



**EASTERN OREGON**  
**U N I V E R S I T Y**

**FINANCIAL INFORMATION SYSTEM**  
**(FIS)**

**Fast FIS**

**2007**

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## FINANCIAL INFORMATION SYSTEM (FIS)

# **ACCOUNTS PAYABLE & PURCHASING**

## **Why am I here and what is a FOAPAL?**

The accounting sequence within Banner FIS looks like this: 001100-441000-20101-61001 (**Fund-Organization-Account-Program-Activity-Location**). However, it's not necessary to learn all those numbers. Instead, just remember your Index Code (e.g. BBO001) and an Account Number.

- **Fund** – Source, where is the funding coming from:
  - General Fund (Taxes)
  - Incidental Fees
  - Federal Grants
  - Other Fees
  - Non Credit Courses
- **Organization** – Follows the organization chart
- **Account** – Signifies what is being accounted for
- **Program** – Generally follows IPEDS standard definitions:
  - Enrollment, student and financial aid information
  - Human resource information
  - Instructional and public service program information
  - Administrative support issues
  - Institutional advancement
  - Physical Plant and equipment
  - Research
  - Grants and contracts
  - Auxiliary activities
- **Activity** – Optional, institutional specific
- **Location** – Optional, used to record location of Fixed Assets  
Required, with plant funds

## **Query/Budget Capabilities (These are just a few examples)**

- The following can be viewed on-line as needed:

- Budget availability, using various combinations of account data
- Purchase Order details
- Invoice details
- Journal Voucher details
- Details of individual transactions or groups of transactions within your Organization
- Roll-up information of various units in your Organizational structure
- The ability to query documents using various criteria (ex.- Buyer Code, Ship-to Code, Document Number, Date, Vendor name, Financial Manager, Index Code, etc.)
- The ability to determine the status of each document without making numerous phone calls
- Deans and Directors have the ability to move budget within their Organization, and to load budgets into lower level Account Codes. For example, it is possible to load budget for Office Supplies, Data Processing Supplies, Duplicating Expense, etc.

**PURCHASING / ACCOUNTS PAYABLE:**

- Purchase Orders are not required for orders less than \$5,000.00, with the following three exceptions:
  - The vendor requires a hard copy of a PO
  - The vendor is selling goods or services using a state contract pricing agreement
  - The Department chooses to create one- We can create a PO for any order we place
- Purchase Orders and Invoices will be entered directly into FIS from each department
- After invoice entry, the department will send the invoice to Accounts Payable for final approval and archiving
- All other purchasing methods are still in effect (Procurement Cards, In-person purchases, etc.)
- Approvals will be made on-line, using the approver's user id and password.

**TRAVEL AND PERSONAL SERVICE AGREEMENTS:**

- Accounting for travel will be done on the "Travel Authorization and Advance" form, and the "Travel Reimbursement." The Travel/Accounts Payable Technician in Inlow Hall, Room 208 will be processing all of these forms/transactions within Accounts Payable
- Personal/Professional Service Contracts will be processed in the following manner:
  - 1) Department calls Jolynne Spencer (x2-3377) to receive an exclusive PSA number (one per contractor per calendar year)
  - 2) Department completes the PSA with all required information and signatures and sends to Jolynne in Accounts Payable (Inlow Hall, Room 208)
  - 3) The department processes the PSA in FIS using the contract number provided by Sharon as the invoice number (example: PSA# 0708xxx)
  - 4) Jolynne will verify that the invoice in FIS matches the PSA and then approve the invoice for payment
  - 5) Jolynne will send a copy of the completed PSA with the FIS information (i.e., invoice number, index number, etc) to accounts payable for payment

## Commonly used FIS Keystrokes

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<b><u>KEYSTROKE USED</u></b>	<b><u>RESULT</u></b>
• <b>Tab or Enter</b>	<b>Next Field</b>
• <b>Shift, Tab</b>	<b>Previous Field</b>
• <b>Page Down</b>	<b>Next Block</b>
• <b>Page Up</b>	<b>Previous Block</b>
• <b>F12</b>	<b>Exit</b>
• <b>↓</b>	<b>Next Record</b>
• <b>↑</b>	<b>Previous Record</b>
• <b>F9</b>	<b>List Field Values</b>
• <b>Shift, F7</b>	<b>Enter Query</b>
• <b>F7</b>	<b>Execute Query</b>
• <b>Esc, Tab</b>	<b>Exit With Value</b>
• <b>F10 or End</b>	<b>Commit/Save</b>

## Fast FIS

### **How to Create a Purchase Order—FPAPURR Document Level Accounting**

- STEPS:**
- 1** Go to FPAPURR
  - 2** **[Page down]** to Header Block
  - 3** In Buyer Code field enter buyer code
  - 4** **[Page Down]**, **[Page Down]**
  - 5** Type vendor number, or click on vendor query button, query and select vendor
  - 6** **[Page Down]** to Commodity Block
  - 7** **[Enter]**, input the commodity description
  - 8-10** Enter unit of measure, quantity, & unit price
  - 11** If unable to fit entire description into field, click on Options, item text, **[Page Down]**, enter remaining description, and/or any additional instructions to vendor, **[SAVE]** & **[EXIT]**
  - 12** If you need to order additional commodities press the ↓ key
  - 13** Repeat 7, 8, 9, & 10 above for each additional commodity needed
  - 14** **[Page Down]** to Accounting Block
  - 15-16** Enter INDEX, ACCOUNT codes
  - 17** **[Enter]/[Tab]** to USD EXT Amount field. If charging more than one INDEX/ACCOUNT code, enter amount to be charged on first record
  - 18** If purchase is to be charged to more than one INDEX/ACCOUNT code, press ↓ key

- 19** If the total PO amount is \$5,000.00 or more, or a purchase using state contract pricing, click on Options, Document Text, [**Page Down**], enter “state contract” or the two unsuccessful bidder quotes (Vendor name, person talked to, date & amount of quote). Remove ✓ from the PRINT box by clicking on it for each quote, as we don’t want the successful bidder to see the unsuccessful bidders’ quotes
- 20-21** [**SAVE**] and [**EXIT**]
- 22** [**Page Down**]
- 23** If all Blocks are in balance, click on the [**Complete**] button

## Fast FIS

Purchase Order 2

November 19, 2007

### **How to Check on Open Purchase Orders FPIOPOF, FPIOPOB, FPIOPOV**

**FACTS:** An Open PO is one that has not been liquidated by an invoice. Find PO numbers by using one of three query forms to open a PO by FOAPAL, Vendor, or Buyer.

#### **To Open PO by FOAPAL-FPIOPOF**

- STEPS:**
- 1 Go to FPIOPOF
  - 2 In INDEX field, enter INDEX Code. [F9] is available
  - 3 To add search limitations [TAB] to field (e.g., Activity Code) and enter the code
  - 4 [Page Down], then [↑]/[↓] or [Shift]/[↓] Next Set to scroll through records
  - 5 Click on **Options/View Commodities** System jumps to FOICOMM [F12] to return to FPIOPOF
  - 6 To re-enter query, press [Home] **Clear Form Rollback**
  - 7 [F12] to return to menu

#### **To Open PO by Vendor-FPIOPOV**

- 1 Go to FPIOPOV
- 2 In VENDOR, enter vendor code. [F9] is available
- 3 [Page Down], then [↑]/[↓] or [Shift]/[↓] Next Set to scroll through records
- 4 [F9] for detail for a PO
- 5 System jumps to FPIPURR. [F12] to return to FPIOPOV
- 6 To re-enter query, press [Home] **Clear Form Rollback**

7 [F12] to return to menu

**To Open PO by Buyer-FPIOPOB**

1 Go to FPIOPOB

2 In BUYER field, enter buyer code. [F9] is available

3 [Page Down], then [↑]/[↓] or [Shift]/[↓] Next Set to scroll through records

4 To re-enter query, press [Home] Clear Form Rollback

5 [F12] to return to menu

# Fast FIS

Invoice 1

November 19, 2007

## How to Create a Regular Pay Invoice from a PO FAAINVE

- STEPS:**
- 1** Go to FAAINVE
  - 2** Click on pull down menu and change from Direct Pay to Regular Pay
  - 3** In PURCHASE ORDER field, enter PO# to liquidate through invoice and **[Enter]**
  - 4** If all items that were ordered on the PO are received and the invoice is for the entire order, click into the Invoice All field and enter a "Y." If all ordered commodities weren't received, leave the invoice all field blank
  - 5** **[Page Down]** to go to Invoice Header Block
  - 6** In INVOICE DATE field, enter date as shown on vendor's invoice, or date invoice received
  - 7** Make sure that the remit to address matches the remit to address showing on the invoice. If not, click on the **seq** button and scroll down through the selections until you find the correct address. Double click on the correct address to pull it back into FAAINVE
  - 8** In PAYMENT DUE field, enter a date coinciding with a Tuesday or Thursday, which will allow enough time for the check to go through the mail and still reach its destination by the due date on the invoice
  - 9** Enter Vendor Invoice#
  - 10** If the invoice is actually a credit memo, check the credit memo box before leaving the Header Block
  - 11** **[PAGE DOWN]**
  - 12** Click into the Select PO field and enter **Y** (if Invoice All option not entered on page 1 of the Header Block.), and go to step **13** below. If

you selected Invoice All on page 1 of the Header Block go to step **15** below

- 13** **ENTER** (Takes you to FAQINVP), [**Page Down**] and click into the Add box for each commodity that is included on the invoice
- 14** Click on **SAVE**, and **EXIT**, (Returns you to Commodity Block of the invoice document)
- 15** [**Page Down**]
- 16** In INVOICED field, under QUANTITY, match # with # received. Acknowledges receipt of goods
- 17** Adjust UNIT PRICE if needed
- 18** In APPROVED, under QUANTITY, enter # of items approved for payment
- 19** In UNIT PRICE, adjust approved amount, if needed
- 20** In ADDITIONAL, adjust amount if needed
- 21** In FINAL PAYMENT IND field, make sure there is an **F** in this field for each commodity that we have received all that were ordered, or if we will not be receiving any more of the commodity. If all items that were ordered of an individual commodity are not received, make sure that the FINAL PAYMENT IND field is left blank
- 22** [↓] for next record, to approve more commodities. Repeat steps 15-21 for all commodities
- 23** [**Page Down**] to transfer to ACCOUNTING BLOCK
- 24** Make sure that the accounting amounts balance to the commodity amounts, including Additional
- 25** Record Document#, INDEX Code(s), & Account Code(s) on the invoice
- 26** [**Page Down**] to transfer to BALANCING/COMPLETION BLOCK
- 27** Complete the document
- 28** [**F12**]

- 29** Make a copy of the document for your records, and send the original document to Accounts Payable for final approval and archiving

## Fast FIS

Invoice 2

November 19, 2007

### **How to Create a Direct Pay Invoice FAAINVE Document Level Accounting**

**FACTS:** Direct Pay invoices can only be used for purchases of goods or services totaling less than \$5,000.00, when a Purchase Order was not created

- STEPS:**
- 1 Go to FAAINVE and press **[ENTER]**
  - 2 In VENDOR field, enter vendor ID, or click on vendor query button, query and select the vendor
  - 3 **[Page Down]** to transfer to Invoice/Credit Memo Header block
  - 4 In "Invoice Date", enter the invoice date that shows on vendor's invoice, or date invoice received
  - 5 In "Payment Due", enter the date you want the check to be cut by Accounts Payable (A/P). A/P cuts checks on Tuesdays and Thursdays. **It is very important** to take advantage of any early payment discounts being offered
  - 6 Enter VENDOR INV# from the invoice
  - 7 Leave GROUPING as M (many invoices per check) or change to 1 if vendor requires single check per order. (To make this change click on Options/View Document Indicators, and change to 1)
  - 8 **[Page Down]** to transfer to Invoice Commodity block
  - 9 In DESCRIPTION field, enter the commodity description
  - 10 In APPROVED AMOUNT field, enter total \$ amount for commodity
  - 11 **[↓]** to next record, to add more commodities. Repeat steps 9-10
  - 12 **[Page Down]** to transfer to Invoice Accounting block
  - 13 In INDEX field, enter index code

- 14** In ACCOUNT field: Enter account code. **[F9]** to look up
- 15** In AMOUNT field:  
Enter the amount you want charged to this Index. If all is being charged to one index, leave blank for default.  
For partial figure, manually enter \$ amount
- 16** If 2 or more FOAPAL split, [**↓**] to move to next Accounting Data record and repeat step 15
- 17** **[Page Down]** to transfer to Balancing Completion block
- 18** If all blocks are in balance, click on Complete button to send the document to approvals, or In Process to leave the document incomplete
- 19** **[F12]** to return to menu

## Fast FIS

Invoice 3

November 19, 2007

### **How to Locate an Invoice by Vendor--FAIVNDH (Vendor Detail History)**

- STEPS: 1** Go to FAIVNDH
- 2** In VENDOR field, enter vendor code. **[F9]** to look up and retrieve
- 3** In SELECTION, select one of the following values:
- A** All types of invoices
  - C** Credit Memos only
  - O** Open invoices only (invoices not yet paid)
  - P** Paid invoices only
- 4** **[Page Down]** to next block. Scroll through list of invoices with arrow keys, or enter query, enter invoice number or amount, and execute query
- 5** **[F12]** to return to menu

## Fast FIS

Document 1

November 19, 2007

### **How to Delete a Document (PO, Invoice, or Journal Voucher)**

**FACTS:** Only uncompleted documents can be deleted. Completed documents must be disapproved. Approved documents must be cancelled

**To DELETE an incomplete document if no document # has been assigned:**

- STEPS:**
- 1 For invoices go to FAAINVE, PO's go to FPAPURR, JV's go to FGAVCD. Click on ROLLBACK to return to the beginning of the document
  - 2 Exit from the form

**To DELETE an incomplete document when a document # has been assigned:**

- STEPS:**
- 1 Go to the form in which the incomplete document was created
  - 2 Enter the document number to delete
  - 3 **[Page Down]** to next block. This will move into the Invoice Date Field
  - 4 Click on Record/Remove twice
  - 5 **[ENTER]** to acknowledge OK message on the screen
  - 6 The document is deleted
  - 7 **[F12]** to return to the menu

## Fast FIS

### **How to Cancel a Document (PO's & Invoices)**

**FACTS:** Only **approved and posted** documents can be cancelled using the appropriate forms: PO--FPAPDEL; Invoice—FAAINVD

- STEPS:**
- 1 Go to the correct form for canceling the document (see above)
  - 2 In the document number field, enter the document # to be deleted
  - 3 **[Page Down]** to next block
  - 4 Verify information, make sure that this is the document you want to cancel
  - 5 **[Page Down]** to next block
  - 6 Verify cancel date
  - 7 Click on **OPTIONS/PROCESS CANCELLATION**
  - 8 **[F12]** to return to menu

## Fast FIS

Query 1

November 19, 2007

### **How to Review Document History--FOIDOCH**

**FACTS:** The FOIDOCH form traces history of purchasing documents by showing document numbers for all documents linked by an original transaction, e.g., PO# to Invoice#, to Check#, to Asset tag#, to Asset Adjustment#

To use FOIDOCH, do the following:

- STEPS:**
- 1** Go to FOIDOCH
  - 2** In DOCUMENT TYPE field, enter code:  
  
REQ=Requisition; PO=Purchase Order; INV=Invoice; CHK=Check
  - 3** In DOCUMENT CODE field, enter document number. If not sure, [**F9**] to search
  - 4** [**Page Down**] to transfer to block chosen in DOCUMENT TYPE field
  - 5** [**F9**] to review document details. (Then move through the document you have chosen using [**Page Down**]/[↑]/[↓])
  - 6** Exit back to FOIDOCH
  - 7** To view details of another linked document, click on that document number, and [**F9**] to review that document as in 5 and 6 above

## Fast FIS

### How to Do a JV—FGAJVCD

- STEPS:**
- 1 Go to FGAJVCD
  - 2 **[Page Down]**
  - 3 Backdate if needed and enter Document Total (total of all entries for this jv)
  - 4 Click on Options, then Document Text.
  - 5 Enter a full description of why the JV is being prepared, your name, and your 5-digit phone number.
  - 6 Save and then Exit (takes you back to FGAJVCD.)
  - 7 **[Page Down]**
  - 8 **Enter** to default Seq #
  - 9 In JOURNAL TYPE, enter Rev/exp rule code (e.g., 3JV1)
  - 10 In INDEX, enter INDEX CODE. **[F9]** to look up
  - 11 In ACCOUNT, enter account code. **[F9]** to look up
  - 12 In AMOUNT, enter dollar amount for this line of the JV
  - 13 In DC, enter D for Debit, or C for Credit
  - 14 In DESCRIPTION, enter transaction description
  - 15 To enter the next accounting sequence, **[↓]** to move to a new record. Repeat 8-14
  - 16 All entries complete? **[SAVE]** (to make final entry postable)

- 17 Note JV Document #
- 18 Click on OPTIONS/PRINT JOURNAL VOUCHER
- 19 **[Page Down]**, **[Page Down]**, enter JV document number for SEQ 01 and SEQ 02, and Y for SEQ 03. SAVE PARAMETERS, SAVE, & OK
- 20 **EXIT** (to return to FGAJVCD)
- 21 **[Page Down]** and Complete the document
- 22 **[F12]** to return to menu

## Fast FIS

Vendor Invoice Number Convention

November 19, 2007

Conventions for data entry in vendor invoice field in FAAINVE form when no vendor invoice number exists:

**To avoid duplicate payment of invoices,  
vendor invoice numbers must be  
referenced whenever possible**

Some vendor invoices do not have actual invoice numbers. When this is the case another identifier that is unique and meaningful to the vendor **MUST BE** referenced. The requirements for creating a vendor invoice number are:

- 1 The number is unique
- 2 Will only be used once
- 3 Is meaningful to the vendor
- 4 Has a maximum length of 15 characters

The following are types of identifiers that can be used:

1. Customer Account Number and Date: e.g. 486A42 11/19/07
2. Job Number
3. Work Order Number
4. Any other unique number on the vendor's invoice

When no identifying number is available, the following conventions apply:

**Note:** If you are not sure if the invoice # is descriptive enough for the vendor to apply your payment correctly, you should enclose a copy of the invoice with the check

Conference Registrations

- a. Last Name (up to 9 characters) and Date: e.g. SMITH 11/19/07

Subscriptions/Memberships\*

- a. End Date (with slashes), space, index code: DUES SMITH 07/08

## Fast FIS

Vendor Invoice Number Convention (cont.)

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### Entry Fees

- a. Sport/Date: e.g. BASKETBALL FEES 11/19/07

### All Other Invoices

- a. Date and description of the purchase (must fit in the 15 character field): e.g. 11/19/07 Diskettes

# Fast FIS

Other "GJAPCTL" Processes

November 19, 2007

## Other "GJAPCTL" Processes

- **Print Purchase Orders** **FWAPORD**

Enter PO number as Parameter 01 Value

Enter "C" as Parameter 02 Value

Leave Parameter 03 Value blank.

Click on Save Parameter Set as box, then save

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the FWAPORD process. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, Window, and Help. The toolbar contains various icons for navigation and actions. The main content area is divided into several sections:

- Process:** FWAPORD (dropdown), Purchase Order Print (text field)
- Parameter Set:** (empty dropdown)
- Printer Control:**
  - Printer:** (empty dropdown)
  - Special Print:** PORTRAIT (text field)
  - Lines:** (checkbox)
  - Submit Time:** (text field)
- Parameter Values:**

Number	Parameters	Values
01	Purchase Order Number	P0006100
02	Status	C
03	Buyer Code	

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single  
Enter a P.O. number
- Submission:**
  - Save Parameter Set as
  - Name:** (text field)
  - Description:** (text field)
  - Hold
  - Submit

At the bottom, there is a status bar with the text "Parameter Number, press SEARCH for valid parameters." and "Record: 1/3".



Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Process Submission Controls GJAPCTL 7.0.a (EOPS)

Process: FGRBDSH Budget Status Report-PSU Model Parameter Set:

---

**Printer Control**

Printer: Special Print: Lines: 55 Submit Time:

---

**Parameter Values**

Number	Parameters	Values
06	Fund Code	
07	Organization Code	
08	Program Code	
09	Activity Code	
10	Accrual Period (Y/N)	Y
11	Report Totals (Y/N)	Y
12	Net Totals (Y/N)	Y

---

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Parameter Number; press SEARCH for valid parameters.

Record: 13/13 <OSC>

Windows taskbar: Start, Eudora Light, Fastfis - Microsoft Word, ECS(2) - Internet Nativ..., Oracle Developer Fo..., 1:14 PM

- Print Org Detail Transaction History      FGRODTH

Enter Parameters:

01	08
02	G
03	01-JUL-2007
04	30-NOV-2007
05	BBO001
06	(Leave Blank)
07	(Leave Blank)
08	(Leave Blank)
09	(Leave Blank)
10	(Leave Blank)
11	(Leave Blank)
12	(Leave Blank)
13	(Leave Blank)
14	Y
15	B
16	Y
17	Y

Click on Save Parameter Set as box, then save

The screenshot shows the Oracle Developer Forms Runtime interface. The main window is titled 'Process Submission Controls: GJAPCTL 7.3.d (EOPS)'. It contains several sections:

- Process:** FGRODTH (dropdown), Org Detail Transaction History (text)
- Parameter Set:** (empty dropdown)
- Printer Control:**
  - Printer: EO\_PRINT23 (dropdown)
  - Special Print: (empty text)
  - Lines: 55 (text)
  - Submit Time: (empty text)
- Parameter Values:**

Number	Parameters	Values
01	Fiscal Year (yy)	08
02	Chart of Accounts	G
03	Begin Date (dd-mon-yyyy)	01-JUL-2007
04	End Date (dd-mon-yyyy)	30-NOV-2007
05	Index Code	BBO001
06	FROM Fund Code	
07	TO Fund Code	
08	FROM Organization Code	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
Enter the starting Org Code (DO NOT USE IF INDEX CODE ENTERED ABOVE)
- Submission:**
  - Save Parameter Set as      Name: (text)      Description: (text)
  - Hold       Submit

At the bottom, there is a status bar showing 'Record: 8/17' and navigation buttons like '<OSC>'.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Process Submission Controls - GJAPCTL 7.0.a (EOPS)

Process:  Org Detail Transaction History Parameter Set:

---

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

---

**Parameter Values**

Number	Parameters	Values
10	Program Code	
11	Activity Code	
12	Beginning Account Code	
13	Ending Account Code	
14	Accrual Period (Y/N)	Y
15	[B]eginning/ending or [T]otals	B
16	Include Avail.Bal. Column(Y/N)	Y
17	Terminated Index Indicator	Y

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
Enter the Program Code (DO NOT USE IF INDEX CODE ENTERED ABOVE)

---

**Submission**

Save Parameter Set as Name:  Description:   Hold  Submit

Record: 10/17 | ... | List of Valu... | <OSC>

Windows taskbar: Start, Eudora Light, fastfis - Microsoft Word, ECS(2) - Internet Native..., Oracle Developer For..., 3:29 PM

## Fast FIS

Query

November 19, 2007

### How To Enter A Query

2. Press **Shift/[F7]** to enter query
3. Tab to the field to be used for limiting your query
4. Enter query selection criteria
5. Press **[F7]** to execute the query
6. Press **[ESC]/[TAB]** to return with value, or Press **[F12]** to exit the query

Learning to enter queries in FIS effectively can save time and on occasion a lot of frustration. As an example,

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Organization Budget Status Form FWIBDST 7.0.b (EOPS)

Chart: G Organization: Fund: 001100 General Fund Operations  
 Fiscal Year: 06 Program: Account: Account Type: Activity: Location:

Query Specific Account  
 Include Revenue Accounts  
 Commit Type: Both

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
01101	R	Resident Undergrad Tuition	3,588,683.00	4,433,770.27	0.00	-845,087.27
01102	R	Nonresident Undergrad Tuit	2,535,063.00	2,283,586.67	0.00	251,476.33
01103	R	Fac/Staff/Qualified Transfer	18,623.00	21,407.07	0.00	-2,784.07
01104	R	Resident Graduate Tuition	36,009.00	52,078.91	0.00	-16,069.91
01105	R	Nonresident Graduate Tuitic	0.00	400.00	0.00	-400.00
01107	R	Special Student Tuition	3,804.00	36,297.94	0.00	-32,493.94
01110	R	Summer Resident Undergra	0.00	502.50	0.00	-502.50
01194	R	Energy Surcharge	149,588.00	155,966.87	0.00	-6,378.87
01211	R	Technology Resource Fee -	317,835.00	293,152.89	0.00	24,682.11
01212	R	Technology Resource Fee- I	154,840.00	140,999.94	0.00	13,840.06
01213	R	Matriculation Resource Fee	92,189.00	77,800.00	0.00	14,389.00
01702	R	Music Fee	16,629.00	7,110.35	0.00	9,518.65
<b>Net Total:</b>			-2,707,852.00	-2,091,354.52	0.00	-616,497.48

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List  
 Record: 1/268 ... <OSC>

Start | Eudora Light | fastfis - Microsoft Word | ECS(2) - Internet Native... | Oracle Developer For... | 3:36 PM

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Detail Transaction Activity FGITRND 7.0.b (EOPS)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

G 06 001100 01101

Account	Organization	Program	Transaction Date	Type	Field Code	Amount	Increase (+) or Decrease (-)
01101	551600	01100	30-JUN-2006	6IIT	YTD	273,518.00	+
01101	552000	01100	09-JUN-2006	8CB1	YTD	1,940.00	+
01101	552000	01100	07-JUN-2006	8CB1	YTD	97.00	+
01101	552000	01100	05-JUN-2006	8CB1	YTD	97.00	+
01101	552000	01100	02-JUN-2006	8CB1	YTD	194.00	+
01101	552000	01100	26-MAY-2006	8CB1	YTD	582.00	+
01101	552000	01100	26-MAY-2006	8CB1	YTD	-485.00	-
01101	552000	01100	25-MAY-2006	8CB1	YTD	-48.50	-
01101	552000	01100	24-MAY-2006	8CB1	YTD	-97.00	-
01101	552000	01100	22-MAY-2006	8CB1	YTD	-97.00	-
01101	552000	01100	18-MAY-2006	8CB1	YTD	-97.00	-
01101	552000	01100	17-MAY-2006	8CB1	YTD	-1,843.00	-
01101	552000	01100	15-MAY-2006	8CB1	YTD	-388.00	-
01101	552000	01100	15-MAY-2006	8CB1	YTD	-2,640.00	-
01101	552000	01100	15-MAY-2006	8CB1	YTD	970.00	+
01101	552000	01100	12-MAY-2006	8CB1	YTD	194.00	+
01101	552000	01100	11-MAY-2006	8CB1	YTD	582.00	+
<b>Total:</b>						272,478.50	+

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

Record: 2/? <OSC>

Start | Eudora Light | fastfis - Microsoft Word | ECS(2) - Internet Native... | Oracle Developer For... | 3:35 PM

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Document Retrieval Inquiry FGIDOCR 7.0 (EOPS)

Document: F0011651 Submission Number: Document Type: JV

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**Header Information**

Transaction Date: 09-JUN-2006 Fiscal Year: 06 Fiscal Period: 12 Items: 218 Commit Type: U Text Exists: N

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**Detail Information**

Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	1	8CA1	APPF Application Fee	250.00	D		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
G		001100		A3003					N	B1	

  

Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	2	8CA1	BKNR Non Returned Rentals #0516234	50.00	C		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
G		150001		A3003					N	B1	

Press Duplicate Item to access FGQDOCP.

Record: 1/? <OSC>

Start Eudora Light fastfis - Microsoft Word ECS(2) - Internet Native... Oracle Developer For... 3:37 PM

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Document Retrieval Inquiry FGIDOCR 7.0 (EOPS)

Document: F0011651 Submission Number: Document Type: JV

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**Header Information**

Transaction Date: 09-JUN-2006 Fiscal Year: 06 Fiscal Period: 12 Items: 218 Commit Type: U Text Exists: N

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**Detail Information**

Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual

  

Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual

Enter a query, press F7 to execute, F12 to cancel.

Record: 1/1 Enter-Qu... <OSC>

Start Eudora Light fastfis - Microsoft Word ECS(2) - Internet Native... Oracle Developer For... 3:38 PM

