

# Banner Basics

ePrint Reporting, SSB, Help Page

# Who Am I?

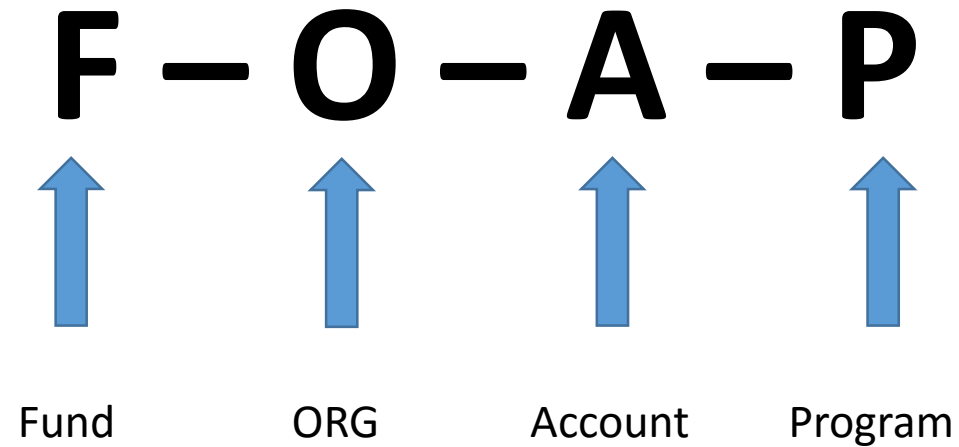
- Mike Guerard
- Assistant Director – Sponsored Account Operations

# Agenda

- ePrint Reporting
- Self-Service Banner (SSB)
- Banner Finance Help Web Page

# Banner Access

- Do you have access to Banner?
- If not, contact the Budget Office (Nhu Nguyen)



# Why an Index?

Chart of Accounts:  Active Status Last Activity Date:

Account Index:  Account Index Title:

Effective Date:  Termination Date:   Next Change Date:

## Accounting Distribution

			Check to Override
Fund:	<input type="text" value="599800"/>	HHS-PT/Vanderbilt 57312/Devlin, J	<input type="checkbox"/>
Organization:	<input type="text" value="116400"/>	Pharm & Hlth Systems Sciences	<input type="checkbox"/>
Account:	<input type="text"/>		<input checked="" type="checkbox"/>
Program:	<input type="text" value="2010"/>	Research	<input type="checkbox"/>
Activity:	<input type="text"/>		<input checked="" type="checkbox"/>
Location:	<input type="text"/>		<input checked="" type="checkbox"/>

- Custom-tailored reports from Banner
- Dozens of report choices
- Get by with the “Big 4”



- FZRB090: Budget Statement – Inception To Date
- FZRB090: Daily Budget Statement – Inception To Date
- FZR0012: Report of Open Commitments
- PZRLDIR: ITD Payroll Distribution Report Research



# FZRB090: Budget Statement – Inception To Date

- Budget versus actuals as of last-closed fiscal period
- Includes monthly expenses as well as cumulative expenses
- ***Use Adjusted Budget***
- ***Available Balance does not factor in IDC on commitments***
- ***“Monthly Billing Report”***

Report ID: FZRB090		Northeastern University					Run Date: 09/07/2016	
Fiscal Year: 17		BUDGET STATEMENT - INCEPTION TO DATE					Run Time: 20:17:45	
Fiscal Perd: 02		AsOfDate: 08/31/2016					Page No: 6100	
Fund: 599645 FED-OTH-PT/MIT Lincoln Labs/FU,B		Budget End Date: 31-OCT-2016		Project End Dt: 31-OCT-2016		PI Name: Fa, Yun		
ORGN: 123200 Electrical and Computer Engineering		Project Start Dt: 01-NOV-2014						
Index: 599645 FED-OTH-PT/MIT Lincoln Labs/FU,B								
Grant: 000664573 FED-OTH-PT/MIT Lincoln Labs/FU,B								
Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitments	Available Balance	
61013	Salary-Faculty Off Contract	5,000.00	5,000.00				5,000.00	
61014	salary-faculty extra comp teaching				5,000.00		-5,000.00	
61100	salary-research/teaching assistant	26,412.00	26,412.00	5,837.62	29,218.08		14,376.92	
61190	Salary-Professional				2,593.27		-2,593.27	
Account Type: 41 Labor		41,412.00	41,412.00	5,837.62	27,428.35	0.00	11,983.65	
61430	salary-Additional help-student				6,322.40		-6,322.40	
Account Type: 62 Part Time Salary Budget		0.00	0.00	0.00	6,322.40	0.00	-6,322.40	
62113	Fringe Benefits	4,066.00	4,066.00	385.26	3,921.57		144.43	
Account Type: 64 benefits		4,066.00	4,066.00	385.26	3,921.57	0.00	144.43	
73021	Travel-Airfare	358.00	358.00		376.10		-18.10	
73027	Travel-Lodging				814.62		-814.62	
73028	Travel-Meals				44.09		-44.09	
73030	Travel-Miscellaneous	300.00	300.00		165.88		134.42	
73303	computer supplies				1,999.98		-1,999.98	
73304	Scientific Supplies	199.00	199.00				199.00	
73309	Digital Media Lab Supplies				99.88		-99.88	
73487	publications-printing	600.00	600.00				600.00	
74210	Conference/Seminars Registration				1,999.00		-1,999.00	
76001	Special Services 1				18.59		-18.59	
Account Type: 76 Discretionary spending P		1,448.00	1,448.00	0.00	1,509.85	0.00	-4,061.85	
78996	indirect costs	25,574.00	25,574.00	2,956.48	23,534.33		2,039.67	
Account Type: 78 Indirect Costs		25,574.00	25,574.00	2,956.48	23,534.33	0.00	2,039.67	
TOTAL FOR ORGN CODE: 123200 Electrical and Computer Engineering								
Total Salaries and Benefits		45,478.00	45,478.00	5,422.88	37,672.32	0.00	7,805.68	
Total Direct Expenses		1,448.00	1,448.00	0.00	5,509.85	0.00	-4,061.85	
Total Indirect Expenses		25,574.00	25,574.00	2,956.48	23,534.33	0.00	2,039.67	
TOTAL Expense, Transfers, Fund Adds/Deds		72,500.00	72,500.00	8,378.36	66,716.50	0.00	5,783.50	

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Report ID: FZRB090  
Fiscal Year: 17  
Fiscal Perd: 11  
FUND: 599854 HHS-PT/UMASS NIH Y2/Saczynski, J  
ORGN: 116300 Pharmaceutical Sciences  
Index: 599854 HHS-PT/UMASS NIH Y2/Saczynski, J  
Grant: G00004989 HHS-PT/UMASS NIH R21/Saczynski, J

Northeastern University  
BUDGET STATEMENT - INCEPTION TO DATE  
AsOfDate: 05/31/2017

Run Date: 06/06/2017  
Run Time: 19:47:32  
Page No. 6601

Budget End Date: 31-MAY-2017  
Project Start Dt: 30-SEP-2015 Project End Dt: 31-MAY-2017 PI Name: Owens, Jane

Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitments	Available Balance
61010	Salary-FT Tenured/TenureTrack Fac.	8,441.00	8,441.00				8,441.00
61013	Salary-Faculty Off Contract	27,765.00	27,765.00	10,226.78	10,226.78		17,538.22
61050	Salary-Research/Teaching Assistant	2,250.00	2,250.00				2,250.00
Account Type: 61 Labor		38,456.00	38,456.00	10,226.78	10,226.78	0.00	28,229.22
62113	Fringe Benefits	8,608.00	8,608.00	2,382.84	2,382.84		6,225.16
Account Type: 64 Benefits		8,608.00	8,608.00	2,382.84	2,382.84	0.00	6,225.16
73030	Travel-Miscellaneous	2,000.00	2,000.00				2,000.00
74800	Consulting Services-Misc.	4,648.00	4,648.00				4,648.00
Account Type: 76 Discretionary Spending P		6,648.00	6,648.00	0.00	0.00	0.00	6,648.00
79995	Indirect Costs	29,273.00	29,273.00	6,872.24	6,872.24		22,400.76
Account Type: 7R Indirect Costs		29,273.00	29,273.00	6,872.24	6,872.24	0.00	22,400.76
TOTAL FOR ORGN CODE: 116300 Pharmaceutical Sciences							
Total Salaries and Benefits		47,064.00	47,064.00	12,609.62	12,609.62	0.00	34,454.38
Total Direct Expenses		6,648.00	6,648.00	0.00	0.00	0.00	6,648.00
Total Indirect Expenses		29,273.00	29,273.00	6,872.24	6,872.24	0.00	22,400.76
TOTAL Expenses, Transfers, Fund Adds/Deds		82,985.00	82,985.00	19,481.86	19,481.86	0.00	63,503.14

# FZRBD90: Daily Budget Statement – Inception To Date

- Budget versus actuals as of today's date
- **Use Adjusted Budget**
- **Available Balance does not factor in IDC on commitments**
- **“What is my available balance as of today?”**

Report ID: FZRBD90		Northeastern University						Run Date: 09/19/2016	
Fiscal Year: 17		DAILY BUDGET STATEMENT - INCEPTION TO DATE						Run Time: 05:13:25	
Fiscal Period: 01		AcctDate: 09/19/2016						Page No.: 0572	
FUND: 599645 FED-OTH-PF/MIT Lincoln Labs/Fu,R		Budget End Date: 31-OCT-2016		Project End Dt: 31-OCT-2016		PI Name: Fu, Yun			
OCEN: 123200 Electrical and Computer Engineering		Project Start Dt: 01-NOV-2014							
Index: 599645 FED-OTH-PF/MIT Lincoln Labs/Fu,R									
Grant: 060094573 FED-OTH-PF/MIT Lincoln Labs/Fu,R									
Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitments	Available Balance		
41013	Salary-Faculty Off Contract	5,000.00	5,000.00				5,000.00		
41014	Salary-Faculty Extra Comp Teaching				5,000.00		-5,000.00		
41090	Salary-Research/Teaching Assistant	26,412.00	26,412.00	1,291.88	21,128.96	3,875.64	11,409.40		
41130	Salary-Professional				2,593.27		-2,593.27		
Account Type: 41 Labor		41,412.00	41,412.00	1,291.88	26,720.23	3,875.64	8,816.13		
61430	Salary-Additional help-student					6,322.40	-6,322.40		
Account Type: 62 Part Time Salary Budget		0.00	0.00	0.00	6,322.40	0.00	-6,322.40		
62113	fringe benefits	4,066.00	4,066.00	98.83	4,020.40	296.49	-250.89		
Account Type: 64 Benefits		4,066.00	4,066.00	98.83	4,020.40	296.49	-250.89		
72021	Travel-Airfare	358.00	358.00		376.10		-18.10		
72027	Travel-Lodging				814.52		-814.52		
72028	Travel-Meals				44.99		-44.99		
72030	Travel-Miscellaneous	300.00	300.00		165.58		134.42		
72032	Computer supplies				1,399.98		-1,399.98		
72034	Scientific Supplies	190.00	190.00				190.00		
72039	Digital Media Lab Supplies			99.99	99.99		-99.99		
72487	Publications-Printing	600.00	600.00				600.00		
74310	Conference/Seminars Registration				1,999.00		-1,999.00		
76001	Special Services 1				10.55		-10.55		
Account Type: 76 Discretionary Spending P		1,448.00	1,448.00	99.99	5,509.85	0.00	-4,061.85		
79995	Indirect Costs	25,574.00	25,574.00	757.93	24,292.26		1,281.74		
Account Type: 78 Indirect Costs		25,574.00	25,574.00	757.93	24,292.26	0.00	1,281.74		
TOTAL FOR OGRN CODE: 123200 Electrical and Computer Engineering									
Total Salaries and Benefits		45,478.00	45,478.00	1,390.71	35,063.03	4,172.13	2,242.84		
Total Direct Expenses		1,448.00	1,448.00	99.99	5,509.85	0.00	-4,061.85		
Total Indirect Expenses		25,574.00	25,574.00	757.93	24,292.26	0.00	1,281.74		
TOTAL Expenses, Transfers, Fund Adds/Deds		72,500.00	72,500.00	2,248.63	64,865.14	4,172.13	-537.27		

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# FZRBD90: Daily Budget Statement – Inception To Date

Report ID: FZRBD90  
Fiscal Year: 17  
Fiscal Perd: 12  
FUND: 599854 HHS-PT/UMASS NIH Y2/Saczynski, J  
ORGN: 116300 Pharmaceutical Sciences  
Index: 599854 HHS-PT/UMASS NIH Y2/Saczynski, J  
Grant: G00004989 HHS-PT/UMASS NIH R21/Saczynski, J

Northeastern University  
DAILY BUDGET STATEMENT - INCEPTION TO DATE  
AsOfDate: 06/14/2017

Run Date: 06/14/2017  
Run Time: 05:15:02  
Page No. 9418

Budget End Date: 31-MAY-2017  
Project Start Dt: 30-SEP-2015 Project End Dt: 31-MAY-2017 PI Name: Owens, Jane

Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitments	Available Balance
61010	Salary-PT Tenured/TenureTrack Fac.	8,441.00	8,441.00				8,441.00
61013	Salary-Faculty Off Contract	27,765.00	27,765.00		10,226.78		17,538.22
61050	Salary-Research/Teaching Assistant	2,250.00	2,250.00				2,250.00
Account Type: 61 Labor		38,456.00	38,456.00	0.00	10,226.78	0.00	28,229.22
62113	Fringe Benefits	8,608.00	8,608.00		2,382.84		6,225.16
Account Type: 64 Benefits		8,608.00	8,608.00	0.00	2,382.84	0.00	6,225.16
73030	Travel-Miscellaneous	2,000.00	2,000.00				2,000.00
74800	Consulting Services-Misc.	4,648.00	4,648.00				4,648.00
Account Type: 76 Discretionary Spending P		6,648.00	6,648.00	0.00	0.00	0.00	6,648.00
79995	Indirect Costs	29,273.00	29,273.00		6,872.24		22,400.76
Account Type: 7R Indirect Costs		29,273.00	29,273.00	0.00	6,872.24	0.00	22,400.76
TOTAL FOR ORGN CODE: 116300 Pharmaceutical Sciences							
Total Salaries and Benefits		47,064.00	47,064.00	0.00	12,609.62	0.00	34,454.38
Total Direct Expenses		6,648.00	6,648.00	0.00	0.00	0.00	6,648.00
Total Indirect Expenses		29,273.00	29,273.00	0.00	6,872.24	0.00	22,400.76
TOTAL Expenses, Transfers, Fund Adds/Deds		82,985.00	82,985.00	0.00	19,481.86	0.00	63,503.14

# FZR0012: Report of Open Commitments

- Includes all open commitments on a given Fund
- Salary, limit order for supplies, subcontracts, equipment, etc.
- As of today's date
- Sorted by Account code

Report ID: FZR0012		Fiscal Year: 17		Northeastern University OPEN COMMITMENTS As of date: 09/19/2016				Run Date: 09/19/2016		
FUND: 599645 FED-OTH-PT/MIT Lincoln Labs/FU.R		ORGN: 123200 Electrical and Computer Engineering		INDEX: 599645 FED-OTH-PT/MIT LINCOLN Labs/FU.R		Run Time: 05:00:03		Page No. 1152		
Account Code	Account Code Title	Document Code	Vendor ID	Vendor Description	Created Date	Original Commitment	Commitment Adjustments	Commitment Liquidations	Commitment Remaining	Last Actv. Date
61050	Salary-Research/Teaching Assis	PR170001			06-JUL-2016	1,259.38	2,816.36	0.00	3,875.64	06-JUL-2016
62113	Fringe benefits	PR170001			07-JUL-2016	26.34	200.15	0.00	296.49	07-JUL-2016
TOTAL for ORGN: 123200 Electrical and computer engineering						1,355.72	2,816.41	0.00	4,172.13	

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- ***“What is the status of commitment ‘x’?”***

# FZR0012: Report of Open Commitments

Report ID: FZR0012  
 Fiscal Year: 16

Northeastern University  
 OPEN COMMITMENTS  
 AsOfDate: 06/14/2017

Run Date: 06/14/2017  
 Run Time: 05:00:03  
 Page No. 3754

FUND: 500456 PROTECT/HHS Core UPR MSC Yr -07  
 ORGN: 123120 PROTECT  
 Index: 500456 PROTECT/HHS Core UPR MSC Yr -07

Account Code	Account Code Title	Document Code	Vendor ID	Vendor Description	Created Date	Original Commitment	Commitment Adjustments	Commitment Liquidations	Commitment Remaining	Last Actv Date
74800	Consulting Services-Misc.	P1505377	001679111	Huerta, Gredia	31-MAR-2015	45,000.00	-30,737.50	-14,262.50	0.00	31-MAR-2015
TOTAL for ORGN: 123120 PROTECT						45,000.00	-30,737.50	-14,262.50	0.00	

# FZR0012: Report of Open Commitments

Report ID: FZR0012  
 Fiscal Year: 17

Northeastern University  
 OPEN COMMITMENTS  
 AsOfDate: 06/14/2017

Run Date: 06/14/2017  
 Run Time: 05:00:03  
 Page No. 3755

FUND: 500456 PROTECT/HHS Core UPR MSC Yr -07  
 ORGN: 123120 PROTECT  
 Index: 500456 PROTECT/HHS Core UPR MSC Yr -07

Account Code	Account Code Title	Document Code	Vendor ID	Vendor Description	Created Date	Original Commitment	Commitment Adjustments	Commitment Liquidations	Commitment Remaining	Last Actv Date
78050	Res Sub-Contract 1	P1706332	Z00187870	University of Georgia Research	31-MAY-2017	227,724.00	0.00	0.00	227,724.00	31-MAY-2017
78051	Res Sub-Contract 2	P1703083	Z00010033	University of Puerto Rico	27-OCT-2016	80,000.00	0.00	0.00	80,000.00	27-OCT-2016
TOTAL for ORGN: 123120 PROTECT						307,724.00	0.00	0.00	307,724.00	

# PZRLDIR: ITD Payroll Distribution Report Research

- Includes all inception to date payroll disbursements for a given Fund
- As of today's date
- Primary sort by Account code
- Secondary sort by Pay Date
- **Does NOT include associated Fringe Benefits**

Report ID: PZRLDIR  
RPT TYPE: Inception to Date  
RPT DATE: Inception Through 09-SEP-2016  
FUND: 59644 Research Grants & Contracts  
PRM: 59644 PZ-ORU-PR/MIT Lincoln Lab/ru,r  
ORG: 12320 Electrical and Computer Engineering  
INDEX: 59644 PZ-ORU-PR/MIT Lincoln Lab/ru,r

Northeastern University  
PAYROLL DISTRIBUTION REPORT

Run Date: 09/19/2016  
Run Time: 04:15:04  
Page No: 5455

MTD	Fund Number	Suf	Dept	Last Name	First Name	Pay Date	Index	Acct Code	Pay Id	Gross	Rate Code	Adj	Ind	Trans Date	Pct	Document Code
001986271	462319	00	33400	Ri	Yun	15-MAY-2015	596645	61014	2015-SM-09	5,000.00	OCR	0	Original	15-MAY-2015	100.000	P0404930
001960329	475846	00	33400	Dai	Wei	13-FEB-2015	596645	61050	2015-SM-03	1,233.13	RDE	0	Original	13-FEB-2015	100.000	P0308665
001960329	475846	00	33400	Dai	Wei	27-FEB-2015	596645	61050	2015-SM-04	1,233.13	RDE	0	Original	27-FEB-2015	100.000	P0308956
001960329	475846	00	33400	Dai	Wei	13-MAR-2015	596645	61050	2015-SM-05	1,233.13	RDE	0	Original	13-MAR-2015	100.000	P0309289
001960329	475846	00	33400	Dai	Wei	31-MAR-2015	596645	61050	2015-SM-06	1,233.13	RDE	0	Original	31-MAR-2015	100.000	P0309701
001992456	471009	00	33400	Wang	Shuyang	16-APR-2015	596645	61050	2015-SM-07	1,233.13	RDE	0	Original	16-APR-2015	100.000	P0404106
001960329	475846	00	33400	Dai	Wei	15-APR-2015	596645	61050	2015-SM-07	1,233.13	RDE	0	Original	15-APR-2015	100.000	P0404106
001992456	471009	00	33400	Wang	Shuyang	30-APR-2015	596645	61050	2015-SM-08	1,233.13	RDE	0	Original	30-APR-2015	100.000	P0404857
001960329	475846	00	33400	Dai	Wei	30-APR-2015	596645	61050	2015-SM-08	1,233.13	RDE	0	Original	30-APR-2015	100.000	P0404857
001992456	462774	00	33400	Wang	Shuyang	15-MAY-2015	596645	61050	2015-SM-09	1,233.13	RDE	0	Original	15-MAY-2015	100.000	P0404930
001773423	462774	00	33400	Jiang	Shuhui	15-MAY-2015	596645	61050	2015-SM-09	1,233.13	RDE	0	Original	15-MAY-2015	100.000	P0404930
001992456	462774	00	33400	Wang	Shuyang	16-MAY-2015	596645	61050	2015-SM-09	-1,233.13	RDE	A	Voided	10-JUL-2015	100.000	P04042436
001773423	462774	00	33400	Jiang	Shuhui	15-MAY-2015	596645	61050	2015-SM-09	-1,233.13	RDE	A	Voided	07-JUL-2015	100.000	P04042360
001992456	462774	00	33400	Wang	Shuyang	29-MAY-2015	596645	61050	2015-SM-10	1,233.13	RDE	0	Original	29-MAY-2015	100.000	P0404236
001773423	462774	00	33400	Jiang	Shuhui	29-MAY-2015	596645	61050	2015-SM-10	1,233.13	RDE	0	Original	29-MAY-2015	100.000	P0404236
001992456	462774	00	33400	Wang	Shuyang	29-MAY-2015	596645	61050	2015-SM-10	-1,233.13	RDE	A	Voided	10-JUL-2015	100.000	P0404236
001773423	462774	00	33400	Jiang	Shuhui	29-MAY-2015	596645	61050	2015-SM-10	-1,233.13	RDE	A	Voided	07-JUL-2015	100.000	P0404236
001773423	462774	00	33400	Jiang	Shuhui	15-JUN-2015	596645	61050	2015-SM-11	1,233.13	RDE	0	Original	15-JUN-2015	100.000	P0404501
001992456	462774	00	33400	Wang	Shuyang	15-JUN-2015	596645	61050	2015-SM-11	1,233.13	RDE	0	Original	15-JUN-2015	100.000	P0404501
001992456	462774	00	33400	Wang	Shuyang	15-JUN-2015	596645	61050	2015-SM-11	-1,233.13	RDE	A	Voided	10-JUL-2015	100.000	P0404237
001773423	462774	00	33400	Jiang	Shuhui	15-JUN-2015	596645	61050	2015-SM-11	-1,233.13	RDE	A	Voided	07-JUL-2015	100.000	P0404236
001992456	462774	00	33400	Wang	Shuyang	30-JUN-2015	596645	61050	2015-SM-12	1,233.13	RDE	0	Original	30-JUN-2015	100.000	P0404236
001773423	462774	00	33400	Jiang	Shuhui	30-JUN-2015	596645	61050	2015-SM-12	1,233.13	RDE	0	Original	30-JUN-2015	100.000	P0404236
001992456	462774	00	33400	Wang	Shuyang	30-JUN-2015	596645	61050	2015-SM-12	-1,233.13	RDE	A	Voided	10-JUL-2015	100.000	P0404236
001773423	462774	00	33400	Jiang	Shuhui	30-JUN-2015	596645	61050	2015-SM-12	-1,233.13	RDE	A	Voided	07-JUL-2015	100.000	P0404236
001773423	462774	00	33400	Jiang	Shuhui	15-JUL-2015	596645	61050	2015-SM-13	1,233.13	RDE	0	Original	15-JUL-2015	100.000	P0404532
001773423	462774	00	33400	Jiang	Shuhui	31-JUL-2015	596645	61050	2015-SM-14	1,233.13	RDE	0	Original	31-JUL-2015	100.000	P0404532
001773423	462774	00	33400	Jiang	Shuhui	14-AUG-2015	596645	61050	2015-SM-15	1,233.13	RDE	0	Original	29-SEP-2015	100.000	P0404532
001773423	462774	00	33400	Jiang	Shuhui	31-AUG-2015	596645	61050	2015-SM-16	1,233.13	RDE	0	Original	29-SEP-2015	100.000	P0404532
001986405	447688	00	33400	Li	Shang	15-JUL-2016	596645	61050	2016-SM-13	1,259.38	RDE	0	Original	12-AUG-2016	100.000	P0503490
001986405	447688	00	33400	Li	Shang	29-JUL-2016	596645	61050	2016-SM-14	1,259.38	RDE	0	Original	12-AUG-2016	100.000	P0503491
001986405	447688	00	33400	Li	Shang	15-AUG-2016	596645	61050	2016-SM-15	1,259.38	RDE	0	Original	12-AUG-2016	100.000	P0503492
001986405	447688	00	33400	Li	Shang	31-AUG-2016	596645	61050	2016-SM-16	1,259.38	RDE	0	Original	31-AUG-2016	100.000	P0503497
001986405	462774	00	33400	Li	Shang	15-SEP-2016	596645	61050	2016-SM-17	1,293.88	RDE	0	Original	15-SEP-2016	100.000	P0504257
001969456	600183	00	33400	Kong	Yu	14-AUG-2015	596645	61130	2015-SM-15	952.48	ROR	0	Original	21-AUG-2015	99.000	P0404519
001969456	600183	00	33400	Kong	Yu	31-AUG-2015	596645	61130	2015-SM-16	952.48	ROR	0	Original	31-AUG-2015	99.000	P0404520
001969456	600183	00	33400	Kong	Yu	15-SEP-2015	596645	61130	2015-SM-17	952.48	ROR	0	Original	15-SEP-2015	99.000	P0404521
001969456	600183	00	33400	Kong	Yu	15-SEP-2015	596645	61130	2015-SM-17	-952.48	ROR	A	Voided	21-OCT-2015	99.000	P0404519
001969456	600183	00	33400	Kong	Yu	15-SEP-2015	596645	61130	2015-SM-17	387.45	ROR	0	Original	21-OCT-2015	24.000	P0404519
001969456	600183	00	33400	Kong	Yu	30-SEP-2015	596645	61130	2015-SM-18	952.48	ROR	0	Original	30-SEP-2015	99.000	P0404520
001969456	600183	00	33400	Kong	Yu	30-SEP-2015	596645	61130	2015-SM-18	-952.48	ROR	A	Voided	21-OCT-2015	99.000	P0404519
001969456	600183	00	33400	Kong	Yu	30-SEP-2015	596645	61130	2015-SM-18	387.45	ROR	0	Original	21-OCT-2015	24.000	P0404519
001969456	600183	00	33400	Kong	Yu	15-OCT-2015	596645	61130	2015-SM-19	974.49	ROR	0	Original	15-OCT-2015	99.000	P0404522

Northeastern University proprietary and confidential









# PZRLDIR: ITD Payroll Distribution Report Research

Report ID: PZRLDIR  
 RPT TYPE: Inception to Date  
 RPT DATE: Inception Through 14-JUN-2017  
 FTYP: 28 Research Grants & Contracts  
 FUND: 599845 HHS-PT/Childrens Hospital/Engen,J  
 ORGN: 131300 Chemistry and Chemical Biology  
 Index: 599845 HHS-PT/Childrens Hospital/Engen,J

Northeastern University  
PAYROLL DISTRIBUTION REPORT

Run Date: 06/14/2017  
 Run Time: 04:15:05  
 Page No. 6617

NUID	Posn Number	Suf	Dept Orgn	Last Name	First Name	Pay Date	Index	Acct Code	Pay Id	Gross	Earn Code	Adj Adj	Ind	Trans Date	Pct	Document Code
000408971	504443	00	34900	Iacob	Roxana	15-DEC-2016	599845	61016	2016-SM-23	2,260.57	RGR	A	Redistrib	19-JAN-2017	44.000	F0057806
000408971	504443	00	34900	Iacob	Roxana	15-DEC-2016	599845	61016	2016-SM-23	-2,260.57	RGR	A	Voided	19-JAN-2017	44.000	F0058001
000408971	504443	00	34900	Iacob	Roxana	23-DEC-2016	599845	61016	2016-SM-24	2,260.57	RGR	A	Redistrib	19-JAN-2017	44.000	F0057807
000408971	504443	00	34900	Iacob	Roxana	13-JAN-2017	599845	61016	2017-SM-01	3,082.60	RGR	O	Original	13-JAN-2017	60.000	F0057536
000408971	504443	00	34900	Iacob	Roxana	13-JAN-2017	599845	61016	2017-SM-01	-3,082.60	RGR	A	Voided	19-JAN-2017	60.000	F0057808
000408971	504443	00	34900	Iacob	Roxana	13-JAN-2017	599845	61016	2017-SM-01	2,260.57	RGR	A	Redistrib	19-JAN-2017	44.000	F0057808
000408971	504443	00	34900	Iacob	Roxana	31-JAN-2017	599845	61016	2017-SM-02	2,260.57	RGR	O	Original	31-JAN-2017	44.000	F0057987
000408971	504443	00	34900	Iacob	Roxana	15-FEB-2017	599845	61016	2017-SM-03	2,260.57	RGR	O	Original	15-FEB-2017	44.000	F0058523
000408971	504443	00	34900	Iacob	Roxana	28-FEB-2017	599845	61016	2017-SM-04	2,260.57	RGR	O	Original	28-FEB-2017	44.000	F0058752
000408971	504443	00	34900	Iacob	Roxana	15-MAR-2017	599845	61016	2017-SM-05	2,260.57	RGR	O	Original	15-MAR-2017	44.000	F0059139
000408971	504443	00	34900	Iacob	Roxana	31-MAR-2017	599845	61016	2017-SM-06	2,260.57	RGR	O	Original	31-MAR-2017	44.000	F0059570
TOTAL FOR ORGN CODE: 131300										15,823.99						

  	FZRB090	Budget Statement - Inception To Date
  	BUDGET STATEMENT - INCEPTION TO DATE AsOfDate: 05/31/2017	

# ePrint Query by Fund

**Page Key:** Fund

Pick Values Manually <input type="button" value="Go"/>	Search: <input type="text"/> <input type="button" value="Go"/>
Range: <input type="text"/> to <input type="text"/> <input type="button" value="Go"/>	



Select Report from Repository Banner Finance Production

Banner Finance Production Repository  
N000357038

[About Banner ePrint](#) | [FAQ](#) | [My ePrint](#)

[Change Repository](#) | [Help](#)

Banner Finance Production

**Payroll** | **Invoicing**

	Report	Description	Latest Date
	FGRACTH	Account Hierarchy Report	Wed Jun 14, 2017 02:51am
	FGRBIEX	Bank I/F Exception Report	Wed Jun 14, 2017 02:51am
	FGRCTRL	G/L Subsidiary Ledger Control	Wed Jun 14, 2017 02:51am
	FGRFNDH	Fund Hierarchy Report	Wed Jun 14, 2017 02:51am
	FGRORGH	Organization Hierarchy Report	Wed Jun 14, 2017 02:51am
	FGRTBEX	Trial Balance Exception Report	Wed Jun 14, 2017 02:51am
	FGRTRNR	Transaction Error Report	Wed Jun 14, 2017 02:50am
	FRRGRNT	Deferred Grant Process	Wed Jun 14, 2017 02:47am

FGRACTH

Next

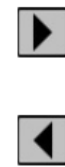
**Configure Report Groups** | **Reorder Search Settings** | **Set List Length**

**Modify Groups** | Reorder Groups | Create Group

Select a group:   Default login group

**Available reports:**

- FGRACTH-Account Hierarchy Report
- FGRBIEX-Bank I/F Exception Report
- FGRCTRL-G/L Subsidiary Ledger Control
- FGRFNDH-Fund Hierarchy Report
- FGRORGH-Organization Hierarchy Report
- FGRTBEX-Trial Balance Exception Report
- FGTRNR-Transaction Error Report
- FRRGRNT-Deferred Grant Process
- FZR0012-Report of Open Commitments
- FZR0061-Budget Statement - by Orgn Level
- FZR0090-Monthly Budget Summary by FOAP
- FZR0091-Monthly Transaction Detail by FOAP
- FZR0095-Budget Statement - by Orgn Level
- FZR0D90-Daily Budget Statement
- FZR0D91-Daily Rpt of Trans by FOAP
- FZRB061-Divisional Budget ITD - By Orgn
- FZRB090-Budget Statement - Inception To Dat
- FZRB095-Divisional Budget ITD by Acct
- FZRBD90-Daily Budget Statement - Inception T
- FZRPHTD-Phone Usage Details



**Selected reports:**

- PZRLDFR-FTD Payroll Distribution Report Resear
- PZRLDIR-ITD Payroll Distribution Report Resear
- PZRLDMD-MTD Payroll Distribution Report Resea
- PZRLDMR-MN Payroll Distribution Report Resear
- FZR0015-Report of Transactions by Rule Code



**Group name:**

- Query-based financial reports
- Not recommended tool for *most* financial reporting (in Mike's humble opinion)
- Great tool for backup documentation and transaction-level detail



## Finance

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- Budget Queries
  - Encumbrance Query
  - Approve Documents
  - View Document
  - Budget Transfer
  - Multiple Line Budget Transfer
- 

## Budget Queries

---

To create a new query choose a query type and select Create Query. To retrieve a

### Create a New Query

Type

Budget Status by Account

Create Query

### Retrieve Existing Query

Saved Query

None

Retrieve Query

---

## Budget Queries

---

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> <b>Adopted Budget</b>	<input checked="" type="checkbox"/> <b>Year to Date</b>
<input type="checkbox"/> <b>Budget Adjustment</b>	<input type="checkbox"/> <b>Encumbrances</b>
<input checked="" type="checkbox"/> <b>Adjusted Budget</b>	<input type="checkbox"/> <b>Reservations</b>
<input type="checkbox"/> <b>Temporary Budget</b>	<input checked="" type="checkbox"/> <b>Commitments</b>
<input type="checkbox"/> <b>Accounted Budget</b>	<input checked="" type="checkbox"/> <b>Available Balance</b>

Save Query as:

**Shared**

---



# Enter a Budget Query (cont.)

## Year to Date Report

### Budget Queries

---

Fiscal year:	2017 ▾	Fiscal period:	11 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	N	Index	
Fund	599645	Activity	
Organization	123200	Location	
Grant		Fund Type	
Account		Account Type	
Program	2010		

Include Revenue Accounts

Save Query as:

Shared

---

## Inception to Date Report

### Budget Queries

---

Fiscal year:	2017 ▾	Fiscal period:	03 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	N	Index	
Fund	599645	Activity	
Organization	123200	Location	
Grant	G00004573	Fund Type	
Account		Account Type	
Program	2010		

Include Revenue Accounts

Save Query as:

Shared

---

**Query Results**

Account	Account Title	GY15/PD11 Adjusted Budget	GY15/PD11 Year to Date	GY15/PD11 Commitments	GY15/PD11 Available Balance
61013	Salary-Faculty Off Contract	5,000.00	0.00	0.00	5,000.00
61014	Salary-Faculty Extra Comp Teaching	0.00	5,000.00	0.00	( 5,000.00)
61050	Salary-Research/Teaching Assistant	36,412.00	21,126.96	3,875.64	11,409.40
61130	Salary-Professional	0.00	2,593.27	0.00	( 2,593.27)
61430	Salary-Additional Help-Student	0.00	6,322.40	0.00	( 6,322.40)
62113	Fringe Benefits	4,066.00	4,020.40	296.49	( 250.89)
73021	Travel-Airfare	358.00	376.10	0.00	( 18.10)
73027	Travel-Lodging	0.00	814.52	0.00	( 814.52)
73028	Travel-Meals	0.00	44.09	0.00	( 44.09)
73030	Travel-Miscellaneous	300.00	165.58	0.00	134.42
73303	Computer Supplies	0.00	1,999.98	0.00	( 1,999.98)
73304	Scientific Supplies	190.00	0.00	0.00	190.00
73309	Digital Media Lab Supplies	0.00	99.99	0.00	( 99.99)
73487	Publications-Printing	600.00	0.00	0.00	600.00
74310	Conference/Seminars Registration	0.00	1,999.00	0.00	( 1,999.00)
78001	Special Services 1	0.00	10.59	0.00	( 10.59)
79995	Indirect Costs	25,574.00	24,292.26	0.00	1,281.74
Report Total (of all records)		72,500.00	68,865.14	4,172.13	( 537.27)



- Query system to search for Grant, Fund, Index, or Account code information
- ***Closed grants do NOT appear in this database***



Northeastern University
BANNER FINANCE

**FOAPs**  
[search by index](#)  
[search by index description](#)  
[search by fund](#)  
[search by org](#)  
[search by program](#)  
[search by grant code](#)

**ACCOUNT CODES**  
[search by account code](#)  
[search by description](#)  
[Account codes changed from FRS](#)

**TRAINING**  
[Training Resources](#)  
[Training Video](#)

**FORMS**  
[AP](#)  
[Budget](#)  
[Purchasing](#)  
[Accounting](#)

**GENERAL INFO**  
[Additional Info](#)  
[Requesting Access](#)

**FOAPs Search**

**Search by Fund**

The F in FOAP. Funds are 6 digit codes that represent a source of funding. The first digit of the fund code will identify the type of fund:

- 2xxxxx = Current Fund
- 3xxxxx = Designated
- 4xxxxx = Endowment
- 5xxxxx = Grants & Contracts
- 6xxxxx = Restricted
- 7xxxxx = Plant Funds
- 8xxxxx = SABO

Enter all or part of your Fund code in the field below to locate your Index, index description, fund, organization, program, and grant codes.

Fund Code

599645

Submit


---

**Search Results**

Index	Index Description (Title)	Fund Code	Organization Code	Program Code	Grant Code
599645	FED-OTH-PT/MIT Lincoln Labs/Fu,R	599645	123200	2010	G00004573

Any questions? Please contact the Help Desk at (617) 373-4357 or [help@neu.edu](mailto:help@neu.edu).

## Training Documentation

The following documents can be opened with [Adobe Acrobat Reader](#) .

### Approvals

- [SSB Approvals \(pdf\)](#)
- [How to find who approved or needs to approve a document \(pdf\)](#)

### Budget Transfers & Queries

- [SSB Budget Queries \(pdf\)](#)
- [Common SSB Budget Query Mistakes \(pdf\)](#)
- [SSB Budget Transfers \(pdf\)](#)
- [Budget Transfer Rules \(pdf\)](#)
- [Budget Query Training PowerPoint \(pdf\)](#)
- [Budget Pooling PowerPoint \(pdf\)](#)

### e~Print

- [What is e~Print? \(pdf\)](#)
- [General Overview of e~Print \(pdf\)](#)
- [e~Print Navigation \(pdf\)](#)

### Grants/Inception to Date

- [Query a Grant/Inception to Date \(pdf\)](#)
- [General Overview of Research Grants \(pdf\)](#)

### myKnowledge

- [Using myknowledge for Banner Finance solutions \(pdf\)](#)

### Requisitions & Purchase Orders

- [Creating Requisitions \(pdf\)](#)
- [Common SSB Requisition Mistakes \(pdf\)](#)
- [Requisition Training PowerPoint \(pdf\)](#)
- [SSB Viewing Documents \(pdf\)](#)
- [SSB Encumbrance Query \(pdf\)](#)
- [FRS Open Encumbrances \(pdf\)](#)
- [Requisition Life Cycle \(pdf\)](#)
- [How to find your PO Balance in SSB \(pdf\)](#)
- [How to find your PO in SSB \(pdf\)](#)
- [Open Encumbrances in Banner Finance at Year End \(pdf\)](#)

### Other

- [Common Rule Codes \(pdf\)](#)
- [Account Codes Not Equal To FRS \(pdf\)](#)
- [Account Code Pools \(pdf\)](#)
- [Code LookUp \(pdf\)](#)
- [List of Values \(LOV\) Searches \(pdf\)](#)

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