Checking the Status of your Grant Fund:

Available Balance, Expenditures, and Payments in Banner (Requisitions, Purchase Orders (PO) and Encumbrances

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Getting Started

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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

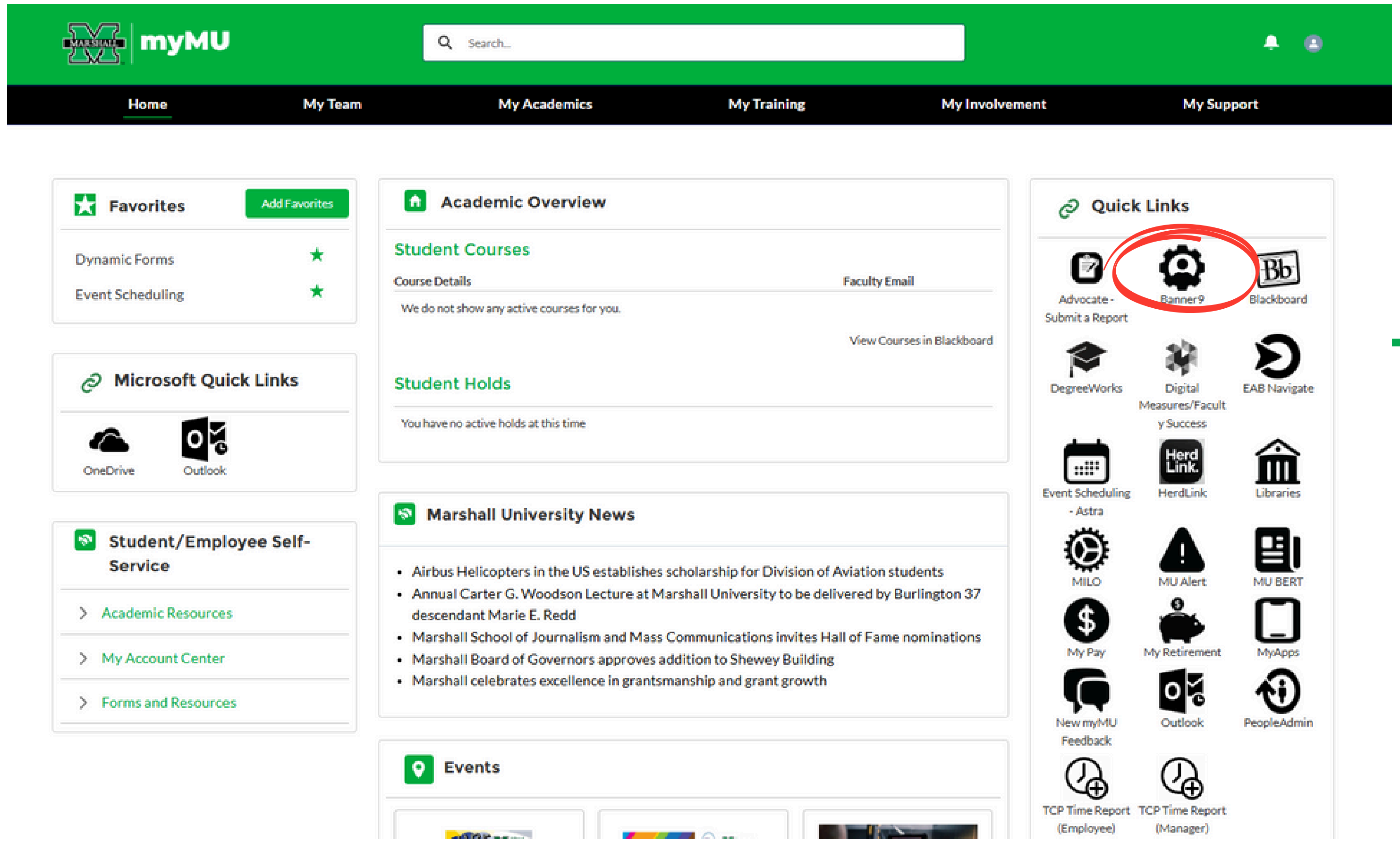
It is also recommended to obtain access to MURC Informational Reports. This allows you to view payroll and P-card information. Payroll is helpful during grant reporting. This form is provided by Kayla Perry, our assigned Post-Award Officer during fund set-up. You can also access here. Complete the form,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

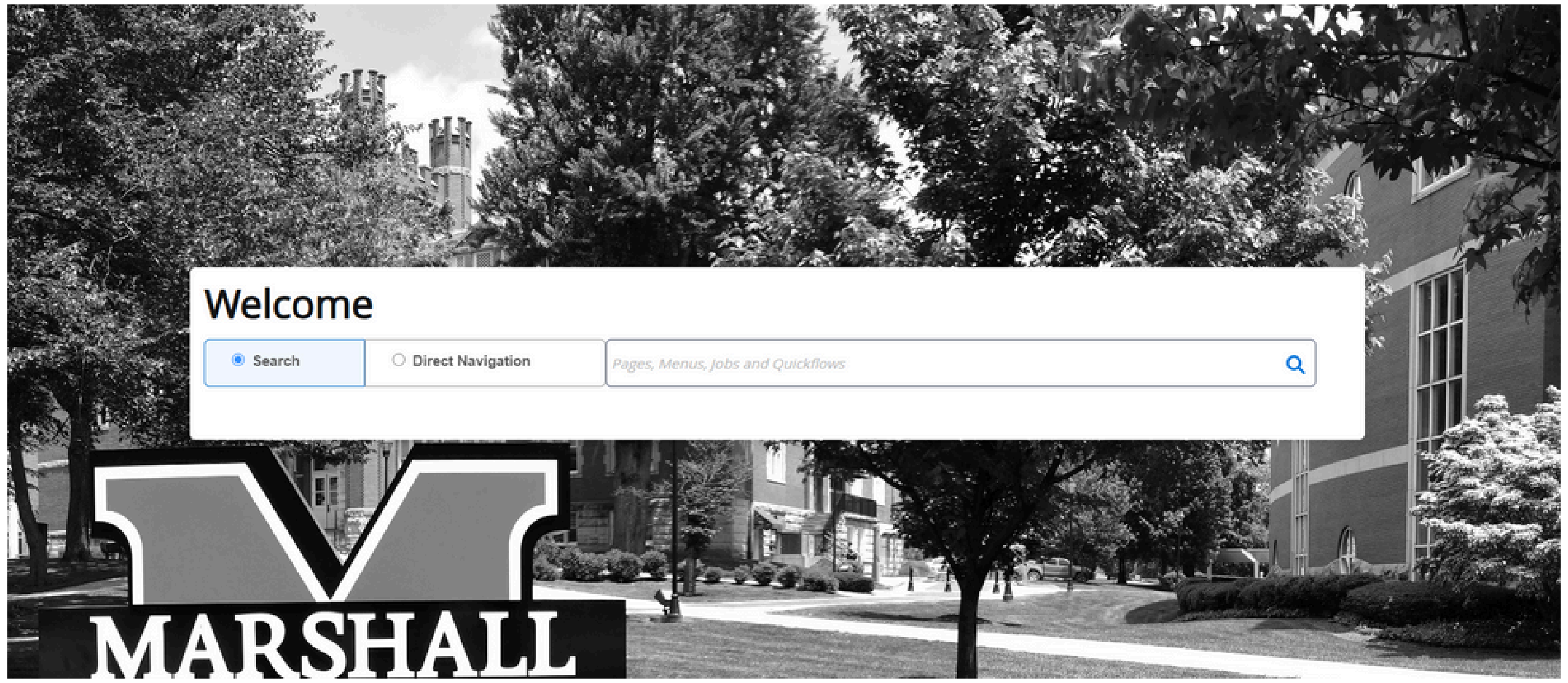
How to Login to Banner

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.





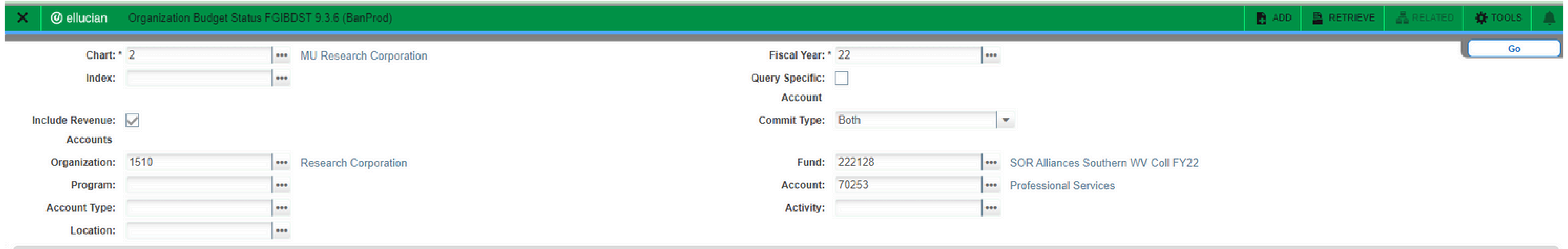
How to View a Summary of the Budget & Expenditures

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



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

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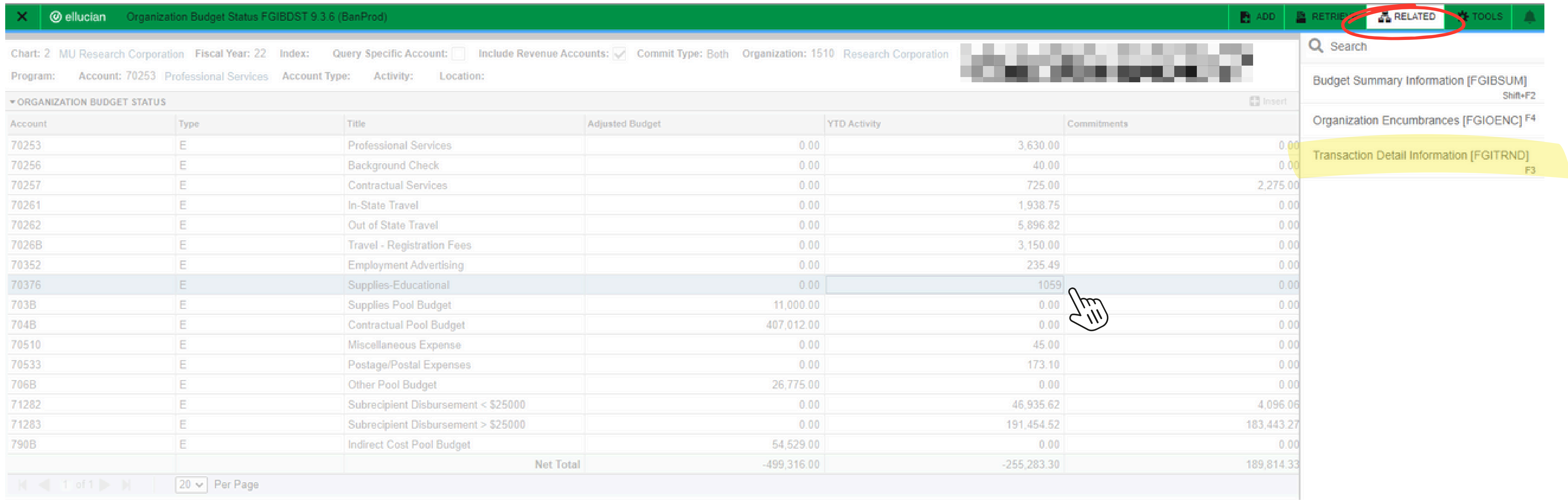
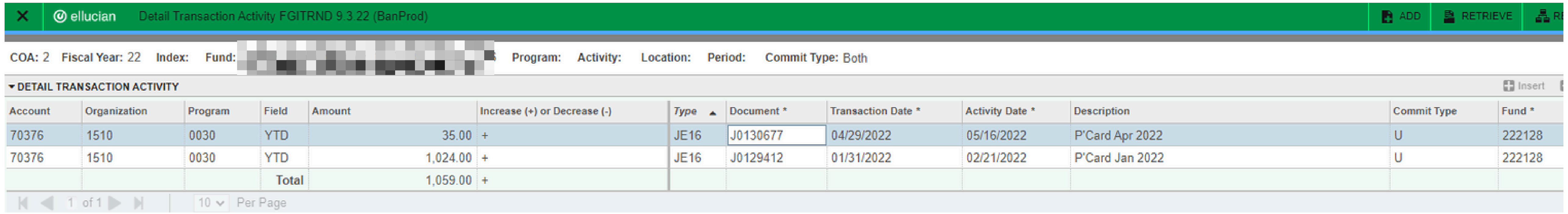
This screen allows you to see a list of detailed transactions that is broken down by account code and from this screen, you can drill down on the expense in each line item.

- 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)**.

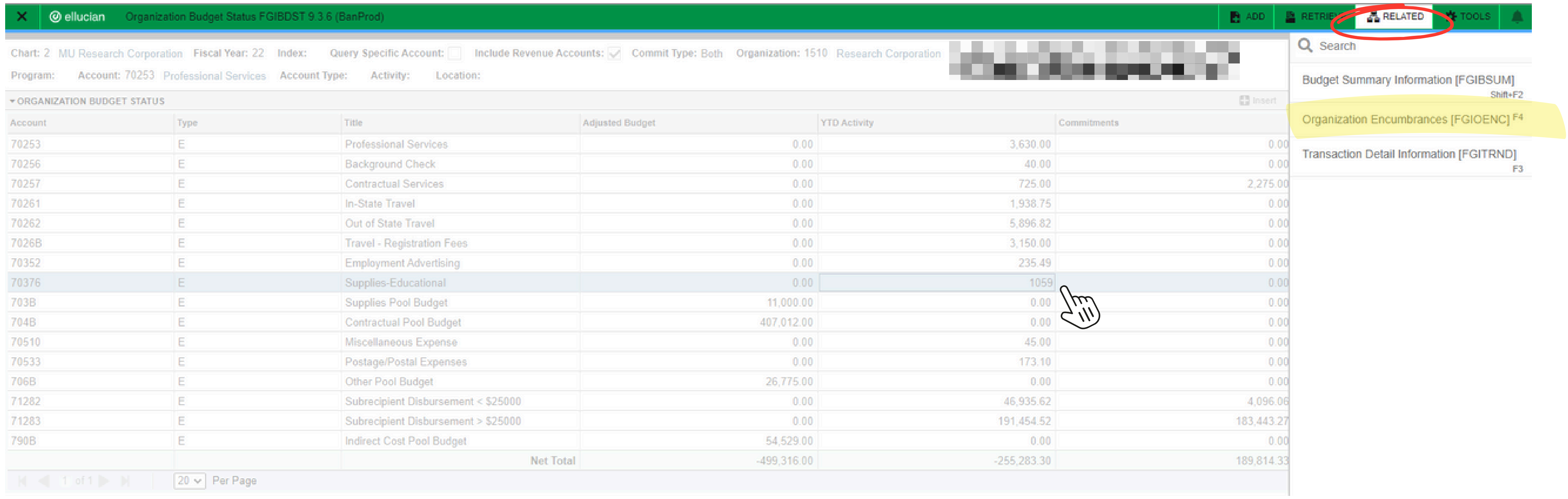


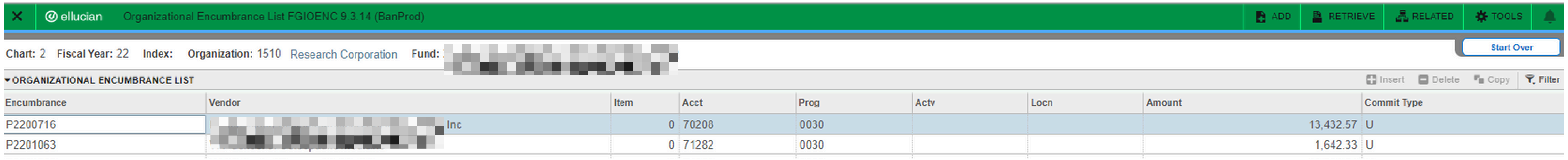


Screen FGIOENC

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)**.





How to Check Account Availability

Use Banner Screen **FGIBAVL**

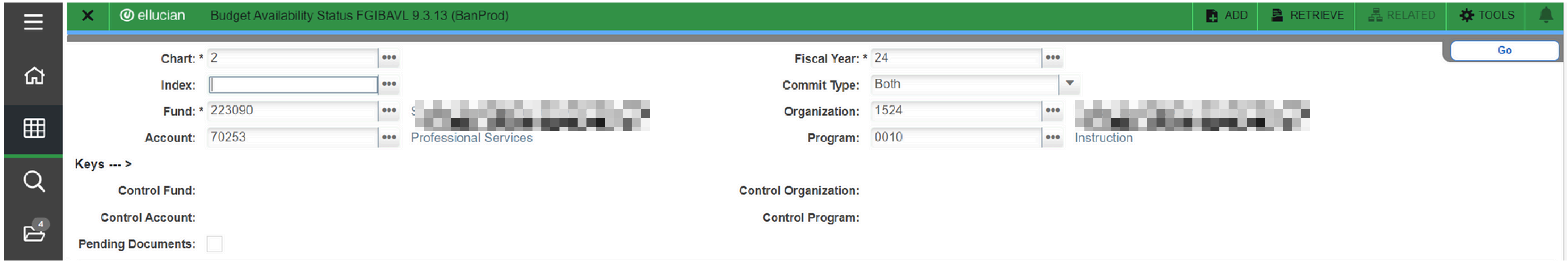
Fill in:

- **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

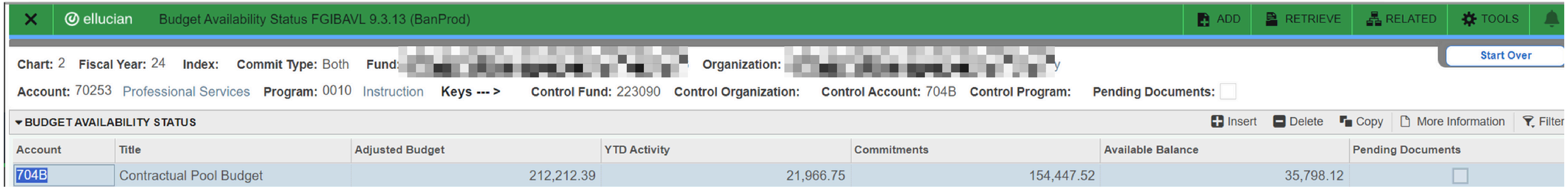
- MU Payroll
- P-Card Expenses – This is uploaded on the 10th -15th of the following month. Example: October P-Card won't be reflected until November 10th-15th



Screen FGIBAVL: What does it mean?

This screen is viewed by fiscal year

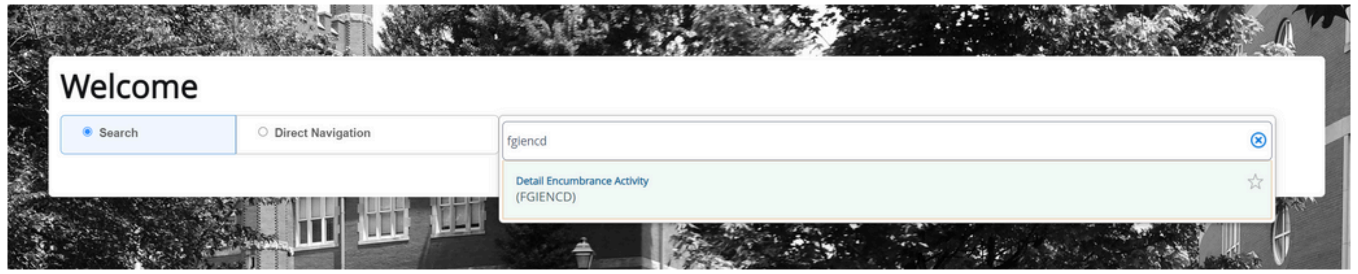
- **Adjusted Balance**: What is available in the account as of June 30. Commitments are included in the total.
- **YTD Activity**: Any expenses since the beginning of the year.
- **Commitments**: Anything encumbered to the fund but not charged.
    - ***Example****: MURC encumbers salary and benefits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



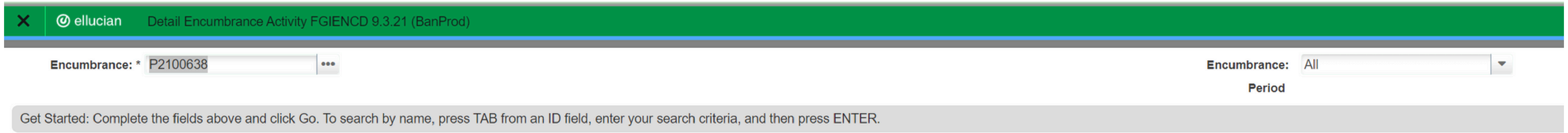
Screen FGIENCD: Detail Encumbrance Activity Form

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

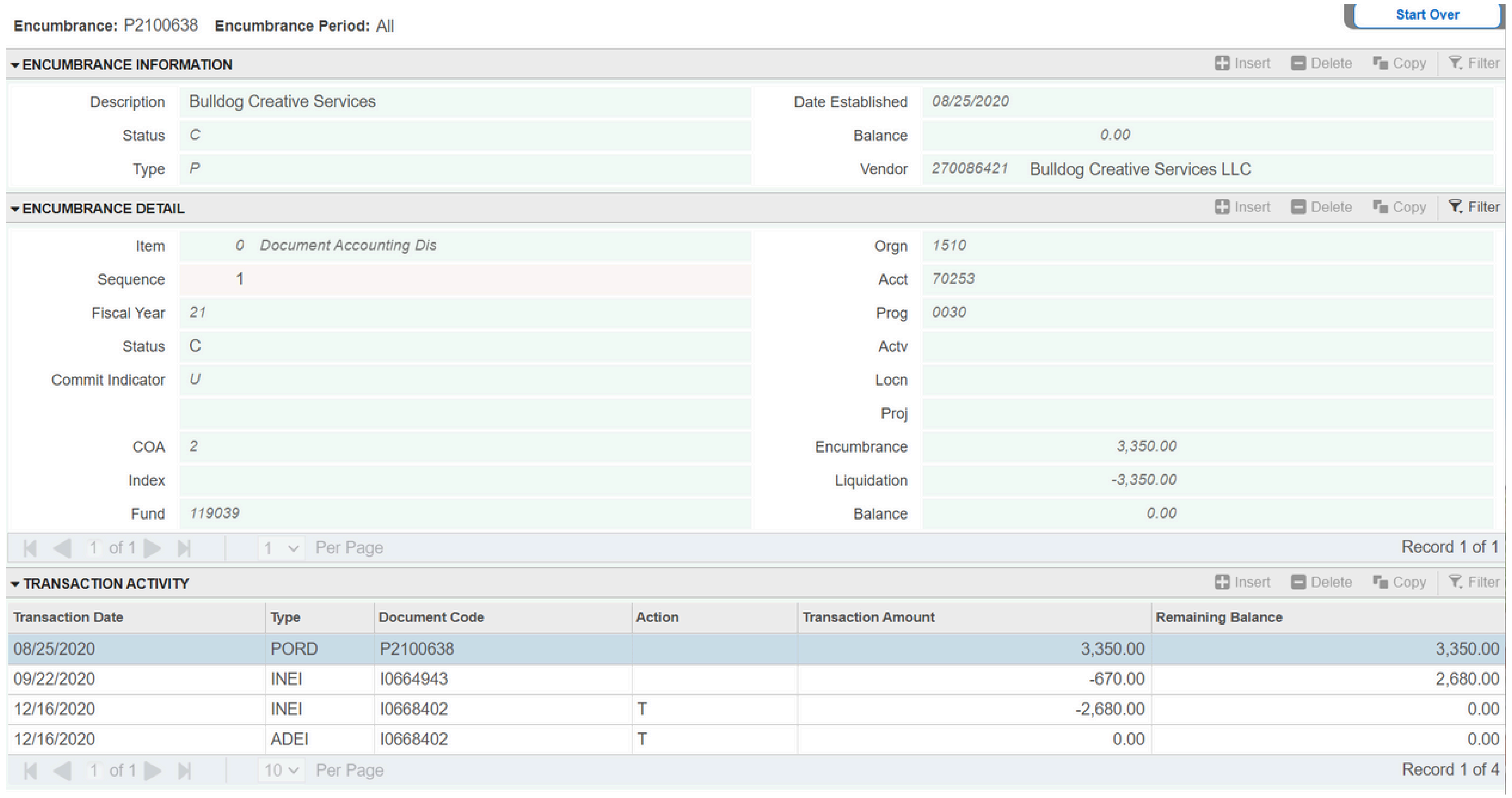
You will now see the Encumbrance Information and your cursor will be in the Encumbrance Detail section. By clicking the right arrow on the bottom left corner of the Encumbrance Detail area, you can scroll through every line of the PO

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 — Insert Delete Copy Filter

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

ENCUMBRANCE DETAIL — Insert Delete Copy Filter

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

1 of 1 — 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

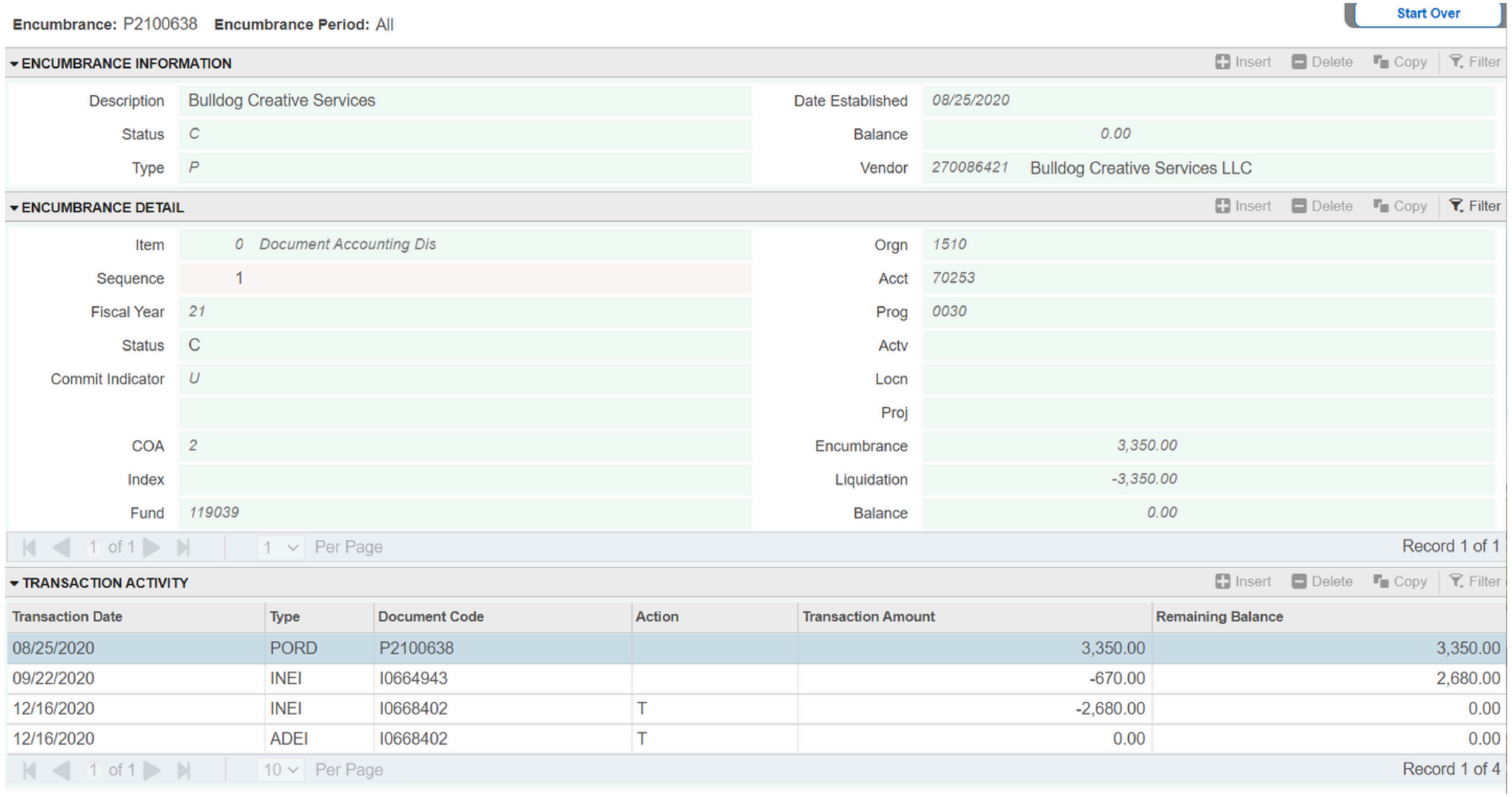
1 of 1 — 10 Per Page — Record 1 of 4

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



Start Over

Encumbrance: P2100638 **Encumbrance Period:** All

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 | 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

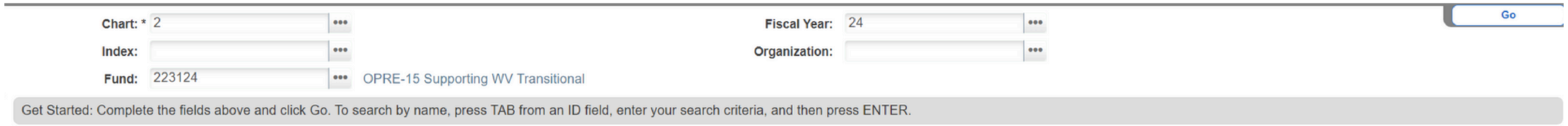
1 of 1 | 10 Per Page | Record 1 of 4

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.

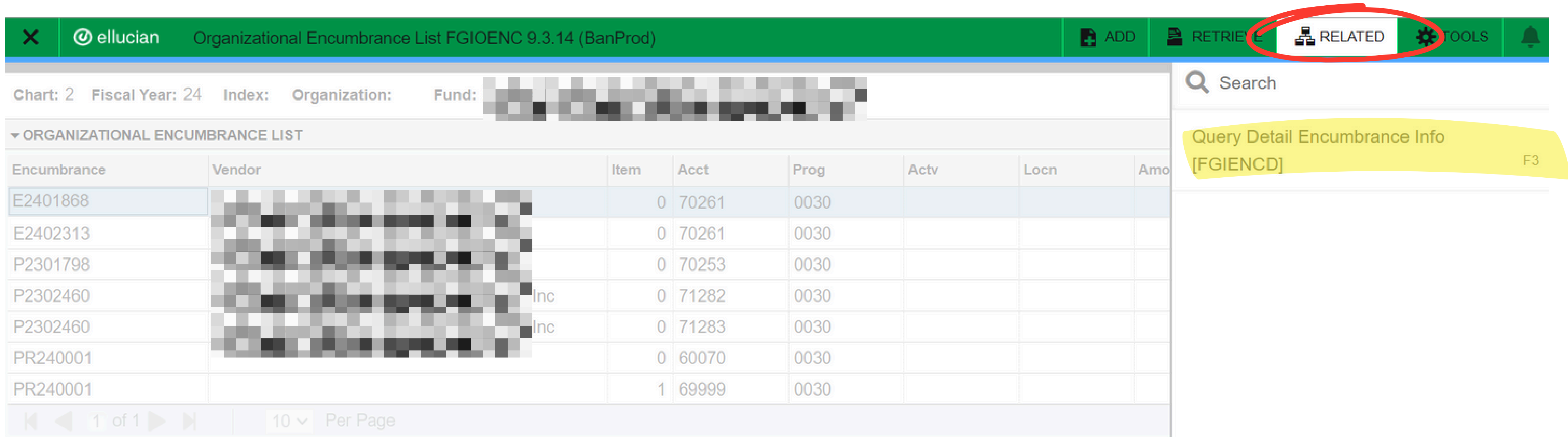
Screen FGIOENC: Organizational Encumbrance List

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.



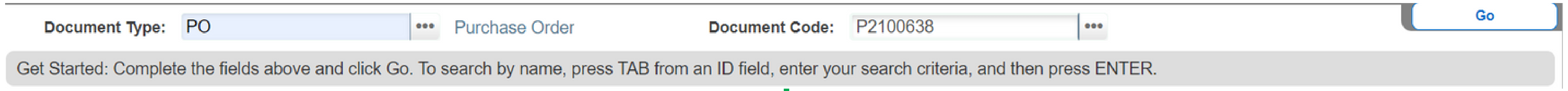
To view more information about a requisition or PO select the document type you want to view then click on Related in the upper right-hand corner. This will bring up a listing of **Related Forms**. To view the document select Query Detail Encumbrance Info. You will then be taken to the query form **FGIENCD**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



Screen FOIDOCH: Document History

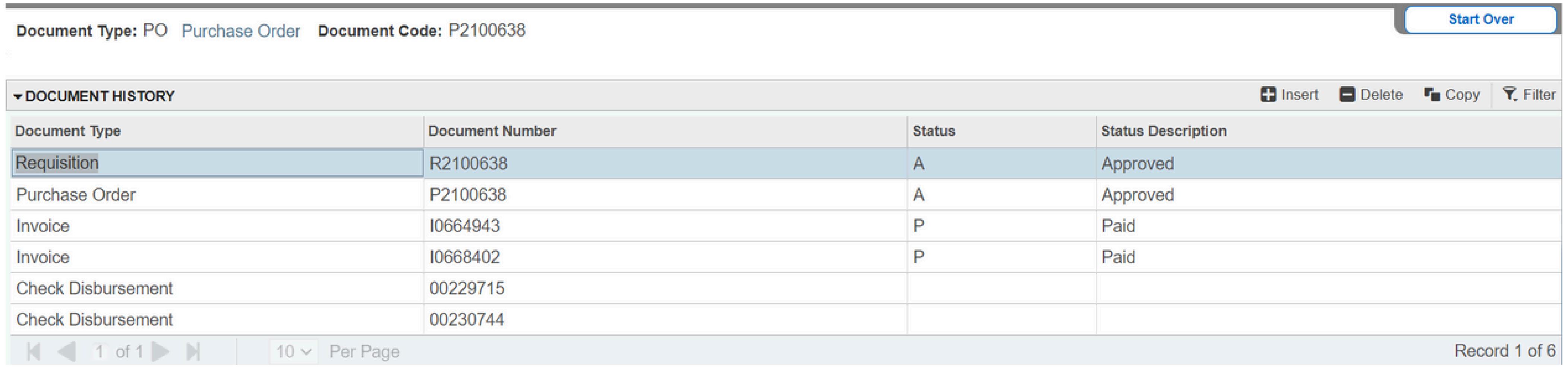
This screen allows you to see the status of all documents attached to a completed requisition.
You may inquire about the following document types: **REQ-Requisitions** **PO-Purchase Orders**
Note: This screen is not used for encumbrances.

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



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: PO Purchase Order Document Code: P2100638 Start Over

DOCUMENT HISTORY Insert Delete Copy Filter

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		

1 of 1 10 Per Page Record 1 of 6

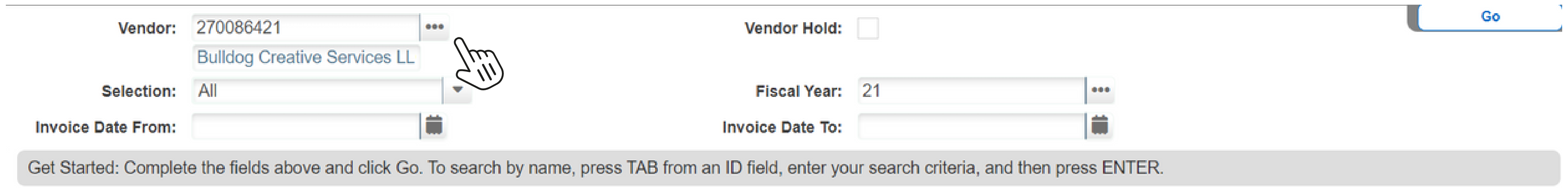
Screen FAIVNDH: Vendor Detail History

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

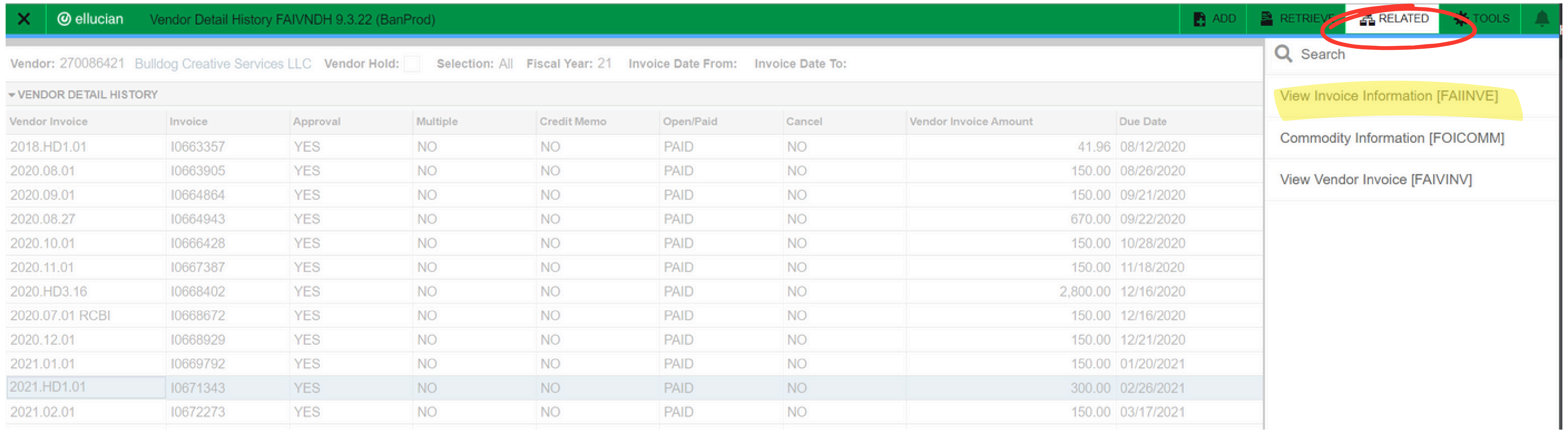
On the Vendor Detail History screen, you will need to know the vendor number to search for payment history.

- 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.*



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	I0663357	YES	NO	NO	PAID	NO	41.96	08/12/2020
2020.08.01	I0663905	YES	NO	NO	PAID	NO	150.00	08/26/2020
2020.09.01	I0664864	YES	NO	NO	PAID	NO	150.00	09/21/2020
2020.08.27	I0664943	YES	NO	NO	PAID	NO	670.00	09/22/2020
2020.10.01	I0666428	YES	NO	NO	PAID	NO	150.00	10/28/2020
2020.11.01	I0667387	YES	NO	NO	PAID	NO	150.00	11/18/2020
2020.HD3.16	I0668402	YES	NO	NO	PAID	NO	2,800.00	12/16/2020
2020.07.01 RCBI	I0668672	YES	NO	NO	PAID	NO	150.00	12/16/2020
2020.12.01	I0668929	YES	NO	NO	PAID	NO	150.00	12/21/2020
2021.01.01	I0669792	YES	NO	NO	PAID	NO	150.00	01/20/2021
2021.HD1.01	I0671343	YES	NO	NO	PAID	NO	300.00	02/26/2021
2021.02.01	I0672273	YES	NO	NO	PAID	NO	150.00	03/17/2021

Screen FAIINVE: 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: