




SECTION 4: Transactions

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

Document History Form (FOIDOCH)

Purpose: To track the history of a purchase. While Banner allows **Document History Form (FOIDOCH)** to track ten (10) different processes, we only use two at WPI: invoice and check. The form displays each payable document number that exists relating to the document queried. In addition, **FOIDOCH** displays a status indicator for each document number. Complete information is also available through this form for each document number displayed.

Required Fields:

Doc Type: Valid codes are **INV** and **CHK**.

Doc Code: Enter the known document number. Document Number is found on the **Detail Transaction Activity Form (FGITRND)**


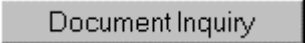
With the Doc Type and Doc Code entered



NEXT BLOCK to display all related document numbers, as well as the status indicator code for each document.

Drill Down Buttons:

Click the  button at any time to display a key for the status indicator codes.

To view a document,  **NEXT BLOCK** to move the document number and click on the  button. The appropriate form will be accessed to display the document, and the document number will default in the header block.



NEXT BLOCK and navigate through the form to view details.


Document Retrieval Inquiry Form (FGIDOCR)

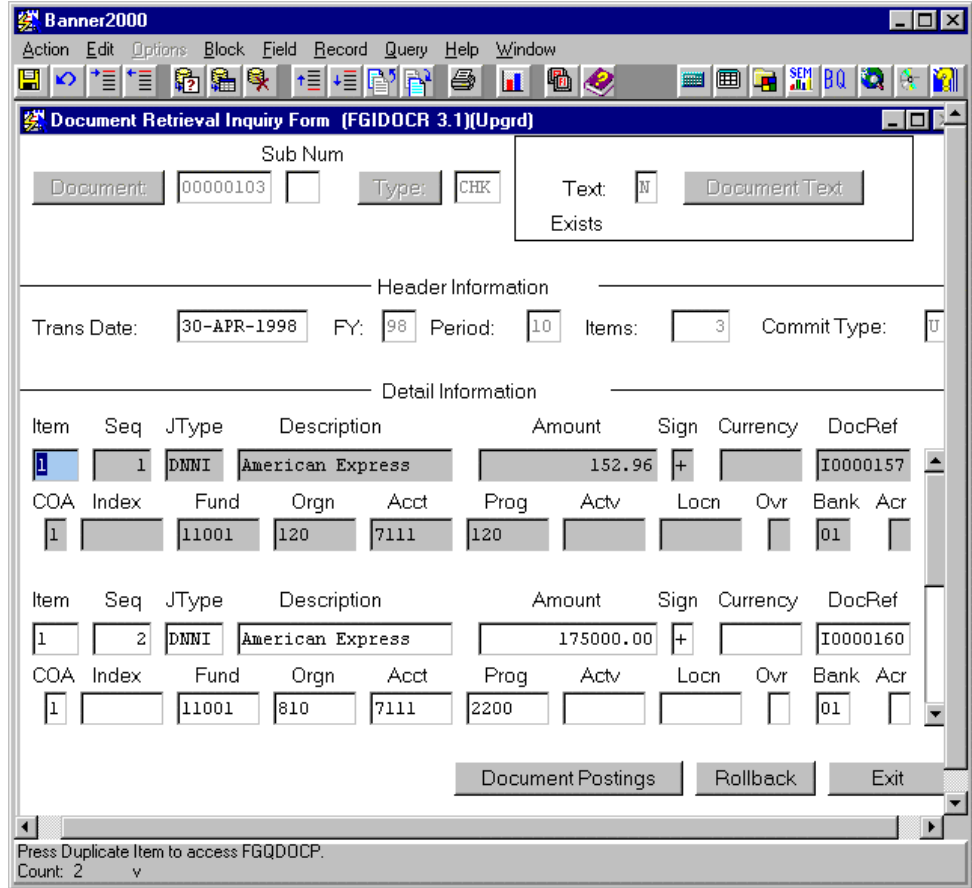
Purpose: On line query of processed transactions.

Required Fields in the header block:

Document #: - Retrieve from **Organization Budget Status Form (FGIBDST)**, drill down to **Detail Transaction Activity Form (FGITRND)**

Document Type- Will default from document number

 **NEXT BLOCK** to display accounting distribution.



The screenshot shows the Banner2000 interface for the Document Retrieval Inquiry Form (FGIDOCR 3.1). The window title is "Banner2000" and the menu bar includes Action, Edit, Options, Block, Field, Record, Query, Help, and Window. The toolbar contains various icons for file operations and navigation.

The form is divided into several sections:

- Sub Num:** Document: 00000103, Type: CHK, Text: N, Document Text: Document Text, Exists:
- Header Information:** Trans Date: 30-APR-1998, FY: 98, Period: 10, Items: 3, Commit Type: 0
- Detail Information:** A table listing transactions with columns for Item, Seq, JType, Description, Amount, Sign, Currency, and DocRef. Below this is a COA table with columns for Index, Fund, Orgn, Acct, Prog, Actv, Locn, Ovr, Bank, and Acr.

Item	Seq	JType	Description	Amount	Sign	Currency	DocRef
1	1	DNNI	American Express	152.96	+		I0000157
1	2	DNNI	American Express	175000.00	+		I0000160

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Ovr	Bank	Acr
1		11001	120	7111	120				01	
1		11001	810	7111	2200				01	

Buttons at the bottom: Document Postings, Rollback, Exit.

Status bar: Press Duplicate Item to access FGQDOCP. Count: 2 v

Detail Transaction Activity Form (FGITRND)

Purpose: The **Detail Transaction Activity Form (FGITRND)** will show transaction activity for a fund or fund/organization combination. The form may be queried for transactions for a particular account code, date, document number, or amount.

Required Fields:

Chart: Defaults with 1

Fiscal Year: defaults with the current fiscal year, but can be changed

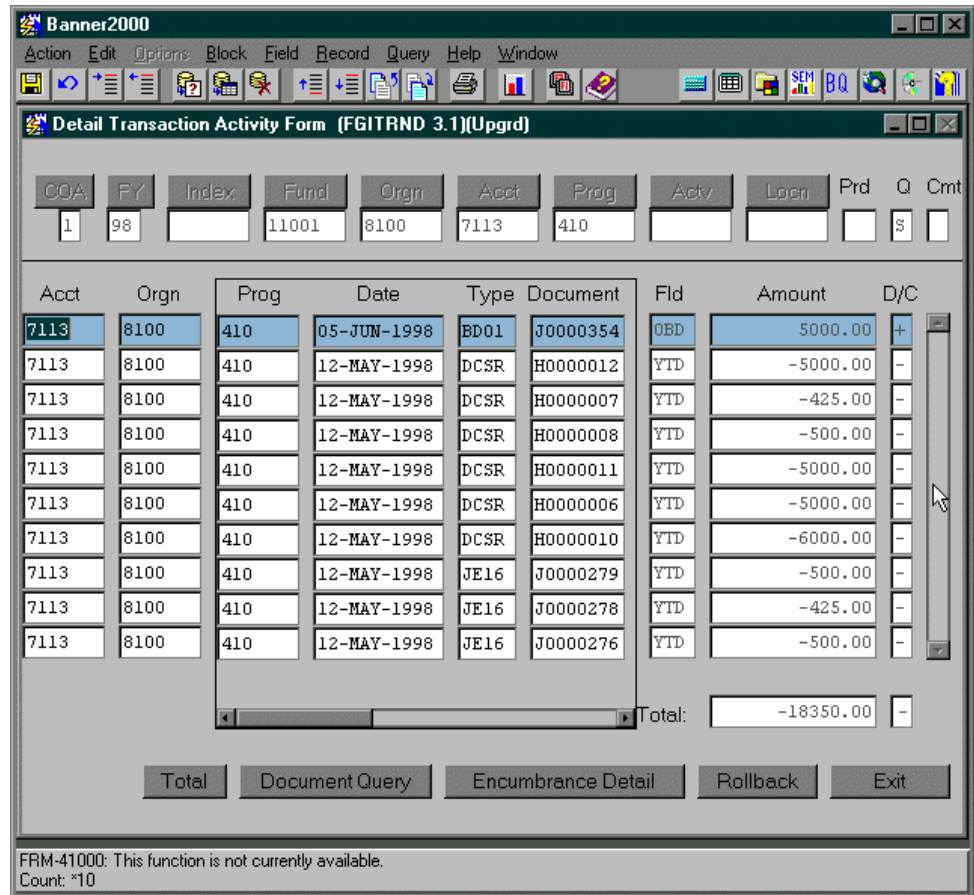
Fund:

Orgn:

 **NEXT BLOCK**

Optional Fields:

Search for transactions by querying on account, date, document, or amount. You may query on one or more of these fields.




COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Prd	Q	Cmt
1	98		11001	8100	7113	410				\$	

Acct	Orgn	Prog	Date	Type	Document	Fld	Amount	D/C
7113	8100	410	05-JUN-1998	BD01	J0000354	OBD	5000.00	+
7113	8100	410	12-MAY-1998	DCSR	H0000012	YTD	-5000.00	-
7113	8100	410	12-MAY-1998	DCSR	H0000007	YTD	-425.00	-
7113	8100	410	12-MAY-1998	DCSR	H0000008	YTD	-500.00	-
7113	8100	410	12-MAY-1998	DCSR	H0000011	YTD	-5000.00	-
7113	8100	410	12-MAY-1998	DCSR	H0000006	YTD	-5000.00	-
7113	8100	410	12-MAY-1998	DCSR	H0000010	YTD	-6000.00	-
7113	8100	410	12-MAY-1998	JE16	J0000279	YTD	-500.00	-
7113	8100	410	12-MAY-1998	JE16	J0000278	YTD	-425.00	-
7113	8100	410	12-MAY-1998	JE16	J0000276	YTD	-500.00	-
Total:							-18350.00	-

FRM-41000: This function is not currently available.
Count: *10


ENTER QUERY

Enter the information you wish to retrieve (dollar amount, date, document, or account) in any or all of these fields.  **EXECUTE QUERY** to display matches. Use the horizontal scroll bar to view transaction description and additional information.

Drill Down Buttons:

To see more details of the entries found, place your cursor on the entry you are interested in, then click . The **Document Retrieval Inquiry Form (FGIDOCR)** will be accessed.

Query Options:

If you are interested in transactions of a specific month, enter the appropriate accounting period (see “About These Instructions” in the front of each section) in the upper portion of this form. Perform  NEXT BLOCK