Banner Finance and Reconciliation

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Introduction

Reconciliation Policy

University Policy 2114 - Reconciling Departmental and Sponsored Fund Accounting Records, requires timely reconciliation of all organizations (orgs) and fund. 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, that any irregularities are identified and immediately reported to the appropriate authorities and corrections are documented, monitored and resolved within an acceptable timeframe. All Banner funds and organizations must be reconciled in a timely manner on a monthly or bi-monthly basis (period). Reconciliations must be prepared, approved and certified no later than two months after the last day of the reconciled month/period. For example, financial transactions for the month/period ending July 31 must be reconciled and approved by September 30. Earlier reconciliation and approval is encouraged. Each unit may establish due dates for reconcilers, approvers and PIs based on business needs provided the reconciliations are prepared, approved and certified within the two-month timeframe. Monthly reconciliation is strongly encouraged by Fiscal Services.

The following guidelines will assist the responsible individuals with verifying that the information recorded in Banner Finance, Mason’s financial accounting system, is consistent with department source documentation. 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. Departments should maintain a record of any pending charges to an org or fund that have not yet been recorded in Banner Finance.

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.

*MicroStrategy* 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. Departments view information related to
revenue, direct expenditures, labor and net budget totals using the MicroStrategy revenue and
expense module. MicroStrategy 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 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 be reflected incorrectly in Banner Finance Self Service reports. The PI Reports,
located in *MicroStrategy*, provide the most accurate record of financial transactions for grants
and contracts. The **Office of Sponsored Programs** provides resources for PI Reports and should
be contacted for assistance with these reports.

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. There is a searchable database located here: [Expenditure Account Codes](#). 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.

**Banner Finance Self Service**

Access the Patriot Web Self Service Web Site at [https://patriotweb.gmu.edu](https://patriotweb.gmu.edu).
To enter the Self Service Administrative system, select Login.

Enter your Mason Username and Password. Select Login.

Next: Select Financial Information

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

To create a Budget Query, select Budget Queries then select one of three options.

*Complete description of each will follow.

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick 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 21 of this manual.
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**. 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 then click **Continue**. Details on each column are listed 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>Temporary Budget</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>------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Adjusted Budget</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>Year to date</td>
<td>Year-to-date activity. Represents actual revenue and expenditures posted.</td>
</tr>
<tr>
<td>Encumbrances</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>Reservation</td>
<td>Setting aside of budget. Generated by purchase requisitions prior to Fiscal Year 2012</td>
</tr>
<tr>
<td>Commitment</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>
<tr>
<td>Available Balance</td>
<td>Remaining Budget left to spend. = Adjusted Budget +/- Commitments +/- Year to date</td>
</tr>
</tbody>
</table>

After selecting “Continue” the user will enter parameters for the query. 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.
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://discoverer.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.

Fiscal year: 2016  Fiscal period: 14  
Comparison Fiscal year: none  Comparison Fiscal period: none

Note: Mason’s Banner system begins with fiscal year 2003. Therefore, no information for fiscal years prior to 2003 will be available on the system.

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Field</th>
<th>Description/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Fiscal Year</td>
<td>Represents the University’s fiscal year from July 1st to June 30th. For example “2016” relates to the year starting July 1st 2015, and ending June 30th 2016.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Mason’s Banner system begins with fiscal year 2003. Therefore, no information for fiscal years prior to 2003 will be available on the system.</td>
</tr>
<tr>
<td>X</td>
<td>Fiscal Period</td>
<td>The number of the fiscal month you wish to query.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>Comparison Fiscal Year</td>
<td>If comparison is desired, enter the fiscal year you would like to compare with the currently selected fiscal year.</td>
</tr>
</tbody>
</table>
Comparison Fiscal Period. If comparison is desired, enter the fiscal month you would like to compare with the currently selected fiscal period. Comparisons may be made between fiscal years and fiscal periods or between different fiscal periods in one year.

<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></td>
<td></td>
</tr>
<tr>
<td>Index</td>
<td>Mason no longer uses index codes. Enter an index number only to retrieve data for FY2006 and earlier.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Activity Code. Optional element used for independent reporting needs.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Organization</td>
<td>Organization Code. Departmental entity or budgetary unit responsible for transactions.</td>
</tr>
<tr>
<td>Location</td>
<td>Location Code. Identifies the physical whereabouts of financial transactions. Optional element used for independent reporting needs.</td>
<td></td>
</tr>
<tr>
<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 reflected incorrectly in Self Service reports. The PI Reports provide the most accurate record of financial transactions for grants and contracts. PI Reports may be found in MicroStrategy.</strong></td>
<td></td>
</tr>
<tr>
<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 funding.</td>
<td></td>
</tr>
<tr>
<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</td>
<td></td>
</tr>
</tbody>
</table>
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%).

<table>
<thead>
<tr>
<th>Account Type</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<tr>
<td>Include Revenue Accounts</td>
<td>Check this field to 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 calculation of available balance for the entire organization.</td>
</tr>
</tbody>
</table>

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

The Report Parameters summarize the FOAPAL information selected for the query.
The Results list includes all of the account codes/titles that have recorded activity as of the budget period and fiscal year provided. The columns displayed reflect the information selected to view.

<table>
<thead>
<tr>
<th>Account/Account Title</th>
<th>FY16/P014 Adjusted Budget</th>
<th>FY16/P014 Year to Date</th>
<th>FY16/P014 Encumbrances</th>
<th>FY16/P014 Commitments</th>
<th>FY16/P014 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>70000 Direct Expenditures</td>
<td>$1,815.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73110 Express Mail Services</td>
<td>$0.00</td>
<td>$169.15</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73140 Telemed Mail</td>
<td>$0.00</td>
<td>$12,909.19</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73170 Telecomm Svcs Nonstate</td>
<td>$0.00</td>
<td>$2,399.87</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73177 Long Distance Telephone</td>
<td>$0.00</td>
<td>$112.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73420 Local Services</td>
<td>$0.00</td>
<td>$2,399.87</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73680 Non-GPU Skilled Services</td>
<td>$0.00</td>
<td>$2,568.10</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73681 GPU Photocopying</td>
<td>$0.00</td>
<td>$1,496.84</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73682 Recharge GPU Services</td>
<td>$0.00</td>
<td>$130.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73790 Computer Software Costs</td>
<td>$0.00</td>
<td>$6,617.00</td>
<td>$238.00</td>
<td>$238.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73890 Domestic Conferences</td>
<td>$0.00</td>
<td>$273.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>73893 Employee Training Travel</td>
<td>$0.00</td>
<td>$551.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>74120 Office Supplies</td>
<td>$0.00</td>
<td>$471.47</td>
<td>$447.00</td>
<td>$447.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>74130 Stationery/Forms</td>
<td>$0.00</td>
<td>$1,937.04</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>74874 Comp Sys &amp; Component less than $5000</td>
<td>$0.00</td>
<td>$99.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>75413 Exchange Facilities Repair &amp; Maint</td>
<td>$0.00</td>
<td>$215.24</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>$1,815.00</td>
<td>$32,080.03</td>
<td>$685.00</td>
<td>$685.00</td>
<td>$9,049.00</td>
</tr>
</tbody>
</table>

All financial information is grouped in summary format by account code. Users may increase the level 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.
### Document List

<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>Sep 30, 2015</td>
<td>Sep 30, 2015</td>
<td>11613497</td>
<td>Peak-Ryzex Inc.</td>
<td>1,732.99</td>
<td>INE1</td>
</tr>
<tr>
<td>Sep 23, 2015</td>
<td>Sep 23, 2015</td>
<td>11613487</td>
<td>Peak-Ryzex Inc.</td>
<td>835.11</td>
<td>INE1</td>
</tr>
<tr>
<td>Report Total (of all records):</td>
<td></td>
<td></td>
<td></td>
<td>2,568.10</td>
<td></td>
</tr>
</tbody>
</table>

Available Budget Balance: (2,568.10)

### Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>The date the document was posted</td>
</tr>
<tr>
<td>Activity Date</td>
<td>The date the information for this record was entered or last updated</td>
</tr>
<tr>
<td>Document Code</td>
<td>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).</td>
</tr>
<tr>
<td>Vendor/Transaction Description</td>
<td>Description of transaction, or the vendor associated with the transaction.</td>
</tr>
<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>

Drill down (click) on the individual Document Codes to see more details related to the transaction.
The Detail Transactions Report describes the document type, document code associated with the transaction, description of the transaction and the transaction date. The Accounting Information details the FOAPAL information linked to the document.

The Related Documents field lists all other documents that are related to the selected 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.

Documents Available to View

Invoice - Document Number begins with the letter I

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Lists the invoice number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Number</td>
<td>References any Purchase Order number associated with the Invoice</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Date invoice was received in Accounts Payable</td>
</tr>
<tr>
<td>Sub No</td>
<td>Not Applicable at George Mason University</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Date transaction was processed in the system by Accounts Payable (A/P). This is the date the transaction will appear in the system.</td>
</tr>
<tr>
<td>Payment Date</td>
<td>Date the check will be/was issued to the vendor</td>
</tr>
<tr>
<td>Total</td>
<td>The total dollars associated with the invoice</td>
</tr>
<tr>
<td><strong>Complete</strong></td>
<td>Indicates whether or not the invoice was completed by A/P</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td>Indicates whether the payment has received approval</td>
</tr>
<tr>
<td><strong>Vendor Inv</strong></td>
<td>Reflects the vendor’s invoice number. For travel reimbursements, this reflects the first day of travel for the reimbursement.</td>
</tr>
<tr>
<td><strong>Open/paid</strong></td>
<td>Indicates whether or not the check has been processed for the invoice</td>
</tr>
<tr>
<td><strong>Credit Memo</strong></td>
<td>Indicates if the transaction is a credit memo</td>
</tr>
<tr>
<td><strong>Cancel Date</strong></td>
<td>If the invoice was cancelled, the date of the cancellation</td>
</tr>
<tr>
<td><strong>1099 Tax Id</strong></td>
<td>If the Vendor is a 1099 vendor, the 1099 vendor indicator will be Y and the tax ID number will display</td>
</tr>
<tr>
<td><strong>Vendor</strong></td>
<td>The Vendor number, name and address associated with the vendor</td>
</tr>
<tr>
<td><strong>Collects Tax</strong></td>
<td>Indicator if the Vendor collects taxes from the university</td>
</tr>
<tr>
<td><strong>Discount Code</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Document text</strong></td>
<td>Any text that the A/P technician added to the invoice</td>
</tr>
<tr>
<td><strong>Invoice Commodities</strong></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.</td>
</tr>
</tbody>
</table>

C- Payment Request; F- Food and Beverage Authorization; P- Physical Plant Purchase Orders; EP- eVA Purchase Order under $2,000

**Purchase Orders** are represented by a series of numbers.

<table>
<thead>
<tr>
<th><strong>PO/Requisition Number</strong></th>
<th>Purchase Order or Requisition Number</th>
</tr>
</thead>
</table>
| **Chg #** | Indicates the number of Changes to the Purchase Order.
<table>
<thead>
<tr>
<th><strong>Order Date</strong></th>
<th>Date the Requisition was entered in the system.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction Date</strong></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><strong>Delivery Date</strong></td>
<td>Date the item is requested to be delivered.</td>
</tr>
<tr>
<td><strong>Print Date</strong></td>
<td>Date the Purchase Order was printed.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Reflects the total dollar value of the Requisition or Purchase Order.</td>
</tr>
<tr>
<td><strong>Completed</strong></td>
<td>Indicates whether the document was completed in the Purchasing Office.</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td>Indicates whether the document was approved.</td>
</tr>
<tr>
<td><strong>Cancel Reason</strong></td>
<td>Indicates the reason for the document’s cancellation if canceled.</td>
</tr>
<tr>
<td><strong>Cancel Date</strong></td>
<td>Reflects the date of the cancellation.</td>
</tr>
<tr>
<td><strong>Requestor</strong></td>
<td>The name of the individual submitting the Purchase Requisition.</td>
</tr>
<tr>
<td><strong>Ship To</strong></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><strong>Attention</strong></td>
<td>The name of the person responsible for receiving the items.</td>
</tr>
<tr>
<td><strong>Vendor</strong></td>
<td>Vendor’s name, address and phone number.</td>
</tr>
<tr>
<td><strong>Document Text</strong></td>
<td>Any text that the buyer has added to the Purchase Order.</td>
</tr>
<tr>
<td><strong>Purchase Order Commodities</strong></td>
<td>Lists each item requested or purchased.</td>
</tr>
<tr>
<td><strong>Purchase Order Accounting</strong></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><strong>Journal</strong></th>
<th>Journal Voucher (JV) Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Indicates the status of the Journal Voucher</td>
</tr>
<tr>
<td><strong>Trans date</strong></td>
<td>Date that the transaction was entered into the system.</td>
</tr>
<tr>
<td><strong>Activity date</strong></td>
<td>Date of the activity</td>
</tr>
<tr>
<td><strong>User ID</strong></td>
<td>The user ID of the person completing the Journal Voucher (JV)</td>
</tr>
<tr>
<td><strong>Doc Total</strong></td>
<td>The dollar total for the entire Journal Voucher</td>
</tr>
<tr>
<td><strong>Seq#</strong></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>------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</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.

**Budget Status by Organizational Hierarchy**

*Budget Status by Organizational Hierarchy* permits the user 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**

As with other queries, select the columns for the query. Column details are on page 9 of this manual.
Select **Fiscal Year** and **Fiscal Period**.

**Chart of Accounts**: 1

**Organization**: 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 27 for details on using the LOV button.

**Note**: Users 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.
Details on a lower level organization can be accessed by clicking on any of the green and underlined organizational codes. This process can be continued until the data entry-level organization has been accessed.

The query will display summary account code information (roll-up data). “Drill down” on any of the summary account codes to reveal the next level of account codes. This process can be continued until the primary account codes have been accessed. For further details on specific amounts click any amount which is underlined and in green to query the document. For more information on viewing Banner documents please see page 16 of this manual.

*For Example:* Clicking on 70 will produce a list of Direct Expenditures as shown below.
Note: The user may continue to "drill down" by clicking on the underlined green numbers to access additional information.

User may enter an individual organization code into the Budget Status by Organization Hierarchy to view summary data for only that organization code. As with other queries, select the columns and parameter for the query.

The Query Results list shows the totals for the entire organization selected. To retrieve more detailed information click on the green underlined organization code.
For further details on specific amounts click any amount which is underlined and in green to query the document. Available balances are shown for Revenues, Labor and Direct Expenditures.

Drilling down on the account type number will display the hierarchy account codes for the account type selected.

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 14.

Fill in the **FOAPAL** information 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. **Note:** 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.

Save and Retrieve a Query

To save a query for future viewing, enter a name for the query in the “Save Query As” field 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, however, using the shared query option is not recommended because the title will appear in all users’ “Retrieve Query” 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 and eliminating the need to re-enter the FOAPAL information for each query.

To access saved queries, select the desired query from the drop down “Retrieve Existing Query” listing.

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 shared queries 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.

Note: To delete a saved query, select the Delete Finance Template option before entering into the Budget Query application.
Download Query to Excel

Banner Self Service allows Budget Status by Account and Organization Hierarchy Queries to be downloaded to a Microsoft Excel Spreadsheet. The spreadsheet may then be edited for further analysis.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Amount 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4090</td>
<td>Charge Card Supplies</td>
<td>0.00</td>
<td>100.27</td>
<td>0.00</td>
</tr>
<tr>
<td>T4120</td>
<td>Office Supplies</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>T4833</td>
<td>Mechanical Equip less than $2000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>T4935</td>
<td>Computer Sys &amp; Components LT $2000</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>124,761.49</td>
<td></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.
Add 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 percentage Year to Date spent from the Adopted Budget:

- **Column 1** – FY16/PD14 Year to date
- **Operator** – percent of
- **Column 2** – FY16/PD14 Adopted Budget
- **Display After Column** – FY16/PD14 Year to Date
- **New Column Description** – FY16 Percent Spent

![Compute Additional Columns for the query](compute.png)

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

List of Values (LOV) Buttons

The List of Values (LOV) 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.

*Click on the **Organization** LOV button (Gray box labeled Organization)*
The following screen appears

**Code Lookup**

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Criteria</td>
<td></td>
</tr>
<tr>
<td>Title Criteria</td>
<td></td>
</tr>
<tr>
<td>Maximum rows to return</td>
<td>10</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><strong>Chart of Accounts</strong></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><strong>Org Criteria</strong></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><strong>Title Criteria</strong></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 wild card, 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><strong>Max number of rows to be returned</strong></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 underlined organization code. (The field will then be populated with the appropriate value).

If the desired organization is not located the search may be expanded. Remember to use the Wild Card (%) and appropriate upper or lower case letters.

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, located in **MicroStrategy**, provide the most accurate record of financial transactions for grants and contracts. Additional information related to PI Reports may be located through the **Office of Sponsored Programs**.

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). If the document number is known, the user may access View Document to find related information, rather than accessing the document through a Budget Query.

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

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

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

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. (The reports can also be downloaded as a text (TXT) file.)

Once you have successfully logged into 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.

e-Print Login

Enter the user ID and password. Select the Enter button on the screen or press the Enter key on your keyboard. 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.
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 date and time of the most recent report.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Latest Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Hierarchy Report</td>
<td>Displays all the indexes at the university and their corresponding Fund, Organization and Program.</td>
<td></td>
</tr>
<tr>
<td>Fund Hierarchy Report</td>
<td>Displays the hierarchy structure information related to fund type and fund code information for the university.</td>
<td></td>
</tr>
<tr>
<td>Organization Hierarchy Report</td>
<td>Displays the hierarchical relationship in the organization code structure. It allows a user to view the organization hierarchy structure at the university.</td>
<td></td>
</tr>
<tr>
<td>Budget Status</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Organization Detail Activity</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Labor Distribution</td>
<td>Details labor charges by account code and individual employee. Detailed reports are available for each pay period.</td>
<td></td>
</tr>
</tbody>
</table>

Available Reports

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.

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.

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.

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.

Print Standard Reports

Budget Status Report

This report may be used to view budget information for all organizations except Grants and Contracts. The Budget Status report shows 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, “Budget Status (Current Period)” in the center at the top of the document. In the upper left corner you will find the report identifier 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 update in 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.

**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 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 Drill icon, (See Report List) 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 report for a specific date by selecting PDF or TEXT, or you can use the Magnifying Glass icon (Search Report) to select specific Organization or Fund reports on file for a specific 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: 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 org numbers and then click the 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.

Once you are satisfied with your selections, click the appropriate icon (PDF or TEXT) to retrieve the 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 report details.

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.

MicroStrategy Reports

MicroStrategy is the business intelligence tool used by Mason to analyze Banner financial data. MicroStrategy reports are developed from Banner data and refreshed daily. These reports allow for summary drilling to examine direct expenditures and provide department users with detailed labor information that is not available in Banner Finance Self Service. MicroStrategy reports may be exported to Excel for further analysis. MicroStrategy has an expense application and a revenue and expense application. The reconciliation certification may be accessed through MicroStrategy and includes a formatted signature and date line for each org. In order to use MicroStrategy you must have access to Banner Finance. New users should complete the Banner Administrative Systems Account Request form.

Reconciling Labor Accounts

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

1. Login to MicroStrategy here or http://reporting.gmu.edu
2. Select the “Administrative” file, then “Shared Reports”
3. Select the “Reconciliation” folder
4. Click on “Roster for Reconciliation”
5. Select the applicable roster, “Permanent Roster – Salaried” includes full-time faculty and classified staff
6. Download the roster to Excel
7. Save the roster for future reference when reconciling salary data
8. The same process should be followed for part-time, graduate assistant and wage employees
At the time of reconciliation (monthly or bi-monthly (period)/recommended monthly)

1. Go to https://reporting.gmu.edu
2. Login with your netID and password
3. Select the “Administrative” file, then “Shared Reports”
4. Select “Reconciliation” folder then “Reconciliation Welcome Page”
5. Choose “Reconciliation Expense” application OR choose “Reconciliation Revenue and Expense” if reconciling unit revenue
6. The page will automatically default to the current fiscal year and last closed month
7. To change the timeframe click on the “Re-prompt” icon from the top menu bar
8. Click on the Org that you are reconciling. This will bring up a new page titled Labor and DE Drill Document with internal tabs
9. Choose the “Labor Detail” internal tab to view all Labor for the specified timeframe
10. Confirm that all employees listed with current activity are actively employed by the department

Note: If the reconciler does not personally know all individuals on staff, he/she should seek assistance from a supervisor. If no staffing changes occur and amounts remain constant, charges may be quickly reviewed.

11. 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
12. Verification of each wage payment is not required since it is confirmed in the payroll approval process, but any unusual charges should be researched further
13. Document any discrepancies, research and report to Human Resources immediately if error is identified
14. The reconciler should confirm:
    a. The amounts posted for faculty special payment (61130) with departmental records
    b. That each Funding Change form has been processed as it was submitted
    c. Verify Annual Leave Balances (613xx)

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.

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 ) 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.

1. Go to https://reporting.gmu.edu
2. Login with your netID and password
3. Select the “Administrative” file, then “Shared Reports”
4. Select “Reconciliation” folder then “Reconciliation Welcome Page”
5. Choose the “Reconciliation Expense” application OR choose “Reconciliation Revenue and Expense” if reconciling unit revenue
6. The page will automatically default to the current fiscal year and last closed month
7. To change the timeframe click on the “Re-prompt” icon from the top menu bar
8. Click on the Org that you are reconciling. This will bring up a new page titled Labor and DE Drill Document with internal tabs
9. Choose the “Direct Exp Detail” tab
10. The shaded column titled Actual Expense Between XXX and XXX can be used to verify source documents for the selected timeframe
11. The entire report may be download to Excel or PDF and further manipulated
12. Use the source document or other records to verify all charges to a fund or org
13. Document any discrepancies and resolve within 30 days

A list of expenditure account codes may be found at http://fiscal.gmu.edu/expenditure-account-codes/

Reconciling Revenue Accounts (if applicable)

Units collecting revenue will 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.

The reconciler can use the MicroStrategy, “Reconciliation Revenue and Expense” application to match source documents and gather additional financial information on revenue orgs.

Reconciliation 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. In 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 using MicroStrategy may be
found on the Fiscal Services [Reconciliation webpage](https://reporting.gmu.edu).

**MicroStrategy Reconciliation Certification Instructions**

1. Go to https://reporting.gmu.edu
2. Login with your NetID and password
3. Select the “Administrative” file, then “Shared Reports”
4. Select “Reconciliation” folder then “Reconciliation Welcome Page”
5. Choose the “Reconciliation Expense” application OR choose “Reconciliation Revenue and Expense” if reconciling unit revenue
6. The page will automatically default to the current fiscal year and last closed month
7. To change the timeframe click on the “Re-prompt” icon from the top menu bar
8. From the Dashboard view in “Reconciliation Expense” select one of the white boxes on the upper right hand of the page that says “Reconciliation for Program Total” OR for “Reconciliation Revenue and Expense” select the white box on the upper right hand of the page that says “Reconciliation”, then choose either “Summary Reconciliation” or “Detail Reconciliation” from the prompt menu
9. This will open either a PDF or Excel document separating each org and providing a signature and date line for the reconciler and approver
10. The Reconciliation Certification must be retained by the department with the source documentation
## Banner Contacts and Websites

<table>
<thead>
<tr>
<th>Unit</th>
<th>Email</th>
<th>Extension</th>
<th>Mail Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Office</td>
<td></td>
<td>3-8824</td>
<td></td>
</tr>
<tr>
<td>Fiscal Services</td>
<td><a href="mailto:hstrange@gmu.edu">hstrange@gmu.edu</a></td>
<td>3-2089</td>
<td>MS 4B2</td>
</tr>
<tr>
<td>Training Office</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Finance Administrative Systems Team (FAST)</td>
<td><a href="mailto:fast@gmu.edu">fast@gmu.edu</a></td>
<td>3-2574</td>
<td></td>
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<tr>
<td>General Accounting</td>
<td></td>
<td>3-2634</td>
<td></td>
</tr>
<tr>
<td>Purchasing and Accounts Payable</td>
<td><a href="mailto:purch1@gmu.edu">purch1@gmu.edu</a></td>
<td>3-2580</td>
<td>MS 3C5</td>
</tr>
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## Online Resources

<table>
<thead>
<tr>
<th>Online Resources</th>
<th>URL</th>
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<tbody>
<tr>
<td>Reconciliation Resources</td>
<td><a href="http://fiscal.gmu.edu/controllers/">http://fiscal.gmu.edu/controllers/</a></td>
</tr>
<tr>
<td>Training Resources</td>
<td><a href="http://fiscal.gmu.edu/training/">http://fiscal.gmu.edu/training/</a></td>
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</table>
I. SCOPE

This policy applies to all George Mason University employees with oversight or administrative responsibility for monitoring budget, revenue and/or expenditures through a fund or organization in the university’s financial accounting system.

II. POLICY STATEMENT

Reconciliations of all university funds and organizations to departmental records are required elements of a control structure designed to manage financial risk and maintain accountability. Reconciliations are essential for an effective internal control environment so that:
A. The information transmitted to, contained in, and reported from the university’s financial system is accurate, complete, and recorded in a timely manner;

B. The information can be relied upon for making financial and administrative decisions;

C. Irregularities are detected and reported to the appropriate authorities in a timely manner; and

D. Corrections are documented, monitored and resolved within an acceptable time frame.

III. DEFINITIONS

A. Fund or organization: A business unit such as a department, project or activity that has a unique code in Banner, which is the university’s financial accounting system. Typically, an organization code is used for activities that are supported by Education & General (E&G), Auxiliary Enterprise, and F&A Recovery (Indirect) funds; and a fund code is used for an externally funded activity, such as a grant or construction project.

B. Charges and Credits: Financial transactions posted to account codes within a fund or organization that represent revenue, revenue refund, expenditure or expenditure refund. Examples include library fines, faculty salaries, and office supplies.

C. Reconciliation: A systematic review of Banner financial activity to verify that all charges and credits are accurate and appropriate, usually comparing to source documentation to confirm accuracy of postings and identify expected transactions that have not yet occurred. In certain situations it may be appropriate to rely on other compensating controls; advance approval from the Controller or designee is required.

D. Reconciler: The individual who performs the reconciliation and prepares documentation for approval.

E. Approver: The individual who has the knowledge to approve that the work performed by the reconciler is adequate and the charges and credits to the fund or organization are reasonable. This approver is usually the employee who is responsible for expenditures or credits on the fund or organization.

IV. RESPONSIBILITIES

A. Deans and Heads of Administrative Units
Deans and heads of administrative units are required to oversee the reconciliation process for all Banner funds and/or organizations.

B. Heads of Departments, Projects, and Activities

Heads of departments, projects, and activities are required to ensure that their Banner funds and/or organizations are reconciled and approved in a timely manner and in accordance with the timeline in Section V below. They may perform or approve the reconciliation or assign such responsibilities to others. The same individual should not perform both the reconciler and the approver functions on the same fund or organization so the heads of departments, projects and activities should ensure that staffing is adequate for separation of duties between the reconciler and approver or PI.

C. Reconcilers

Reconcilers are required to reconcile all assigned Banner funds and/or organizations in a timely manner and in accordance with the timeline in Section V below. Reconcilers must certify that all charges and credits on the fund or organization have been reviewed and are supported by appropriate documentation. Any discrepancies/reconciling items must be documented, including charges or credits posted incorrectly or pending transactions that did not post as expected.

D. Approvers

Approvers are required to review the reconciliation(s) and must certify that the work performed by the reconciler is adequate and that the charges and credits to the fund or organization are reasonable. The approvers’ review should include analysis of reconciling items and the appropriateness of the follow-up. The approver must complete and certify his/her review in a timely manner and in accordance with Section V below.

E. Principal Investigators (PIs)

All PIs are required to ensure that their Banner funds are reconciled. PIs are required to review the reconciliation(s) and must certify that the work performed by the reconciler is adequate and that the charges and credits to the fund or organization are reasonable. PIs are required to review the reconciliation(s) and must certify that reconciliation is accurate and timely. The PIs’ review should include analysis of reconciling items and the appropriateness of the follow-up. The PI is further required to ensure that expenditures are made for the intended purpose of the grant or contract in accordance with sponsor requirements as well as university
policies and procedures and to subsequently certify the financial reports on his/her sponsored funds. The PI must complete and certify his/her review in a timely manner and in accordance with Section V below.

F. Controller

The Controller is responsible for monitoring and ensuring that the provisions of this policy are observed and in conjunction with the Office of Sponsored Programs and Internal Audit and Management Services as they relate to research funds. Results of reviews will be incorporated into the annual certification of internal controls signed by the University President.

V. TIMELINE

All Banner funds and organizations must be reconciled in a timely manner on a monthly or bi-monthly basis (period). Reconciliations must be prepared, approved and certified not later than two months after the last day of the reconciled month/period. For example, financial transactions for the month/period ended July 31 must be reconciled, approved and certified by September 30. Except in extenuating circumstances, reconciling items should generally be resolved not later than three months from the last day of the reconciled month/period. For example, the reconciler has identified an error related to a July 25 transaction on the report for the month/period ended July 31. He/she should generally process the correction by October 31. The reconciler must document efforts to escalate open issues to comply with the three month time frame.

VI. CERTIFICATION

The fact that the reconciliation was performed must be documented by certifications that are signed and dated by the individual who performed the initial reconciliation as well as by the approver or PI responsible for review of the reconciliation. Electronic certification, including email certification, is preferred.

VII. COMPLIANCE

Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Uniform Guidance) requires that recipients’ financial management systems shall provide for the following: accurate, current and complete disclosure of the financial results of each federally-sponsored project or program; effective control over and accountability for all funds, property and other assets; records that adequately identify the source and application of funds for federally-sponsored activities; comparison of
outlays with budget amounts for each award; written procedures for determining the reasonableness, allowability and allocability of costs, and accounting records that are supported by source documentation.

Failure to comply with federal regulations may result in repayment of disallowed costs and assessment of fines, penalties, and interest by the federal government.

VII. EFFECTIVE DATE AND APPROVAL

The policies herein are effective December 1, 2010. This Administrative Policy shall be reviewed and revised, if necessary, annually to become effective at the beginning of the university’s fiscal year, unless otherwise noted.

Approved:

/ S _______________________
Maurice W. Scherrens
Senior Vice President

/ S _______________________
Peter N. Stearns
Provost

Date approved: November 12, 2010

Revised: June 11, 2012

Revised: March 17, 2016

Revised: January 17, 2017