

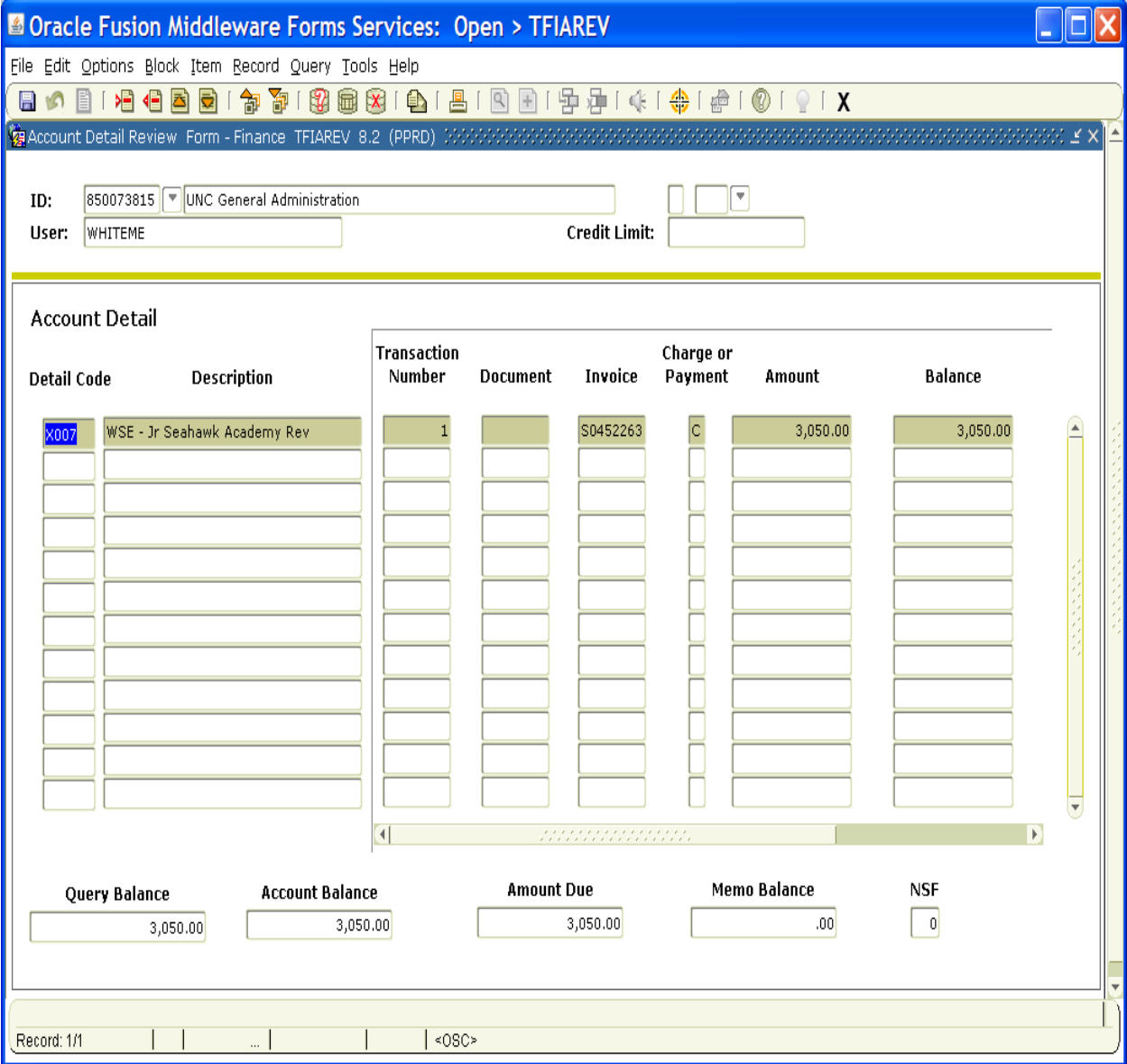
## HOW WILL BANNER LOOK WHEN INVOICES AND PAYMENTS HAVE POSTED?

To see NonStudent Accounts Receivable activity in Banner, there are three screens to view:

- 1. TFIAREV – Account Detail Review Form by customer
- 2. FGIBDST – Income Statement or Operating Ledger
- 3. FGITBAL – Balance Sheet or General Ledger

### TFIAREV:

This Banner screen shows all accounts receivable activity for a specific customer with the balance due at the bottom of the screen. For example, if you want to see invoices and payments for customer #850073815-UNC General Administration:



This screen shows that UNC General Administration owes UNCW \$3,050.00 for invoice #S0452263 and if you scroll over to the right in Banner, you can see the bill date was 5/9/13. This is one of several ways to see if a customer has a past due outstanding balance with UNCW. If they do, please do not provide additional services or goods to this customer until the past due balance has been paid in full.

**FGIBDST:**

This Banner screen is the income statement (or operating ledger). The accounts receivable activity that posts in Banner from the creation of an external invoice is:

- When invoice is entered in Banner:  
 fund#xxxxxx – 103995, NonStudent AR Activity      Debit  
 fund#xxxxxx – 1xxxxx, Revenue Account              Credit

From this entry, FGIBDST does not show that any money is available to spend (since the customer payment has not been received).

Example: Two external invoices for \$3,050.00 and \$2,050.00 (total \$5,100.00) using detail code X007 (fund #212063, account #103980) have been entered in Banner.

FGIBDST looks like:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
102680	R Gifts - From Agency Funds	600.00	600.00	0.00	0.00
102690	R Gifts - Non-Capital	2,500.00	2,500.00	0.00	0.00
103901	R Registration Fees	920.80	920.80	0.00	0.00
103980	R Support Revenue	0.00	5,100.00	0.00	-5,100.00
103995	R Non-Student AR (Contra Re	0.00	-5,100.00	0.00	5,100.00
109970	R Budget Balance Acct	12,035.46	0.00	0.00	12,035.46
801000	E Unbudgeted Budget Pool	16,056.26	0.00	0.00	16,056.26
921990	E Other Contract Svc	0.00	200.00	0.00	-200.00
932280	E Food Supplies - P-Card	0.00	117.99	0.00	-117.99
932980	E Other Supplies - P-Card	0.00	0.00	0.00	0.00
953990	E Cur Svc - Misc Other	0.00	1,000.00	0.00	-1,000.00
<b>Net Total:</b>		0.00	2,702.81	0.00	

The revenue posts as a credit entry. The other side of the entry is a debit to account #103995, Non-Student AR Activity. The net is zero and FGIBDST shows that no money is available to spend (since the payment hasn't been received from the customer).

Following are the Banner screens FGITRND showing the detail activity in #212063-103980 & in #212063-103995:

**Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND**

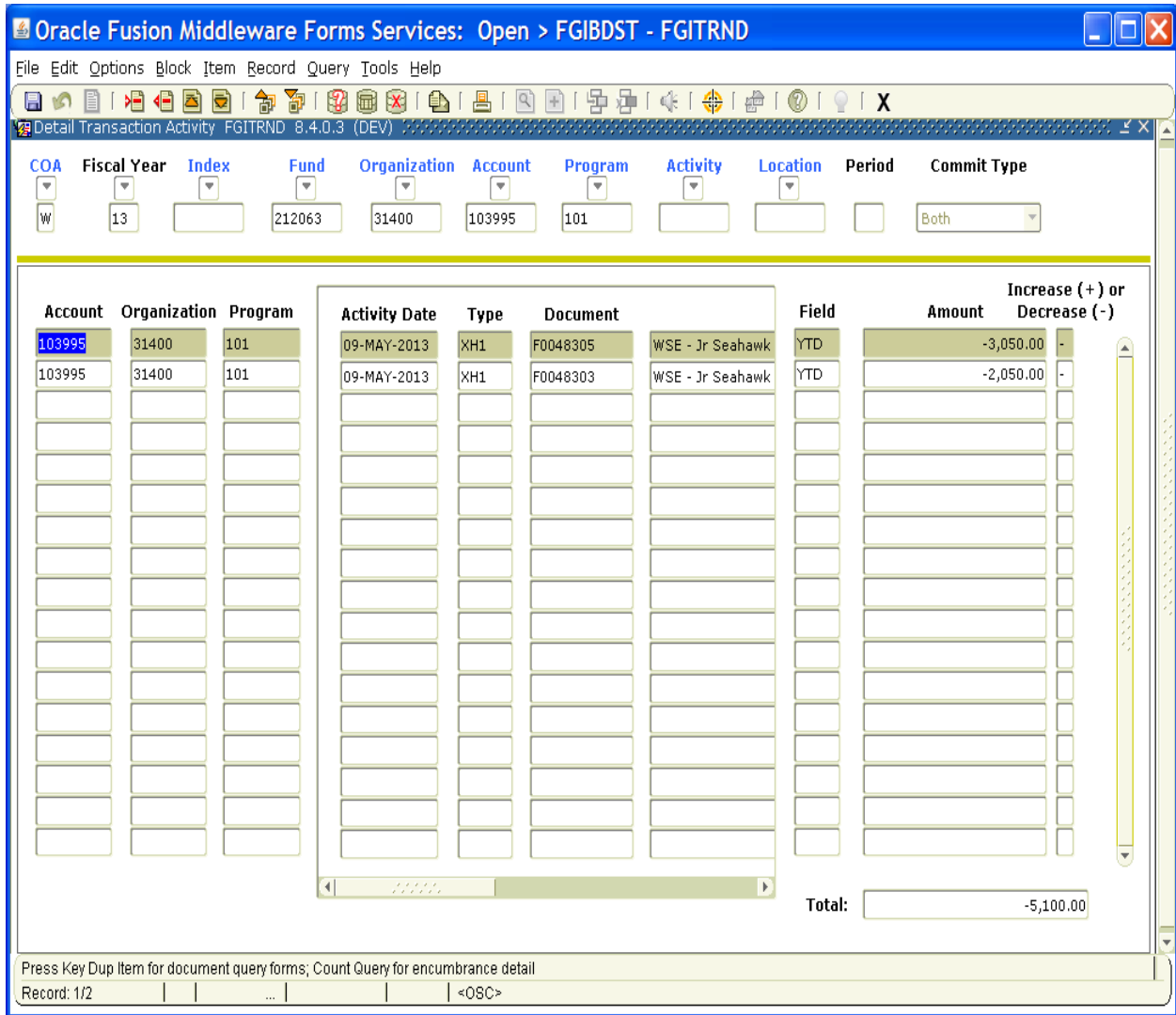
File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (DEV)

COA: W Fiscal Year: 13 Index: Fund: 212063 Organization: 31400 Account: 103980 Program: 101 Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
103980	31400	101	09-MAY-2013	XH1	F0048305	WSE - Jr Seahawk YTD	3,050.00	+
103980	31400	101	09-MAY-2013	XH1	F0048303	WSE - Jr Seahawk YTD	2,050.00	+
Total:								5,100.00

Press Key Dup Item for document query forms; Count Query for encumbrance detail  
Record: 1/2 | | ... | | <OSC>



**FGITBAL & FGIGLAC:**

This Banner screen is the balance sheet (or general ledger). The accounts receivable activity that posts in Banner from the receipt of payment of an external invoice is:

fund#xxxxxx – 411000, Cash	300.00 Debit
fund#xxxxxx – 103995, NonStudent AR Activity	300.00 Credit

Example: A \$300.00 wire payment was received from UNC General Administration for payment of invoice #S0431368 (detail code X020, fund 212340, acct. 103990):

This is the detail screen from FGITBAL. To access it, on FGITBAL, highlight account #411000, click on options and Query General Ledger Activity Info:

**Oracle Fusion Middleware Forms Services: Open > FGITBAL - FGIGLAC**

File Edit Options Block Item Record Query Tools Help

General Ledger Activity FGIGLAC 8.4 (DEV)

Chart: W Period: Fiscal Year: 13 Index: Fund: 212340 Account: 411000

Account	Transaction Date	Type	Document	Description	Amount	Debit/ Credit
411000	01-MAY-2013	XS1	F0048284	WCE - Schl Ed Other Rev	5,370.00	Debit
411000	26-APR-2013	XS1	F0048276	WCE - Schl Ed Other Rev	300.00	Debit
411000	26-APR-2013	XH1	F0048271	WCE - Schl Ed Other Rev	5,000.00	Credit
411000	26-APR-2013	XH1	F0048271	WCE - Schl Ed Other Rev	5,000.00	Debit
411000	23-APR-2013	XH1	F0048255	WCE - Schl Ed Other Rev	850.00	Credit
411000	23-APR-2013	XH1	F0048255	WCE - Schl Ed Other Rev	850.00	Debit
411000	22-APR-2013	XS1	F0048250	WCE - Schl Ed Other Rev	1,000.00	Credit
411000	22-APR-2013	XS1	F0048250	WCE - Schl Ed Other Rev	1,000.00	Debit
411000	22-APR-2013	XH1	F0048249	WCE - Schl Ed Other Rev	3,750.00	Credit
411000	22-APR-2013	XH1	F0048249	WCE - Schl Ed Other Rev	3,750.00	Debit
411000	19-APR-2013	XH1	F0048237	WCE - Schl Ed Other Rev	17,578.00	Debit
411000	19-APR-2013	XH1	F0048237	WCE - Schl Ed Other Rev	600.00	Debit
411000	19-APR-2013	XH1	F0048237	WCE - Schl Ed Other Rev	17,578.00	Credit
411000	19-APR-2013	XH1	F0048237	WCE - Schl Ed Other Rev	600.00	Credit
411000	18-APR-2013	XH1	F0048233	WCE - Schl Ed Other Rev	216.00	Credit
411000	18-APR-2013	XH1	F0048233	WCE - Schl Ed Other Rev	216.00	Debit
411000	18-APR-2013	XS1	F0048234	WCE - Schl Ed Other Rev	10.00	Debit
<b>Total:</b>					5,680.00	Debit

Press Duplicate Item for Transaction Source Form, Dup. Record for full total.

Record: 1/? <OSC>

The credit side of the entry is in FGIBDST, account #103995: (The + in the “Increase or Decrease” column shows that a revenue account is being increased, or credited).

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGTRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGTRND 8.4.0.3 (DEV)

COA: W Fiscal Year: 13 Index: Fund: 212340 Organization: 31400 Account: 103995 Program: 101 Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
103995	31400	101	02-MAY-2013	WG1	F0048284	WCE - Schl Ed Oth	5,370.00	-
103995	31400	101	27-APR-2013	XS1	F0048276	WCE - Schl Ed Oth	300.00	+
103995	31400	101	26-APR-2013	XH1	F0048271	WCE - Schl Ed Oth	-5,000.00	-
103995	31400	101	23-APR-2013	XH1	F0048255	WCE - Schl Ed Oth	-850.00	-
103995	31400	101	22-APR-2013	XS1	F0048250	WCE - Schl Ed Oth	-1,000.00	-
103995	31400	101	22-APR-2013	XS1	F0048250	WCE - Schl Ed Oth	1,000.00	+
103995	31400	101	22-APR-2013	XH1	F0048249	WCE - Schl Ed Oth	-3,750.00	-
103995	31400	101	19-APR-2013	XH1	F0048237	WCE - Schl Ed Oth	-17,578.00	-
103995	31400	101	19-APR-2013	XH1	F0048237	WCE - Schl Ed Oth	600.00	+
103995	31400	101	19-APR-2013	XH1	F0048233	WCE - Schl Ed Oth	-216.00	-
103995	31400	101	19-APR-2013	XS1	F0048234	WCE - Schl Ed Oth	-10.00	-
103995	31400	101	19-APR-2013	XS1	F0048234	WCE - Schl Ed Oth	10.00	+
103995	31400	101	16-APR-2013	XH1	F0048230	WCE - Schl Ed Oth	-500.00	-
103995	31400	101	16-APR-2013	XS1	F0048227	WCE - Schl Ed Oth	-10.00	-
103995	31400	101	16-APR-2013	XS1	F0048227	WCE - Schl Ed Oth	10.00	+
103995	31400	101	13-APR-2013	XS1	F0048221	WCE - Schl Ed Oth	-30.00	-
103995	31400	101	13-APR-2013	XS1	F0048221	WCE - Schl Ed Oth	30.00	+
<b>Total:</b>								-21,624.00

Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record: 1/?

When looking at FGIBDST, account #103995, the debits in this account are invoices not yet paid that have been entered in Banner, and the credits in this account are customer payments:

103995 debits = new invoices entered in Banner

103995 credits = customer payments

When the customer payment is recorded in Banner, the fund shows the revenue from the invoice as available to spend.