

Banner Basics

ePrint Reporting, SSB, Help Page

Who Am I?

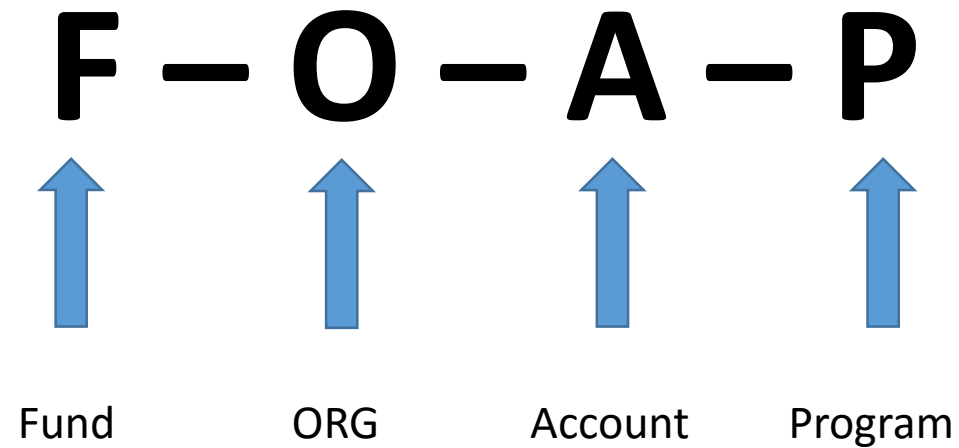
- Mike Guerard
- Assistant Director – Sponsored Account Operations

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:	 	<input checked="" type="checkbox"/> Active Status	Last Activity Date:	12-JAN-2017
Account Index:	599800 	Account Index Title:	HHS-PT/Vanderbilt 57312/Devlin, J	
Effective Date:	12-JAN-2017 	Termination Date:		Next Change Date:

Accounting Distribution

				Check to Override
Fund:	599800 	HHS-PT/Vanderbilt 57312/Devlin, J		<input type="checkbox"/>
Organization:	116400 	Pharm & Hlth Systems Sciences		<input type="checkbox"/>
Account:				<input checked="" type="checkbox"/>
Program:	2010 	Research		<input type="checkbox"/>
Activity:				<input checked="" type="checkbox"/>
Location:				<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
- FZRBD90: 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

Fiscal Year: 17

Fiscal Period: 02

FUND: 599445 FED-OTH-PT/MIT Lincoln Labs/Fu.R

ORGN: 123200 Electrical and Computer Engineering

Index: 599445 FED-OTH-PT/MIT Lincoln Labs/Fu.R

Grant: 000004573 FED-OTH-PT/MIT Lincoln Labs/Fu.R

Northeastern University

BUDGET STATEMENT - INCEPTION TO DATE

ASOfDate: 08/31/2016

Run Date: 09/07/2016

Run Time: 20:17:45

Page No: 6100

Project End Date: 31-OCT-2016

Project Start Dt: 01-NOV-2014

Project End Dt: 31-OCT-2016

PI Name: Pu, Yun

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
61080	Salary-Research/Teaching Assistant	36,412.00	36,412.00	5,037.52	19,835.08		16,576.92
61130	Salary-Professional				2,593.27		-2,593.27
Account Type: 61 Labor		41,412.00	41,412.00	5,037.52	27,428.35	0.00	13,983.65
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	385.36	3,921.57		144.43
Account Type: 64 Benefits		4,066.00	4,066.00	385.36	3,921.57	0.00	144.43
73021	Travel-Airfare	358.00	358.00		376.10		-18.10
73027	Travel-Lodging				814.52		-814.52
73028	Travel-Meals				44.09		-44.09
73030	Travel-Miscellaneous	300.00	300.00		169.58		130.42
73203	Computer Supplies				1,999.98		-1,999.98
73204	Scientific Supplies	190.00	190.00				190.00
73209	Digital Media Lab Supplies				99.99		-99.99
73487	Publications-Printing	600.00	600.00				600.00
74210	Conference/Seminars Registration				1,999.00		-1,999.00
78001	Special Services 1				10.59		-10.59
Account Type: 76 Discretionary Spending P		1,448.00	1,448.00	0.00	5,509.85	0.00	-4,061.85
79995	Indirect Costs	25,574.00	25,574.00	2,955.48	23,534.33		2,039.67
Account Type: 78 Indirect Costs		25,574.00	25,574.00	2,955.48	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	2,955.48	23,534.33	0.00	2,039.67
TOTAL Expenses, 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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Northeastern University

Office of Research Administration and Finance

FZRB090: Budget Statement – Inception To Date

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-PT Tenured/TenureTrack Pac.	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: 05:13:35
Fiscal Period: 03		AsOfDate: 09/19/2016					Page No.: 8573
FUND: 599645 FPD-OTH-PT/MIT Lincoln Labs/Fu,R		Budget End Date: 31-OCT-2016		Project End Dt: 31-OCT-2016		PT Name: Fu, Yun	
OCN: 123200 Electrical and Computer Engineering		Project Start Dt: 01-NOV-2014					
Index: 599645 FPD-OTH-PT/MIT Lincoln Labs/Fu,R							
Grant: G08804573 FPD-OTH-PT/MIT Lincoln Labs/Fu,R							
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
61050	Salary-Research/Teaching Assistant	36,412.00	36,412.00	1,291.88	21,126.96	3,875.64	11,409.40
61130	Salary-Professional				2,593.27		-2,593.27
Account Type: 61 Labor		41,412.00	41,412.00	1,291.88	28,720.23	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
73021	Travel-Airfare	358.00	358.00		376.10		-18.10
73027	Travel-Lodging				814.52		-814.52
73028	Travel-Meals				44.09		-44.09
73030	Travel-Miscellaneous	300.00	300.00		145.88		154.12
73033	Computer Supplies				1,999.98		-1,999.98
73034	Scientific Supplies	190.00	190.00				190.00
73039	Digital Media Lab Supplies			99.99	99.99		-99.99
74407	Publications-Printing	600.00	600.00				600.00
74310	Conference/Seminars Registration				1,999.00		-1,999.00
78001	Special Services 1				10.59		-10.59
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: 79 Indirect Costs		25,574.00	25,574.00	757.93	24,292.26	0.00	1,281.74
TOTAL FOR OCN CODE: 123200 Electrical and Computer Engineering							
Total Salaries and Benefits		45,478.00	45,478.00	1,390.71	39,063.03	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	68,865.14	4,172.13	-537.27
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FZRB90: Daily Budget Statement – Inception To Date

Report ID: FZRRD90		Northeastern University				Run Date: 06/14/2017	
Fiscal Year: 17		DAILY BUDGET STATEMENT - INCEPTION TO DATE				Run Time: 05:15:02	
Fiscal Perd: 12		AsOfDate: 06/14/2017				Page No. 9418	
FUND: 599854 HHS-PT/UMASS NIH Y2/Saczynski, J							
ORGN: 116300 Pharmaceutical Sciences							
Index: 599854 HHS-PT/UMASS NIH Y2/Saczynski, J		Budget End Date: 31-MAY-2017					
Grant: G00004989 HHS-PT/UMASS NIH R21/Saczynski, J		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		Northeastern University				Run Date: 09/19/2016				
Fiscal Year: 17		OPEN COMMITMENTS				Run Time: 05:00:03				
		AsOfDate: 09/19/2016				Page No: 6162				
FUND:	599645	FED-OTR-PT/MIT Lincoln Labs/Fu.R								
ORGN:	123200	Electrical and Computer Engineering								
Index:	599645	FED-OTR-PT/MIT Lincoln Labs/Fu.R								
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	2,616.26	0.00	3,875.64	06-JUL-2016
62113	Fringe Benefits	PR170001			07-JUL-2016	96.34	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***

Northeastern University PAYROLL DISTRIBUTION REPORT															Run Date: 09/19/2016 Run Time: 04:15:04 Page No. 5456	
Report ID:	PZRLDIR															
RPT TYPE:	Inception to Date															
DATE:	Inception Through 10-SEP-2016															
FTY:	29 Research Grants & Contracts															
FUND:	599645 FED-OTH-PZ/MIT Lincoln Labs/Fu.R															
ORGN:	123200 Electrical and Computer Engineering															
Index:	599645 FED-OTH-PZ/MIT Lincoln Labs/Fu.R															
NUID	Person number	Dept	Dept	Last Name	First Name	Pay date	Index	Acct code	Pay id	Gross	Ham code	Adj	Adj	Trans date	Pct	Document code
001986271	463419	00	33400	Fu	Yun	15-MAY-2015	599645	61014	2015-SM-09	5,000.00	OCR	0	Original	15-MAY-2015	100.000	P0040930
001960329	475846	00	33400	Dai	Wei	13-FEB-2015	599645	61050	2015-SM-03	1,233.13	RGE	0	Original	13-FEB-2015	100.000	P0038565
001960329	475846	00	33400	Dai	Wei	27-FEB-2015	599645	61050	2015-SM-04	1,233.13	RGE	0	Original	27-FEB-2015	100.000	P0038925
001960329	475846	00	33400	Dai	Wei	13-MAR-2015	599645	61050	2015-SM-05	1,233.13	RGE	0	Original	13-MAR-2015	100.000	P0039289
001960329	475846	00	33400	Dai	Wei	31-MAR-2015	599645	61050	2015-SM-06	1,233.13	RGE	0	Original	31-MAR-2015	100.000	P0039701
001992456	471069	00	33400	Wang	Shuyang	15-APR-2015	599645	61050	2015-SM-07	1,233.13	RGE	0	Original	15-APR-2015	100.000	P0040105
001960329	475846	00	33400	Dai	Wei	15-APR-2015	599645	61050	2015-SM-07	1,233.13	RGE	0	Original	15-APR-2015	100.000	P0040105
001992456	471069	00	33400	Wang	Shuyang	30-APR-2015	599645	61050	2015-SM-08	1,233.13	RGE	0	Original	30-APR-2015	100.000	P0040557
001960329	475846	00	33400	Dai	Wei	30-APR-2015	599645	61050	2015-SM-08	1,233.13	RGE	0	Original	30-APR-2015	100.000	P0040557
001992456	462774	00	33400	Wang	Shuyang	15-MAY-2015	599645	61050	2015-SM-09	1,233.13	RGE	0	Original	15-MAY-2015	100.000	P0040930
001773423	462774	00	33400	Jiang	Shuhui	15-MAY-2015	599645	61050	2015-SM-09	-1,233.13	RGE	0	Original	15-MAY-2015	100.000	P0040930
001992456	462774	00	33400	Wang	Shuyang	15-MAY-2015	599645	61050	2015-SM-09	-1,233.13	RGE	A	Voided	10-JUL-2015	100.000	P0042435
001773423	462774	00	33400	Jiang	Shuhui	15-MAY-2015	599645	61050	2015-SM-09	-1,233.13	RGE	A	Voided	07-JUL-2015	100.000	P0042360
001992456	462774	00	33400	Wang	Shuyang	29-MAY-2015	599645	61050	2015-SM-10	1,233.13	RGE	0	Original	29-MAY-2015	100.000	P0041235
001773423	462774	00	33400	Jiang	Shuhui	29-MAY-2015	599645	61050	2015-SM-10	1,233.13	RGE	0	Original	29-MAY-2015	100.000	P0041235
001992456	462774	00	33400	Wang	Shuyang	29-MAY-2015	599645	61050	2015-SM-10	-1,233.13	RGE	A	Voided	10-JUL-2015	100.000	P0042436
001773423	462774	00	33400	Jiang	Shuhui	29-MAY-2015	599645	61050	2015-SM-10	-1,233.13	RGE	A	Voided	07-JUL-2015	100.000	P0042361
001773423	462774	00	33400	Jiang	Shuhui	15-JUN-2015	599645	61050	2015-SM-11	1,233.13	RGE	0	Original	15-JUN-2015	100.000	P0041601
001992456	462774	00	33400	Wang	Shuyang	15-JUN-2015	599645	61050	2015-SM-11	1,233.13	RGE	0	Original	15-JUN-2015	100.000	P0041601
001992456	462774	00	33400	Wang	Shuyang	15-JUN-2015	599645	61050	2015-SM-11	-1,233.13	RGE	A	Voided	10-JUL-2015	100.000	P0042437
001773423	462774	00	33400	Jiang	Shuhui	15-JUN-2015	599645	61050	2015-SM-11	-1,233.13	RGE	A	Voided	07-JUL-2015	100.000	P0042362
001992456	462774	00	33400	Wang	Shuyang	30-JUN-2015	599645	61050	2015-SM-12	1,233.13	RGE	0	Original	30-JUN-2015	100.000	P0042034
001773423	462774	00	33400	Jiang	Shuhui	30-JUN-2015	599645	61050	2015-SM-12	1,233.13	RGE	0	Original	30-JUN-2015	100.000	P0042034
001992456	462774	00	33400	Wang	Shuyang	30-JUN-2015	599645	61050	2015-SM-12	-1,233.13	RGE	A	Voided	10-JUL-2015	100.000	P0042438
001773423	462774	00	33400	Jiang	Shuhui	30-JUN-2015	599645	61050	2015-SM-12	-1,233.13	RGE	A	Voided	07-JUL-2015	100.000	P0042363
001773423	462774	00	33400	Jiang	Shuhui	15-JUL-2015	599645	61050	2015-SM-13	1,233.13	RGE	0	Original	15-JUL-2015	100.000	P0042465
001992456	462774	00	33400	Wang	Shuyang	31-JUL-2015	599645	61050	2015-SM-14	1,233.13	RGE	A	Redistrib	29-SEP-2015	100.000	P0044532
001773423	462774	00	33400	Jiang	Shuhui	14-AUG-2015	599645	61050	2015-SM-15	1,233.13	RGE	A	Redistrib	29-SEP-2015	100.000	P0044533
001773423	462774	00	33400	Jiang	Shuhui	31-AUG-2015	599645	61050	2015-SM-16	1,233.13	RGE	A	Redistrib	29-SEP-2015	100.000	P0044534
001986405	447688	00	33400	Li	Shang	15-JUL-2016	599645	61050	2016-SM-13	1,259.38	RGE	A	Redistrib	12-AUG-2016	100.000	P0053490
001986405	447688	00	33400	Li	Shang	29-JUL-2016	599645	61050	2016-SM-14	1,259.38	RGE	A	Redistrib	12-AUG-2016	100.000	P0053491
001986405	447688	00	33400	Li	Shang	15-AUG-2016	599645	61050	2016-SM-15	1,259.38	RGE	A	Redistrib	12-AUG-2016	100.000	P0053492
001986405	447688	00	33400	Li	Shang	31-AUG-2016	599645	61050	2016-SM-16	1,259.38	RGE	0	Original	31-AUG-2016	100.000	P0053493
001986405	447688	00	33400	Li	Shang	15-SEP-2016	599645	61050	2016-SM-17	1,292.88	RGE	0	Original	15-SEP-2016	100.000	P0054257
001969456	600183	00	33400	Kong	Yu	14-AUG-2015	599645	61130	2015-SM-15	952.48	RGE	A	Redistrib	21-AUG-2015	59.000	P0043459
001969456	600183	00	33400	Kong	Yu	31-AUG-2015	599645	61130	2015-SM-16	952.48	RGE	0	Original	31-AUG-2015	59.000	P0043462
001969456	600183	00	33400	Kong	Yu	15-SEP-2015	599645	61130	2015-SM-17	952.48	RGE	0	Original	15-SEP-2015	59.000	P0044029
001969456	600183	00	33400	Kong	Yu	15-SEP-2015	599645	61130	2015-SM-17	-952.48	RGE	A	Voided	21-OCT-2015	59.000	P0045190
001969456	600183	00	33400	Kong	Yu	15-SEP-2015	599645	61130	2015-SM-17	387.45	RGE	A	Redistrib	21-OCT-2015	24.000	P0045190
001969456	600183	00	33400	Kong	Yu	30-SEP-2015	599645	61130	2015-SM-18	952.48	RGE	0	Original	30-SEP-2015	59.000	P0044460
001969456	600183	00	33400	Kong	Yu	30-SEP-2015	599645	61130	2015-SM-18	-952.48	RGE	A	Voided	21-OCT-2015	59.000	P0045191
001969456	600183	00	33400	Kong	Yu	30-SEP-2015	599645	61130	2015-SM-18	387.45	RGE	A	Redistrib	21-OCT-2015	24.000	P0045191
001969456	600183	00	33400	Kong	Yu	15-OCT-2015	599645	61130	2015-SM-19	974.49	RGE	0	Original	15-OCT-2015	59.000	P0044968

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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	Poen 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						

ePrint Query by Fund

  	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
Go

Search:
Go

Range: to **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 Date
- FZRB095-Divisional Budget ITD by Acct
- FZRBD90-Daily Budget Statement - Inception To Date
- FZRPHTD-Phone Usage Details

▶

◀

Selected reports:

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

▲

▼

Group name:

Save

Cancel

Delete

Self-Service Banner (SSB)

- 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




Enter a Budget Query

Finance

[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

Enter a Budget Query (cont.)

Budget Queries

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

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

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		
<input type="checkbox"/> Include Revenue Accounts			
Save Query as: <input type="text"/>			
<input type="checkbox"/> Shared			
<input type="button" value="Submit Query"/>			

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		
<input type="checkbox"/> Include Revenue Accounts			
Save Query as: <input type="text"/>			
<input type="checkbox"/> Shared			
<input type="button" value="Submit Query"/>			

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

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.

Northeastern University

BANNER
FINANCE

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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