

Welcome to FIS TOE Training

- Today we will cover:
 - Definition of TOE
 - Preparation of the Journal Voucher
 - Rule Codes
 - Printing Journal Vouchers
 - Various methods of querying
 - Office of Record policies



Web Addresses:

- FIS Training Manual
 - <http://finaff.ucsc.edu/banner/00Contents.html>
- Planning and Budget Homepage
 - <http://planning.ucsc.edu>

What is a TOE ??

- Transfer of Expense Journals are used primarily to correct errors made on previous transactions such as POs, Invoices, or other Journals.
- They move an expense from the incorrect accounting FOAPAL (C) to a correct accounting FOAPAL (D).
- **Remember** because it is an Expense, taking it away is a Credit and adding it is a Debit.

What is a TOE (cont.)

RECHARGES

- TOEs are also used for Recharges
 - A Recharge is where one unit within UCSC charges another unit for goods or services.
 - For Recharges used for Expense Sharing between Units, you must use **Account 001280** to charge another Unit and **Account 006500** to credit your Unit.

FOAPALS

- FOAPAL stands for
 - FUND – where the money is coming from
 - ORGANIZATION – whose money it is
 - ACCOUNT – what it is for (Ex: Office Supplies, Services, etc.)
 - PROGRAM – a 2-digit # used for reporting to Office of the President (UCOP)
 - ACTIVITY – what project it is charged to within an Organization
 - LOCATION – like Activity Code but currently only used by Physical Planning and Construction

FZAJVCD

- FIS Banner input screen for all journal vouchers (including TOE's) except encumbrance liquidations.
- ALWAYS REMEMBER – One Rule Code per Journal.

FZAJVCD continued

- As with other Banner forms, the Journal **Document #** is automatically assigned.
- **Activity Date** will always default to current date – It can be changed to a prior period if that period is still open (**month is open 7 working days after end of month**).

FZAJVCD continued

- **DOCUMENT TOTAL** = the absolute value of the journal = total of all Debits and all Credits (irrespective of sign (+/-, D/C)).
- **DOCUMENT TEXT** is required. Doc cannot be completed without it – Specific requirements are listed on *Quick Reference Cheat Sheet*.

FZAJVCD continued

- **DESCRIPTION FIELD** – remember that monthly ledgers will not see both the debit and credit side of a journal document so use the Description Field to indicate what the other side of the transaction does
- **EXAMPLE:** If a journal moves an expense from one Org to another indicate the other Org in this field so you will know where the money went.

RULE CODES for TOE's

- XTOE – Regular Transfer of Expenses used primarily to correct keying and other errors which caused an expense to be put in the wrong FOAPAL.
 - Approved at the Department/Division level
- XEQT – Equipment Transfers – Used with Account Codes 007xxx. Primarily used to correct Fixed Assets coding errors.
 - Routes through Equipment Management for approval

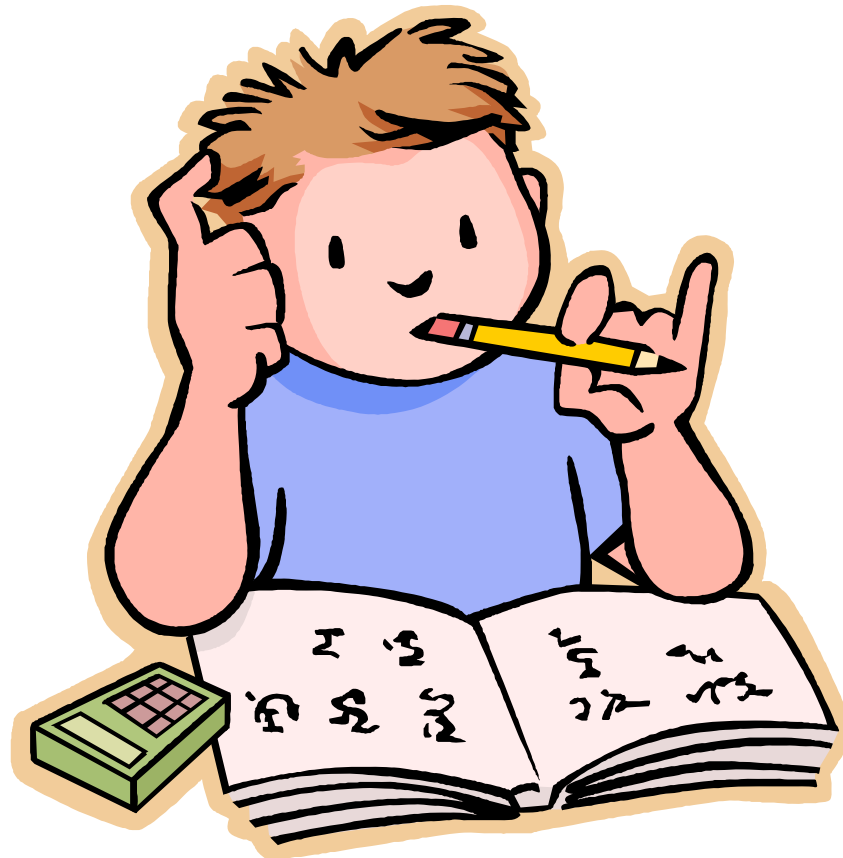
RULE CODES for TOE's, cont.

- XJVB – Balance Sheet Accounts – Accounts that start with 1xxxxx.
 - Not widely used
 - Routes to General Accounting for approval
- XECG – Contract and Grant Funds – Funds that start with CGxxxxx.
 - Not widely used
 - Routes to General Accounting for approval

RULE CODES for TOE's, cont.

- XEPT (Construction)
 - Only with Organization Codes 9XXXXX
 - Routes to Plant Accounting for approval
- XPRA – (Payroll)
 - Only with Account Codes PXXXXX
 - Must contact Payroll for authorization
 - Routes to General Accounting for approval
 - Only used in very special situations

TOE Exercises



APPROVALS - FOAUAPP

- If you are an approver, you can Approve or Disapprove documents that are in your Approval Queue with this screen.
- You also have the ability to view the document by clicking on Detail.
- You can look at Approval History by clicking on Options-Approval History.
- You can look at what other approvers have the ability to approve the same doc by clicking on Queue.

APPROVALS – History -FOIAPPH

- This form shows you who created the document – Originating User.
- It also shows you who Approved or Disapproved the document and which level of approval they have.

APPROVALS – Queues - FOAINP

- This form shows you what queues your document is in.
- If there are multiple levels or multiple departments involved, these will be indicated on the the form.
- For multiple levels only the highest level must have approval.

APPROVALS – Self-Denial - FOADOCU

- With this form, you can Deny your own documents.
- This means, if you complete a document and then realize there was an error, you can go into FOADOCU and deny it. This will open it up so you can go in and fix it.
- This alleviates the need to ask an approver to disapprove it and saves lots of time.
- You cannot use this feature if you have implied approval.

Query Form - FGIBDST

- Rule Codes let FIS Banner know how to process a transaction.
- In the Query form FGIBDST:
 - TOEs post to the Financial Ledger and show in the YTD column.
 - TOFs post to the Budget Ledger and show in the ADJ BUDGET column.
 - ENCUMBRANCES post to the Encumbrance Ledger and show in the COMMITMENTS column.

Query Form - FZIJVCD

- Lists unapproved Journal Voucher both Complete and Incomplete.
- To find a journal or group of journals when you don't know the JV Doc #, you can query on Amount, Date, or User Id.
- This is helpful:
 - 1) If you exit a Journal and forget to write down the doc #.
 - 2) If you want to see if you have any outstanding journals that need to be approved.

Query Form - FGIJSUM

- Journal Voucher Summary Form
 - Provides JV Document totals
 - Is useful in reviewing journals with a large number of sequences
 - Is also useful in finding errors when your journal is out of balance
 - Is accessible as an Option from FZAJVCD or as a stand alone form

Query Forms – FZIDOCR / FGIDOCR

- FZIDOCR and FGIDOCR are forms which show you any posted document in FIS Banner.
 - Posted means that it goes through an approval and posting process and the document effects the ledgers
 - You need the Document Number to use this form
 - You can see up to 11 transaction lines on one screen (makes it easy to review)
 - You can go to Option bar and click on FGQDOCP to get details of all of the FOAPALs effected by the transaction

PRINTING JOURNAL VOUCHERS

- Journals are printed like POs and Reports using a process called 'Job Submission' This process gives you the information in an organized report format rather than just a screen-shot.
- The Report name is FZRPTJV
- You will need your Printer ID (which can be set up as a default through FIS) and the Journal Document Number.
- To Print the Document, you must always Ctrl+Page Down to the bottom section and the form and Save (F10).

TOE Summary

- **FZAJVCD** Input screen for all journal vouchers (including TOE's) except encumbrance liquidations.
- **Rule Codes** XTOE, XEQT, XJVB, XECG, XEPT, XPRA (XTOF access via separate training)
- **FGIJSUM** Journal Voucher Summary form, useful for locating input errors in incomplete journals
- **FGIBDST** Budget Query Screen - TOEs post to the Financial Ledger and show in the YTD column.
- **FZI-FGIDOCR** Shows any posted document in FIS Banner
- **FOAUAPP** Approval and Disapproval Screen

TOE Summary, cont.

- **FOIAPPH** Shows Approval History, journal creator
- **FOAAINP** Shows where document is in approvals in case of multiple unit FOAPALS
- **FZIJVCD** Lists unapproved Journal Voucher, both Complete and Incomplete
- **FOATEXT** Insert line in text: assign line # between existing lines, X-out and return to text
- **FZRPTJV** Journal Voucher print submission form

OFFICE OF RECORD

- For NON GOVERNMENTAL and NON CONTRACT and GRANT FUNDS – Your office must keep paper records of the transaction for FIVE YEARS after the end of the Fiscal Year in which it was produced.
 - EX: Transaction Date – 01/31/05
Destroy Date – 06/30/10
- (Govt and C&G funds – please check retention schedules from the Extramural Funds Office)