Banner Finance and Reconciliation

Self Service, E-Print and Discoverer Reports

Prepared by the Fiscal Services Training Department

April 2014
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Introduction

Purpose

The purpose of this training manual is to provide an introduction to the Banner Finance system at George Mason University. The instructions included in this manual are intended to assist the user in obtaining information concerning budgets, revenues, expenditures, commitments and available balances for his/her areas of fiscal responsibility, as well as to aid in the reconciliation process in accordance with University Policy 2114.

What is Banner?

Banner is a comprehensive and integrated information system comprised of finance, human resources and student modules. The finance module of this administrative software is used to record financial transactions resulting from activity at the university. It stores transactional data in an Oracle relational database, and users view information via a web based self-service system.

Internet Native Banner is used by University departments including the budget office, general accounting, purchasing and accounts payable to input financial transactions.

Banner Finance Self Service, used by departmental representatives, is a web based interface that allows users to extract information from Internet Native Banner and view it in a user friendly format. The data is posted in real time. The budget status report allows users to view information on budgets, revenues, and expenditures for an organization. Increasingly detailed information on transactions may be obtained through a process referred to as drilling.

e-Print is a clearing house for standard financial reports. These reports are static and are current as of the run date listed on the report.

Discoverer reports are developed from Banner data. These reports allow for limited drilling for direct expenditures and provide department users with detailed labor information that is not available in Banner Finance Self Service. Discoverer reports are refreshed daily.

FOAPAL

The Chart of Accounts is the numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting. There is only one Chart of Accounts in Banner and it is defined by the number 1.

The chart of accounts structure in Banner is composed of six elements: Fund, Organization, Account, Program, Activity, and Location (FOAPAL). Each element of the Chart of Accounts is described below.

Fund:
The fund element is used to specify the funding source. Examples of funds include: Educational and General, Auxiliary Enterprises, Financial Aid, and Indirect Cost Recovery.

Grants are typically identified with a unique fund number. Banner Finance Self Service should not
be used to view financial activity related to grants and contracts. Pooled budget amounts may
incorrectly reflect in Self Service reports. The PI Reports at PI Reports provide the most
accurate record of financial transactions for grants and contracts.

A listing of all funds in the University’s chart of accounts is available by accessing the Fund
Hierarchy report from the e~Print listing.

Fund codes are used to query transactions involving agencies or capital projects. Agency funds
begin with an “8” and capital projects begin with a “9”.

**Organization:**
The organization code is used to identify the organizational unit that is responsible for financial
activity captured within the code. Organization codes are arranged in a hierarchy. The lowest level
in the organization hierarchy in Banner represents the organization code used for data entry
purposes, usually six digits. A listing of all organizations and the hierarchy structure in the
University’s chart of accounts is available by accessing the Organizational Hierarchy Report from
the e~Print listing.

The organization code is used to query transactions for most University activities except those
transactions mentioned above including agency funds and capital projects.

**Account:**
The account code is used to classify revenues and expenditures by type. Revenue account codes
identify the type of revenue received, such as tuition or auxiliary sales revenue. Expenditure
account codes identify the type of expenditure, such as salaries or supplies. Revenue account codes
typically start with the number 0, personnel expenditures with the number 6 and direct expenditures
with the number 7. A complete listing of account codes is available by accessing the Account
Hierarchy Report from the e~Print listing.

**Program:**
The program code is used to identify the major purpose of expenditures. Program codes
accumulate expenditure information into major categories such as instruction, research, and
academic support. This code is mainly used for financial reporting purposes.

**Activity:**
The activity code is an optional number that may be used to capture information for a specific
project or activity. Activity codes are usually assigned to transactions involving multiple grant
projects.

**Location:**
The location code is used to specify the assigned physical location of an asset being purchased or
the location of a transaction that is different from the normal location of the organization. This
code is optional and will be used primarily for fixed asset expenditures.
To Access Self Service:


Self Service:

To enter the Self Service Administrative system, select Login.

Enter your Mason Username and Password. Select Login.
Next: Select **Financial Information:**

The Budget Queries, View Document and Delete Finance Template options available in the Finance Module will be explained in detail in this manual.

---

**Financial Information**

- View the Terms of Usage Agreement
- Budget Queries
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template
Budget Queries

To create a Budget Query, select Budget Queries:

Select one of three options. Complete description of each will follow.

1. Budget Status by Account
2. Budget Status by Organizational Hierarchy
3. Budget Quick Query
Budget Status by Account

*Budget Status by Account* provides financial information for one organization. This report allows users to quickly view transactional details.

Select *Budget Status by Account* from the drop-down to the right of the Create Query button and select *Create Query*.

**Note:** At this time you may retrieve a previously saved query by pressing the *Retrieve Query* button. Additional information on this option is provided on page 18.
The following screen will appear allowing the user to select what information he/she would like to include in the report.

Select the columns to appear in the query and select Continue. Details on each column are below.

<table>
<thead>
<tr>
<th><strong>Adopted Budget</strong></th>
<th>Original budget allocation given at the beginning of the Fiscal Year.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Adjustment</strong></td>
<td>Any additions or reductions made to the budget since the original allocation. This includes Both Permanent and Temporary adjustments.</td>
</tr>
<tr>
<td><strong>Accounted Budget</strong></td>
<td>This is a system-generated column, which does not allow for “drilling” down to details. GMU does not use this column in any budget reports.</td>
</tr>
<tr>
<td><strong>Temporary Budget</strong></td>
<td>Adjustments to budget in the current year that are temporary in nature. (Budget Adjustments that will not roll over to the next fiscal year.)</td>
</tr>
<tr>
<td><strong>Adjusted Budget</strong></td>
<td>Current Budget. Original Budget plus or minus any Budget Adjustments. Total of all budget transactions. Details on actual transactions may be obtained by “drilling” down on this field.</td>
</tr>
<tr>
<td><strong>Year to date</strong></td>
<td>Year-to-date activity. Represents actual revenue and expenditures posted.</td>
</tr>
<tr>
<td><strong>Encumbrances</strong></td>
<td>Generated by purchase orders, and salary encumbrances; funds committed for future payments. Most non-purchase card (P-Card) purchases made through eVA, an electronic procurement tool that supports the Commonwealth’s decentralized purchasing environment, integrate with Banner Finance and generate an immediate encumbrance. Purchases made in eVA with a registered P-Card will be recorded in Banner Finance when the credit card bill is paid each month. However, all purchases made without a P-Card for which Accounts Payable will issue a check for payment will immediately appear in Banner Finance as an encumbrance.</td>
</tr>
<tr>
<td><strong>Reservation</strong></td>
<td>Setting aside of budget. Generated by purchase requisitions prior to Fiscal Year 2012</td>
</tr>
<tr>
<td><strong>Commitment</strong></td>
<td>Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances. Commitment values may not be drilled on for additional detail.</td>
</tr>
</tbody>
</table>
**Available Balance**

Remaining Budget left to spend.

= Adjusted Budget +/- Commitments +/- Year to date

After selecting Continue select the parameters for the query.

**Budget Queries**

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields.

Banner Finance Self Service should not be used to view financial activity related to grants and contracts. Pooled budget amounts may be incorrectly reflected in Self Service reports. The PI Reports (located at http://discover.gmu.edu/pireports/) provide the most accurate record of financial transactions for grants and contracts.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>2012</th>
<th>Fiscal Period:</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison Fiscal Year:</td>
<td>None</td>
<td>Comparison Fiscal Period:</td>
<td>None</td>
</tr>
</tbody>
</table>

**Req’d** | **Field** | **Description/Explanation**
---|---|---
X | Fiscal Year | Represents the University’s fiscal year from July 1st to June 30th. For example “2013” relates to the year starting July 1st 2012, and ending June 30th 2013.

**Note:** Information in George Mason University’s Banner system begins with Fiscal year 2003. Therefore, no information for Fiscal Years prior to 2003 will be available on the system.

X | Fiscal Period | The number of the fiscal month you wish to query.

Fiscal period should be set to 14 to capture all transactions in a single fiscal year. The University fiscal year begins in July. Therefore to capture data through September, users will enter 03, not 09.

Note: This module queries all transactions prior to and including the period indicated. It is not possible to capture a single month in the Self-Service module.

Comparison Fiscal Year | If comparison is desired, the fiscal year you would like to compare the first one to.

Comparison Fiscal Period. | If comparison is desired the fiscal month you would like to compare the first one to.

Comparisons may be made between fiscal years and fiscal periods, or between different fiscal periods in one year.
Enter the information to be queried including the Organization code. Other codes may be entered to narrow the query to specific funds or accounts. Entering only an Organization code will query all related fund, activity, program, and account codes for that Org.

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Field</th>
<th>Description/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Chart of Accounts</td>
<td>Chart of account code. “1” represents George Mason University. Be sure that a 1 is entered to avoid an error message.</td>
</tr>
<tr>
<td></td>
<td>Index</td>
<td>George Mason University no longer uses index. Enter an index number only to retrieve data for FY2006 and earlier.</td>
</tr>
<tr>
<td></td>
<td>Fund</td>
<td>Fund Code. Represents the source of the Funds. <strong>Fund codes may be used to identify specific agencies, capital projects, or other funds within an Organization.</strong></td>
</tr>
<tr>
<td></td>
<td>Activity</td>
<td>Activity Code. Optional element used for independent reporting needs.</td>
</tr>
<tr>
<td>X</td>
<td>Organization</td>
<td>Organization Code. Departmental entity or budgetary unit responsible and accountable for transactions.</td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td>Location Code. Identifies the physical whereabouts of financial transactions. Optional element used for independent reporting needs.</td>
</tr>
<tr>
<td></td>
<td>Grant</td>
<td>Grant identification number. <strong>Note: Banner Finance Self Service should not be used to view financial activity related to grants and contracts. Pooled budget amounts may be incorrectly reflected in Self Service reports. The PI Reports at <a href="http://discoverer.gmu.edu/pireports/">http://discoverer.gmu.edu/pireports/</a> provide the most accurate record of financial transactions for grants and contracts.</strong></td>
</tr>
<tr>
<td></td>
<td>Fund Type</td>
<td>The type of Fund allowing high-level rollup (consolidation). This could be used if you want to query budget information for a specific organization using only one hierarchy source of funds.</td>
</tr>
<tr>
<td></td>
<td>Account</td>
<td>Account Code. Describes the nature of expenditures: labor, revenues and direct expenditures. This code may be used to query transactions occurring in specific account codes. To view activity in a specific account code, type the account code in this field. This field may also be used to limit the query to certain revenue or expenditure categories. The wild card (%) may be used to limit the query to labor expenditures (6%), direct expenditures (7%), or revenue activity (0%). It may also be used to query expenditure categories such as travel (738%).</td>
</tr>
<tr>
<td></td>
<td>Account Type</td>
<td>Higher-level category of account if rollup or consolidation is desired. This will give you more summary information that can be “drilled down” to get more details.</td>
</tr>
<tr>
<td></td>
<td>Program</td>
<td>Program Code. Function reporting classification for tracking the use of funds. The Program code will default when the org/fund is entered.</td>
</tr>
</tbody>
</table>
Include Revenue Accounts | Checked: Include revenue accounts in the query. In order to view revenue transactions, this field must be checked. If viewing an indirect organization, do not check this field. Available balances are calculated using budgets, not revenue. Checking this box will not show computation of available balance for the entire organization.

After entering the desired parameters, select **Submit Query**. A screen similar to the one below will appear with selected query results.

### Report Parameters

**Organization Budget Status Report**

By Account

**Period Ending Aug 31, 2011**

**As of Aug 15, 2011**

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>1 George Mason University</th>
<th>Commitment Type</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>All</td>
<td>Program</td>
<td>All</td>
</tr>
<tr>
<td>Organization</td>
<td>421301 Fiscal Services</td>
<td>Office Activity</td>
<td>All</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
<td>Location</td>
<td>All</td>
</tr>
</tbody>
</table>

The first box summarizes the FOAPAL information selected for the query.

<table>
<thead>
<tr>
<th>Account Title</th>
<th>FY12/PD02 Adjusted Budget</th>
<th>FY12/PD02 Year to Date</th>
<th>FY12/PD02 Encumbrances</th>
<th>FY12/PD02 Reservations</th>
<th>FY12/PD02 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salary-Administrative</td>
<td>331,186.69</td>
<td>47,855.61</td>
<td>299,635.40</td>
<td>0.00</td>
<td>(16,305.41)</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>86,577.65</td>
<td>13,261.50</td>
<td>67,106.40</td>
<td>0.00</td>
<td>159.75</td>
</tr>
<tr>
<td>Fringe Benefit Rate</td>
<td>110,886.92</td>
<td>16,493.49</td>
<td>98,660.73</td>
<td>0.00</td>
<td>(4,267.21)</td>
</tr>
<tr>
<td>Direct Expenditures Budget Pool</td>
<td>262,658.67</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>237,658.66</td>
</tr>
<tr>
<td>Metered Mail</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Telecom Svcs Nonstate</td>
<td>0.00</td>
<td>350.73</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mobile Phones</td>
<td>0.00</td>
<td>3,000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Long Distance Telephone</td>
<td>0.00</td>
<td>36.27</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Dues-Professional Organizations</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Federal Services</td>
<td>0.00</td>
<td>9,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Nonacademic Consulting</td>
<td>0.00</td>
<td>0.00</td>
<td>13,756.36</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GMU Photocopying</td>
<td>0.00</td>
<td>108.37</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Vehicle Rental</td>
<td>0.00</td>
<td>152.48</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Candidate Public Carrier</td>
<td>0.00</td>
<td>291.49</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fares-Trans/Other Public Carriers</td>
<td>0.00</td>
<td>38.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Subsidies-Business</td>
<td>0.00</td>
<td>76.73</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Candidate Meals</td>
<td>0.00</td>
<td>95.50</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Domestir Conferences</td>
<td>0.00</td>
<td>41.27</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>0.00</td>
<td>119.98</td>
<td>188.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Office Furniture</td>
<td>0.00</td>
<td>59.62</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Recharge Facilities Repair &amp; Maint</td>
<td>0.00</td>
<td>0.00</td>
<td>78.96</td>
<td>0.00</td>
<td>217,244.79</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>785,259.24</td>
<td>86,586.60</td>
<td>479,425.85</td>
<td>0.00</td>
<td>217,244.79</td>
</tr>
</tbody>
</table>

The second box includes all of the account codes that have had activity as of the budget period and fiscal year provided, along with the account description. The columns displayed reflect the information selected to view.

All financial information is grouped in summary format by account code. Users may obtain increasing levels of detail by “drilling down” on an item that is highlighted in green and **underlined**.
For an example of the detail available, click on a green and underlined amount in the Year to Date column. This will list all transactions which have occurred during the designated period for the account selected. All transactions are listed sequentially by dates, beginning with the most recent transactions. Only fifteen transactions may be viewed at one time. Scroll to the bottom of the page and select Next 15 to view additional transactions.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 18, 2011</td>
<td>May 18, 2011</td>
<td>11151118</td>
<td>Dell Marketing Lp</td>
<td>23,878.80INEI</td>
<td></td>
</tr>
<tr>
<td>Apr 28, 2011</td>
<td>Apr 28, 2011</td>
<td>11150426</td>
<td>Dell Marketing Lp</td>
<td>1,475.90INEI</td>
<td></td>
</tr>
<tr>
<td>May 12, 2011</td>
<td>May 12, 2011</td>
<td>11149691</td>
<td>Dell Marketing Lp</td>
<td>15,744.00INEI</td>
<td></td>
</tr>
</tbody>
</table>

Available Budget Balance: (41,128.69)

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
</table>
| The date the document was posted
| The date the information for this record was entered or last updated
| Unique identifier where the first letter indicates the type of document. Examples: documents beginning with an R = Purchase Requisitions, DO=Purchase Orders (prior to Oct. 2007), I=Accounts Payable Invoices, J=Journal vouchers, F=Electronic feeds.

Note: Purchase orders issued after October 2007 are designated by an EP number. The purchase order will display with the numeric characters only omitting the EP prefix (i.e.: EP225533 appears as 225533).

<table>
<thead>
<tr>
<th>Vendor/Transaction Description</th>
<th>Description of transaction, or the vendor associated with the transaction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount of dollars associated with this transaction</td>
</tr>
<tr>
<td>Rule Class Code</td>
<td>Rule code for the transaction- indicates the type of transaction.</td>
</tr>
</tbody>
</table>

Select the individual Document Codes to see more details related to the transaction.
The first box describes the document type, document code associated with the transaction, description of the transaction and the transaction date.

The next block details the FOAPAL information linked to the document.

The last block lists all other documents that are related to the detailed document code. For example, an invoice may have a purchase order, receiving document, and check disbursement all associated with it.

Many of the individual documents are available for viewing. Click on any document highlighted green and underlined for additional information.

Details on Documents Available for viewing details:

**Invoice:** Document Number begins with the letter I

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>17046000</td>
<td>Approved</td>
</tr>
</tbody>
</table>

- **Invoice**
  - Lists the invoice number
- **PO Number**
  - References any Purchase Order number associated with the Invoice
- **Invoice Date**
  - Date invoice was received in Accounts Payable
- **Sub No**
  - Not Applicable at George Mason University
- **Transaction Date**
  - Date transaction was processed into the system by Accounts Payable (A/P). This is the date the transaction will appear in the system.
- **Payment Date**
  - Date the check will be/was issued to the vendor
- **Total**
  - The total dollars associated with the invoice
- **Complete**
  - Indicates whether or not the invoice was completed by A/P
- **Approved**
  - Indicates whether the payment has received approval
- **Vendor Inv**
  - Reflects the vendor’s invoice number. For travel reimbursements, this reflects the first day of travel for the reimbursement.
- **Open/paid**
  - Indicates whether or not the check has been processed for the invoice
- **Credit Memo**
  - Indicates if the transaction is a credit memo
- **Cancel Date**
  - If the invoice was cancelled, the date of the cancellation
- **1099 Tax Id**
  - If the Vendor is a 1099 vendor, the 1099 vendor indicator will be Y and the tax ID number will display
- **Vendor**
  - The Vendor number, name and address associated with the vendor
- **Collects Tax**
  - Indicator if the Vendor collects taxes from the university
<table>
<thead>
<tr>
<th>Discount Code</th>
<th>This is used in A/P to code certain invoices that need attachments to the checks, and for checks that will be picked up in Accounts Payable. If a specific vendor invoice allows a payment discount, another code is used elsewhere in the system.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document text</td>
<td>Any text that the A/P technician added to the invoice</td>
</tr>
<tr>
<td>Invoice Commodities</td>
<td>For Invoices connected to Purchase Orders, the commodity description will reflect the actual commodity purchased and the FOAPAL charged for each item expensed from the Purchase Order. For Invoices not connected to Purchase Orders, if there is an internal document related to the expense, this document will be referenced in the commodity description. C- Payment Request; F- Food and Beverage Authorization; P- Physical Plant Purchase Orders; EP- eVA Purchase Order under $2,000</td>
</tr>
</tbody>
</table>
### Purchase Orders and Purchase Requisitions:

Purchase Requisitions begin with the letter R. Purchase Orders are represented by a series of numbers.

<table>
<thead>
<tr>
<th>PO/Requisition Number</th>
<th>Purchase Order or Requisition Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chg #</td>
<td>Indicates the number of Changes to the Purchase Order.</td>
</tr>
<tr>
<td>Order Date</td>
<td>Date the Requisition was entered in the system.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Date the Requisition/Purchase Order was posted in the system. This is the date the Purchase Requisition/Order can be viewed, and commitments are posted.</td>
</tr>
<tr>
<td>Delivery Date</td>
<td>Date the item is requested to be delivered.</td>
</tr>
<tr>
<td>Print Date</td>
<td>Date the Purchase Order was printed.</td>
</tr>
<tr>
<td>Total</td>
<td>Reflects the total dollar value of the Requisition or Purchase Order.</td>
</tr>
<tr>
<td>Completed</td>
<td>Indicates whether the document was completed in the Purchasing Office.</td>
</tr>
<tr>
<td>Approved</td>
<td>Indicates whether the document was approved.</td>
</tr>
<tr>
<td>Cancel Reason</td>
<td>Indicates the reason for the document’s cancellation if canceled.</td>
</tr>
<tr>
<td>Cancel Date</td>
<td>Reflects the date of the cancellation.</td>
</tr>
<tr>
<td>Requestor</td>
<td>The name of the individual submitting the Purchase Requisition.</td>
</tr>
<tr>
<td>Ship To</td>
<td>The address where the goods or services will be shipped or performed. Often this will be the Central Receiving Office.</td>
</tr>
<tr>
<td>Attention</td>
<td>The name of the person responsible for receiving the items.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Vendor’s name, address and phone number.</td>
</tr>
<tr>
<td>Document Text</td>
<td>Any text that the buyer has added to the Purchase Order.</td>
</tr>
<tr>
<td>Purchase Order Commodity</td>
<td>Lists each item requested or purchased.</td>
</tr>
<tr>
<td>Purchase Order Accounting</td>
<td>Reflects the dollar amount and the Fund or Org charged for each item on the Purchase Order.</td>
</tr>
</tbody>
</table>

### Journal Vouchers:

Document Number begins with the letter J.

<table>
<thead>
<tr>
<th>Journal</th>
<th>Journal Voucher (JV) Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Indicates the status of the Journal Voucher</td>
</tr>
<tr>
<td>Trans date</td>
<td>Date that the transaction was entered into the system.</td>
</tr>
<tr>
<td>Activity date</td>
<td>Date of the activity</td>
</tr>
<tr>
<td>User ID</td>
<td>The user ID of the person completing the Journal Voucher (JV)</td>
</tr>
<tr>
<td>Doc Total</td>
<td>The dollar total for the entire Journal Voucher</td>
</tr>
<tr>
<td>Seq#</td>
<td>Indicates which entry of the Journal Voucher is detailed</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the transaction entered by the individual completing the transaction. For Cash Receipts this should include the Cash Receipt number.</td>
</tr>
<tr>
<td>Budget period</td>
<td>Used for budget entries only. All budget entries should reflect period 01.</td>
</tr>
<tr>
<td>Curr</td>
<td>Type of currency, George Mason University uses only US dollars</td>
</tr>
<tr>
<td>Doc Ref</td>
<td>Reference number for any document used to enter the transaction.</td>
</tr>
<tr>
<td>Bank</td>
<td>References the bank number for the transaction</td>
</tr>
<tr>
<td>Coas</td>
<td>Chart of Accounts (1)</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Pd</td>
<td>Period of the transaction (Fiscal Month)</td>
</tr>
<tr>
<td>Rucl</td>
<td>Rule code for transaction (A code used by the system to indicate the type of transaction)</td>
</tr>
<tr>
<td>FOAPAL</td>
<td>References the FOAPAL string used for the transaction</td>
</tr>
<tr>
<td>Total</td>
<td>Dollar total for the individual transaction</td>
</tr>
</tbody>
</table>
View Another Query:
To view another query, click Another Query at the bottom of any page of the current query.

Queries on Grant Inception To Date Reports:

Although Banner Finance allows users to view financial information for grants from the date of inception, Banner Finance Self Service should not be used to view financial activity related to grants and contracts. Pooled budget amounts may be incorrectly reflected in Self Service reports. The PI Reports at http://discoverer.gmu.edu/pireports/ provide the most accurate record of financial transactions for grants and contracts.

View Summary Information for Revenues, Labor, or Direct Expenditures:

To view summary information for revenue, labor, or direct expenditures, select Budget Status by Organizational Hierarchy when creating a query.

As with other queries, select the columns for the query. Column details are on page 8 of this manual.

Select the parameters for the query. Although this type of query allows for viewing hierarchy organization information, entering the information for one organization allows the user to view the available balances in summary format. Click Submit Query.
The first screen shows the totals for the entire organization selected for the query. To retrieve more detailed information, click on the highlighted organizational code.

This detailed screen shows the hierarchy account type codes, allowing the user to view the selected columns chosen. Available balances are shown for Revenues, Labor and Direct Expenditures.

Drilling down on the account type code numbers displays the hierarchy account codes for account type selected.
Save and Retrieve a Query:

To save a query for future viewing, enter a name for the query in the Save Query As box at the bottom of the Parameter page.

Do not place a check in the shared box. Although a “Shared” query is retrievable only by users with security access, using the shared query option is not recommended because the title will appear in all users’ drop down menu.

Click Submit Query. A message that the query has been saved will appear.

This operation saves the parameter page, as it is set, allowing for retrieval of query by its title, eliminating the need to re-enter the FOAPAL information for each query.
Queries followed by a (Personal) are personal queries created by the current user. Queries followed by a (Shared) are shared queries someone has saved. A user will not have access to those, unless he/she has received security access for the organization. Once the query has been selected, click the Retrieve Query box to retrieve the selected query. To delete a saved query, select the Delete Finance Template option.

---

**Budget Status by Organizational Hierarchy**

**Budget Status by Organizational Hierarchy** permits the users to view summary information for hierarchy organizations. Detail transactions may be viewed by “drilling down” to individual organizations and then actual transactions. For a listing of all organizations in the University Chart of Accounts and their hierarchy structure, see the Organization Hierarchy report in the e~Print listings.

**Click: Create Query**

Select columns by placing a check beside the chosen columns. For more information, see page 8.

**Click: Continue**
Select Fiscal Year and Fiscal Period.
Chart of Accounts:  1

Organization: Either enter the hierarchy organization you wish to query, or search for one using the List of Values (LOV) button (Gray button labeled Organization). See page 25 for details on using the LOV button.

Note: A user will see query results only for specific organizations to which he/she has access.

Click: Submit Query.

The results will show overall budget and activity totals for the Hierarchy Organization selected. Summary information is displayed for all organizations that fall under the hierarchy organization queried. A roll up for the queried organization is exhibited at the bottom of the query.
For further details on a lower level organization, click on any of the green and underlined organizational codes. This process can be continued until the data entry-level organization has been accessed.

This query will be displayed with summary account codes. “Drill Down” on any of the summary account codes to reveal the next level of account codes. This process can be continued until the actual data entry account codes have been accessed. For further details on specific amounts click any amount which is underlined to query the document. For more information on viewing documents see page 13 of this manual.
Download Query to Excel

In addition to allowing a review of budget information for transactions, Banner Self Service allows Budget Status by Account Queries and Queries by Organization Hierarchy to be downloaded to a Microsoft Excel Spreadsheet. The spreadsheet may then be edited for further analysis, calculation, etc.

<table>
<thead>
<tr>
<th>Account Title</th>
<th>FY12/PD14 Adjusted Budget</th>
<th>FY12/PD14 Year to Date</th>
<th>FY12/PD14 Commitments</th>
<th>FY12/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>74090 Charge Card Supplies</td>
<td>0.00</td>
<td>109.27</td>
<td>0.00</td>
<td>134,781.48</td>
</tr>
<tr>
<td>74120 Office Supplies</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>74130 Mechanical Equip less than $2000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>74335 Computer Sys &amp; Components LT $2000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>715,315.54</td>
<td>107,134.23</td>
<td>0.00</td>
<td>134,781.48</td>
</tr>
</tbody>
</table>

Download All Ledger Columns. The system will download all available columns.

Download Selected Ledger Columns. The system will download only the columns that were selected for the query on the previous page.

Select “Open” or “Save”. A location to transfer and store data should be indicated when “Save” is selected.

File Download

Do you want to open or save this file?

- Name: bwflsdlr.csv
- Type: Microsoft Excel Worksheet, 2.04 KB
- From: patriotweb.gmu.edu

[Open] [Save] [Cancel]

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Adding a User Calculated Column:

An additional column may be added to the table by using the fields located below the query results table.

Select the desired column/information and then click on the Perform Computation button. The new column will appear in the designated area along with the new calculations.

For example: To determine the amount of funds spent for December (PD 6):

Column 1 – FY11/PD06 Year to date
Operator – minus
Column 2 – FY11/PD05 Year to Date
Display After Column – FY11/PD05 Year to Date
New Column Description – Amount Spent in PD06

See Screen below

The new column computes the percent spent for this FOAPAL. To remove the newly computed column, click: Remove Computation.

Budget Quick Query

Budget Quick Query permits the user to view simplified budget information for one organization. Performing a query is simplified; however, the feature of drilling down to detail transactions is not available.

Select Budget Quick Query, and then click on Create Query.

Select the parameters for the query. The columns for the query are pre-selected. The columns retrieved are: Adjusted Budget, Year to Date/Inception to Date, Commitments, and Available Balance.
Select the Fiscal Year. The data displayed will be through the entire fiscal year, period 12. Fill in the **FOAPAL** string you would like to query. For information on how to complete the parameters, see page 8 of this manual.

Submitting the query will result in an Organization Budget Status report with the system selected columns. This query does not have the features to drill down to the detail transactions, download to excel, or add additional user columns.

The query can be saved under a title of your choice and retrieved using the retrieve query function.
Searching With LOV (List of Values) Buttons: (using Organization as an example)

LOV (list of values) buttons permit the user to look up FOAPAL information that is not known. The following is an example of this feature using an organization code as an example.

Click on the Organization LOV button (Gray box labeled Organization)

The following screen appears

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Activity</td>
</tr>
<tr>
<td>Organization</td>
<td>Location</td>
</tr>
<tr>
<td>Grant</td>
<td>Fund Type</td>
</tr>
<tr>
<td>Account</td>
<td>Account Type</td>
</tr>
<tr>
<td>Program</td>
<td>50100</td>
</tr>
</tbody>
</table>

Enter the known data, such as part of the Organization code. (In the Org Criteria field) or title (in the Title Criteria field).

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>This should default, or select “1” for the chart of accounts code from the drop down menu.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org Criteria</td>
<td>Use this field if part of the Organization code is known. Enter the numbers followed and/or preceded by the percentage sign (% - represents a wildcard, any number of unspecified characters). For example, using 101% would result in showing all organizations that begin with the number 101.</td>
</tr>
<tr>
<td>Title Criteria</td>
<td>Use this field if at least part of the organization’s title is known. Enter the letters followed and/or preceded by the percentage sign (% - represents a wildcard, any number of unspecified characters). For example, %Fiscal% would result in showing all the organizations that have the word Fiscal in them. Note: All titles in Banner are case sensitive. Also, all names and organizations begin with a capital letter, followed by lower case letters.</td>
</tr>
<tr>
<td>Max number of rows to be returned</td>
<td>Enter the number of results to be viewed at one time. For example 10.</td>
</tr>
</tbody>
</table>
After entering criteria, select *Execute Query*.

All the results matching the search criteria will appear.

Review the search results and click on the desired green highlighted organization code. (The field will then be populated with the appropriate value).

If the desired organization is not located, search may be expanded. Remember to use the Wild Card (%) and be careful with the use of upper and lower case letters.
**View Document:**

The View Document Form provides an opportunity to view detailed information about a document (Requisition, Purchase Order, Invoice, Journal Voucher, or Cash Receipt). It is a short cut to viewing the document through a budget query.

To access this form, select: **View Document** from the Financial Information Page.

**Financial Information**

This window allows you to indicate which document you would like to review.

- **Document type:** Use the drop down menu to choose the document type to review. (Requisition, Purchase Order, Invoice, Journal Voucher, Encumbrance or Direct Cash Receipt)
- **Document Number:** Enter the document number, if it is known, or click the Document Number button to enter criteria to search for the document number. (Instructions follow)
- **Submission #:** (Used only for journal vouchers and invoices.) It is not necessary to indicate the submission number.
- **Change Seq#:** (Used only for purchase orders.) If there have been changes to the Purchase Order, specify the change sequence number for the document, to view the most recent changes.
- **Accounting Information:** Specify whether or not you want to display the accounting information for the selected document.
- **Document Text:** Specify the portion of the document text you want to view: all the text, just the printable information, or none of the text.

**Select View Document** button to view the specified document. For more information on viewing detailed documents, see page 13. **Approval History:** Not available at this time.
Document Code Query

If the document number is unknown, click the Document Number button to enter criteria to search for the document number.

* - at least one of these fields required.

<table>
<thead>
<tr>
<th>Purchase Order Code Lookup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number *</td>
</tr>
<tr>
<td>User ID *</td>
</tr>
<tr>
<td>Activity Date *</td>
</tr>
<tr>
<td>Transaction Date *</td>
</tr>
<tr>
<td>Vendor ID *</td>
</tr>
<tr>
<td>Buyer Code</td>
</tr>
<tr>
<td>Approved</td>
</tr>
<tr>
<td>Completed</td>
</tr>
<tr>
<td>Reference Number *</td>
</tr>
</tbody>
</table>

Execute Query

It is not necessary to specify information in all search fields. However, at least one of the following must be identified: Document Number, User ID, Activity Date, Transaction Date, or Vendor ID.

**Note:** If a specific ID is in the User ID field, the results will only show documents created by the specific user. To access all documents, remove the default User ID from the field.

In searches, a percent sign (%) may be entered as a wildcard character before and/or after the Document Number and User ID.

**Activity Date/ Transaction Date:** If the month and year for Activity Date or Transaction Date are entered, search will yield transactions of a specific type within that date range.

**Vendor ID:** Depending on the document type, a search can be performed on the identification code for the vendor (G-number/DUNS).

**Requestor:** Search based on the individual requestor, or buyer. For Purchase requisitions, specify the person submitting the purchase requisition. For Purchase Orders, specify the Buyer Code.

**Approved/Completed:** Yes or No. Indicates the status of the document.

**Select Execute Query.** The system displays all the documents for the specified criteria. You can then add criteria to refine the search.

**To access the document selected from the search:** Click on the gray button next to the selected document number. You will return to the View Document window with the chosen document number inserted.
e-Print Standard Reports

To access e-Print from the Patriot Web Self Service website, select Management Reports (e-Print).

Introduction:

The Standard Reports will be accessed through e-Print which is a report distribution system that uses your Internet browser to quickly and easily retrieve and print Banner reports. After reports are run, the print files are transferred to the e-Print server, where the data is compressed and prepared for further processing.

Using a web browser, you can select reports that you have access to. The appropriate report pages are retrieved and assembled as a PDF (Adobe Portable Document Format) file, which can be viewed via Adobe Acrobat Reader. (As an option, the reports can also be downloaded as a text (TXT) file.)

The system is secured, and requires a valid user ID and password to access. Once you have successfully logged on to the system, you will be able to retrieve reports for your unit.

e-Print is designed to run on any web browser.

The Acrobat Reader application enables you to view, navigate and print documents in the PDF format. If you do not already have Adobe installed on your computer, you can get the latest version for free at www.adobe.com.
Logging on to e-Print

Enter the user ID and password. *Type carefully!* Your account will be “locked” if you repeatedly attempt to log in with the wrong password. If this happens, a system message will be displayed; you will need to contact the Support Center at 993-8870.

Select the **Enter** button on the screen or press the Enter key on your keyboard.

**Drilling Down to a Report**

**Repository List:** The repository list is the highest-level report selection screen in e-Print. It displays all of the types of reports available on the system. For each report type, the repository list includes the report name, description and the latest date and time that type of report was run.

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Latest Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>fgracht</td>
<td>Account Hierarchy Report</td>
<td>Sun Jul 31, 2011 8:05pm</td>
</tr>
<tr>
<td>fgbsdec</td>
<td>Budget Status</td>
<td>Tue Aug 02, 2011 9:99am</td>
</tr>
<tr>
<td>fgrhfdh</td>
<td>Fund Hierarchy Report</td>
<td>Sun Jul 31, 2011 8:03pm</td>
</tr>
<tr>
<td>fglltdta</td>
<td>General Ledger Detail Transactions</td>
<td>Tue Aug 02, 2011 9:11am</td>
</tr>
<tr>
<td>fgldtdta</td>
<td>Organization Detail Activity</td>
<td>Fri Aug 12, 2011 8:00pm</td>
</tr>
<tr>
<td>fgorglh</td>
<td>Organization Hierarchy Report</td>
<td>Sun Jul 31, 2011 8:01pm</td>
</tr>
<tr>
<td>fbit880</td>
<td>Fiscal Year Encumbrances</td>
<td>Tue Aug 02, 2011 3:15pm</td>
</tr>
<tr>
<td>ftllbr</td>
<td>Labor Distribution</td>
<td>Mon Aug 08, 2011 8:04am</td>
</tr>
</tbody>
</table>

**Reports Available:**

There are a number of reports available for viewing. Detailed information on the most frequently used reports is listed below.

**Account Hierarchy Report:** The Account Hierarchy Report displays all the indexes at the university and their corresponding Fund, Organization and Program.

**Fund Hierarchy Report:** The Fund Hierarchy Report displays the hierarchy structure information related to fund type and fund code information for the university.
Organization Hierarchy Report: The Organization Hierarchy Report displays the hierarchical relationship in the organization code structure. It allows a user to view the organization hierarchy structure at the university.

Budget Status: The Budget Status shows cumulative dollar information for the organization or as of the current period. These reports are updated in the middle of the month and again at the end of the month. The end of the month reports for the fiscal year are archived and available by clicking the drill next to the report name. See page 37 for information about reading this report.

Organization Detail Activity: The Organization Detail Activity is sorted by account code and fund within each organization. It shows a detailed record of all transactions that have been processed in Banner. This report is updated daily throughout the month. At the end of the month, the transactions for that time period are saved, and available for viewing by clicking the drill next to the report name. The monthly transactions are then totaled and recorded on the most recent Budget Status Report. See page 38 for detailed a description on reading this report.

Labor Distribution: The Labor Distribution report details labor charges by account code and individual employee. Detailed reports are available for each pay period.

Fiscal Year Labor Encumbrances: The Labor Encumbrance report details labor commitments by account code and individual employee. This report is updated each pay period.
e~Print Icons

At any level, click the corresponding icon to perform a function. If a function is not available, the icon will not be displayed. *If you forget an icon’s function, you can display a brief description by moving your cursor over the icon.*

**View PDF:** To retrieve a report in PDF, click on the icon.

**Download TXT:** Click on the icon to download the text version of a report. If using Internet Explorer, use the right mouse button. A “save as” dialog will appear, and you can use the default filename, or key in your own.

**Report List:** This icon enables you to “drill down” from the repository list to a specific report list. Clicking on the drill will reveal all the saved end of the month reports. At this level, you can either retrieve a specific date of a report in its entirety, or you can use a page key to select specific pages of the report. (This might be useful in viewing a report of all organizations in a large hierarchy situation.)

**Search Report (Page Key):** Clicking on this icon allows you to search or specify particular organizations to view. This is extremely useful for those that have access to multiple organizations. Click the icon to “pick pages” for a report. For more details see page 33.

Viewing Reports

To view or print the most recent version of a particular report in PDF, simply click the “View PDF” icon to the left of the report name. (The date and time of the last run are shown.) This will bring up the latest report for all organizations for which you have access to view. To see previously saved reports, first click the drill, then select which report you wish to view. Using Acrobat Reader, you can print all or selected pages of a report. You may also save it on your computer as a PDF file for future reference.

**Note:** When the report is visible in your browser window, you will not have access to e~Print’s navigation bar or other links. To return to an e~Print report selection page, click the Back button in your browser. Then you can use the navigation bar to select the next report you wish to view or print.

Typically, you will download reports from the e~Print server as PDF files for viewing and printing via Adobe Acrobat reader. However, you occasionally may wish to download the text file (*.txt) version of a report. (Text files can be opened in any text editor.) To retrieve the most recent version of a particular report type as a text (*.txt) file use the TEXT download icon. Depending on the browser you are using, the procedure varies slightly:
To retrieve a TEXT file via Microsoft Internet Explorer:
Using the right mouse button, select the appropriate icon, and then select Save Target As… from the menu that appears. A “Save As” dialog box will be displayed with a default name and location for the text file. Specify the folder and filename you wish to use and click the Save button.

**Note:** If you forget to right-click the icon and instead use your primary mouse button, a warning will appear that indicates the file will be downloaded to your browser. To avoid possible problems, you should cancel the download, right-click the download icon, and select Save Target As…

To retrieve a TEXT file via Netscape:
Simply select (click on) the appropriate icon, and Netscape will display a “Save As” dialog with a default name and location for the file. Specify the folder and filename you wish to use and click the Save button.

To convert a TEXT file to a Microsoft Excel file:
Open Excel, then select “Open File”. You will need to specify the folder and file name that the TEXT file was previously saved. Select from the drop down menu, (Files of Types), “All Files”, the name of the saved TEXT file should appear. To open the file, double click on it. This will bring you to a conversion page, to convert the TEXT file to an Excel file. Follow the directions on the conversion program, selecting “Next” and “Finish” until completed.

**Report List Drill:** If you want to “drill down” to view or print an older report, or if you want to use a “page key” to view reports from only specific Funds or Organizations, click the “See Report List” icon (Drill) to the left of the report name. The report list will be displayed, so that you can take further action.

The report list displays all the instances (dates the reports are run) on file for a particular report type. The reports are listed in chronological order, from the most recent to the oldest versions. For each run, the report list includes the report title and the date and time it was run. At this level, you can either retrieve a specific date of a report for all you have access to by selecting PDF or TEXT, or you can use the “Search Report” icon (magnifying glass) to select specific Organization or Fund reports on file for a specific the report type. (This might be used to select individual report(s) for those that have access to multiple Organizations or Funds.)

**Search Report (Page Key):** If the magnifying glass icon appears on the report list, it means that the report is sorted by at least one page key (more than one Organization or Fund is available for viewing). Click the icon to “pick pages” for a report. This will open a screen allowing you to search for the particular pages (organizations or funds) you wish to view.

![Page Key: Org ▼
Pick Values Manually ▼
Search: ▼
GO ▼
Range: ▼ to ▼
GO ▼

**Page Key:** You may select the reports you want to view by Organization or Fund. Select the appropriate option from the pull down menu.

**Pick Values Manually:** Click the appropriate GO button.
Pick Values Manually displays all the Funds or Organizations that you have access to view. There may be one, a few, or many options depending on your level of access. Use the navigation buttons at the bottom of the page (Previous, Next) to scroll through the Organizations or Funds available to view. Click the checkbox(es) next to the Funds or Organizations you want to appear in the report. You may select as many values as you want. Click again to de-select a value. When satisfied with your selections, click the “Get the Report” icon at the bottom of any of the value pages.

An alternative method allows you to enter a Fund or Organization code at the bottom of the page and click GO to skip to a particular report.

Search: To access a report for a specific Fund or Organization, type in the appropriate number in the “Search” field and click GO. The system will display a validation page that lists the selected report. Click the appropriate icon to retrieve the report. Note: If there was no activity on the Fund or Organization during the time period chosen, you will receive a message that the value is not on file.
Range: This option is used to view reports for all Organizations or Funds that fall within a range of values. Key in the beginning and ending values for the selected Fund or Organization in the two “Range” fields. Then press the GO button to the right of these fields. The system will display a validation page that lists all the reports in the range selected.

Click the PDF or TEXT icon to retrieve all of the reports requested. Scroll through the pages to view specific reports.

Viewing and Printing a Report In PDF Format

Navigation Pane

Acrobat Reader opens with its navigation pane visible on the left-hand side of the window. The bookmarks will display the individual Organization or Fund reports that either you have access to or selected. Click on the Plus signs to view multiple organization or fund reports available. You may scroll through the reports one at a time, or click the desired Organization or Fund number to access it directly.
Using Acrobat Reader’s Tools

This toolbar is located along the top of Acrobat Reader’s window.

The Find tool may help you locate text or numbers in a report. This tool can be very useful to locate a specific index from the Account Hierarchy Report, or other searches.

Detail transaction reports are available to view by organization only. Use the find tool to enter the fund code you wish to view within the organization. This will take you directly to the report for the fund selected.

The toolbar at the bottom of the screen allows the user to navigate between pages and change the layout of pages on the screen.

For more information, see Acrobat Reader’s user documentation.

e~print Help

e~print has an extensive help menu available. There is a link just below the title bar on each e~Print page. This link will open a context-sensitive topic with information on the particular part of the system.

In addition, each e~Print Help page provides links to other pages. Near the top of each page in the Help file, you will find a link to the Help’s table of contents and index. Near the bottom of applicable pages, you will find links to related topics. There are additional references to related material within most of the Help pages.
Logging Out of e-Print

For security reasons, you should log out of e-Print if your browser will remain open and you will be leaving your computer unattended.

Note that the Logout link does not appear in your browser when you are viewing a PDF document. In order to log out after viewing a PDF document, first you must click the Back button on your browser to return to an e-Print report selection page. Then you can click the Logout link. Simply click the Logout link in the top, right-hand corner of the page. The system will return you to the Login page, and will display verification.

e-Print Standard Reports:

Budget Status Report

This report should be used to view budget information for all organizations except Grants and Contracts. Budget Status reports cumulative dollar information for the organization specified for the current month as of the date the report was run. This report will be run mid-month, and finalized at the end of the month. End of the month budget status reports will be available for all past months within the fiscal year.

The report can be identified by the title in the center at the top of the document. In the upper left corner of the Budget Status report you will find the report name and fiscal year. Directly below this will be the Chart of Accounts information for the report: Chart of Accounts Number (1 for George Mason University), Fund Number, Predecessor Organization, and Organization Number, each followed by the corresponding title.

In the upper right hand corner is the run date and time of the report and the page number within the comprehensive university report.

Columns:

Column headings follow the report header information. The headings are printed horizontally from the left margin of the page. The first column is titled Account, referring to the Account Code listed in the column. This is a code used to identify the budget category or type of revenue or expenditure reported. The second column, Account Title contains the account code description.

Budgets: The third column contains the Adjusted Budget amounts. The adjusted budget is the original adopted budget plus or minus any budget adjustments (For indirect Organizations, the Adjusted Budget reflects Current Budget). To simplify the budgetary process, the Budget Office posts budget amounts using pooled account codes. For example, all Direct Expenditures are budgeted using account code 70000. When an actual expenditure occurs it is posted to Banner using the actual expenditure account code (i.e.: 74120 Office Supplies).

Current Period Activity/ Year to Date Activity: The fourth and fifth columns represent actual amounts for transactions processed in the current month and updated to fiscal year to date. The current month column reflects the monthly total of all financial transactions in the month of the
report. The information is summarized by account code on this report and is detailed separately on the Organization Detail Activity report.

**Budget Reservations:** This column reflects funds that have been reserved but not yet expended. Unpaid annual salaries and fringe benefits appear as budget reservations in labor accounts. Contractual obligations including eVA purchase orders and contracts are shown as budget reservations in the direct expenditure accounts.

**Available Balance:** The last column reflects the balance available, calculated as adjusted budget less actual fiscal year to date expenditures and budget commitments.

For expenditures budgeted in pooled accounts, the system does not reflect the actual available balance for individual line items. Expenditures in these pools should be analyzed using the bottom line totals for Revenue, Labor or Direct Expenditures, located at the bottom of the report.

**CMT TYP:** This represents the commitment type for the transaction. A U represents any transaction initiated during the current fiscal year; a C represents any transaction initiated during the previous fiscal year that was carried forward as a commitment to the current fiscal year.

**Sub Totals/Organization Totals**
The budget status report includes many subtotals. These can be identified by the word TOTAL in the account code column. The Organization totals reflect the total activity for each category of transactions, such as Labor and Direct Expenditures, summed for each column.

**Net:** Amounts on the NET line reflect the net budget, expenditures, commitments and balance available for the organization. Because Banner Finance allows revenues to be recorded using the same organization code as expenditures, the Net total will be a negative number for organizations that do not receive revenues. Organizations that do not receive revenues may reverse the sign and use this number as a total for all expenditure categories.

**Organization Detail Activity**
The Organization Detail Activity Report shows a detailed record of all transactions that have been processed in Banner during the month of the report. The total amount per account code is carried forward to the Budget Status report at the end of the month, recorded in the Current Month column, and updates the Fiscal Year column. If there are no current month transactions processed for an organization, the organization detail activity report will not be produced.

The report can be identified by the title in the center at the top of the document. The Organization Detail Activity Report is updated daily to allow for daily reconciliation. At the end of the month, the transactions for that time period are saved, and available for viewing by drilling down from the repository window.

In the upper left hand corner of the Detail Activity report you will find the date and time that the report was printed, as well as fiscal year information. Directly below the date, are the Chart of Account Code (1 for George Mason University), and the Organization code and title of the organization for the report.

In the upper right hand corner is the page number for the comprehensive University Organization Detail Activity report, and the identifying abbreviation for the report name.
Columns:

From the left margin of the report the first column is the Trans Date. This identifies the date that the transaction was processed in the system.

The second column, Trans Type refers to the rule code transaction used to process the transaction (used internally to indicate the type of transaction.)

The third column, Document Number, references the primary Banner document used to record the transaction. Documents referenced in this column include journal vouchers (J) and invoices paid by Accounts Payable (I).

The fourth column titled Document Reference is not used at George Mason University.

The fifth column is the description of the transaction. The description will vary depending on the type of transaction. Original Budget may appear for a budget entry, or the vendor name will appear for invoices and purchase orders.

The sixth column is titled Account/Fund, referring to the account code listed in the column. This code is used to identify the budget category or type of revenue or expenditure reported. The title of the account code is listed at the beginning and end of each group of transactions.

The seventh column is for Budget Activity. This will reflect the original budget entry and any adjustments to this budget. The transactions update the Adjusted Budget column shown on the Budget Status report. A negative transaction reduces the adjusted budget and a positive transaction increases the adjusted budget amount.

The eighth column, Transaction Activity, represents the revenue or expenditure amounts posted to the organization during the current month. Each account code lists the beginning balance, individual transactions for the current month and ending balance. Ending balance amounts for each account code are carried forward to the Budget Status report and reflected in the current period activity and year to date column on the report.

The ninth column, titled Encumbrance Activity, reflects the transactions that change the open commitment status. This includes obligations such as eVA purchase orders and personnel encumbrances during the current month. A negative entry indicates that a previously committed item was either paid or released.

The last column Cmt Typ, is an indicator to identify the fiscal year in which the transaction was initiated. A U in this column indicates initiation in the current fiscal year; a C indicates initiation in the previous fiscal year.
Discoverer Reports

Accessing Discoverer Reports – Oracle Discoverer Plus is used to run reports against the Banner data marts. The data may be viewed, printed or extracted into various file formats for further manipulation in another application, such as Excel. In order to use Discoverer, you must request and be granted access to a specific data mart area. Instructions for obtaining data mart access are available from the Discoverer splash page, http://discoverer.gmu.edu.

To obtain access to Discoverer, click on Discoverer Access on the right side of the screen under Resources.

Once access is obtained, Click on Discoverer Plus.

Users must then log in to the system.

An * indicates a required field. The database should be EDWP.
After the Oracle logo screen appears, the Workbook Wizard screen appears. Select Open an existing workbook and then select the Browse button.
The Open Workbook from Database window will open, with a drop down list of all reports to which the user has access.

For purposes of University Policy 2114, Reconciling Departmental and Sponsored Fund Accounting Records, the FIN_Labor and DE Drill report is recommended. (NOTE: For grants or sponsored research, PI Reports or PI Reports by Month Range must be used.) Find this report and select Open. If this report does not appear in the drop down list, contact the responsible Banner Security Officer for access.

The screen below will appear. Click Yes.
Parameters must be set for the Initial View. For reconciliation purposes, the information entered here should be the Fiscal Year and Month that is being reconciled. NOTE: The Fiscal Month must have a capital first letter, followed by two lower case letters, as per the example in the Description box. If this format is not followed, the report will yield no results. Select OK.

After the query has been run, select the Summary button along the bottom of the report.

On the next screen, enter the organization number and select OK.

The Summary screen will then be displayed. Categories for Salaries, Fringe and Direct Expenditures will be displayed along the left side of the report. Columns for Budget, Current Month Actuals, Year to Date Actuals, Current Balance, Open Commitments and Projected...
Balance will be displayed.

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Aocct</th>
<th>Account Desc</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Cur. Mo. Actuals</th>
<th>YTD Actuals</th>
<th>Current Balance</th>
<th>Open Commit</th>
<th>Projected Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>51110</td>
<td>Faculty Salaries Full Time</td>
<td>67,028</td>
<td>67,028</td>
<td>9,336</td>
<td>25,994</td>
<td>26,851</td>
<td>2,563</td>
<td>26,852</td>
</tr>
<tr>
<td></td>
<td>51130</td>
<td>Faculty Special Payment</td>
<td>32,300</td>
<td>25,300</td>
<td>800</td>
<td>10,200</td>
<td>9,100</td>
<td>0</td>
<td>9,100</td>
</tr>
<tr>
<td></td>
<td>51110</td>
<td>Classified Salaries</td>
<td>30,000</td>
<td>30,000</td>
<td>1,882</td>
<td>17,700</td>
<td>11,100</td>
<td>1,600</td>
<td>9,502</td>
</tr>
<tr>
<td></td>
<td>51110</td>
<td>Wages</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,782</td>
<td>&lt;1,782</td>
<td>0</td>
<td>&lt;1,782</td>
</tr>
<tr>
<td></td>
<td>51420</td>
<td>Wages-Student Hourly</td>
<td>0</td>
<td>0</td>
<td>504</td>
<td>1,575</td>
<td>&lt;1,575</td>
<td>0</td>
<td>&lt;1,575</td>
</tr>
<tr>
<td></td>
<td>51610</td>
<td>Student Wages-Federal Work Study</td>
<td>0,492</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Categories**
- **Campus**
  - 51000 - Faculty Benefits Budget Pool
  - 51110 - Retirement Contributions VGR
  - 51112 - FICA Tax Salaries
  - 51113 - FICA Tax Wages
  - 51114 - Group Insurance
  - 51115 - Medical Insurance Group
  - 51117 - VSEP Contribution
  - 51118 - Optional Retirement
  - 51119 - TIAA
  - 51127 - TIAA Cash Match

**Fringe**
- 70000 - Direct Expenditure Budget Pool
- 70100 - Change Card Controllable Reallocation
- 70140 - Medical Bill
- 70150 - Printing Services
- 70163 - Telecomm Svcs BTR
- 70170 - Telecom Excl Nonstate
- 70172 - Voice Mail System
- 70175 - PBX Network Sites
- 70177 - Long Distance Telephone
- 70180 - Catering Services
- 70181 - GMU Photocopying
- 70190 - Change Card Supplies

Clicking on an arrow in the Account code column (Acct) will prompt users to choose from one of 3 choices:

**Labor Summary** – generates a Labor Summary for the particular account description selected. On the resulting screen, clicking the arrow in the G# column will yield a Labor Detail report for the particular person selected. Self-Service only shows that payroll went out to pay faculty, classified salaries and/or wage salaries but does not allow users to see which individuals were paid what amounts.

**Direct Exp Specific** - generates information regarding only the direct expenditure category selected

**Direct Exp All** – generates information on all direct expenditures

Note that labor accounts begin with a 6 and direct expenditures begin with a 7. If drilling on an arrow in the direct expenditure section, users would not select Labor Summary because this is not a labor account and the report will be returned containing no data.

To return to the summary page, use the tabs along the bottom to click on Summary at any time.
Reconciliation

George Mason University Policy 2114 requires that all organizations (orgs) and funds be reconciled at least every two months. Monthly reconciliation is strongly encouraged. The purpose of this systematic review is to ensure that all transactions have been properly recorded, that financial statements accurately reflect the financial position of the fund or org and that any irregularities are identified and immediately reported to the appropriate authorities. The following guidelines will assist the responsible individuals with verifying that the information recorded in Banner Finance, the University’s financial accounting system, is consistent with department source documentation.

Departments should maintain a record of any pending charges to an org or fund. Source documents may include bills from internal vendors (i.e., Print Services receipts, Telecom Administration charges, Facilities work orders), eVA purchase orders, travel vouchers, P-Card approval forms, payment requests, honorarium payment requests, funding change forms, journal vouchers (JVs) and other types of documentation that result in financial charges to a fund or org. These documents will serve as a reference point when individuals reconcile department financial information.

Department representatives may use the suggested process and worksheets OR another reconciliation process provided a full and systematic verification and reconciliation is completed at least every two months.

At the beginning of the fiscal year, it is recommended that reconcilers follow the process below. This is only a suggested process.

- Open the Discoverer workbook titled “FINHR_Rosters Perm by Dept”.
- Confirm that all employees listed are currently employed by the department. Rosters should be reviewed by an individual who knows if employees are appropriately charged to the funds or orgs. If the reconciler does not know the names and employment status of all non-wages employees charged to his/her funds and orgs., the list must be reviewed by someone who is knowledgeable.
- Enter salary data for all administrative faculty, faculty, and classified staff on the relevant tab in the Salary Reconciliation workbook, found at: http://fiscal.gmu.edu/Procedures/Procedures%20tab%20page.html#Recon (Note: use of G# rather than name is encouraged).
- Open the Discoverer workbook titled “FINHR_Wage Roster”.
- Enter the name of each wage employee in the Salary Reconciliation workbook on the wages tab.
- Open the Discoverer workbook titled “FIN_Labor and DE Drill”.
- Enter the total wage budget in the Salary Reconciliation workbook on the wages tab.
- Open the Department Expense Log for the new fiscal year. Save on shared drive for easy access by unit faculty/staff.

Reconciling Labor Accounts

Open Discoverer as noted above, selecting FIN_Labor and DE Drill and entering Fiscal Year, Month and Organization number.
- Drill on each type of salary (Faculty, Admin Faculty, etc).
- Confirm that all employees listed with current activity are currently employed by the department. Rosters should be reviewed by an individual who knows if employees are appropriately charged to the funds or orgs. If the reconciler does not know the names and employment status of all non-wages employees charged to his/her funds and orgs., the list must be reviewed by someone who is knowledgeable. Drill on G# of each individual (non-wage) and enter amount for each paycheck on the provided Salary Reconciliation Worksheet. If there are no staffing changes and amounts remain constant, no entry after the first fiscal year pay period is necessary.

Note: The Salary Reconciliation Workbook may be used to track payments to full time and part time faculty, administrative faculty and classified staff. The salary for all nine month faculty, including those who elect to be paid over twelve months, is charged to the department on a nine month basis.

- Monitor wage charges ensuring that individuals listed worked for the unit during the appropriate time period. Confirm that there is sustainable funding for wage employees until the end of the fiscal year. Since wage rates are approved through the EPAF (Electronic Personnel Action Form) process and wage payments are authenticated through the timesheet approval process, verification of each wage payment is not required, but any unusual charges that are observed should be researched further.

- If applicable, the amounts posted for faculty special payment (61130) should be confirmed with departmental records. The reconciler should also confirm that each Funding Change form has been processed as it was submitted. In addition, Annual Leave Balances (613xx) should be verified. For example, the reconciler should confirm that an Annual Leave Balance payment was made only to a department/unit employee who was, but is no longer, employed by Mason.

- Document any discrepancies on the spreadsheet, research and report to Human Resources immediately if error is identified.

### Reconciling Direct Expenditures

Department representatives may choose to utilize the Expense Log created by Fiscal Services to track expenditures during the month OR another method. The Expense Log (found at: [http://fiscal.gmu.edu/Procedures/Procedures%20tab%20page.html#Recon](http://fiscal.gmu.edu/Procedures/Procedures%20tab%20page.html#Recon) ) provides the option to filter data by a variety of fields including org and account code. Department staff may also modify the Expense Log by adding and/or deleting columns as appropriate. At the department’s discretion, each individual processing routine transactions for the department may use the log to enter transactions as the transactions occur or provide a record of transactions to the reconciler. This log may be saved on a shared drive to allow easy access by all individuals within the department. In all cases, the reconciler and the approver should be able to view the appropriate source documents.

Open Discoverer as noted above, selecting FIN_Labor and DE Drill and entering Fiscal Year, Month and Organization number.

- Drill on any single direct expense account code and select Direct Exp All from the menu.
- To display selected month’s transactions in one area of the report, select Acct and Acct Description and right click- select Group Sort, to ungroup these items. Select Trans Date and right click- select Group Sort to list transactions by date. Transactions for the selected month will be grouped by the selected month and appear in the “Current Months Actuals” column.
• The entire report or selected columns and rows may be downloaded to Excel or copied and pasted to a worksheet.
• Use the source documentation and Expense Log or other record to verify all charges to a fund or org. Discoverer allows individuals to see payments to individuals or vendors but does not allow viewing of related documentation (i.e.: purchase orders). To obtain additional detail, Banner Finance Self-Service may be used. The View Document option may be helpful to quickly locate related information on a particular invoice, journal voucher or cash receipt. For some charges such as telecom and facilities, FIN_Exp by Type by Month may be useful to reconcile total charges.
• Telecom charges should be reviewed in detail by the departmental telecom coordinator at least quarterly. For other routine monthly charges such as postage and printing, the billing should be reviewed in detail periodically to establish a baseline amount. A detailed review is required when a monthly bill varies significantly from the established baseline amount.
• Document any discrepancies and resolve within thirty days.

Reconciling Revenue Accounts (if applicable)

Units collecting revenue should have an existing system to verify revenue transactions before the revenue feed is entered in Banner Finance. In some cases, the reconciler will match source documents such as cash receipt forms, daily credit card sales reports and revenue refund forms to Banner Finance activity.

Certification

The individual preparing the reconciliation (the reconciler) must certify the reconciliation; the individual responsible for approving the work of the reconciler, usually the individual responsible for the fund/org (the approver) must certify his/her review of the reconciliation.
some situations when no reconciler exists, certification means the approver/PI has completed a systematic review of Banner financial activity. In all situations, the PI must sign and date the reconciliation to certify that all charges and credits are allowable, allocable and reasonable. The PI may not delegate this responsibility. Electronic certification is encouraged. These certified records should be retained in the department or college and be available for auditors’ review. A sample reconciliation certification document follows, as well as on the Fiscal Services website.
RECONCILIATION CERTIFICATION

Reconciler Certification:
I certify that I have reviewed all charges and credits on the fund/organization and have confirmed those transactions with source documents as appropriate.

____________________________________________________________________
Print Name           Signature           Date

Appraiser Certification:
I have reviewed the reconciliation and certify that all charges and credits to the fund/organization are reasonable.

____________________________________________________________________
Print Name           Signature           Date

NOTE: Additional certification required for sponsored research projects if the PI is not the reconciler or approver.

PI Certification:
I have reviewed the reconciliation and certify that all charges and credits are allowable, allocable and reasonable.

____________________________________________________________________
Print Name           Signature           Date
Sample Reconciliation

George Mason University FIN_Labor and DE Drill - Summary Fiscal Year Code: '2011', FM: 'JUL', Org_Key: '421001' Run Date 16-AUG-10

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<thead>
<tr>
<th>Sub-total</th>
<th>Acct</th>
<th>Account Desc</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Curr Mo Actuals</th>
<th>YTD Actuals</th>
<th>Current Balance</th>
<th>Open Commits</th>
<th>Projected Balance</th>
<th>Adjustments</th>
<th>Adjusted Balance</th>
<th>Notes</th>
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<td>Salaries</td>
<td>61310</td>
<td>Classified Salaries</td>
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<td>517,440</td>
<td>66,520</td>
<td>60,520</td>
<td>456,920</td>
<td>423,640</td>
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<td></td>
<td>61400</td>
<td>Budget Pool-Wages</td>
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<td></td>
<td>61420</td>
<td>Wages-Students Hourly</td>
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<td>73140</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>74120</td>
<td>Office Supplies</td>
<td>0</td>
<td>0</td>
<td>59</td>
<td>59</td>
<td>&lt;59&gt;</td>
<td>0</td>
<td>&lt;59&gt;</td>
<td>&lt;59&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Expenditures</td>
<td></td>
<td></td>
<td>51,574</td>
<td>51,574</td>
<td>2,026</td>
<td>2,026</td>
<td>49,548</td>
<td>2,487</td>
<td>47,061</td>
<td>47,261</td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td>790,276</td>
<td>776,058</td>
<td>89,381</td>
<td>89,381</td>
<td>686,677</td>
<td>589,652</td>
<td>97,025</td>
<td>97,225</td>
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</tr>
</tbody>
</table>

Reconciler notes:
1. $200 adjustment, EP 604021 incorrectly charged to org 421001; Journal Voucher processed on 8/9/2010
2. Monthly wages charges exceed 1/12 of annual budget; Journal Voucher processed on 8/9/2010

Reconciler: I certify that I have reviewed all charges and credits on the fund/organization and have confirmed those transactions with source documents as appropriate.

Signature ______________________ Date __________

Approver: I have reviewed the reconciliation and certify that all charges and credits to the fund/organization are appropriate and necessary.

Signature ______________________ Date __________
<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITU Support Center</td>
<td>3-8870</td>
</tr>
<tr>
<td>Accounting Operations</td>
<td>3-2634</td>
</tr>
<tr>
<td>Purchasing and Accounts Payable</td>
<td>3-2580</td>
</tr>
<tr>
<td>Travel Office</td>
<td>3-2623</td>
</tr>
<tr>
<td>Fiscal Services Training</td>
<td>3-2089</td>
</tr>
<tr>
<td>Fiscal Services Policy and Communication</td>
<td>3-2620</td>
</tr>
<tr>
<td>Budget Office</td>
<td>3-8824</td>
</tr>
<tr>
<td>Office of Sponsored Programs</td>
<td>3-4806</td>
</tr>
</tbody>
</table>
General Information

Self Service User ID and PIN:

- Go to: https://patriotweb.gmu.edu/
- Click on the Login button
- User ID: your email username/NetID
- Password: your email/NetID password
- To change your password or set up a user name and password, select the appropriate link. For further assistance, contact ITU Support at 703-993-8870

e-Print User ID and Password:

- User ID: your email username/NetID
- Password: your email/Net ID password

Requesting Access to Self Service & e-Print:

- Go to: https://patriotweb.gmu.edu/
- Log in to Patriot Web Self Service
- Select the Employee Services menu
- Select the Request Access to Banner Products link for forms/directions

Accessing Self Service and e-Print:

- Use Internet Explorer; the system is web-based and will pull real-time information for Self Service and dated reports from e-Print

Organization #: is a six digit number that is linked to your department and school or division.

Whom to Call for Help

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Office</td>
<td>993-8824</td>
</tr>
<tr>
<td>ITU Support Center</td>
<td>993-8870</td>
</tr>
<tr>
<td>Fiscal Services Training Office</td>
<td>993-2089</td>
</tr>
<tr>
<td>Policy and Communication</td>
<td>993-2620</td>
</tr>
<tr>
<td>Finance Administrative Systems Team (FAST)</td>
<td>993-2574</td>
</tr>
<tr>
<td>General Accounting</td>
<td>993-2634</td>
</tr>
<tr>
<td>Purchasing &amp; Accounts Payable</td>
<td>993-2580</td>
</tr>
<tr>
<td>Travel Office</td>
<td>993-2623</td>
</tr>
</tbody>
</table>

Notes:

My Organization #:s:

December 2012
Self Service:
To access, go to:
- https://patriotweb.gmu.edu
- Select Login to Patriot Web Self Service
- Enter email username/NetID and Password
- Select Financial Information
- Select Budget Queries

Finance Self Service Quick Help

<table>
<thead>
<tr>
<th>To find...</th>
<th>Go to....</th>
</tr>
</thead>
</table>
| Real-time information on budget, expenses, and balance available | Access Self Service through steps listed above  
Select Budget Queries  
Select Budget Quick Query  
Press the Create Query button  
Select Fiscal Year  
Enter Chart of Accounts = 1  
Enter Org#  
Press the Submit Query button |

Real-time details on non-personnel charges (drill-down capability on charges) | Access Self Service through steps listed above  
Select Budget Queries  
Select Budget Status by Account  
Press the Create Query button  
Select Adjusted Budget  
Select Year to Date  
Select Encumbrances  
Select Available Balance  
Press the Continue button  
Select Fiscal Year  
Select Chart of Accounts = 1  
Enter Org #  
Press Submit Query button  
You may drill-down on specific charges to see details |

Please Note: Select “Include Revenue Accounts” only when your organization collects revenue.

Finance e~Print Quick Help

<table>
<thead>
<tr>
<th>To find....</th>
<th>Go to....</th>
</tr>
</thead>
</table>
| Budget, current month expenses, year to date expenses, commitments, and balance available as of month end | Access e~Print through steps listed above  
For the most recent report: press the PDF button next to the Budget Status  
For historical reports: press the Drill button  
Press the magnifying glass button  
Enter Page Key = Org  
Enter Search = your org #  
Press the Go button  
Press the PDF button |

All personnel charges to your organization as of the most recent pay period | Access e~Print through steps listed above  
For the most recent report: press the PDF button next to the Labor Distribution Report  
For historical reports: press the Drill button  
Press the magnifying glass button  
Enter Page Key = Org #  
Enter Search = your org #  
Press the Go button  
Press the PDF button |

Detail list of charges to your organization by month | Access e~Print through steps listed above  
For the most recent report, press the PDF button next to the Organization Detail Activity Report  
For historical reports: press the Drill button  
Press the magnifying glass button  
Enter Page Key = Org #  
Enter Search = your org #  
Press the Go button  
Press the PDF button |

Please Note: Always select the PDF option for viewing e~Print.

December 2012