Anything encumbered to the fund but not charged.

This screen is broken down by account code and from this screen, you can drill down on the expense in each line item.

- Transaction Detail (FGITRND)
- Organizational Encumbrances (FGIOENC)

Screen FGITRND

This screen allows you to see a list of detailed transactions that is broken down by account code and from this screen, you can drill down on the expense in each line item.

- On-screen FGIBDST, put the cursor on YTD Activity
- Click on the account code then select **Related** in the top right corner of the screen and select **Transaction Detail (FGITRND)**.



Organization Budget Status FGIBDST 9 3 6 (BanProd)

Chart: 2 MU Research Corporation Fiscal Year: 22 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 1510 Research Corporation

Program: Account: 70253 Professional Services Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
70253	E	Professional Services		0.00	3,630.00
70256	E	Background Check		0.00	40.00
70257	E	Contractual Services		0.00	725.00
70261	E	In-State Travel		0.00	1,938.75
70262	E	Out of State Travel		0.00	5,896.82
7026B	E	Travel - Registration Fees		0.00	3,150.00
70352	E	Employment Advertising		0.00	235.49
70376	E	Supplies-Educational		0.00	1059
703B	E	Supplies Pool Budget	11,000.00		0.00
704B	E	Contractual Pool Budget	407,012.00		0.00
70510	E	Miscellaneous Expense		0.00	45.00
70533	E	Postage/Postal Expenses		0.00	173.10
706B	E	Other Pool Budget	26,775.00		0.00
71282	E	Subrecipient Disbursement < \$25000		0.00	46,935.62
71283	E	Subrecipient Disbursement > \$25000		0.00	191,454.52
790B	E	Indirect Cost Pool Budget		54,529.00	0.00
		Net Total		-499,316.00	-255,283.30

Navigation: 1 of 1 Per Page

Detail Transaction Activity FGITRND 9 3 22 (BanProd)

COA: 2 Fiscal Year: 22 Index: Fund: Program: Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *
70376	1510	0030	YTD	35.00	+	JE16	J0130677	04/29/2022	05/16/2022	P'Card Apr 2022	U	222128
70376	1510	0030	YTD	1,024.00	+	JE16	J0129412	01/31/2022	02/21/2022	P'Card Jan 2022	U	222128
			Total	1,059.00	+							

Navigation: 1 of 1 Per Page

Screen FGIOENC

This screen allows you to see a list of open Requisitions, POs, and Encumbrances

- On-screen FGIBDST, put the cursor on YTD Activity
- Click on the account code then select **Related** in the top right corner of the screen and select **Transaction Detail (FGITRND)**.



Organization Budget Status FGIBDST 9.3.6 (BanProd)

Chart: 2 MU Research Corporation Fiscal Year: 22 Index: Query Specific Account: [redacted] Include Revenue Accounts: [checked] Commit Type: Both Organization: 1510 Research Corporation [redacted]

Program: Account: 70253 Professional Services Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
70253	E	Professional Services		0.00	3,630.00
70256	E	Background Check		0.00	40.00
70257	E	Contractual Services		0.00	725.00
70261	E	In-State Travel		0.00	1,938.75
70262	E	Out of State Travel		0.00	5,896.82
7026B	E	Travel - Registration Fees		0.00	3,150.00
70352	E	Employment Advertising		0.00	235.49
70376	E	Supplies-Educational		0.00	1059
703B	E	Supplies Pool Budget	11,000.00	0.00	0.00
704B	E	Contractual Pool Budget	407,012.00	0.00	0.00
70510	E	Miscellaneous Expense		0.00	45.00
70533	E	Postage/Postal Expenses		0.00	173.10
706B	E	Other Pool Budget	26,775.00	0.00	0.00
71282	E	Subrecipient Disbursement < \$25000		0.00	46,935.62
71283	E	Subrecipient Disbursement > \$25000		0.00	191,454.52
790B	E	Indirect Cost Pool Budget		54,529.00	0.00
Net Total				-499,316.00	-255,283.30

1 of 1 Per Page

Organizational Encumbrance List FGIOENC 9.3.14 (BanProd)

Chart: 2 Fiscal Year: 22 Index: Organization: 1510 Research Corporation Fund: [redacted]

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P2200716	[redacted] Inc		0 70208	0030			13,432.57	U
P2201063	[redacted]		0 71282	0030			1,642.33	U

How to Check Account Availability



Use Banner Screen **FGIBAVL**

Fill in:

- **Chart:** 2
- **Fund:** Put the fund number you are inquiring about here.
- **Account:** 601
- **Fiscal Year:** Current fiscal year unless want to look at past fund availability.
- **Commit Type:** Both
- **Hit Go** or Alt Page Down as a shortcut

This screen will show the available balance as of today

This is a real-time balance with the expectation of two items

- MU Payroll
- P-Card Expenses – This is uploaded on the 10th -15th of the following month. Example: October P-Card won't be reflected until November 10th-15th

A screenshot of the Banner system interface for Budget Availability Status FGIBAVL 9.3.13 (BanProd). The screen displays a form with the following fields:

- Chart: * 2
- Index: []
- Fund: * 223090
- Account: 70253
- Fiscal Year: * 24
- Commit Type: Both
- Organization: 1524
- Program: 0010

Below the form, there are sections for "Keys --->" and "Control Fund:", "Control Account:", "Pending Documents: []", "Control Organization:", and "Control Program:". The interface includes a navigation sidebar on the left and a top menu bar with options like ADD, RETRIEVE, RELATED, and TOOLS.

Screen FGIBAVL: What does it mean?



This screen is viewed by fiscal year

- **Adjusted Balance:** What is available in the account as of June 30. Commitments are included in the total.
- **YTD Activity:** Any expenses since the beginning of the year.
- **Commitments:** Anything encumbered to the fund but not charged.
 - **Example:** MURC encumbers salary and benefits through the end date of the fiscal year. The available balance in this line reflects what the balance would be on June 30 if no funds were added or no reallocation of funds. However, we know that there is another year of funding coming. Available Balance will never be realized. Take the Available Balance and add it back in Commitments to get the true balance in salary today.
 - **Example:** Contractual Pool Budget is where the money is allocated to the Sub-awardee's lives. This is where the money is pulled from when an invoice is submitted, and a requisition is created.

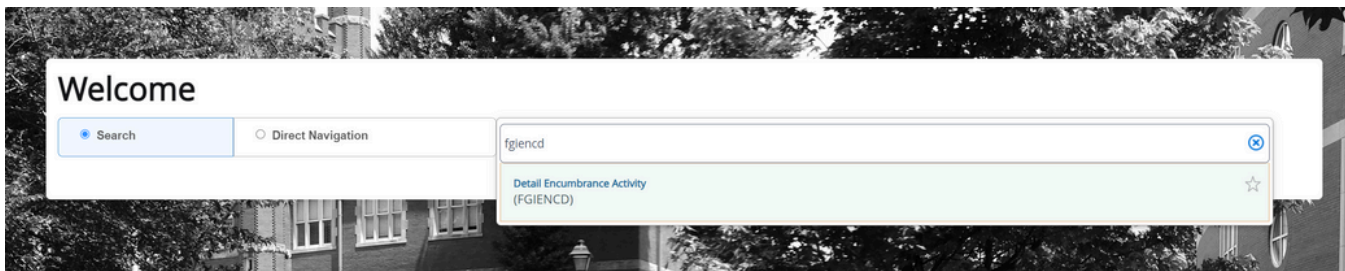
The screenshot shows a web application interface for 'Budget Availability Status FGIBAVL 9.3.13 (BanProd)'. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a notification bell. Below the navigation bar, there are search filters for 'Chart: 2', 'Fiscal Year: 24', 'Index:', 'Commit Type: Both', 'Fund:', and 'Organization:'. A 'Start Over' button is located on the right. The main content area is titled 'BUDGET AVAILABILITY STATUS' and contains a table with the following data:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
704B	Contractual Pool Budget	212,212.39	21,966.75	154,447.52	35,798.12	<input type="checkbox"/>

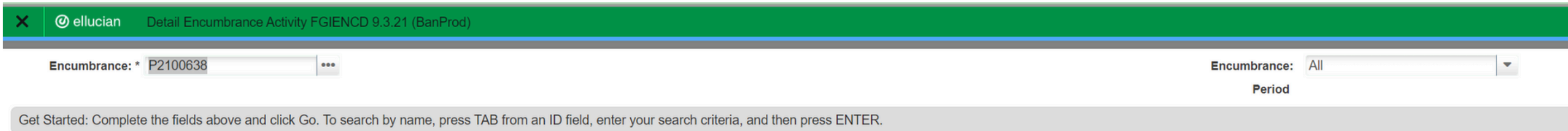
Screen FGIENCD: Detail Encumbrance Activity Form

Use this screen to view purchase order balances and see payments paid against the PO. For this screen, you can use an encumbrance, purchase order, or requisition number.

Type **FGIENCD** in the search box and then hit Enter.



You will be taken to the **Detail Encumbrance Activity** form, enter the PO number in the Encumbrance field and click either GO or Alt-PageDown.



Screen FGIENCD: Detail Encumbrance Activity Form

You will now see the Encumbrance Information and your cursor will be in the Encumbrance Detail section. By clicking the right arrow on the bottom left corner of the Encumbrance Detail area, you can scroll through every line of the PO

Note the following Encumbrance Information:

1. **Description** – vendor name
2. **Status** – O or C indicates whether the PO is open or closed
3. **Type** – P indicates that this is a PO
4. **Date Established** – date PO was created
5. **Balance** – balance left on PO
6. **Vendor** – vendor ID and name

Note the following Encumbrance Details:

1. **Item** – a numbered list of what was ordered on the PO
2. **Sequence** – each different Fund, Orgn, Acct, and Prog (FOAP) combination on a line is considered to be a sequence
3. **Fiscal Year** – FY in which PO was created
4. **Status** – O or C, indicating open or closed
5. **Commit Indicator** – U
6. **Index, Fund, Orgn, Acct, and Prog**
7. **Encumbrance** – original amount encumbered on this line
8. **Liquidation** – total of all payments made against the line
9. **Balance** – encumbrance remaining on the line

Encumbrance: P2100638 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION			
Description	Bulldog Creative Services	Date Established	08/25/2020
Status	C	Balance	0.00
Type	P	Vendor	270086421 Bulldog Creative Services LLC

ENCUMBRANCE DETAIL			
Item	0 Document Accounting Dis	Orgn	1510
Sequence	1	Acct	70253
Fiscal Year	21	Prog	0030
Status	C	Actv	
Commit Indicator	U	Locn	
		Proj	
COA	2	Encumbrance	3,350.00
Index		Liquidation	-3,350.00
Fund	119039	Balance	0.00

Record 1 of 1

TRANSACTION ACTIVITY					
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
08/25/2020	PORD	P2100638		3,350.00	3,350.00
09/22/2020	INEI	I0664943		-670.00	2,680.00
12/16/2020	INEI	I0668402	T	-2,680.00	0.00
12/16/2020	ADEI	I0668402	T	0.00	0.00

Record 1 of 4

Screen FGIENCD: Detail Encumbrance Activity Form

As you scroll through the lines in the Encumbrance Detail, the Transaction Activity section reflects the activity for each line

A few Transaction Types:

- **PORD** = PO created
- **CORD** = Change to PO (a.k.a. "Change Order")
- **INEI** = Invoice entry
- **ICEI** = Invoice cancellation
- **E090** = Encumbrance roll from the previous year

Encumbrance: P2100638 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION				Insert	Delete	Copy	Filter
Description	Bulldog Creative Services	Date Established	08/25/2020				
Status	C	Balance	0.00				
Type	P	Vendor	270086421 Bulldog Creative Services LLC				

ENCUMBRANCE DETAIL				Insert	Delete	Copy	Filter
Item	0 Document Accounting Dis	Orgn	1510				
Sequence	1	Acct	70253				
Fiscal Year	21	Prog	0030				
Status	C	Actv					
Commit Indicator	U	Locn					
		Proj					
COA	2	Encumbrance	3,350.00				
Index		Liquidation	-3,350.00				
Fund	119039	Balance	0.00				

1 of 1 Per Page Record 1 of 1

TRANSACTION ACTIVITY						Insert	Delete	Copy	Filter
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance				
08/25/2020	PORD	P2100638		3,350.00	3,350.00				
09/22/2020	INEI	I0664943		-670.00	2,680.00				
12/16/2020	INEI	I0668402	T	-2,680.00	0.00				
12/16/2020	ADEI	I0668402	T	0.00	0.00				

10 Per Page Record 1 of 4

This screenshot shows that a PO was created on 8/25/2020 for \$3,350 and two payments were made for \$670 and \$2,680.

Screen FGIOENC: Organizational Encumbrance List

This screen displays all open encumbrances for a fund. Use this if you only have the fund number.

Type in the **Fund** number and hit Go.

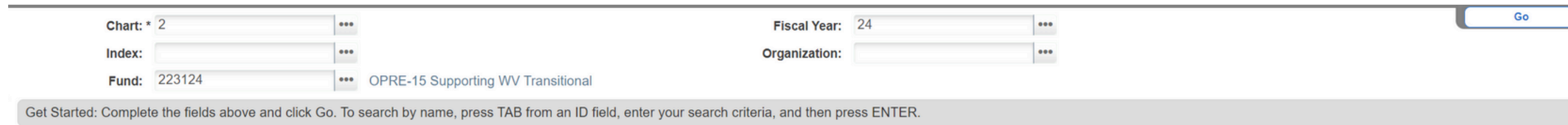
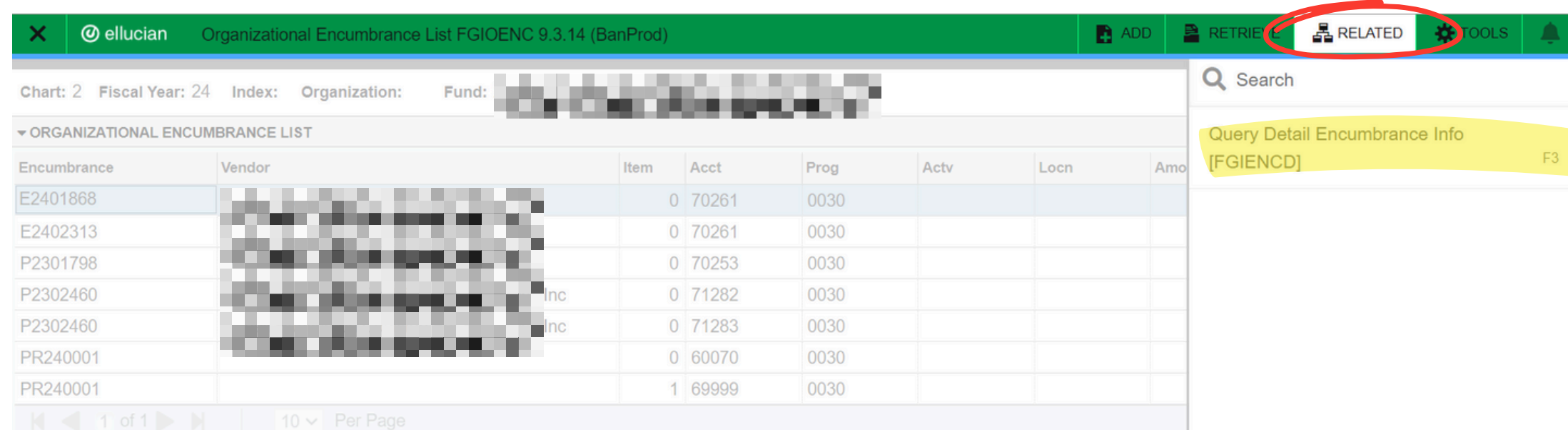


Chart: * 2 ... Fiscal Year: 24 ...
Index: ... Organization: ...
Fund: 223124 ... OPRE-15 Supporting WV Transitional

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



To view more information about a requisition or PO select the document type you want to view then click on Related in the upper right-hand corner. This will bring up a listing of **Related Forms**. To view the document select Query Detail Encumbrance Info. You will then be taken to the query form **FGIENCD** as discussed previously.



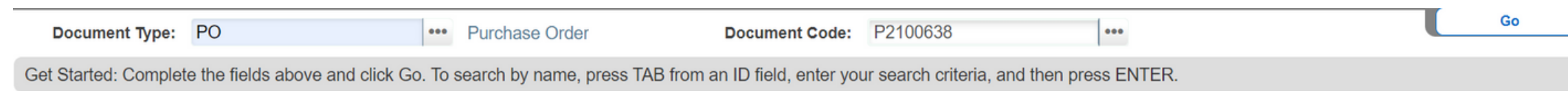
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amo
E2401868		0	70261	0030			
E2402313		0	70261	0030			
P2301798		0	70253	0030			
P2302460		inc	0	71282	0030		
P2302460		inc	0	71283	0030		
PR240001		0	60070	0030			
PR240001		1	69999	0030			

Screen FOIDDOCH: Document History

This screen allows you to see the status of all documents attached to a completed requisition. You may inquire about the following document types: **REQ-Requisitions** **PO-Purchase Orders**

Note: This screen is not used for encumbrances.

Type **Document Type** (PO or REG) and the **Document Code** (PO or REG number). Hit Go.



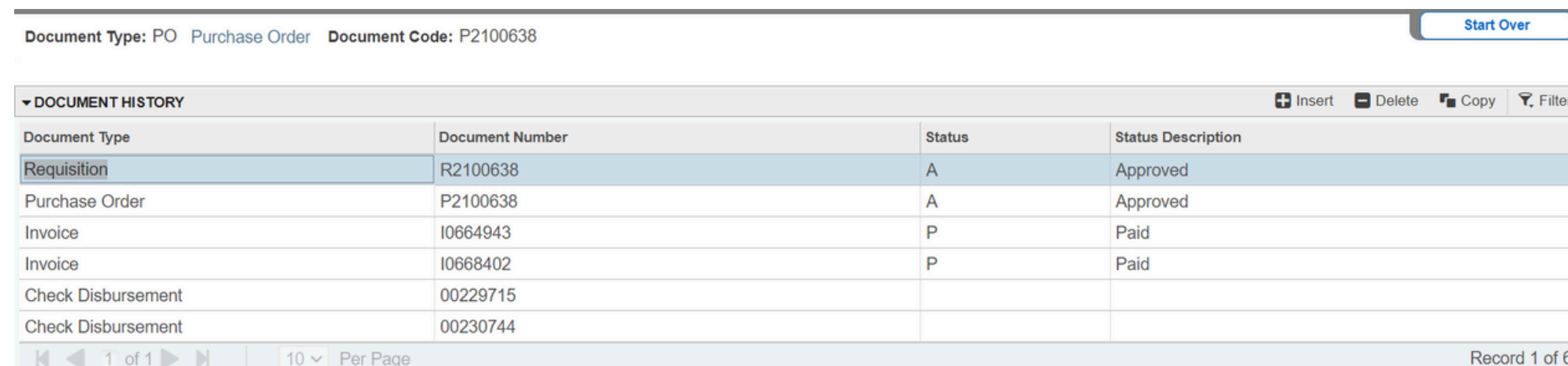
Document Type: PO Purchase Order Document Code: P2100638 Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



A listing of all documents associated with that number will populate. The fields will tell you what the status is of that document.

- Blank- the requisition or PO has not been completed.
- C- The requisition or PO has been completed but not yet approved.
- A- The requisition or PO has been completed and approved.
- P- The document has been paid.
- X- The requisition or PO has been canceled.



Document Type	Document Number	Status	Status Description
Requisition	R2100638	A	Approved
Purchase Order	P2100638	A	Approved
Invoice	I0664943	P	Paid
Invoice	I0668402	P	Paid
Check Disbursement	00229715		
Check Disbursement	00230744		

Document Type: PO Purchase Order Document Code: P2100638 Start Over

DOCUMENT HISTORY Insert Delete Copy Filter

1 of 1 10 Per Page Record 1 of 6

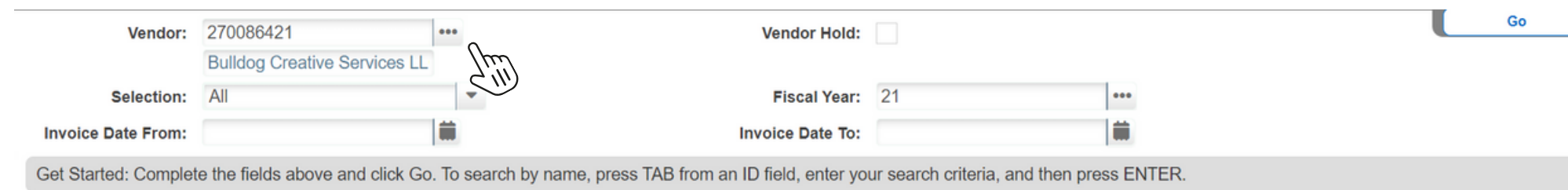
Screen FAIVNDH: Vendor Detail History

Use this screen to view vendor payment history by fiscal year or by time period based on invoice dates.

On the Vendor Detail History screen, you will need to know the vendor number to search for payment history.

- If you do not know the vendor number, click on the three dots that are on the right side of the vendor box that is located to the right of the vendor box and then click on **Entity Name/ID Search** to be taken to the **FTIIDEN** screen.

Note: See previous slide **Looking Up a Vendor in Banner** for steps on how to identify the vendor if needed.



Vendor: 270086421 ... Bulldog Creative Services LL

Vendor Hold:

Selection: All

Fiscal Year: 21 ...

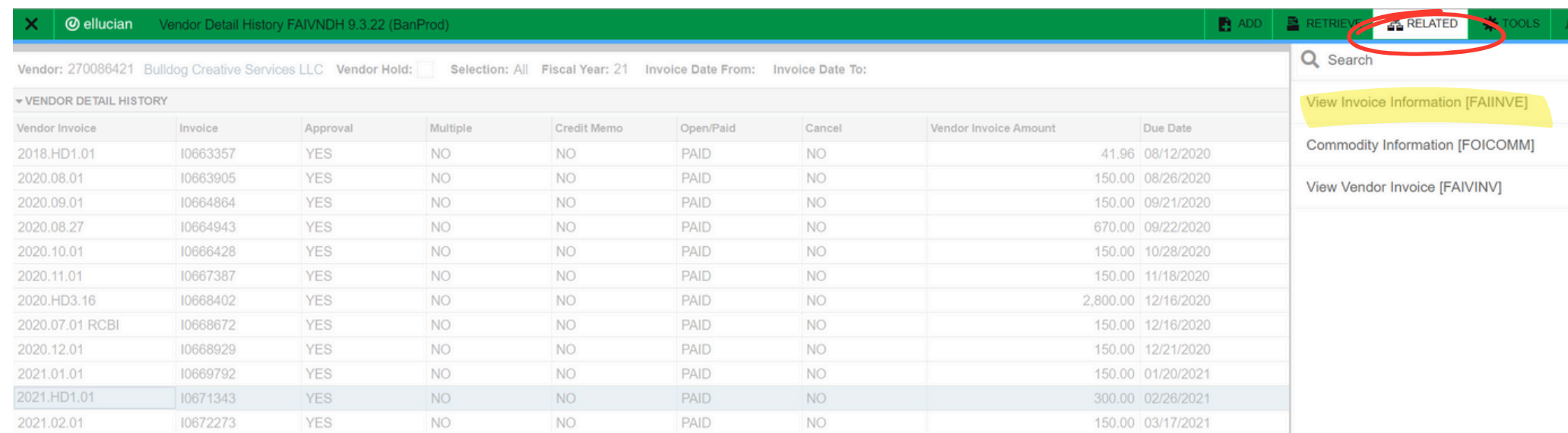
Invoice Date From:

Invoice Date To:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

To view more information about the vendor you can then click on **Related** in the upper right-hand corner. This will bring up a listing of **Related Forms**. Click **View Invoice Info**. You will then be taken to the query form **FAIINVE**



Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date
2018.HD1.01	10663357	YES	NO	NO	PAID	NO	41.96	08/12/2020
2020.08.01	10663905	YES	NO	NO	PAID	NO	150.00	08/26/2020
2020.09.01	10664864	YES	NO	NO	PAID	NO	150.00	09/21/2020
2020.08.27	10664943	YES	NO	NO	PAID	NO	670.00	09/22/2020
2020.10.01	10666428	YES	NO	NO	PAID	NO	150.00	10/28/2020
2020.11.01	10667387	YES	NO	NO	PAID	NO	150.00	11/18/2020
2020.HD3.16	10668402	YES	NO	NO	PAID	NO	2,800.00	12/16/2020
2020.07.01 RCBI	10668672	YES	NO	NO	PAID	NO	150.00	12/16/2020
2020.12.01	10668929	YES	NO	NO	PAID	NO	150.00	12/21/2020
2021.01.01	10669792	YES	NO	NO	PAID	NO	150.00	01/20/2021
2021.HD1.01	10671343	YES	NO	NO	PAID	NO	300.00	02/26/2021
2021.02.01	10672273	YES	NO	NO	PAID	NO	150.00	03/17/2021

Screen FAINVE: Vendor Invoice Information

In the **Last Name** field, enter the name of the company or the last name of the individual whose Banner ID you need to find, and then click either Go or press the F8 button on your keyboard to perform the search.

Helpful hints:

Document: * 10671343 Multiple:

Document: 10671343 Multiple: General Encumbrance Vendor: 270086421 Bulldog Creative Services LLC Vendor Hold: Purchase Order: E2102973 [Start Over](#)

INVOICE/CREDIT MEMO HEADER Insert Delete Copy More Information Filter

Invoice Date	01/07/2021	Document Accounting	<input type="checkbox"/>
Transaction	02/26/2021	Check Vendor	<input type="text"/>
Cancel		Collects Tax	<input type="text" value="N"/> Collects no taxes
Address Code	AP	City	Huntington
Sequence Number	2	State or Province	WV
Street Line 1	1400 Commerce Avenue	ZIP or Postal Code	25701
Street Line 2		Nation	
Street Line 3		Direct Deposit Status	No
Discount Code		IAT	<input type="checkbox"/>
Payment Due	02/26/2021	ACH Transaction	<input type="text"/>
Bank	1A MURC - Chase Bank Checking	Type	<input type="checkbox"/> Credit Memo
Vendor Invoice	2021.HD1.01		<input checked="" type="checkbox"/> 1099 Vendor
1099 Tax ID	270086421		<input type="checkbox"/> Direct Deposit Override
Income Type	NC Nonemployee Compensation		<input type="checkbox"/> Text Exists