





About These Instructions

- The [Enter] key and the [Tab] key are interchangeable – most of the time.
- The mouse can be used – most of the time – to move from field to field. The instructions use the [Tab] key to move from field to field. Remember, in some situations the use of the [Tab] key is required.
- A **NEXT BLOCK** function can be performed a number of ways.
 1. Click on Block on the menu bar, and then click on Next.
 2. Click on a > caret if it is visible on the bottom left corner of the screen.
 3. Press the [Control] and [Page Down] keys simultaneously.
 4. If the I-beam is visible, click on the area of the form that represents the **NEXT BLOCK**.
 5. Click on the **NEXT BLOCK** icon 
- A **NEXT RECORD** function can be performed two ways:
 1. Click on Record on the menu bar, and then click on Next.
 2. Press the [↓] key.
 3. Click on the **NEXT RECORD** icon 

A **Query** can be performed in a couple of ways.

- **ENTER QUERY**
 1. Click on Query on the menu bar, and then click on Enter.
 2. Click on **ENTER QUERY** icon 
 3. F7 on the keyboard.
- **EXECUTE QUERY**
 1. Click on Query on the menu bar, and then click on Execute.
 2. Click on **EXECUTE QUERY** icon 
 3. F8 on the keyboard

See the Navigation section of this manual for additional information.

Accounting Periods

- 01 July
- 02 August
- 03 September
- 04 October
- 05 November
- 06 December
- 07 January
- 08 February
- 09 March
- 10 April
- 11 May
- 12 June

Process Submission Control Form (GJAPCTRL)


Purpose: This process is required to run and print a report. After clicking on the desired report from the Reports Menu, the **Process Submission Control Form (GJAPCTRL)** is displayed.

Required Fields:

Process: Defaults from the menu selection.



NEXT BLOCK

Printer: Type name of printer or click on  button to display printer choices. Highlight desired printer and click OK.




NEXT BLOCK


Parameter Values: Move cursor to values column by typing the [Tab] key. Use the [Down Arrow] key to move to the next line. Required parameters differ for each type of report. See appropriate page for instructions on particular reports.



NEXT BLOCK

Click on  button. Report will print and you will receive an e-mail message stating that the report has printed.

Other Options:

Save Defaults: Banner allows you to save the defaults for printing the same report again at a later date. Defaults can be overridden. To save, click inside the **Save Defaults** checkbox, enter a code in the **As** field with a description. To use the saved defaults, enter the code in the  field at the upper right hand corner of the page.

Accessing Financial Information Using A Telnet (Terminal) Interface

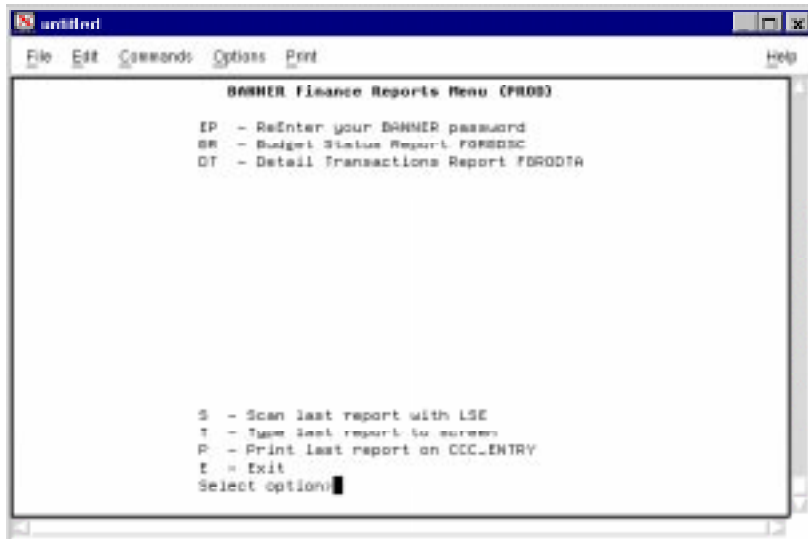
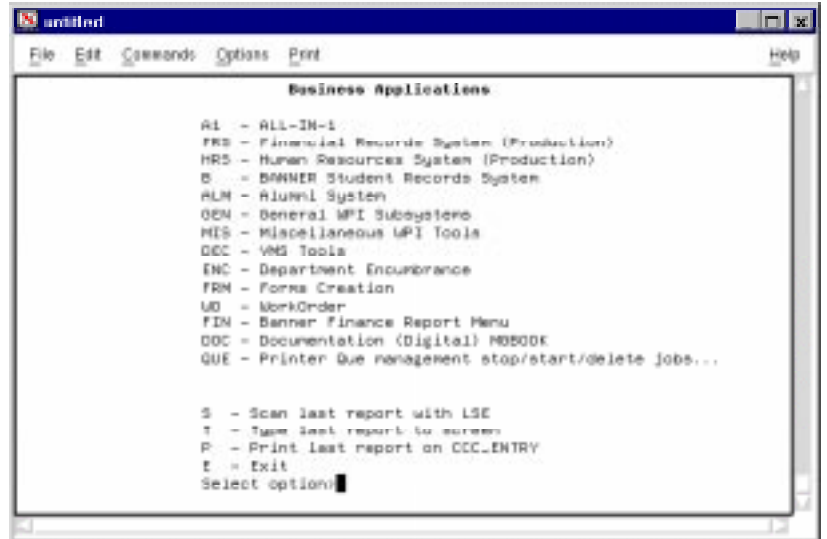
Printing Reports to a Local Printer

Log Into Elwood

- Log into Elwood, using a terminal emulator (QVT Term for example)
- Connect to the host "elwood"
- Enter your elwood username and password
- You should be at the \$ prompt

Using the FINREP MENU (Banner Finance Report Menu)

- At the \$ prompt type `finrep`
`$finrep`
- Enter your Banner Password (this is the same password you use if you were to run the BANNER 2000 client program on the PC)
- If you make a mistake in the password, you can re-enter the password by typing "EP"



Currently, the following reports are available:

- BR Budget Status Report FGRODSC** (showing budget, expenses, commitments and remaining available balance)
- DT Detail Transactions Report FGRODTA** (giving the detail for each FOAPAL transaction).

It is expected that more options will be added to this menu over time. The procedure to generate a report is always the

same.

The general process is:

- type the report option
- change the default values, if necessary
- run the report

HOW TO READ AN OPERATING BUDGET STATUS REPORT

The easiest way in Banner to determine how your department or organization is doing financially is by looking at the Budget Status Report (FGRBDSC). Think of this report as a snapshot of your department's finances at a particular point in time. The report compares the budgeted dollars allotted with what you have expended and encumbered to date and calculates the amount still available as of the date the report is run.

What do each of the columns of dollar amounts mean on the report?

The **Adjusted Budget** shows the current budgeted amounts by account (line item). The budget amounts are the amounts set on July 1st plus or minus any budget adjustments that you might have requested since the beginning of the fiscal year. The budget that will roll forward to the next fiscal year will not include any temporary transfers made for the current year only.

The **Current Period Activity** shows totals of charges and credits to your department during the current month.

The **Year to Date Activity** shows totals of charges and credits to your department from the start of the fiscal year to the date you specify when running this report.

The **Budget Reservations** column shows expenses committed but as yet unspent for the current year. Salaries and wages to be paid to faculty and staff for the remainder of the fiscal year will appear in this column as well as the cost of benefits associated with these salaries and wages. There will not be any amounts appearing in the nonsalary lines because WPI does not at the present time record purchase order commitments in Banner.

The **Available Balance** column is the difference by line item between budgeted amounts and expenses or revenue to date. The amount is calculated by taking budget less actual expenses and budget reservations for the remainder of the year. In other words, it is the amount you have available to spend from now until the end of the fiscal year. If you have outstanding purchase orders, you will need to manually subtract them from the available balances.

How does Banner group and total account lines?

In Banner, account lines are grouped by revenue (codes beginning with the number 5), personnel services (beginning with a 6), nonpersonnel expenses (beginning with a 7), and transfers between funds or organizations (beginning with an 8). The accounts appropriate for your department appear on the left of the report in ascending numerical order. At the bottom of the report are organization totals for these same groupings. Here you can see the total for revenue, the total for personnel services, the total for other expenses, and if applicable, the total for transfers. Because the total of all expenses for your organization is not shown on this report, you do need to manually add the totals for personnel and other expenses if you want to determine this amount.

HOW TO READ AN OPERATING BUDGET STATUS REPORT

What if my bottom line is negative?

The last line of the report is labeled “Net”. This amount is total revenue less total expense. If your department has expenses in excess of revenues, then this number will be negative. Since most departments at WPI are not budgeted or credited with revenue, it is likely that the bottom line on your report will be negative. Banner has simply subtracted the dollar amount of expenses from zero revenue and calculated a negative net balance.

Can you give an example of this report with “real numbers”?

The table below contains summary figures for a Budget Status Report and also, for analysis purposes, a column showing year to date activity as a percent of budget as well as a row for the subtotal of personnel and other than personnel expense. This report shows that as of January 14th 2001 there has been \$203,550 earned in revenue compared to a budget of \$217,350. The program has expended to date \$80,727.74 in personnel services plus \$19,547.26 in expenses other than personnel and has budget reservations (commitments) to expend another \$79,495.35. The program therefore has available to spend \$15,366.77 (\$5,677.03 plus \$9,689.74) between now and the end of the fiscal year. If there are outstanding purchase orders, then these must be manually subtracted from the balance available in order to determine the amount that is available with no prior commitments against it.

For organizations in which revenue is budgeted, such as in this example, then you must take into account the difference between budgeted revenue and revenue recorded to date. If no further revenue is expected, then the organization is limited for future expenditures to its net available total of \$1,566.77.

SAMPLE BUDGET STATUS REPORT					
As of January 14, 2001					
	ADJUSTED BUDGET	YTD ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	% BUDGET
Total Revenue	217,350.00	203,550.00		13,800.00	94%
Total Personnel Services	165,900.12	80,727.74	79,495.35	5,677.03	
Total Other Than Personnel	29,237.00	19,547.26		9,689.74	
Subtotal Expense	195,137.12	100,275.00	79,495.35	15,366.77	51%
Net	22,212.88	103,275.00	(79,495.35)	(1,566.77)	

What does all of this really mean?

After the first half of the year this program has expended 51%, a reasonable portion of its expense budget. The commitments for the remainder of the year will not cause its personnel lines to exceed budget. Revenue has reached 94% of budget for the first six months. The negative net under Available Balance is showing that compared to budget the amount remaining in available expense is \$1,566.77 greater than the amount remaining to be earned in revenue. The balance is negative because Banner calculates revenue less expense in all columns. At the present time this program is in a strong financial position. If, however, no additional revenue is earned during the remainder of the year while additional expenses of \$15,366.77 are incurred, then the program will finish the current fiscal year with unfavorable financial results.

HOW TO READ A **RESTRICTED FUND** STATUS REPORT (Restricted Fund numbers begin with 12, 17, 23, 24, 25 and 27)

The easiest way in Banner to review the financial position of a fund is to look at the Budget Status Report (FGRBDSC). Think of this report as a snapshot of your fund at a particular point in time. The report compares the funds received to the funds expended and encumbered to date and calculates the amount still available on the “period end” date.

What do each of the columns of dollar amounts mean on the report?

The **Adjusted Budget** for restricted funds is used for beginning (7/1) balances. The amounts in this column are the cumulative balance by line items carried forward from the previous years. The beginning balances of the first Banner year (7/1/98) are presented on account (line item) 8247.

The **Current Period Activity** shows totals of charges and credits to the fund during the current month.

The **Year to Date Activity** shows totals of charges and credits to the fund from the start of the fiscal year to the date you specify when running this report.

The **Budget Reservations** column shows expenses committed but as yet unspent for the current year. Salaries and wages scheduled to be paid to faculty and staff for the remainder of the fiscal year will appear in this column as well as the cost of benefits associated with these salaries and wages. There will not be any amounts appearing in the nonsalary lines because WPI does not at the present time record purchase order commitments in Banner.

The **Available Balance** column is the difference by line item between budgeted amounts and expenses or revenue to date. The amount is calculated by taking budget less year to date activity and budget reservations for the remainder of the year. In most cases, the available balance will appear negative for all expenditure lines, except beginning balances in line 8247, because restricted funds do not have budgeted amounts. The available balance on the “Net” line must be interpreted; a credit (minus sign) net available indicates a positive balance, while a debit (no plus or minus sign) net available balance is a deficit.

How does Banner group and total account lines?

In Banner, account lines are grouped by revenue (codes beginning with the number 5), personnel services (beginning with a 6), nonpersonnel expenses (beginning with a 7), and transfers between funds or organizations (beginning with an 8). The accounts used in the fund appear on the left of the report in ascending numerical order. At the bottom of the report are organization totals for these same groupings. Here you can see the total for revenue, the total for personnel services, the total for other expenses, and the total for transfers. Because the total of all expenses for the fund is not shown on this report, you do need to manually add the totals for personnel and other expenses if you want to determine this amount.

HOW TO READ A RESTRICTED FUND STATUS REPORT

Where are gifts and revenue received shown?

Revenue appears on an account line beginning with the number 5 (Ex. Account 5912 = fundraisers). Gifts received appear on revenue account line 5413-Miscellaneous Gifts.

What is the transfer line used for?

With restricted funds, transfer line 8241 is used to process transfers between funds.

Why are the balance available totals by revenue, expense and transfer categories negative?

Budgets are not used in the restricted funds (except for 7/1/98 beginning balance carryforward to line 8247). Banner calculates the available balance as the budget, minus year to date activity, minus budget reservations. The zero budget less the activity results in a negative number.

Can you give an example of this report with “real numbers”?

To illustrate these remarks, a sample Budget Status Report for a restricted fund at WPI is noted below. This report shows that as of May 31, 2001 there has been \$10,000 revenue received compared to previous years cumulative revenue \$35,000. The fund has expended to date \$8,610.52 (\$3,826 compared to previous years \$454 plus \$4,784.52 compared to previous years \$4,045.73) and has no payroll commitments. A budget transfer of \$16,025.63 was carried forward from 7/1/98. The fund therefore has available to spend \$47,915.38. If there are outstanding purchase orders, then these must be manually subtracted from the \$47,915.38 available balance in order to determine the amount that is available with no prior commitments against it.

SAMPLE BUDGET STATUS REPORT					
As of May 31, 2001					
		ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE
+	Total Revenue	(35,000)	10,000.00		(45,000.00)
-	Total Personnel Services	(454)	3,826.00	0	(4,280.00)
-	Total Other Than Personnel Services	(4,045.73)	4,784.52		(8,830.25)
-	Total Transfers	16,025.63			16,025.63
=	Net	(46,525.90)	1,389.48	0	(47,915.38)

What if my bottom line is negative?

As illustrated in the above example, a balance available in a restricted fund is shown as a credit. So, even though it appears negative, it is the credit balance available for spending.

HOW TO READ A **SPONSORED RESEARCH FUND** STATUS REPORT (Fund numbers between 200000 and 229999)

The easiest way in Banner to review the financial position of a Research fund is to look at Grant Inception to Date Report (FRRGITD). Think of this report as a snapshot of your fund at a particular point in time. The report compares the grant budget to the funds expended and encumbered and calculates the amount still available.

What do each of the columns of dollar amounts mean on the report?

The **Adjusted Budget** for Sponsored Research (S/R) funds is the grant budget that was available as of 06/30/98 plus any additional awards since 07/01/98.

The **Current Period Activity** shows totals of charges and credits to the fund during the current month.

The **Inception to Date Activity** shows totals of charges and credits to the fund from 07/01/98 to the date you specify when running this report.

The **Budget Reservations** column shows expenses committed but as yet unspent for the current year. Salaries and wages scheduled to be paid to faculty and staff for the remainder of the fiscal year will appear in this column as well as the cost of benefits associated with these salaries and wages. There will not be any amounts appearing in the non-salary lines because WPI does not at the present time record purchase order commitments in Banner.

The **Available Balance** column is the difference by line item between budgeted amounts and expenses or revenue to date. The amount is calculated by taking budget less year to date activity and budget reservations for the remainder of the year.

How does Banner group and total account lines?

In Banner, account lines are grouped by revenue (codes beginning with the number 5), labor or personnel services (beginning with a 6) and direct expenses (beginning with a 7). The accounts used in the fund appear on the left of the report in ascending numerical order. At the bottom of the reports are the organization totals for these same groupings. Here you can see the total for revenue, the total for labor and the total for direct expenditures. The amount shown on the revenue line in the Adjusted Budget column reflects the grant budget brought forward from FRS plus any new awards since July 1, 1998. The amount shown on the revenue line in the Inception to Date Activity column reflects the total amount spent since July 1, 1998. This revenue line is further broken down into the labor and direct expenses categories. The sum of these two lines equals the revenue line.

HOW TO READ A SPONSORED RESEARCH FUND STATUS REPORT

How do I tell what my real available balance is?

If there is no Salary Commitment, your available balance is the figure on the Revenue line in the Available Balance column. If there is a Salary Commitment, you need to do the following manual calculation to account for the indirect cost on that salary: add up all Salary Commitments and multiply them by the indirect cost rate. The current IDC rate through 06/30/02 is 69.30%. (Contact Sponsored Research Accounting at x5848 or x5603 for updated rates). Then, subtract the Salaries, the Benefits and the Indirect Costs from the figure in the Available Balance column. This is your real available balance.

Can you give an example of this report with “real numbers”?

To illustrate these remarks, a sample Grant Inception to Date Report for a Sponsored Research fund at WPI is noted below. This report shows that as of May 31, 2001:

- There is a budget of \$153,434.90
- There were expenses incurred in May of \$3,925.43
- There has been \$12,739.22 of expenses incurred since July 1, 1998
- There is a total labor commitment of \$13,595.85. This includes salary of \$10,833.35 and benefits of \$2,762.50 (at 25.5%)
- The available balance before salary commitments is \$140,695.68

Following the above instruction on how to calculate available balance:

$$\$10,833.35 \text{ (salary exp)} \times .693 \text{ (IDC rate)} = \$7,507.51 \text{ indirect cost commitment}$$

$$\$136,770.25 - \$10,833.35 - \$2,762.50 - \$7,507.51 = \$115,666.89 \text{ total available budget}$$

You have an available balance of \$115,666.89

SAMPLE GRANT INCEPTION TO DATE REPORT						
As of May 31, 2001						
		Adjusted Budget	Current Period Activity	Inception to Date Activity	Committed	Available Balance
+	Revenue	153,434.90	3,925.43	12,739.22	0.00	136,770.25
-	Labor	108,554.00	2,738.67	5,477.34	13,595.85	86,742.14
-	Direct Expenditures	44,880.90	1,186.76	7,261.88	0.00	36,432.26
	Net	0.00	0.00	0.00	-13,595.85	13,595.85

What does the NET line mean?

In sponsored research funds, your net line should be \$0.00 unless you have a salary commitment, in which case it would be the total amount of salary and benefits encumbered.

What if my available balance is negative?

You have overspent your grant and the amount of the overexpenditure should be moved out to another valid fund.