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<td>FAIINVE</td>
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<tr>
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<tr>
<td>Can retrieve and download file into excel</td>
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<tr>
<td>FRS Old 091 Equivalent- provides budget availability by org, fund, range or combination</td>
<td>FGRBDSC</td>
<td>Budget Status Report (2)</td>
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<tr>
<td>FRS Old 090 Equivalent- provides details on all transactions- can retrieve by fund, org, range or combination</td>
<td>FGRDSTA</td>
<td>Transaction Detail Report (3)</td>
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<td>Report showing transactions for fund or range of funds</td>
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<td><strong>Fixed Assets:</strong></td>
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</tr>
<tr>
<td>View Fixed Assets - cost and depreciation</td>
<td>FFADEPR</td>
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<td></td>
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<tr>
<td>Search for assets . Use wildcards or asset number</td>
<td>FFIFALV</td>
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<tr>
<td><strong>Contract, Grant &amp; Plant Fund Information:</strong></td>
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<td>Identifies sponsor, project period, PI, award amount, responsible dept</td>
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<td>Grant Maintenance</td>
<td>006 &amp; 009</td>
</tr>
<tr>
<td>Grant Budget Status - details on spending by account</td>
<td>FRGRNT</td>
<td>Inception to Date Details</td>
<td>019 (grant)</td>
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<tr>
<td>Detail transactions on contract/grant/plant fund</td>
<td>FRIGRTD</td>
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<td>023 (grant)</td>
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<tr>
<td>Report showing transactions on fund or range of funds</td>
<td>FRRGRTD</td>
<td>Grant Inception to Date (4)</td>
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<tr>
<td>Attributes for a fund - will provide type of agreement, fed-flow or not (good for Contracts &amp; grants info)</td>
<td>FTMFUND</td>
<td>Fund Code Maintenance</td>
<td>006 &amp; 009</td>
</tr>
<tr>
<td>Indirect cost info, including basis, rate &amp; distribution</td>
<td>FRMUND</td>
<td>Research Acct Grant Maint</td>
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<td>Listing of grants by organization (ORG)</td>
<td>FRIORGH</td>
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<td>Listing of grants by PI</td>
<td>FRIPSTG</td>
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<tr>
<td>Report available in EPRINT only. Two reports run each period. 1st report is summary information on indirect cost; 2nd report is detailed information</td>
<td>FRRGRNT</td>
<td>Deferred Grant-IC Summary</td>
<td></td>
</tr>
</tbody>
</table>

*Instructions for running reports are found on Banner Finance page under Banner Finance Resources section*


*
LOG ON PROCEDURES
https://auaccess.auburn.edu/cp/home/displaylogin
Select "Employee" option and then "AU Access"
Enter AU username and password
Once portal is accessed, select appropriate module

COMMONLY USED RULE CLASS CODES

BUDGET
AU04  Budget Transfers (temporary adjustment)
BD01 Original adopted budget (permanent)
BD04  Budget Adjustments (temporary)
REQUISITION AND PURCHASE ORDER
PCLQ  Cancel Purchase Order
POLQ  Purchase Order Liquidation
PORD  Establish purchase order
RCQP  Cancel Requisition
REQP  Requisition-Reservation
ACCOUNTS PAYABLE
CNEI  Cancel check with encumbrance
CNEC  Cancel check no encumbrance
CCNI  Cancel check no encumbrance
DCSR  Direct Cash Receipt
DNCE  Check payment with encumbrance-credit memo
DNEI  Check payment no encumbrance
CNCC  Cancel credit memo no encumbrance
INCNI Cancel credit memo no encumbrance
ICNI  Cancel Invoice no encumbrance
INEC  Credit memo no encumbrance
INNEI Cancel check with encumbrance-credit memo
INNC  Credit memo no encumbrance
INNI  Accts Pay invoice no encumbrance
GENERAL LEDGER
CR05  Cash Receipt
JE15  Intra-fund journal entry (within same fund)
JE16  Inter-fund journal entry (DECs, ITVs, Direct Chg)

ACCOUNT CODE STRUCTURE

- Fund - assets, liabilities & fund balances identified by type (ex-unrestricted base fund, plant fund, restricted project fund)
- Organization - revenue, expense & budget for unique organizational unit - identifies who is spending the funds
- Account - identifies type of revenue, expense, asset, liability
- Program - identifies function & A-21 class (org research, general administration, instruction)

WAYS TO ACCESS INFORMATION ON BANNER

Self Service Banner (SSB)
Banner Admin
E-Print Reports (Banner Main Menu-bottom section)
ARGOS http://argos.auburn.edu/argos/

BANNER ADMIN FORMS STRUCTURE

Banner Admin screens are named using seven alpha characters. Finance forms begin with "F". The 2nd character relates to module; the 3rd character is form type and the 4th-7th characters provides form function.

MODULE: (2nd character) FORM: (3rd character)
- Finance Operations M - Maintenance
- Finance Operations M - Maintenance
- Budget & Position Control V - Validation
- Accounts Payable Q - Query
- General Ledger I - Inquiry
- Research Accounting R - Research Accounting

GENERAL INFORMATION-FUNDS & ORGS

- Budget Transfers (temporary adjustment)
- Original adopted budget (permanent)
- Budget Adjustments (temporary)

ACCOUNTS PAYABLE
- Cancel check with encumbrance
- Cancel check no encumbrance
- Check payment with encumbrance-credit memo
- Check payment no encumbrance
- Cancel credit memo with encumbrance
- Cancel invoice with encumbrance
- Cancel Invoice no encumbrance
- Credit memo no encumbrance

GENERAL LEDGER
- Cash Receipt
- Intra-fund journal entry (within same fund)
- Inter-fund journal entry (DECs, ITVs, Direct Chg)

DOCUMENT CODES FOUND IN BANNER (begins with)

AF  A/R Feed
BS  Bookstore Direct Charge
CC  Copy Cat Direct Charge
DC  Dixon Conference Center Direct Charge
E  General Encumbrance Number
FA  SIS BRS Accounting Fee
FC  Facilities Division Direct Charge
FL  LMS Accounting Fee
FS  Food Service Direct Charge
FY  Foy Student Union Direct Charge
I  Invoice Code
IA  AU BRS Student Refunds
IM  AUM Student Refunds
IT  OIT Direct Charge
J  Journal Voucher (ITVs and DECs)
P  Purchase/Change Order Code
R  Requisitions Code
TC  Tiger Card Direct Charge
TE  TES Direct Charge
TS  Treasury Services Direct Charge
WK  PPS Works Purchasing Card Feed

OTHER BANNER DOCUMENTS

READING SELF SERVICE BANNER QUERIES

SSB Budget Query By Account
When your organization does not have revenue, do not check the 'include revenue' box as part of query. The true balance available will show in bottom right corner of the query.
When your organization does have revenue, check the 'include revenue' box. The balance available will show in bottom right hand corner. You will need to calculate.
1. Take the opposite sign of the adjusted budget (report total at the bottom of the adjusted budget column).
2. Add (or subtract if the amount is negative) the year-to-date amount (report total at the bottom of the year-to-date column).
3. Add (or subtract if the amount is negative) the commitments amount (report total at the bottom of the commitments column).
4. Your calculation should be your true balance.

SSB Budget Query by Organizational Hierarchy
When your organization does not have revenue, do not check revenue box as part of query. The true budget balance available will show in bottom right corner of query.
When your organization does have revenue, check revenue box. Budget Available Balance will show up on far right side of query, but will require you reverse the sign of the balance.
Example: If available balance shows as ($100,000), reverse sign to see actual available budget balance of $100,000. Tip: if you check 'include revenue', reverse the available budget balance showing. If you don't check 'include revenue' the sign is accurate.

CONTRACT AND GRANT INFORMATION:

Document Number Starts with:
- G  Deferred Grant Calculations JV
- PB  Contract & Grant Project Balance Load
- PP  Contract & Grant Project Budget Load

Rule Class Codes:
- GRAR  Accrued Accounts Receivable
- GRRV  Accrued Revenue
- GRIC  Indirect Cost Charge
- GRRI  Indirect Cost Recovery
- ITD  Project-to-Date Balance Load