

# MBUG 2015

Session Title: Banner Tips & Tricks for AR & AP

Presented By: Sandi South

Institution: Itawamba Community College

September 14, 2015



# Session Rules of Etiquette

- Please turn off your cell phone
- If you must leave the session early, please do so discreetly
- Please avoid side conversation during the session



# TSICSRV

## Customer Service Inquiry

- ▶ Summarizes TSAAREV by Detail Code and Term
- ▶ This is a good form to give non-AR employees access to

File Edit Options Block Item Record Query Tools Help

Customer Service Inquiry TSICSRV 8.4.4 (PROD)

ID: 933024059 Sample S. Student  
 Last Term Registered: 201530  Sum by Effective Date  
 Credit Limit:   
 Holds:

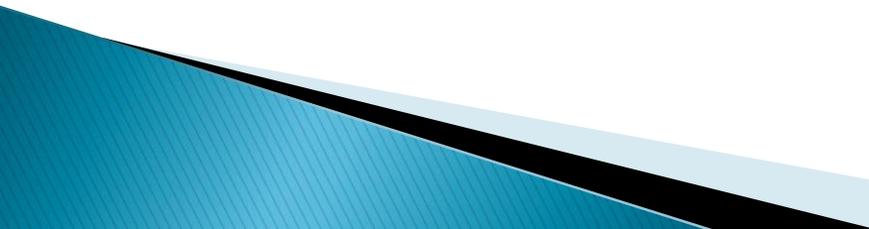
Detail Code	Description	Term	Aid Year	Charge	Payment	Balance	Effective Date
001	Tuition	201610		.00		.00	
004	Math Fee	201610		.00		.00	
005	Registration	201610		.00		.00	
016	ID Activation Fee	201610		.00		.00	
001	Tuition	201510		.00		.00	
005	Registration	201510		.00		.00	
006	E Learning Fee	201510		.00		.00	

Query Balance:  .00  
 Account Balance:  .00  
 Current Due:  .00  
 Other Memos:  .00  
 Financial Aid:    
 Financial Aid Memo Balance:  .00  
 Authorized Aid Balance:  .00  
 NSF:  0



# TGIACCD

## Account Detail Query

- ▶ Great query form for searching info from student accounts.
  - ▶ Query can't be too broad or will lock up or take forever.
  - ▶ The more search variables you enter the better. Need at least 2 variables.
  - ▶ There are 30 different search variables
  - ▶ After entering query can't rollback, must exit.
  - ▶ To get results: Enter variables then press F8.
- 

# TGIACCD Search Parameters

ID	Name	Detail Code	Description	Amount	Balance	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Term	Aid Year	Period	Transaction Number	Transaction Number Paid	Receipt	Source Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cashier User ID	Cashier Session	Cashier End Date	Course Reference Number	Cross Reference ID	Cross Reference Source	Cross Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Payment	Feed Indicator	Feed Document	Feed Date	Invoice Number	Invoice Number Paid	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Invoice Statement Date	Effective Date	Bill Date	Due Date	Activity Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

To search for parameters in a month, enter other parameters and for the month use the wildcard in the number for the day

**%-Sep-2015**

# TGIACCD EXAMPLE

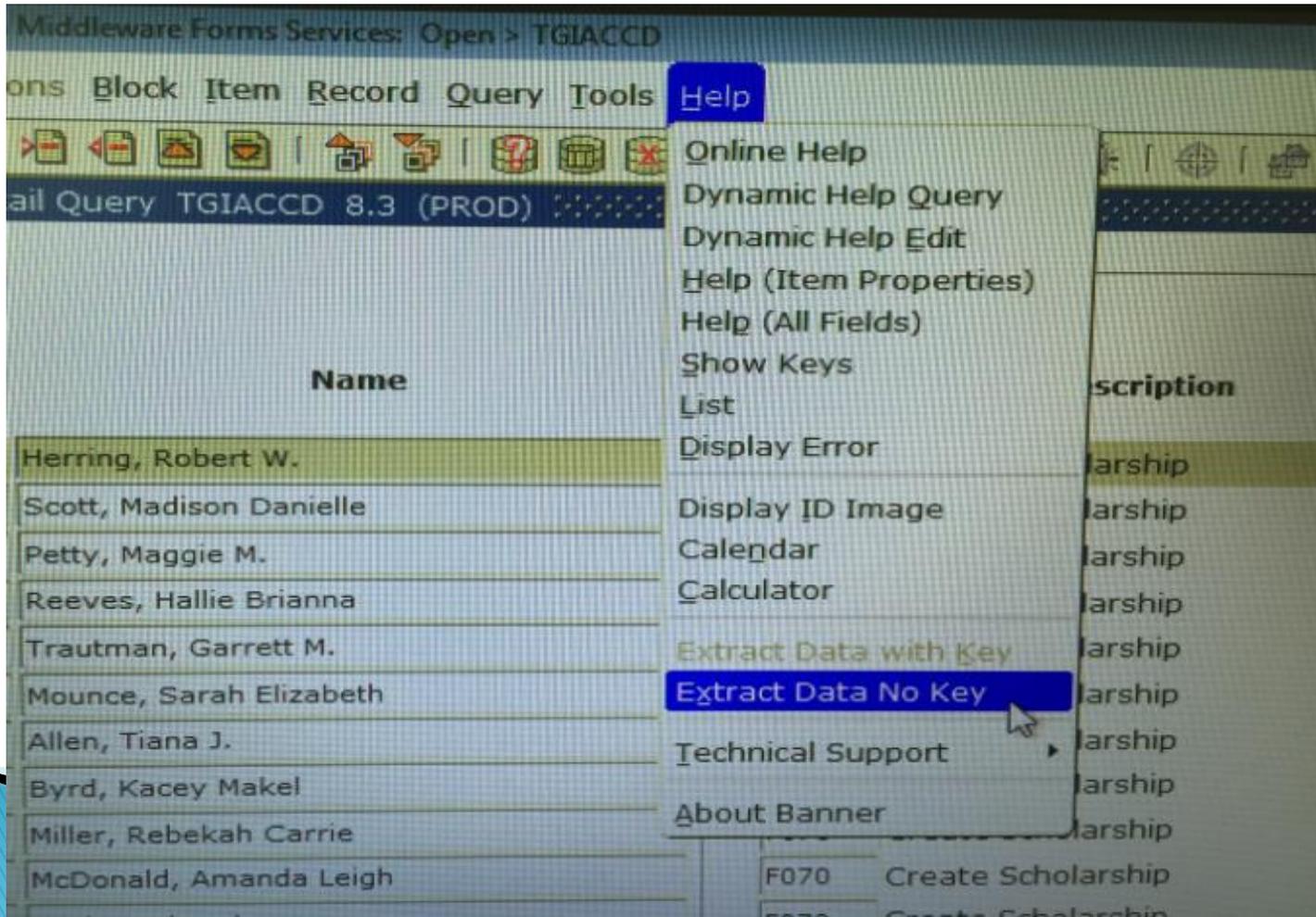
- ▶ Search: Create Scholarships disbursed for Spring 2015 Semester
- ▶ Enter: Detail Code.....F070  
Term.....201520 Then F8 to execute

detail Query TGIACCD 8.3 (PROD)

Name	Detail Code	Description	Amount	Balance
i6 McDonald, Amanda Leigh	F070	Create Scholarship	500.00	.00
i3 Rocha, Eduardo	F070	Create Scholarship	2,500.00	.00
i5 Watson, Benjamin C.	F070	Create Scholarship	675.00	.00
.9 Hardy, Stephanie M.	F070	Create Scholarship	1,000.00	.00
i8 Gaskin, Hannah Nicole	F070	Create Scholarship	250.00	.00
i6 Carwyle, Jordan L.	F070	Create Scholarship	2,500.00	.00
i5 Wilson, Drake Rhashard	F070	Create Scholarship	100.00	.00
i6 Griffin, Anna Kristina	F070	Create Scholarship	2,500.00	.00
i8 Corley, Sarah C.	F070	Create Scholarship	675.00	.00
.5 Houser, Penny D.	F070	Create Scholarship	2,500.00	.00
i5 Pickle, Taylor K.	F070	Create Scholarship	675.00	.00
i7 Goines, Frederick E.	F070	Create Scholarship	1,000.00	.00
9 Minich, Hayden	F070	Create Scholarship	675.00	.00
i6 Small, Tyerareous R.	F070	Create Scholarship	337.50	.00
i1 Gryder, Mari LueAnne	F070	Create Scholarship	-500.00	.00
i1 Gryder, Mari LueAnne	F070	Create Scholarship	3,000.00	.00
i7 Smith, Patrick G.	F070	Create Scholarship	675.00	.00
<b>Total:</b>			27,262.50	.00

# Extracting Data

- ▶ Press Help on the Menu Bar and Select Extract Data No Key



The screenshot shows a software application window titled "Middleware Forms Services: Open > TGIACCD". The menu bar includes "ons", "Block", "Item", "Record", "Query", "Tools", and "Help". The "Help" menu is open, displaying the following options: "Online Help", "Dynamic Help Query", "Dynamic Help Edit", "Help (Item Properties)", "Help (All Fields)", "Show Keys", "List", "Display Error", "Display ID Image", "Calendar", "Calculator", "Extract Data with Key", "Extract Data No Key", "Technical Support", and "About Banner". The "Extract Data No Key" option is highlighted in blue. The background shows a table with a "Name" column and a "Description" column. The "Name" column contains the following entries: "Herring, Robert W.", "Scott, Madison Danielle", "Petty, Maggie M.", "Reeves, Hallie Brianna", "Trautman, Garrett M.", "Mounce, Sarah Elizabeth", "Allen, Tiana J.", "Byrd, Kacey Makel", "Miller, Rebekah Carrie", and "McDonald, Amanda Leigh". The "Description" column contains the word "Scholarship" for each row. The table also shows a "F070" column with the value "Create Scholarship" for the first two rows.

Name	Description
Herring, Robert W.	Scholarship
Scott, Madison Danielle	Scholarship
Petty, Maggie M.	Scholarship
Reeves, Hallie Brianna	Scholarship
Trautman, Garrett M.	Scholarship
Mounce, Sarah Elizabeth	Scholarship
Allen, Tiana J.	Scholarship
Byrd, Kacey Makel	Scholarship
Miller, Rebekah Carrie	Scholarship
McDonald, Amanda Leigh	Scholarship

# Extracting Data

- ▶ A popup box will appear.
- ▶ Choose to Open or Save.
- ▶ If you Open, the extracted data will open in Excel.
- ▶ If you save, you will be prompted by your system where to save the file.



# AP QUERY FORMS

- ▶ FOIDOCH (Document History by Doc Type)
  - ▶ FPIPURR (Purchase Order Query by PO#)
  - ▶ FPIOPOV (Purchase Order by Vendor)
  - ▶ FAIVNDH (Vendor Detail History)
- 

# AP Tips

- ▶ Multiple Invoices. Do you ever receive several invoices at a time for the same vendor?
- ▶ Solution: All of the invoices can be processed on one Banner document using the invoice consolidation feature by checking the multiple box on FAAINVE. The form will take you to the consolidation window after entering payment due date and bank code. Now you can enter all invoices on the same Banner document.

The screenshot shows the Banner FAAINVE 8.5 (PPRD) interface. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The main window title is "Invoice/Credit Memo FAAINVE 8.5 (PPRD)". The form fields are as follows:

Document:	NEXT	<input checked="" type="checkbox"/> Multiple	Direct Pay
Vendor:			<input type="checkbox"/> Vendor Hold

# AP Tips

- ▶ Final Payment Indicator:
- ▶ If the invoice you are processing is the final payment against the PO, you can set the Final Payment Indicator Flag to close the PO.
- ▶ Eliminates all those zero open purchase orders!!!!

Commodity Information -Regular- FAAINVE 8.5 (PPRD)

Document: I0212439 Vendor: G00012063 Quill Corporation  Vendor Hold Select PO:   
PO Number: P0081765 PO Item:   
Commodity Record Count:  Invoice Item:   
Commodity:  U/M:   Add Commodity

	Quantity	Unit Price	Extended Price	Indicators
Ordered:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Override Tolerance: <input type="text"/>
Prev Invoiced:	<input type="text" value="0"/>		<input type="text" value="0.00"/>	Hold: <input type="text" value="N"/>
Accepted:	<input type="text"/>		<input type="text"/>	Final Payment: <input type="text" value="F"/>
Invoiced:	<input type="text"/>		<input type="text" value="0.00"/>	Last Receiver: <input type="text"/>
Approved:	<input type="text"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	Suspense: <input type="text" value="Y"/>
Discount:			<input type="text"/>	Open or Paid: <input type="text" value="O"/>
Additional:			<input type="text"/>	<input checked="" type="checkbox"/> Access Completion
Net:			<input type="text"/>	Text Exists: <input type="text" value="N"/>

# AP Tips

- ▶ Invoice Grouping—the default is multiple invoices per check for a vendor but if for reason you need separate checks for each invoice.
- ▶ You will need to change the default for that vendor on FTMVEND

Vendor Maintenance FTMVEND 8.5 (PPRD)

Vendor: G00012063 Generate ID:

Corporation: Quill Corporation

Last Name: First Name: M

Vendor Maintenance Additional Information Vendor Types Address Taxes Collected

**1099 Information**

Tax ID:

Income Type:  ▼

Federal Withholding:

State Withholding:

Base Currency:  ▼

Name Type:  ▼

SSN/SIN/TIN:

Carrier Type:  Domestic Carrier  Foreign Carrier  None

State Indicator:  In State Vendor  Out of State Vendor  None

Invoice Grouping: (1) One invoice per check

E-Procurement Vendor: No ▼

Select check grouping: (1) one invoice per check or (M)any invoices per check

Record: 1/1 <OSC>

# AP Tips

- ▶ FPPPOBC – PO Batch Close Process
- ▶ Allows you to close PO's with zero or a few pennies on the balance in one batch
- ▶ You can run for one PO or multiple PO's by range, age, & amount.
- ▶ You would use FPPPOBC when you run the report FGROPNE and see open PO's.
- ▶ Always run in **AUDIT MODE** first and save your parameters. Review the report. If OK, run it again in Update Mode

# FPPPOBC

File Edit Options Block Item Record Query Tools Help

ORACLE



Process Submission Controls GJAPCTL 8.3.0.2 (PPRD)

Process: FPPPOBC PO Batch Close Process

Parameter Set:

## Printer Control

Printer: DATABASE

Special Print:

Lines: 55

Submit Time:

## Parameter Values

Number

Parameters

Values

Number	Parameters	Values
01	Posting Date	30-JUL-2015
02	Purchase Order Activity Date	30-JUL-2015
03	Purchase Order Select Option	S
04	From Purchase Order Number	
05	To Purchase Order Number	
06	PO Number or Wildcard Criteria	P0079352
07	Maximum Encumbrance Amount	1000
08	Report Mode	A

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single

Enter PO selection option :(A)ll, (R)ange, (W)ildcard, or (S)pecific [A]



# Thank You for Attending

- ▶ Sandi South, CPA, CGMA
  - ▶ [sssouth@iccms.edu](mailto:sssouth@iccms.edu)