The Shared Departmental Queries & Reports folder was developed and is maintained by Finance Systems in order to coordinate information in a central location. During a Cognos upgrade and the migration off of the ODS, it was discovered that several functional areas either had copies of the same reports, or different versions of similar information. In our continued effort of having “one version of the truth”, it was decided it would be best to have a central location for common information.

Listed below is a short description of the current reports available in this folder. Finance Systems welcomes suggestions of other reports or queries Finance personnel think would be appropriate to share with others.

**PeopleSoft Reports & Queries**

PeopleSoft was the University’s Financial ERP from July 1, 2000, through June 30, 2005. Beginning balance data was loaded from Bi-Tech into FY1999. The application is no longer accessible, but eight reports are available for Finance use only in researching historical transactions in the general ledger or accounts payable. (A ninth report is available to AP personnel only as it contains confidential tax information.)

**Available Reports:**
- Trial Balance
- Revenue & Expense Ledger Summary
- Transaction Detail Lookup
- Accounts Payable Lookup
- Chartfield Listing Reports for Fund, Department, Account and Project/Grant

**Trial Balance Report** – This is a summary report and includes all accounts for all funds. Required prompts include Fiscal Year and Fiscal Period.

**Revenue & Expense Ledger Summary** – Use this report for summary information for both Operating and Restricted Funds. There is an option to display various amount fields both for actuals and budget. The data is not formatted with totals or subtotals, but is designed to be analyzed in Excel.

**Transaction Detail Lookup** – This report is similar to the Banner Detail – Transaction report, but it also includes balance sheet accounts. Transaction types can be identified from the ‘Subsystem Source’ of GL for journal entries, AP for Invoices and UC for University Credit Card.

**Accounts Payable Lookup** - This report is similar to the Banner Detail – Accounts Payable report.
Chartfield Listing – Fund – This report lists the PeopleSoft funds. These chart elements differ from Banner Funds. The PeopleSoft Fund represented a combination of previous NACUBO regulations (current fund, restricted fund, loan fund, plant fund and endowment fund) and FASB Statements 116 and 117 which required net asset classifications of unrestricted, temporarily restricted and permanently restricted.

Chartfield Listing – Department – This report lists the PeopleSoft departments which equate to Organizations in Banner. It also lists the Department Heads, Budget Officers and Vice Presidents. For the Banner conversion, the PeopleSoft Department numbers were used by dropping one middle zero as the PeopleSoft Departments were seven characters long and Banner could only handle six. For example, in PeopleSoft, FAS's Department was 1123001, while in Banner, the Org number is 112301.

Chartfield Listing – Account – This report lists the PeopleSoft accounts and their account type (ie, assets, liabilities, expenses, etc.) The account numbers in PeopleSoft were five characters as they are in Banner, so many of the same account numbers you use in Banner will be the same in the PeopleSoft reports.

Chartfield Listing – Project/Grant – This report lists the PeopleSoft projects/grants. This chart element equates most closely to Banner fund, activity or location values. Similar to departments, the project/grant fields in PeopleSoft were seven characters, so for data conversion to Banner Funds, Activities or Locations, a middle 0 was dropped. For example, Project/Grant D000003 in Peoplesoft became Fund D00003 in Banner. Project/Grant U000310 became Activity Code U00310 in Banner.

A more comprehensive document detailing the PeopleSoft reports may be located in Cognos:

Public Folders > Finance > Shared Departmental Queries & Reports > PeopleSoft Reports & Queries

- 1099 Reporting
- Trial Balance
- Revenue & Expense Ledger Summary
- Transaction Detail Lookup
- Accounts Payable Lookup
- ChartField Listing - Fund
- ChartField Listing - Department
- ChartField Listing - Account
- ChartField Listing - Project/Grant
- PeopleSoft Reporting Instruction Manual
Account Reconciliation – Detailed and Summary

**Account Reconciliation – Detailed** – This report gives you the opportunity by fiscal year and one or more fiscal periods to obtain the detail transactions for balance sheet accounts.

**Account Reconciliation – Summary** - This report gives you the opportunity by fiscal year and fiscal period to obtain the summary balances for balance sheet accounts including beginning balance, debits and credits for the time period, net activity and an ending balance.

*What you might not know is that there are a few end-users on campus who have access to this report in another folder (Public Folders > Finance > Financial End User Reports > Other Reports > Account Reconciliation). The report in this folder is secured, meaning that each user who has access is locked down to certain accounts. Currently the following areas have access: Athletics (Abby Houser and Randy Casstevens), University Bookstore (Jennifer Plemmons) and Graylyn (Walter Riggsbee). You can run the report from either location as Finance personnel have wide-open access to all accounts.*

Alumni Codes to GL

In the Banner Advancement module, each purpose for which monies are donated are identified by a Designation Code. The Finance area assigns a FOAPAL to each designation so that when gifts feed to Finance and post to the Ledger, the correct revenue FOAPAL is assigned (rule codes post the other side of the entries.) This query pulls information from the Advancement module and lists each designation and its related FOAPAL. This query will no longer be applicable after University Advancement moves away from Banner and into its new application Blackbaud in summer of 2013. *Note: this information is not effective-dated, so there is no audit trail of former FOAPAL assignments.*

Blackbaud Designations with FOAPAL Assignments

As a replacement to the query above, after University Advancement moves away from Banner, this query will display the same information. *Note: the new information is effective-dated so an audit of FOAPAL changes is available. The query is filtered for Status = ‘A’ which returns the current row. To see the history of FOAPAL assignments, remove that filter. History rows will have a Status of ‘I’.*
**Detail – Transaction with Campus Parameter**

This report is a copy of the Detail – Transaction report, located in the Financial End User Reports folder, with an additional prompt for Campus code and an additional column for Campus code displayed on the report. This will enable users to filter data by Campus and see the Campus associated with each transaction.

**Detailed Document Posting from FGBTRND History Table**

What you may not know is that there are two different transaction detail tables in Banner – FGBTRNH and FGBTRND. The first table records information exactly as it is keyed or interfaced as evidenced when you review a document in FGIDOCR. The second table records all the rows that eventually post, the biggest difference being the addition of rows for the control accounts and claim on cash postings as evidenced when you drill down on a record from the front screen in FGIDOCR.

Occasionally one needs to see all the rows of a document that posts, so an easy way to do that is to query the FGBTRND table. Otherwise you would have to individually query on each row from the front screen in FGIDOCR.

*Note: This table has a field for the ledger indicator. If you want to query only balance sheet accounts, choose ‘G’ for general ledger. For revenue, expense and transfer accounts, choose ‘O’ for operating ledger. For encumbrance information, choose ‘E’.*

**Financial Managers by Departments**

Use this report to query for department heads by chart, individual or multiple departments or by specific names. In addition to the Chart, Department, Department Description and full name of the Financial Manager, the individual’s ID number is also included.

**Financial Managers by Fund**

Use this report to query for Fund Financial Managers by chart, individual or multiple fund types or by specific names. In addition to the Chart, Fund Type, Fund, Fund Title and full name of the Financial Manager, the individual’s ID number is also included.

**FOAPAL and Account Index Listing Reports**

There are individual queries available for each FOAPAL element and the Account Index. The Account and Fund Code listings have additional prompts available for selection.
**ID and PIDM Research**

When you query a person or entity through Banner forms, each will have a unique eight-character number or ‘ID’ associated with it. It is stored on a table called SPRIDEN. Unbeknownst to most is the fact that behind the scenes, Banner assigns another number to each ID. This number is called a PIDM and is not visible through the forms. Unfortunately many times when you need to query an ID number on a table, only the PIDM is stored there and you have to do some kind of cross reference to find the correct ID.

So, this query is very useful in querying if you either have only the ID or the PIDM, or if you only have a name. You can search on multiples at the same time. *Note: It is case sensitive if you query on the last name.*

**Interface Journal Entries Not Yet Fed to the Ledgers**

A great deal of information comes to the ledgers from outside of Banner Finance. Other Banner modules such as Accounts Receivable, HR/Payroll and Advancement send their information within Banner, but we also have outside interfaces that bring information in such as Telecom, Facilities, etc.

There are a few manual steps that need to be completed by FAR in order for the ‘outside’ information to be brought in and posted to the ledgers. Before these steps are completed, these documents are in a holding table called GURFEED waiting their turn to be interfaced.

Several times there have been questions as to whether a feed document was lost or a problem encountered in its posting. Often these questions occur during month end when a document for the current month is waiting to be interfaced while the prior month is still being closed out. Timing of posting these documents is especially important to those who are interested in cash deposits fed through AR.

Use of this query can answer those questions immediately. Most of the time we would not expect this to query to return any data, as all interfaces would have been processed. But if data is returned, it is easy to see by area which documents are waiting to be processed. An example is shown below:
Mass E-Mail Communication List

This report will provide a list of email addresses, as well and name and home department, for different employee groups, that can be used to send out broadcast emails to faculty or staff. There are parameter selections based on the organizational hierarchy, fund financial managers, and employee class that can be used to narrow down the list to a target audience.

Organization Hierarchy

This query displays all Organizations and includes the Department Head, Budget Officer and Vice President assignments.

Trial Balance Report

This version of the Trial Balance reflects a row for each account number (General and Operating Ledgers) and a column for each month. Filters are available for Chart, Fiscal Year/Period, Account Types and Fund Types. All periods prior to, and including, the period selected on the prompt page will automatically be displayed (Period 3 was chosen for the query example below.)
## Trial Balance Report

Fiscal Year / Fiscal Period: 2013 / 03 - September  
Run on: Apr 22, 2013 1:46:20 PM  
Run by: arfmankc  
Data Source: EDWFINFPRD

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>01-July</th>
<th>02-August</th>
<th>03-September</th>
</tr>
</thead>
<tbody>
<tr>
<td>10010</td>
<td>Cash - Deposits</td>
<td>(23,590,707.50)</td>
<td>(31,203,116.08)</td>
<td>(5,244,006.36)</td>
</tr>
<tr>
<td>10011</td>
<td>Cash - Disbursements</td>
<td>(2,862,300.11)</td>
<td>(5,874,841.76)</td>
<td>(6,489,789.37)</td>
</tr>
<tr>
<td>10012</td>
<td>Investments in cash equivalents</td>
<td>11,796,511.52</td>
<td>63,527,912.75</td>
<td>3,698,355.20</td>
</tr>
<tr>
<td>10013</td>
<td>Gen. Univ. Petty Cash (P1)</td>
<td>2,600.00</td>
<td>7,600.00</td>
<td>7,600.00</td>
</tr>
<tr>
<td>10014</td>
<td>Cash - Perkins (W5)</td>
<td>286,173.73</td>
<td>374,417.92</td>
<td>195,334.18</td>
</tr>
</tbody>
</table>