Procedures for

Finance Control Reports

Reviewing control reports helps keep control accounts, funds and ledgers in balance. The four main finance control reports discussed below should be reviewed at least weekly.

FGRCTRL – GL/Subsidiary Ledger Control Report

This report compares the balances in the open invoice, operating account, and open encumbrance ledgers to the appropriate control account balances in the general ledger. The report runs and updates eprint nightly. The report can also be run directly in Banner. The parameters are Fiscal Year (YY), Option Code (3 – reports on funds that are out of balance within a chart of accounts), Chart of Accounts, Fund Code (leave blank), Recreate the Collector Tables (N).

Out of Balance Conditions: Common out of balance conditions with Accounts Payable include: the canceled invoice banner defect and journal entries made directly to the accounts payable account. The other control accounts have been made non data enterable and should not have out of balance conditions due to journal entries. To find the entry causing the out of balance condition, query FGIGLAC on the fund with the out of balance condition and account (usually accounts payable 201110). Figure the difference between the open invoices and general ledger. This amount is usually double the entry amount. The common rule codes associated with the banner defect are ICEI and ICNI. A journal entry must be made to correct the out of balance condition. The defect causes the cancellation to triplicate. Therefore, accounts payable needs to be credited and expense debited. View the invoice to find the debit FOAP. After the entry has posted, run FGRCTRL in Banner and verify that the chart is now in balance. During the first month of the fiscal year, out of balance conditions will exist for accounts payable. Until balances are rolled forward for the general ledger, accounts payable will be paying on invoices that have not yet rolled forward. Once balances roll forward, the new fiscal year should no longer be out of balance in accounts payable.

FGRBIEX – Bank I/F Exception Report

This report balances the cash interfund account for each bank fund to the cash interfund account of the funds which have a claim on the bank fund when run in summary mode. In detail mode, the report prints each document which caused the exception condition. The report runs and updates eprint nightly. The parameters are Fiscal Year (YY), As of Date (DD-
MON-YYYY), Include Accrual Period – N, Report Type (Summary or Detail), Chart of Accounts, Bank Interfund Account Option – A.

Out of Balance Conditions: Chart A and Chart D are out of balance $27,698.36 normally. This was established upon banner conversion. If the amount above is different or other charts are out of balance, the most common occurrence is a direct entry to the claim on cash account (101100). No direct entries should be made to this account. Run the report in detail mode to discover the documents that caused the out of balance condition.

**FGRCASH – Bank Interfund Account Control Report**

This report balances cash interfund account for each bank fund to the interfund accounts of the funds that have a claim on the bank fund. The report runs and updates eprint nightly. The parameter is As of Date (DD-MON-YYYY). This report is similar to the FGRBIEX report.

Out of Balance conditions: If FGRCASH is out of balance, look to FGRBIEX for help.

**FGRTBEX – Trial Balance Exception Report**

This report is designed to analyze all funds for potential out of balance conditions. When run in summary mode, it displays any out of balance funds for each Chart of Accounts. In detail mode, the report provides a list of all documents that are associated with that out of balance fund. The report runs and updates eprint nightly. Parameters: Fiscal Year (YY), As of Date (DD-MON-YYYY), Include Accrual Period – N, Report Type (Summary or Detail), Chart of Accounts, Fund Option – A for all.

Out of balance conditions, Rule code problems. If out of balance, run the report in detail mode. Follow these documents to FGIDOCR and see if the amount out of balance matches any amount on the document. Review document postings for each rule code used in the document to see if it is out of balance.