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Banner 9 Finance 204 – Reports & Queries User's Guide

Revised February 2019

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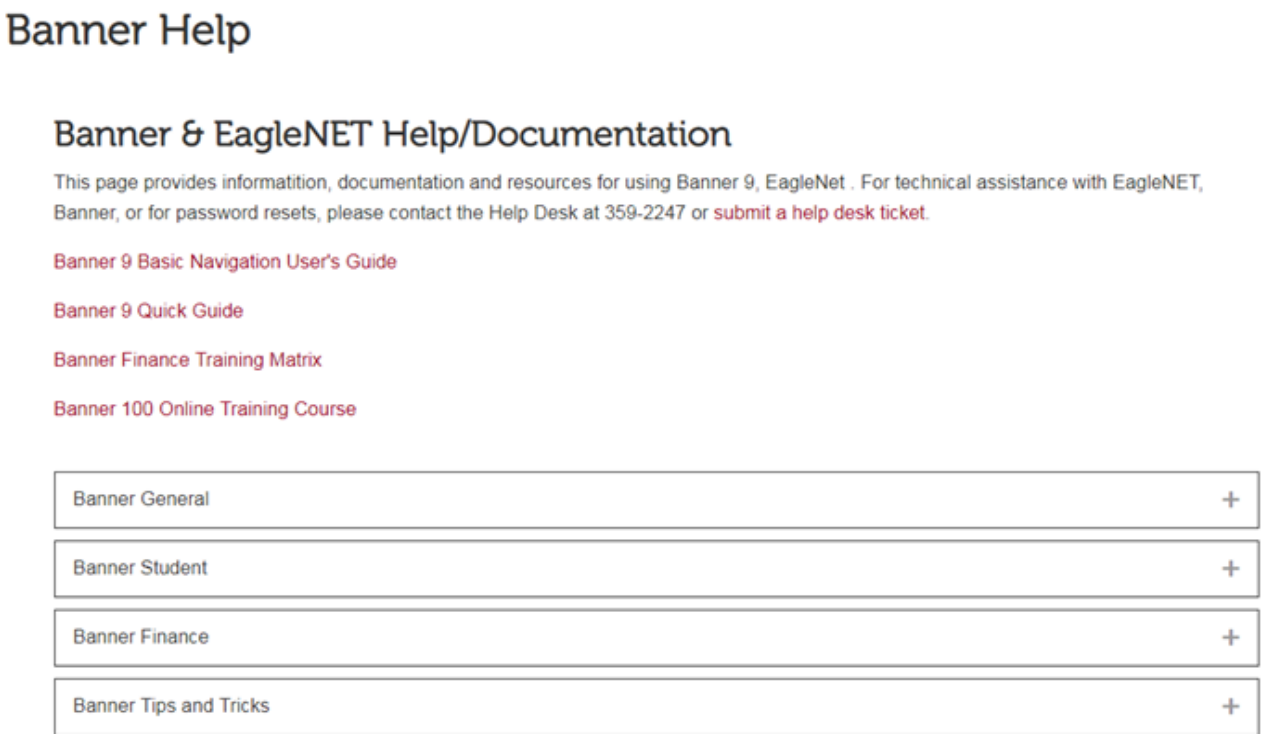
WELCOME TO THE BANNER FINANCE MODULE

Welcome to the *Banner Finance 204 - Reports & Queries User's Guide*. This guide is designed to provide you with the information you need to successfully use the Banner Finance system to generate and print month end financial reports and view financial transactions and includes the following topics:

- **Running Month End Reports**
- **Tracking Department Budgets**
- **Tracking Grant Activity**
- **Tracking Financial Transactions**
- **Downloading Banner Finance Data to Excel**

BANNER HELP WEB SITE

Please visit the Banner Help web site at: https://sites.ewu.edu/hr/training/banner-help/ for information on training and documentation for Banner Student and Banner Finance, and FAQs.



REQUESTING BANNER FINANCE ACCESS

To obtain general Banner Finance access, you must attend the Banner Finance 201 – Introduction to Finance course. To enroll, visit the Training Scheduler on the web at:

https://web.ewu.edu/trainsched/

Once training is complete, a *Banner Finance Security Form* must be completed, approved by your department head or supervisor, and submitted to the Help Desk (fax: x7019, email acc_prov@ewu.edu). Refer to the Banner Help web site to access the *Banner Finance Security Form* and instructions on completing the form.

LOGGING INTO BANNER

The following provides instructions on accessing Banner. **NOTE:** Access is only granted after applicable Banner Finance training courses have been completed and an access request form has been submitted.

1. Launch any web browser.

2. Access the Banner Secure Links web page at: https://sites.ewu.edu/it/services/administrative-inpageation-systems/banner/

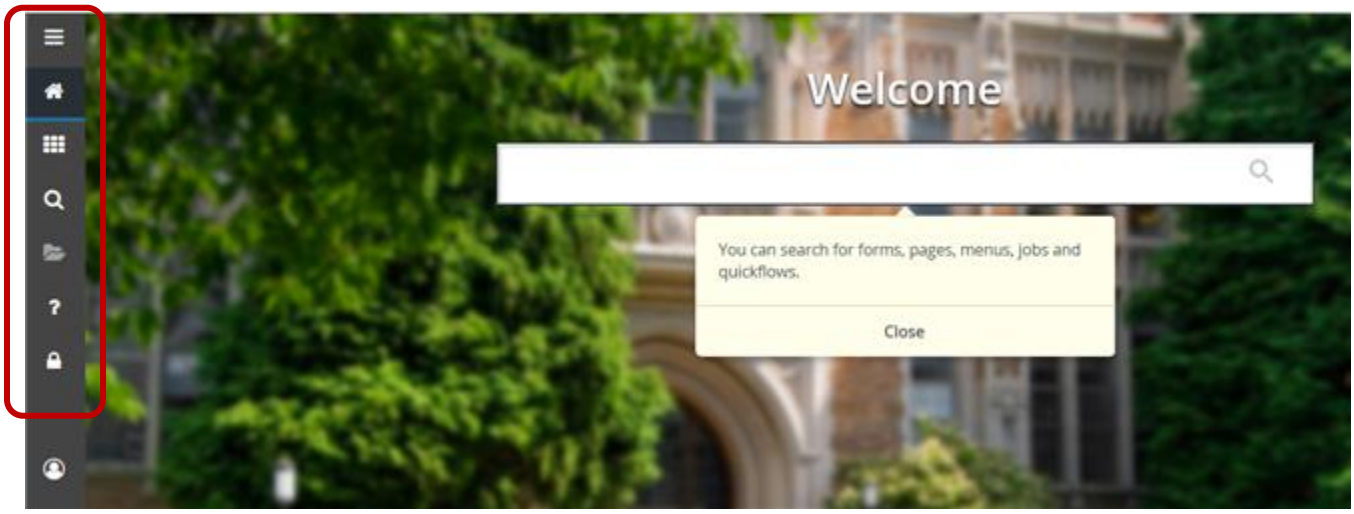
3. Select **Banner Admin Pages**.

4. If you are not already logged in via single sign-on, enter your NetID user name (this is typically your first initial and last name; for example "dmiller"). Enter your **Password** and click the **Login and Agree** button.

- If you do not know your password click **Need your NetID or password?** on the Eastern Single Sign-on page, or contact the Help Desk at 359-2247.

BANNER LANDING PAGE/DASHBOARD

After logging in, the Banner landing page displays. Menus, pages, and modules are selected from this screen using the search feature or icons in the left-hand column.



BANNER FINANCE MONTH END REPORTS

The Banner Finance system provides financial information such as, how expenses are charged, general ledger activity, budget activity and other financial transactions. This information can be obtained in either printed reports or electronic files. Transaction activity may also be downloaded into Excel (refer to the *Downloading Finance Data to Excel* section in this Guide for more information).

The following provides information on obtaining, generating and printing month end financial reports.

ACCOUNTING PERIODS

Many Banner Finance pages provide the option of entering an accounting period in the key block of the page. Using an accounting period narrows the number of transactions displayed. For example, in the month of December, it is possible to view only transactions that occurred in September by using the applicable accounting period value (September = accounting period 03).

Accounting periods correspond with the calendar month, beginning in July as period 01.

Month	Accounting Period
July	01
August	02
September	03
October	04
November	05
December	06
January	07
February	08
March	09
April	10
May	11
June	12

MONTH END CLOSING SCHEDULE

For each calendar month, final financial transactions for the month are posted and the accounting period is closed. This closing date signifies the end of transaction posting for the corresponding accounting period. Accounting period month end closing dates *do not* correspond with the last date of the calendar month.

This schedule is used to determine the appropriate date for running month end financial reports. For example, if the July accounting period ends August 5, run the month end reports on August 5, but indicate in the report parameters an "as-of" date of 07/31/18.

Note: If desired, reports may be generated at any time with any "as-of" date.

PRODUCING MONTH END REPORTS

The following provides information and instructions on producing hard copy and electronic copy month end budget reports for both summary and detailed financial transactions.

Note: It is recommended that the browser pop-up option be disabled before attempting to generate printed or electronic reports.

View or Download Data to Excel	Print or Save Electronic Files
FGIBDST – Organization Budget Status page is used to view summarized budget information for a selected organization/fund combination. This page provides the organizations budget, year-to-date activity, and available balance.	**FGRBDSC** – This page is used to produce a printed report or electronic file of the data contained in the Organization Budget Status page.
FGITRND – Detail Transaction Activity page. This page provides detailed transaction activity for operating ledger accounts (the operating ledger records revenue and expenses).	**FGRODTA** - This page is used to produce a printed report or electronic file of the data contained in the Detail Transaction Activity page.

Note: For information on running month end reports for grant activity, refer to the *Grant Information* section of this Guide.

PRINTER SET-UP

In order to print month end reports from Banner Finance, printers must be configured within the Banner Finance system. A *Banner Print Queue Request Page* must be submitted to request printer reconfiguration.

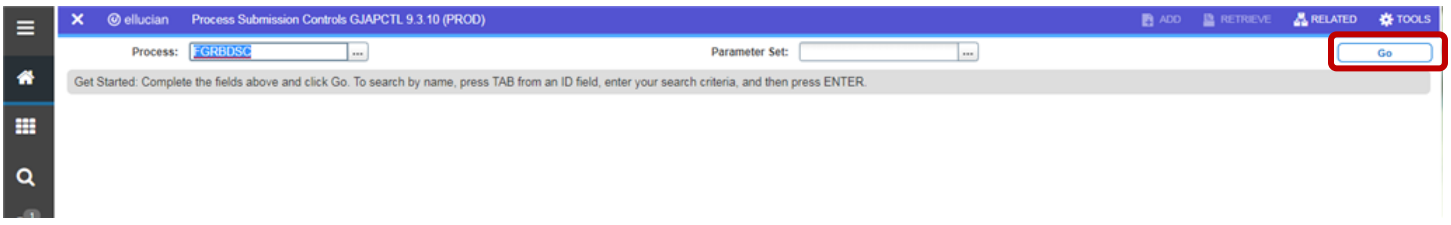
To access the *Banner Print Request Page*, access the General Accounting web page: https://sites.ewu.edu/financialservices/office-of-controller/general-accounting/#gapages

- From the Pages and Instructions section select the *Banner Print Access Page and Instructions*.
- Print the page and follow the directions provided.

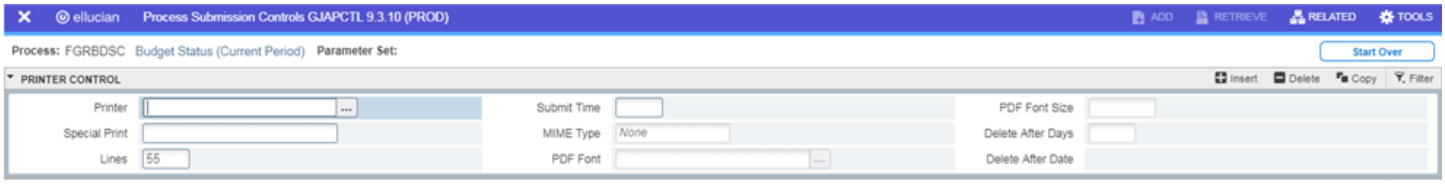
GENERATING THE BUDGET STATUS MONTHLY REPORT

1. From the Banner landing page (or using the Search icon), enter **FGRBDSC** in the **Search** field. Click the page name.

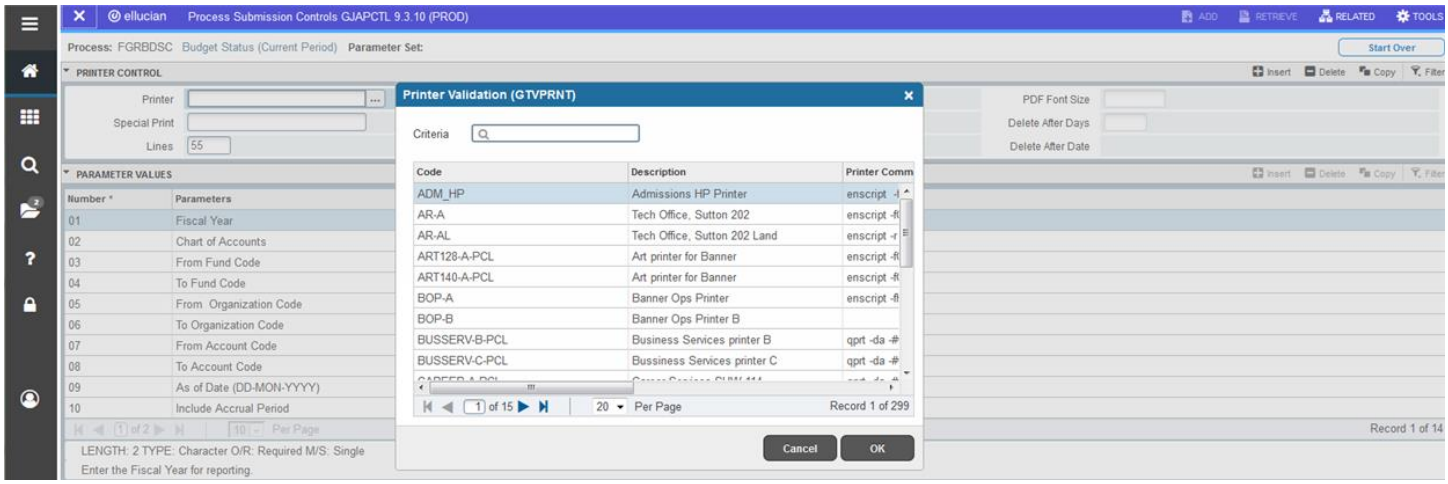
2. The **Process Submission Controls** page displays. Click **Go**.



3. Enter the following in the **Printer Control** section of the page to generate a printed report:



➢ **Printer**: Select the applicable department printer from the look up list:



➢ **Lines**: Enter **44** in order for data on the report to print properly.

Note: To generate and save an electronic version rather than a printed copy of the report, enter the following:

➢ **Printer**: Enter **DATABASE**.

➢ **Lines**: Enter **55**.

4. Enter the following in the **Values** fields in the **Parameter Values** section of the page. **Note**: Use the down arrow key on the keyboard to move from field to field.

➢ **Fiscal Year**: Enter the two-digit current fiscal year (for example enter **18** for the fiscal year beginning July 2017)

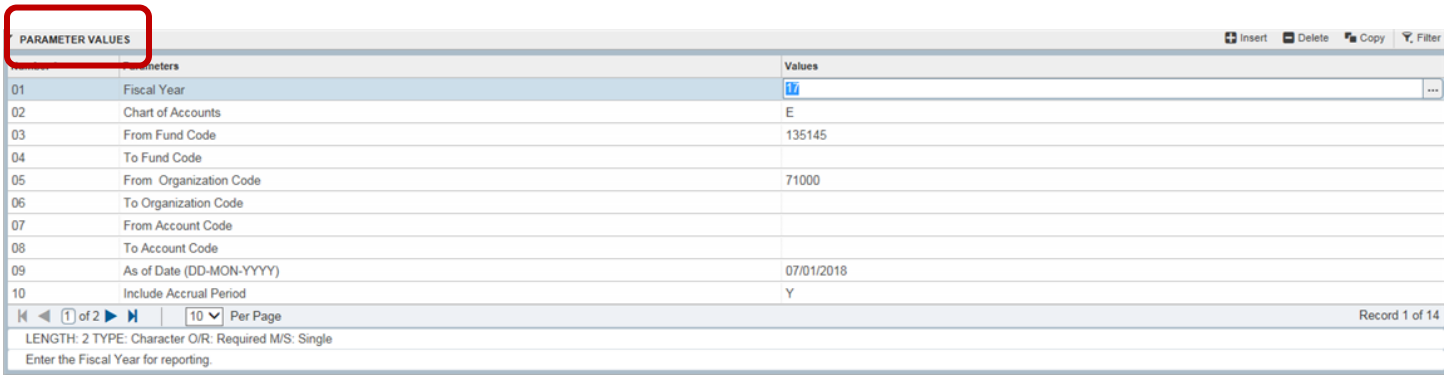
➢ **Chart of Accounts**: Enter capital letter **E** (for Eastern Washington University's chart of accounts). This field is case-sensitive.

➢ **From Fund Code**: Enter the applicable six-digit Fund code or leave blank for all funds.

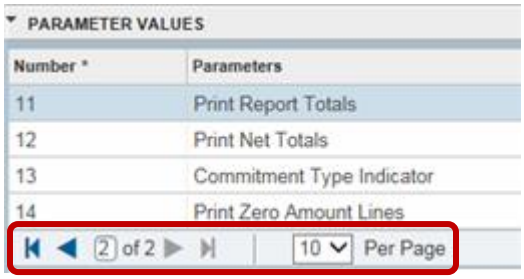
➢ **From Organization Code**: Enter the department Organization code.

➢ **From Account Code**: This field is optional. To generate a report with only specific Account activity, enter the desired Account code (for example Account 71400 for supplies), otherwise leave blank.

➢ **As of Date**: Enter the desired date, or the last day of the month for the desired accounting period using the following format; MM/DD/YY (for example 07/31/18).

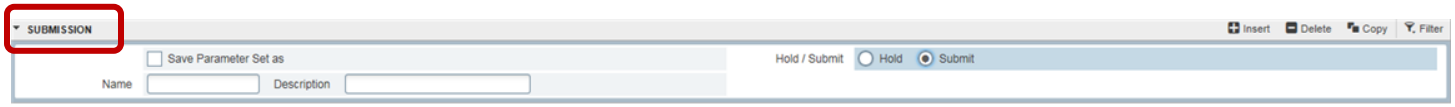


Note: Use the pagination controls at the bottom of the **Parameter Values** section to view additional fields:



5. If desired, the parameters selected can be saved for future retrieval in the **Submission** section of the page. Select the **Save Parameter Set as** check-box, enter a unique name (such as July Budget Summary) in the **Name** field, and a description of the report in the **Description** field (such as your department name).

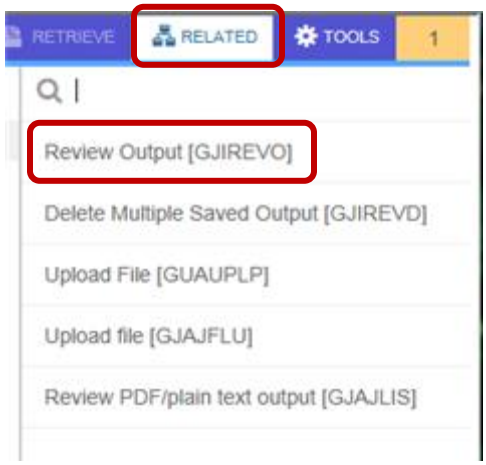
   Note: Entering data in this section is optional, however, you must click one of the fields in this section prior to saving.



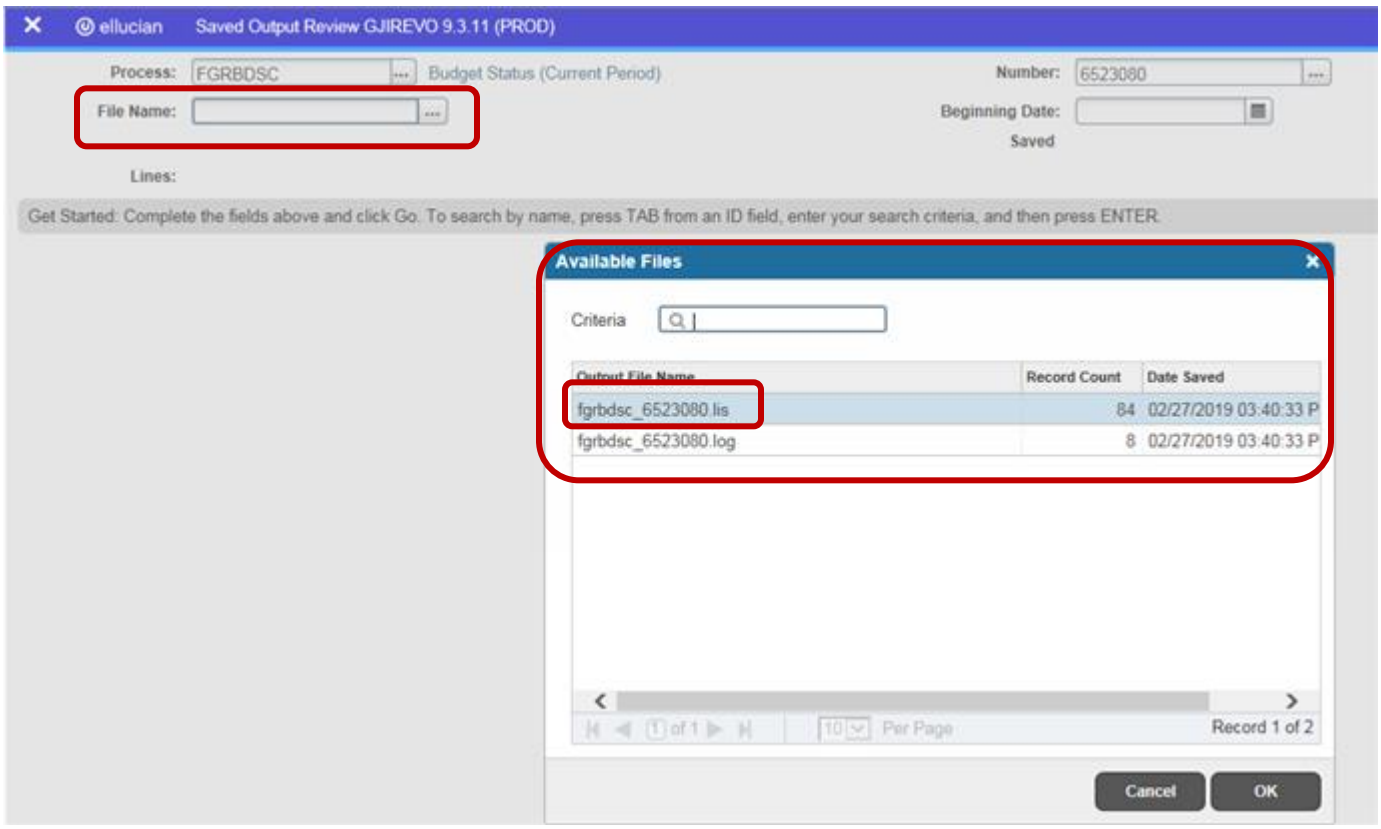
6. Click the **Save** icon in the bottom right-hand corner:

   ➢ If a printed report was selected the report will print at the designated printer. No further steps are necessary.

7. If a database report was selected, click **Related** in the menu bar. Select the **Review Output** option.

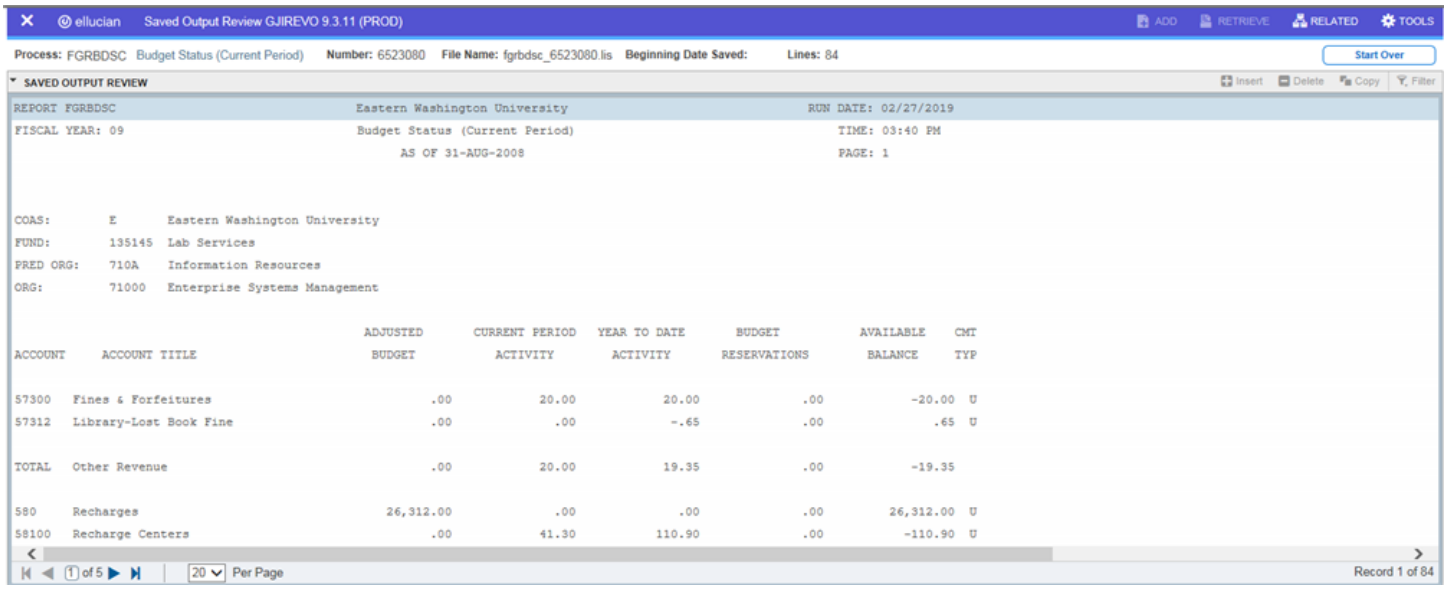


8. The **Saved Output Review** page displays. Double click in the **File Name** field. The **Available Files** dialog box displays.

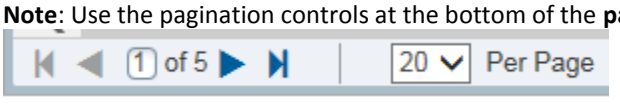


9. Double click the file name with the **.lis** file extension in the list displayed.

10. The view output displays:

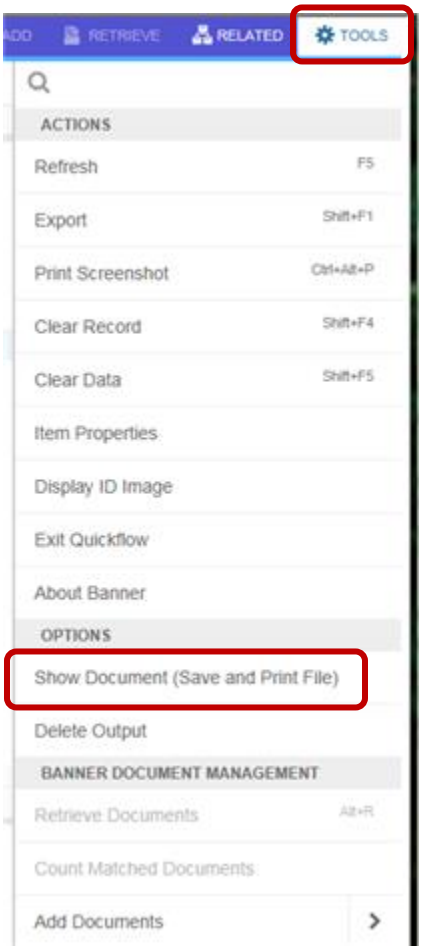


Note: Use the pagination controls at the bottom of the **page** to view additional report data:

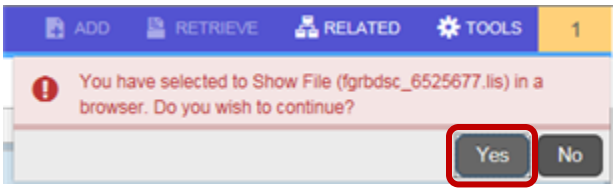


11. The electronic file displayed may be saved. The following steps pertain to saving an electronic file.

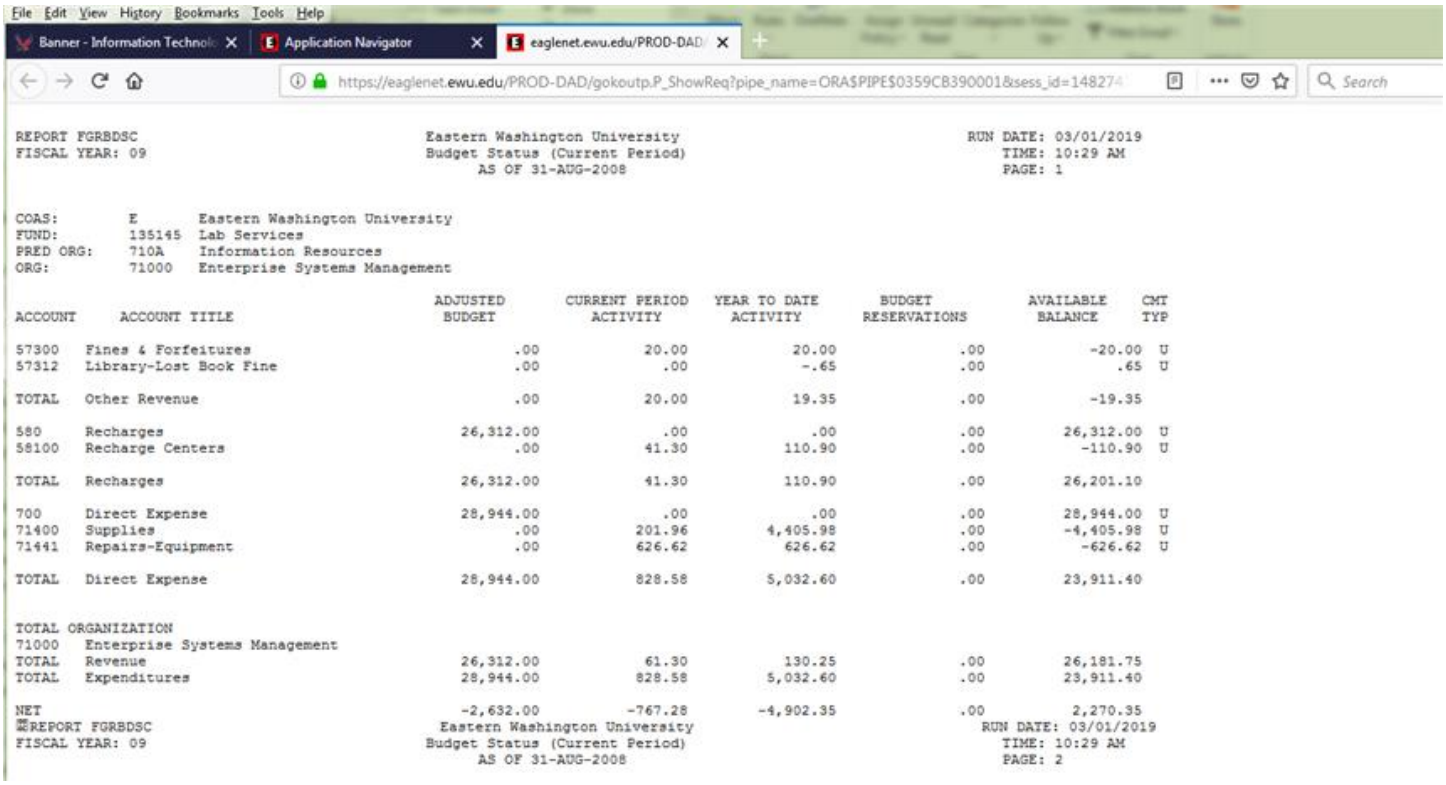
12. Click **Tools** in the menu bar and select **Show Document (Save and Print File)**.



13. A system message displays in the **Notification Center**. Click **Yes**.



14. A new browser window displays with the output data.



```
REPORT FGRBDSC                          Eastern Washington University                    RUN DATE: 03/01/2019
FISCAL YEAR: 09                         Budget Status (Current Period)                      TIME: 10:29 AM
                                              AS OF 31-AUG-2008                             PAGE: 1


COAS:        E       Eastern Washington University
FUND:        135145  Lab Services
PRED ORG:    710A    Information Resources
ORG:         71000   Enterprise Systems Management

                                          ADJUSTED      CURRENT PERIOD   YEAR TO DATE      BUDGET          AVAILABLE    CMT
ACCOUNT     ACCOUNT TITLE                  BUDGET          ACTIVITY       ACTIVITY      RESERVATIONS       BALANCE     TYP

57300   Fines & Forfeitures                     .00             20.00          20.00              .00          -20.00  U
57312   Library-Lost Book Fine                  .00               .00           -.65              .00             .65  U

TOTAL   Other Revenue                          .00             20.00          19.35              .00          -19.35

580     Recharges                         26,312.00               .00            .00              .00       26,312.00  U
58100   Recharge Centers                        .00             41.30         110.90              .00         -110.90  U

TOTAL   Recharges                        26,312.00             41.30         110.90              .00       26,201.10

700     Direct Expense                    28,944.00               .00            .00              .00       28,944.00  U
71400   Supplies                                .00            201.96       4,405.98              .00       -4,405.98  U
71441   Repairs-Equipment                       .00            626.62         626.62              .00         -626.62  U

TOTAL   Direct Expense                    28,944.00            828.58       5,032.60              .00       23,911.40


TOTAL ORGANIZATION
71000   Enterprise Systems Management
TOTAL   Revenue                          26,312.00             61.30         130.25              .00       26,181.75
TOTAL   Expenditures                     28,944.00            828.58       5,032.60              .00       23,911.40

NET                                      -2,632.00           -767.28       -4,902.35              .00        2,270.35
REPORT FGRBDSC                          Eastern Washington University                    RUN DATE: 03/01/2019
FISCAL YEAR: 09                         Budget Status (Current Period)                      TIME: 10:29 AM
                                              AS OF 31-AUG-2008                             PAGE: 2
```

15. Bookmark the page to save as a web page, or save the file as a text file:

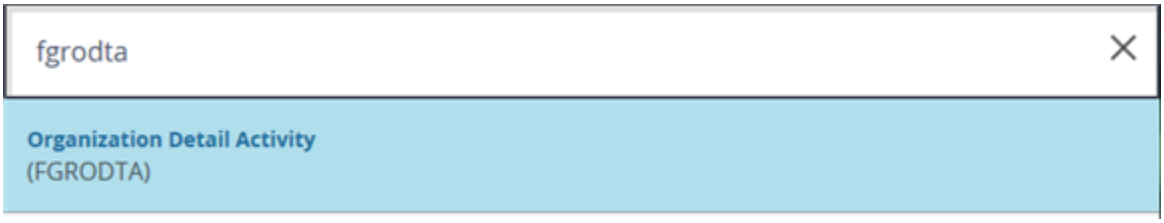
- Depending on the browser used, steps to save the output will be different. For Firefox click the **Open Menu** icon: ☰.

  Select **Save page as**. For Chrome select the **Customize and Control Google Chrome** icon: ⋮. Select **More Tools** then select **Save page as.**

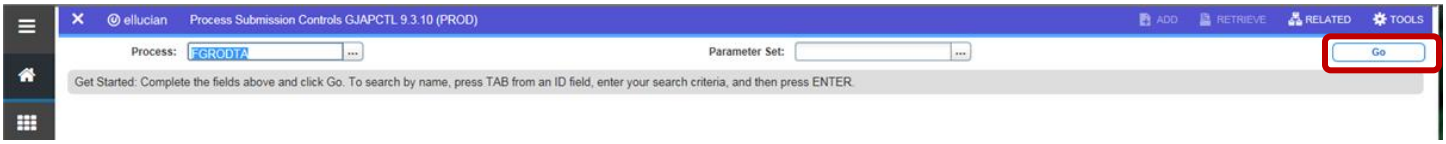
- Follow normal steps to name and save the report as a text file.

GENERATING THE DETAIL ACTIVITY REPORT

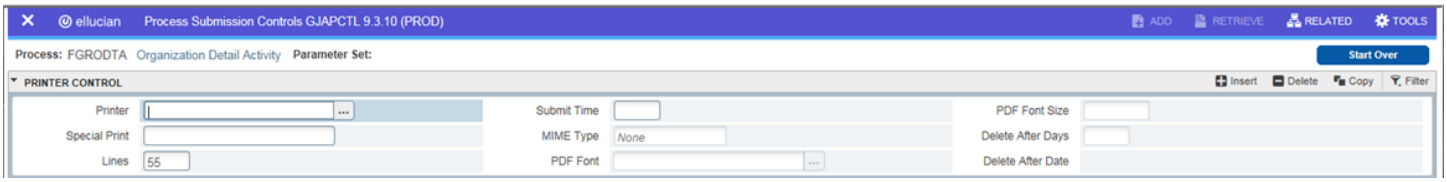
1. From the Banner landing page (or using the Search icon 🔍), enter **FGRODTA** in the **Search** field. Click the page name.



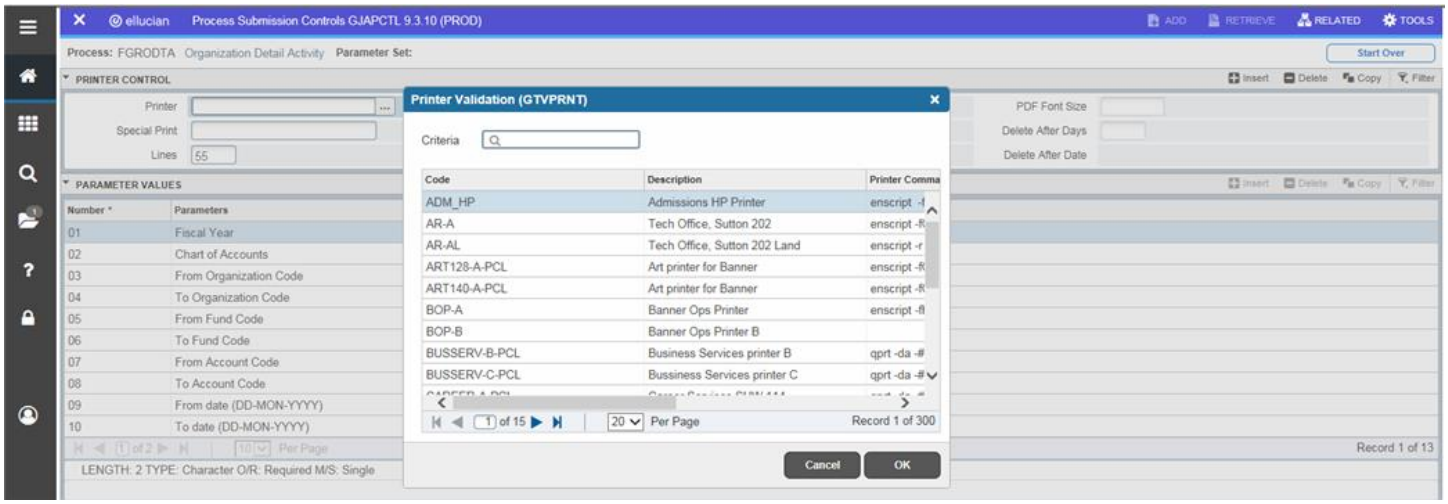
2. The **Process Submission Controls** page displays. Click **Go**.



3. Enter the following in the **Printer Control** section of the page to generate a printed report:



- **Printer**: Select the applicable department printer from the look up list:



- **Lines**: Enter **44** in order for data on the report to print properly.

Note: To generate and save an electronic version rather than a printed copy of the report, enter the following:

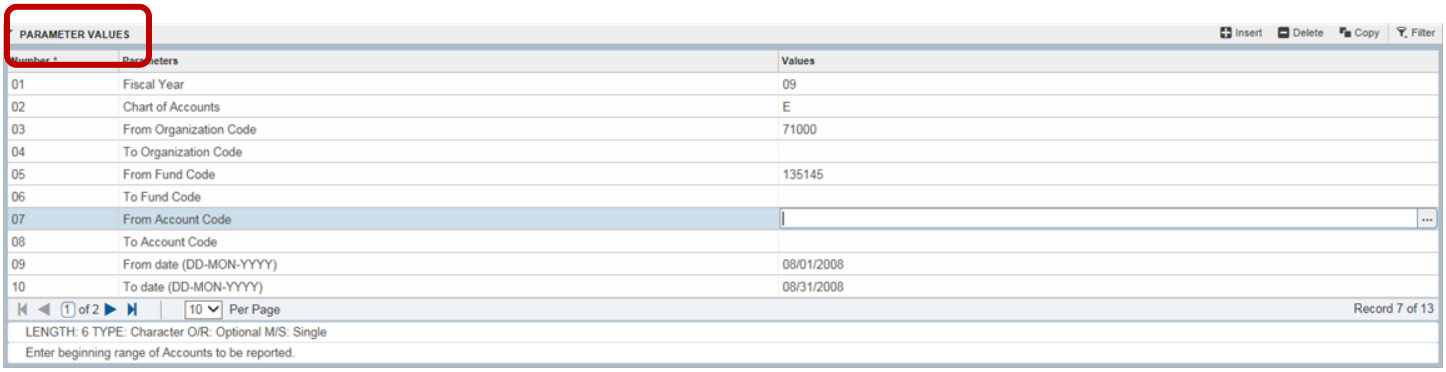
- **Printer**: Enter **DATABASE**.
- **Lines**: Enter **55**.

4. Enter the following in the **Parameter Values** section of the page.

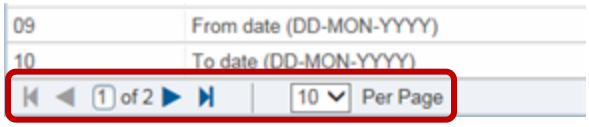
5. Enter the following in the **Values** fields in the **Parameter Values** section of the page. **Note**: Use the down arrow key on the keyboard to move from field to field.

- **Fiscal Year**: Enter the two-digit current fiscal year (for example enter **18** for the fiscal year beginning July 2017)
- **Chart of Accounts**: Enter capital letter **E** (for Eastern Washington University's chart of accounts). This field is case sensitive.
- **From Organization Code**: Enter the department Organization code.
- **From Fund Code**: Enter the applicable six-digit Fund code or leave blank for all funds.
- **From Account Code**: This field is optional. To generate a report with only specific Account activity, enter the desired Account code (for example Account 71400 for supplies), otherwise leave blank.
- **From Date**: Enter the desired date, or the first day of the month for the desired accounting period using the following format; MM/DD/YY (for example 07/01/18).
- **To Date**: Enter the desired date, or the last day of the month for the desired accounting period using the following format; MM/DD/YY (for example 07/31/18).
- **Include Accrual for Last Prd**: Enter **Y**.

- **Print Organization Totals:** Enter **Y**.
- **Commitment Type**: Enter **U**.

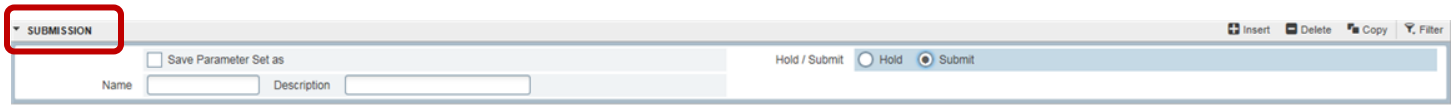


Note: Use the pagination controls at the bottom of the **Parameter Values** section to view additional fields:



6. If desired, the parameters selected can be saved for future retrieval in the **Submission** section of the page. Select the **Save Parameter Set as** check-box, enter a unique name (such as July Budget Detail) in the **Name** field, and a description of the report in the **Description** field (such as your department name).

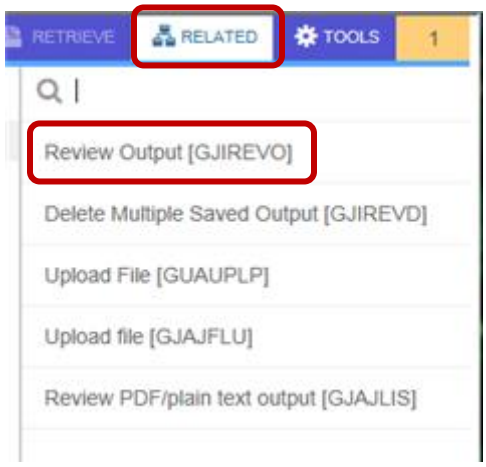
   Note: Entering data in this section is optional, however, you must click one of the fields in this section prior to saving.



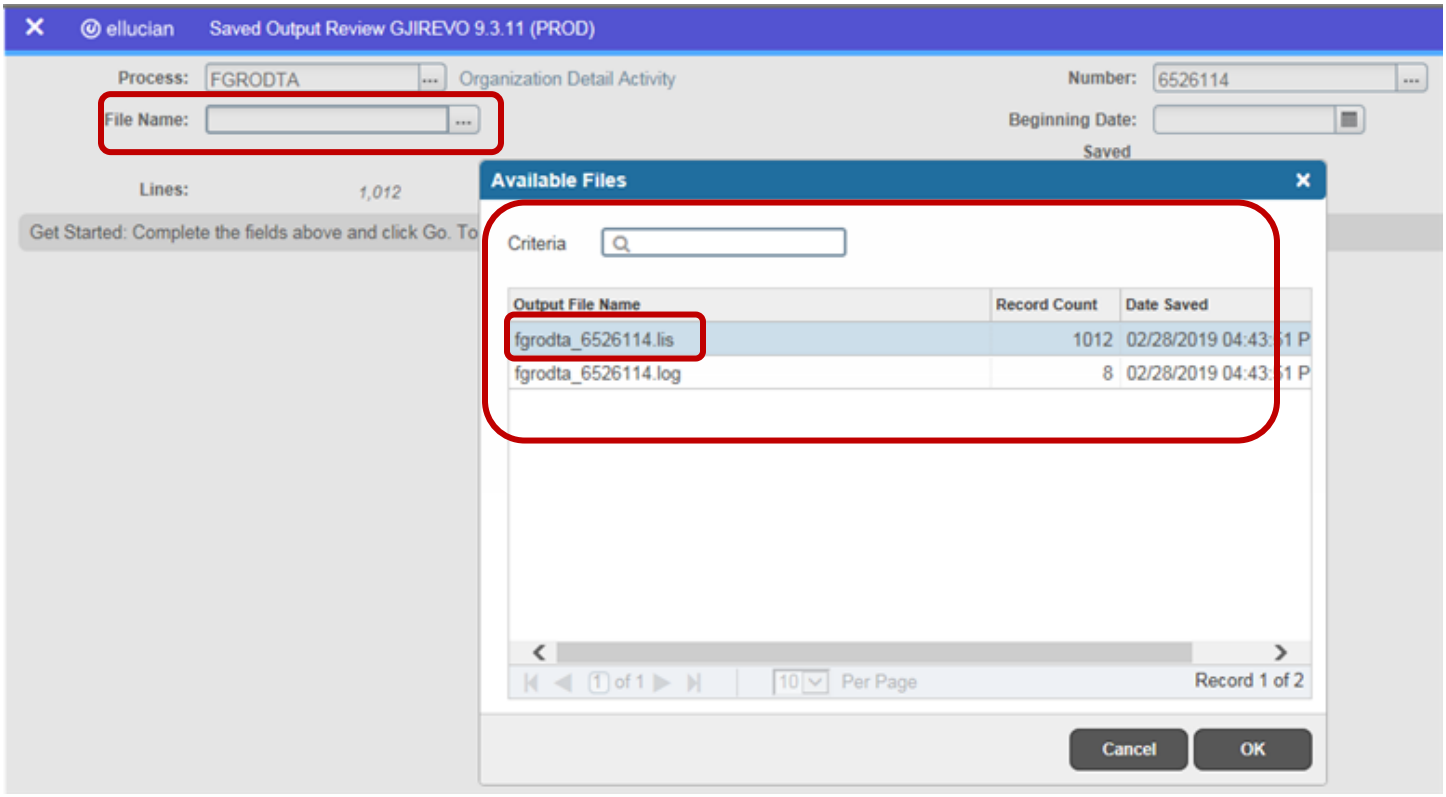
7. Click the **Save** icon in the bottom right-hand corner:

   - If a printed report was selected the report will print at the designated printer. No further steps are necessary.

8. If a database report was selected, click **Related** in the menu bar. Select the **Review Output** option.

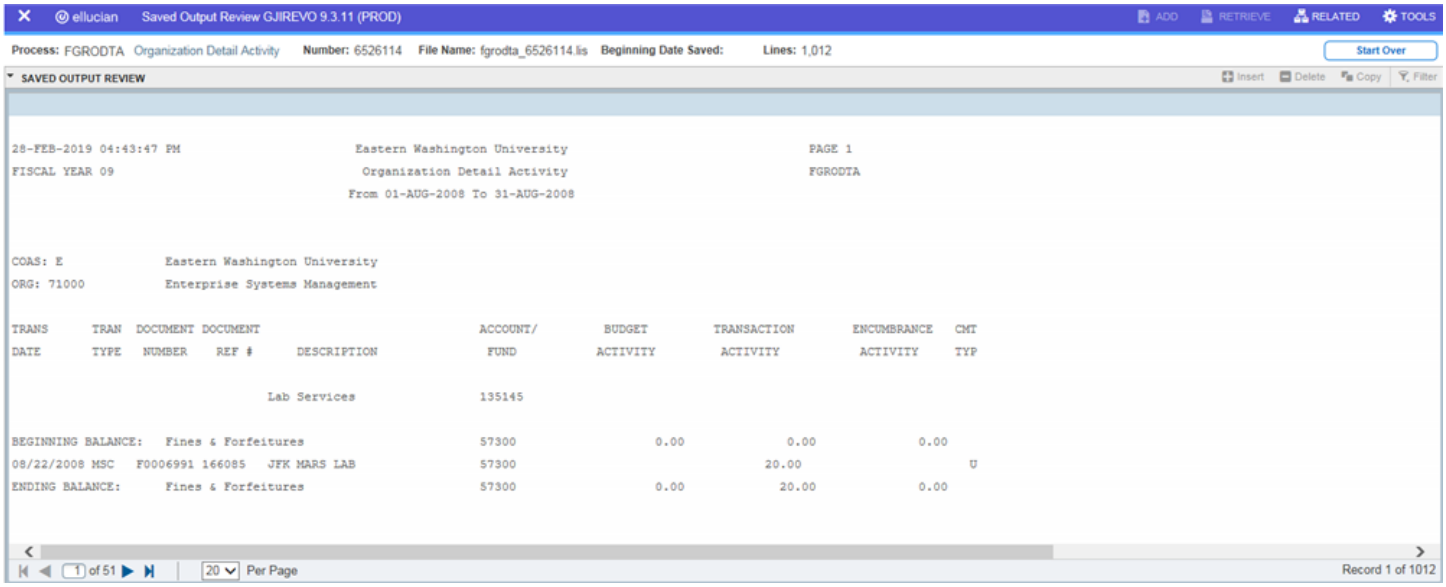


9. The **Saved Output Review** page displays. Double click in the **File Name** field. The **Available Files** dialog box displays.



10. Double click the file name with the **.lis** file extension in the list displayed.

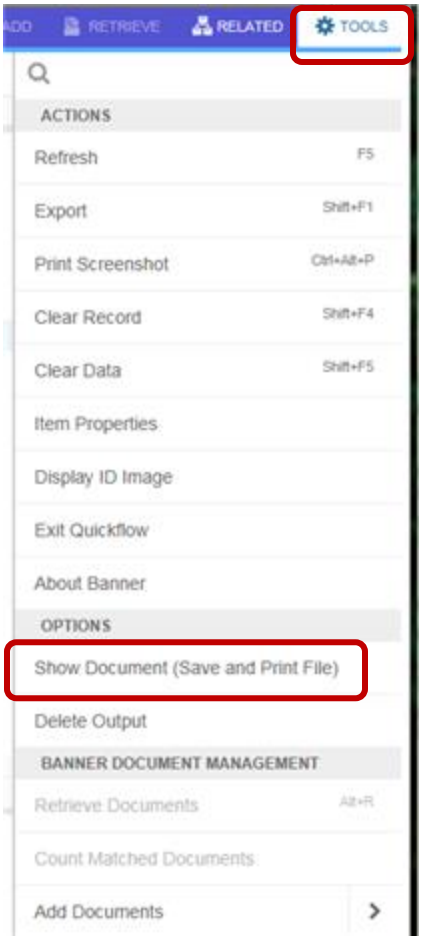
11. The view output displays.



Note: Use the pagination controls at the bottom of the **page** to view additional report data:

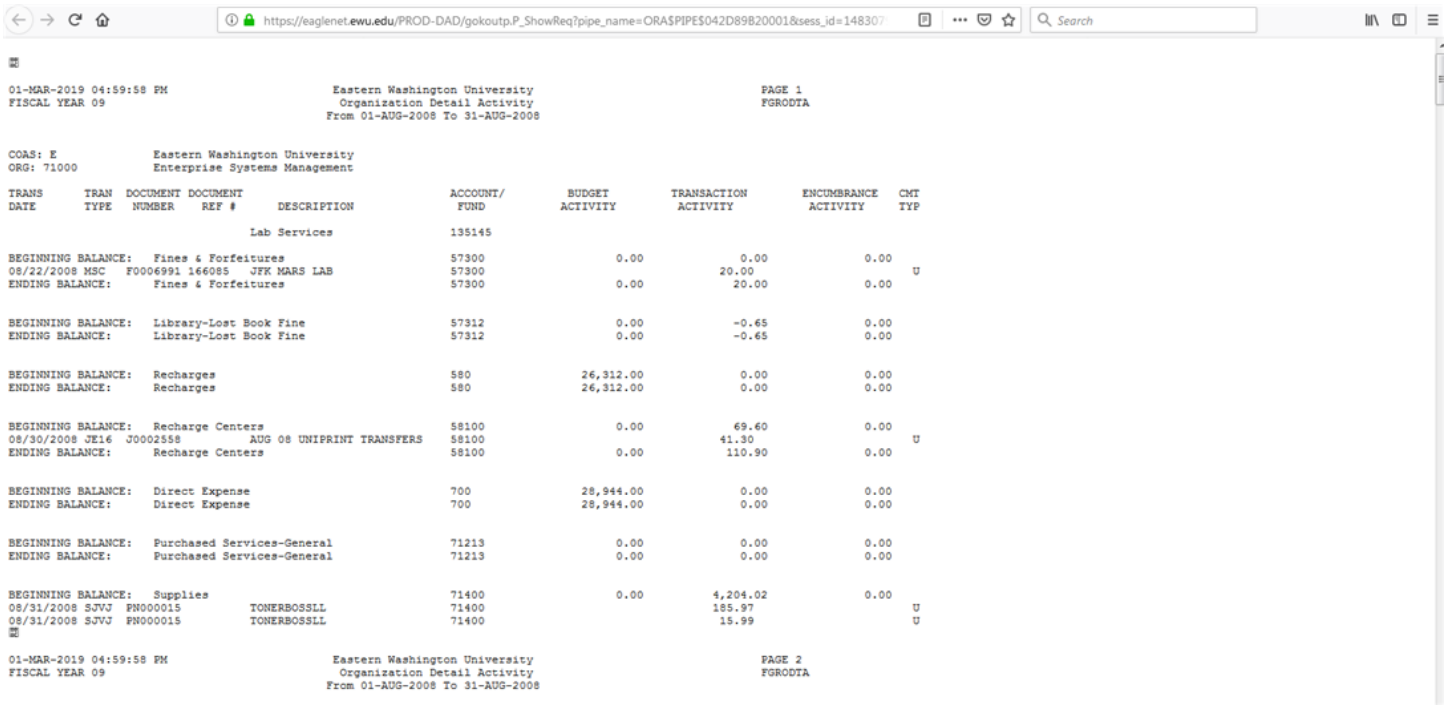
12. The electronic file displayed may be saved. The following steps pertain to saving an electronic file.

13. Click **Tools** in the menu bar and select **Show Document (Save and Print File)**.



14. A system message displays in the **Notification Center**. Click **Yes**.

15. A new browser window displays with the output data.



01-MAR-2019 04:59:58 PM — Eastern Washington University — PAGE 1
FISCAL YEAR 09 — Organization Detail Activity — FGRODTA
From 01-AUG-2008 To 31-AUG-2008

COAS: E — Eastern Washington University
ORG: 71000 — Enterprise Systems Management

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Lab Services	135145				
BEGINNING BALANCE:				Fines & Forfeitures	57300	0.00	0.00	0.00	
08/22/2008 MSC		F0006991	166085	JFK MARS LAB	57300		20.00		U
ENDING BALANCE:				Fines & Forfeitures	57300	0.00	20.00	0.00	
BEGINNING BALANCE:				Library-Lost Book Fine	57312	0.00	-0.65	0.00	
ENDING BALANCE:				Library-Lost Book Fine	57312	0.00	-0.65	0.00	
BEGINNING BALANCE:				Recharges	580	26,312.00	0.00	0.00	
ENDING BALANCE:				Recharges	580	26,312.00	0.00	0.00	
BEGINNING BALANCE:				Recharge Centers	58100	0.00	69.60	0.00	
08/30/2008 JE16		J0002558		AUG 08 UNIPRINT TRANSFERS	58100		41.30		U
ENDING BALANCE:				Recharge Centers	58100	0.00	110.90	0.00	
BEGINNING BALANCE:				Direct Expense	700	28,944.00	0.00	0.00	
ENDING BALANCE:				Direct Expense	700	28,944.00	0.00	0.00	
BEGINNING BALANCE:				Purchased Services-General	71213	0.00	0.00	0.00	
ENDING BALANCE:				Purchased Services-General	71213	0.00	0.00	0.00	
BEGINNING BALANCE:				Supplies	71400	0.00	4,204.02	0.00	
08/31/2008 SJVJ		PN000015		TONERBOSSLL	71400		185.97		U
08/31/2008 SJVJ		PN000015		TONERBOSSLL	71400		15.99		U

01-MAR-2019 04:59:58 PM — Eastern Washington University — PAGE 2
FISCAL YEAR 09 — Organization Detail Activity — FGRODTA
From 01-AUG-2008 To 31-AUG-2008

16. Bookmark the page to save as a web page, or save the file as a text file:

- Depending on the browser used, steps to save the output will be different. For Firefox click the **Open Menu** icon: ☰.

  Select **Save page as**. For Chrome select the **Customize and Control Google Chrome** icon: ⋮. Select **More Tools** then select **Save page as.**

- Follow normal steps to name and save the report as a text file.

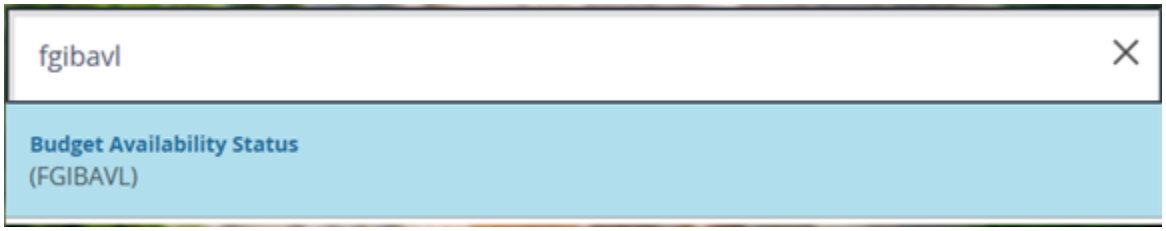
TRACKING DEPARTMENT BUDGETS

The following pages are used to track budget information.

- **FGIBAVL** - The Budget Availability Status page provides current information for adjusted budget, and year-to-date activity. This page is used to ensure an adequate balance for transaction processing.
- **FGIBDST** - The Organization Budget Status page provides budget availability information by organization (or department).

THE BUDGET AVAILABILITY STATUS PAGE

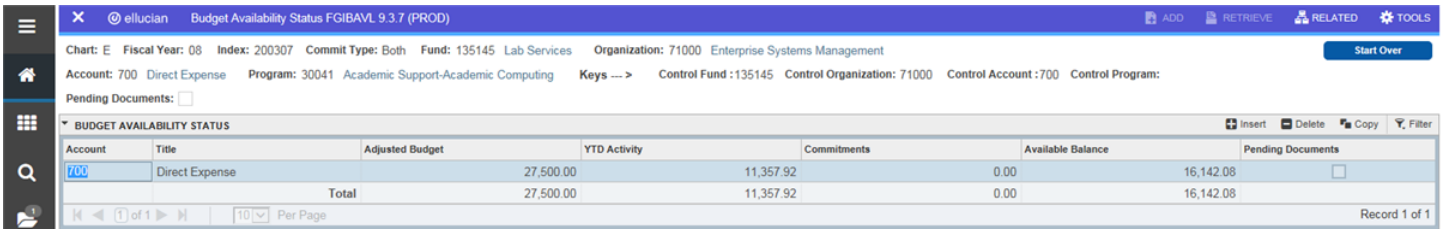
1 From the Banner landing page (or using the Search icon 🔍), enter **FGIBAVL** in the **Search** field. Click the page name.



2 The **Budget Availability Status** page displays. Enter the following in the key block:

- **Chart of Accounts**: Enter capital letter **E** (for Eastern Washington University's chart of accounts). This field is case sensitive.
- **Fiscal Year**: Enter the two-digit current fiscal year (for example enter **18** for the fiscal year beginning July 2017)
- **Index**: Enter the applicable six-digit Index Code (the Fund, Organization, and Program code values default when the Index Code is entered).
- **Account**: An Account code value must be entered. Enter the desired Account code (for example; 700 for Direct Expenses).

3. Click **Go** to view the data.

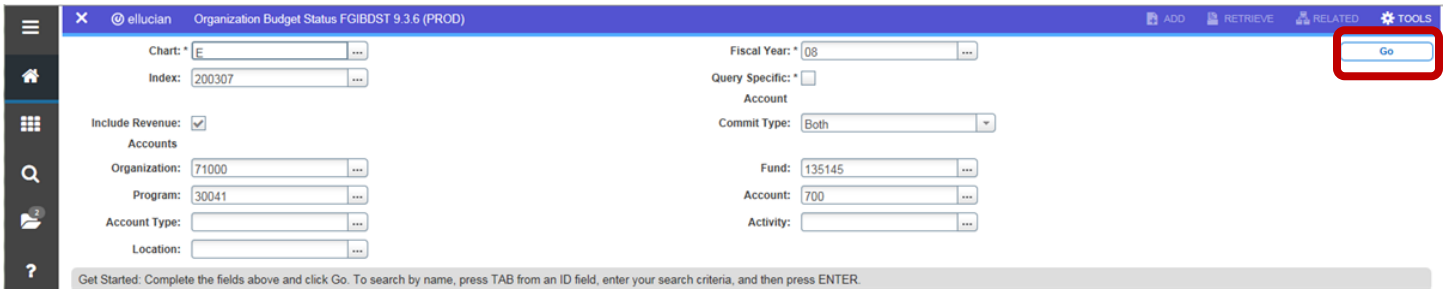


THE ORGANIZATION BUDGET STATUS PAGE

1. From the Banner landing page (or using the Search icon), enter **FGIBDST** in the **Search** field. Click the page name.

2. The **Organization Budget Status** page displays. Enter the following in the key block:

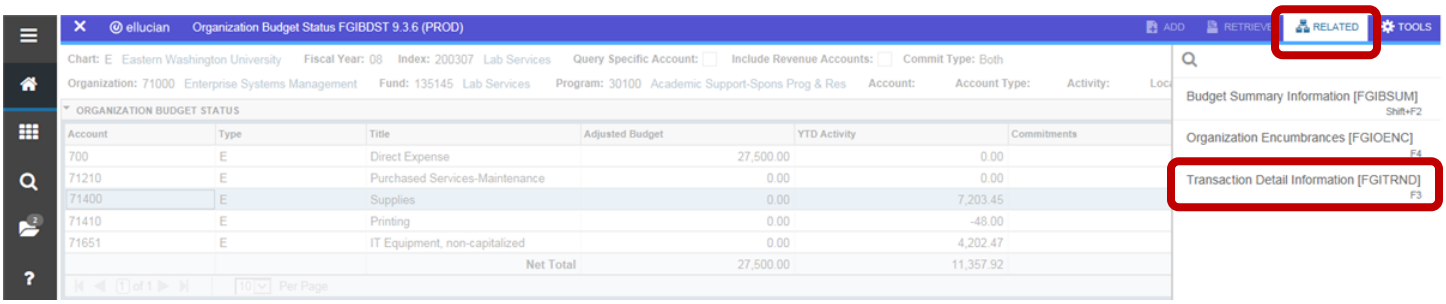
- **Chart of Accounts**: Enter capital letter **E** (for Eastern Washington University's chart of accounts). This field is case sensitive.
- **Fiscal Year**: Enter the two-digit current fiscal year (for example enter **18** for the fiscal year beginning July 2017)
- **Index**: Enter the applicable six-digit Index Code (the Fund, Organization, and Program code values default when the Index Code is entered).
- **Include Revenue Accounts**: Deselect the check-box unless the fund receives revenue.



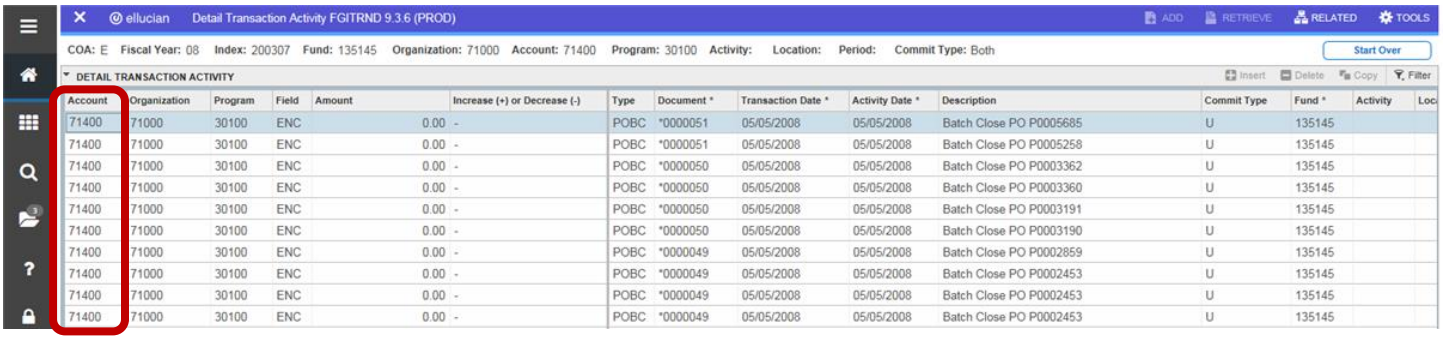
3. Click **Go** to view the data.

4. To view additional detailed activity, double click on the desired record (for example; Account 71400).

5. Click **Related** in the menu bar, and select **Transaction Detail Information**.



6. The **FGITRND** - **Detail Transaction Activity** page displays. The query returns data displayed based on the record selected.



GRANT INFORMATION

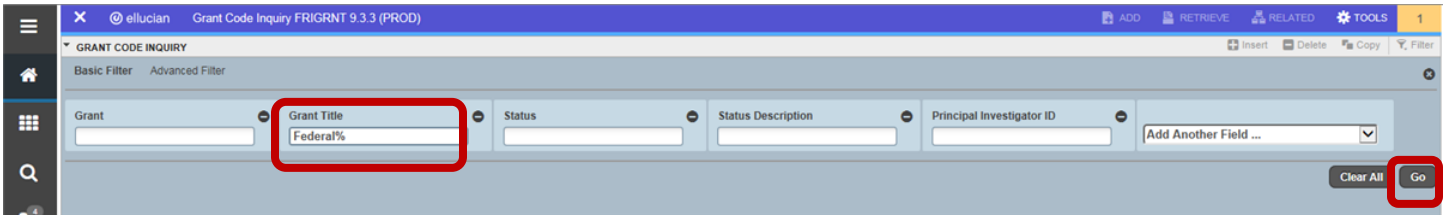
The following provides instructions on grant activity. For detailed grant transaction activity, use the **FGITRND – Detail Transaction Activity** page. Refer to the *Tracking Financial Transactions* section in this Guide for instructions.

OBTAINING GRANT NUMBERS

In order to generate a grant report, the grant number must be obtained. The following provides information on obtaining a grant code.

1. From the Banner landing page (or using the Search icon), enter **FRIGRNT** in the **Search** field. Click the page name.

2. The **Grant Code Inquiry** page displays. Enter the grant name or a partial name (using wild card characters if applicable) in the **Grant Title** field. ***Note***: Other fields may be used to query. Press F8 to execute or **Go**.



3. Depending on the search criteria entered, a list matching the search criteria displays. *Use the pagination controls at the bottom of the page to scroll through the results*. Note the applicable grant number in the results.

VIEWING GRANT ACTIVITY

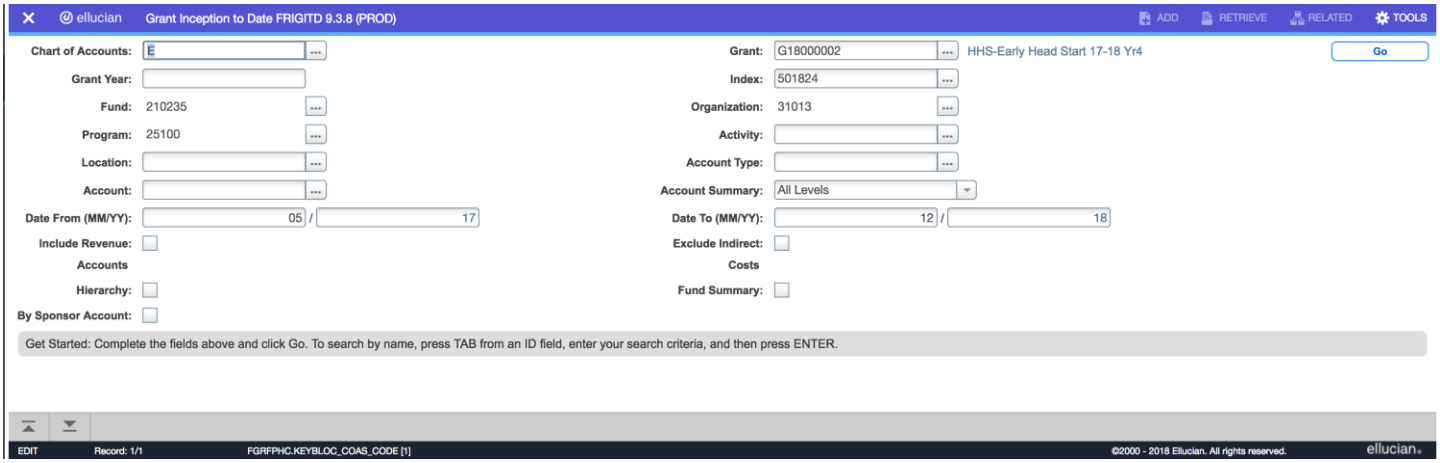
To view detailed grant activity, use the **Detail Transaction Activity** page (**FGITRND**). Refer to the *Tracking Financial Transactions* section in this Guide for instructions on using this page.

The **FRIGITD** - **Grant Inception to Date** page provides account type information, including adjusted budgets, inception-to-date actual activity, encumbrance, and available balance amounts. The following provides instructions on using this page.

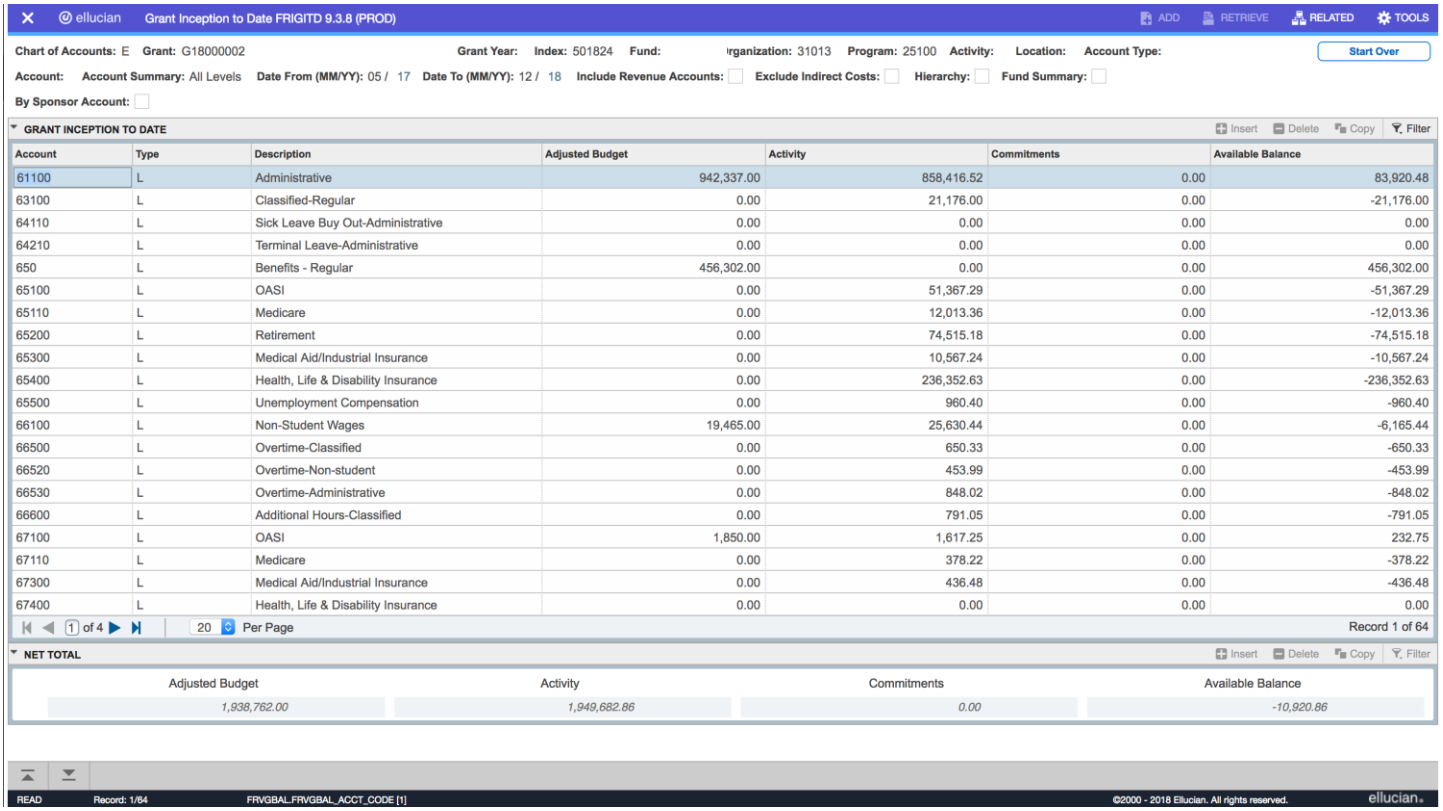
1. From the Banner landing page (or using the Search icon), enter **FRIGITD** in the **Search** field. Click the page name.

2. The **Grant Inception to Date** page displays. Enter the following in the key block:

   - **Grant:** Enter the desired grant number.
   - **Index**: Enter the applicable Index Code.



3. Click **Go** to display the data in the information block.

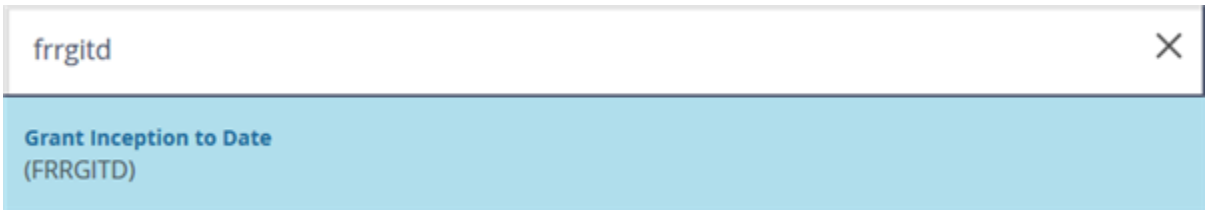


GENERATING GRANT REPORTS

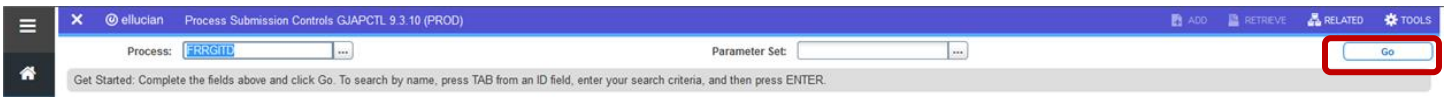
The **FRRGITD** page is used to produce a printed report or electronic file of the grant data. This report provides inception to date grant information across fiscal years (if applicable). The following provides instructions on producing a printed report and electronic copy of the report.

Note: It is recommended that the browser pop-up option be disabled before attempting to generate a printed or electronic report.

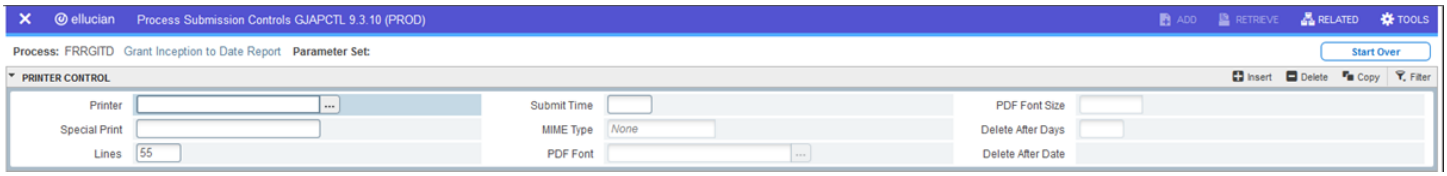
1. From the Banner landing page (or using the Search icon), enter **FRRGITD** in the **Search** field. Click the page name.



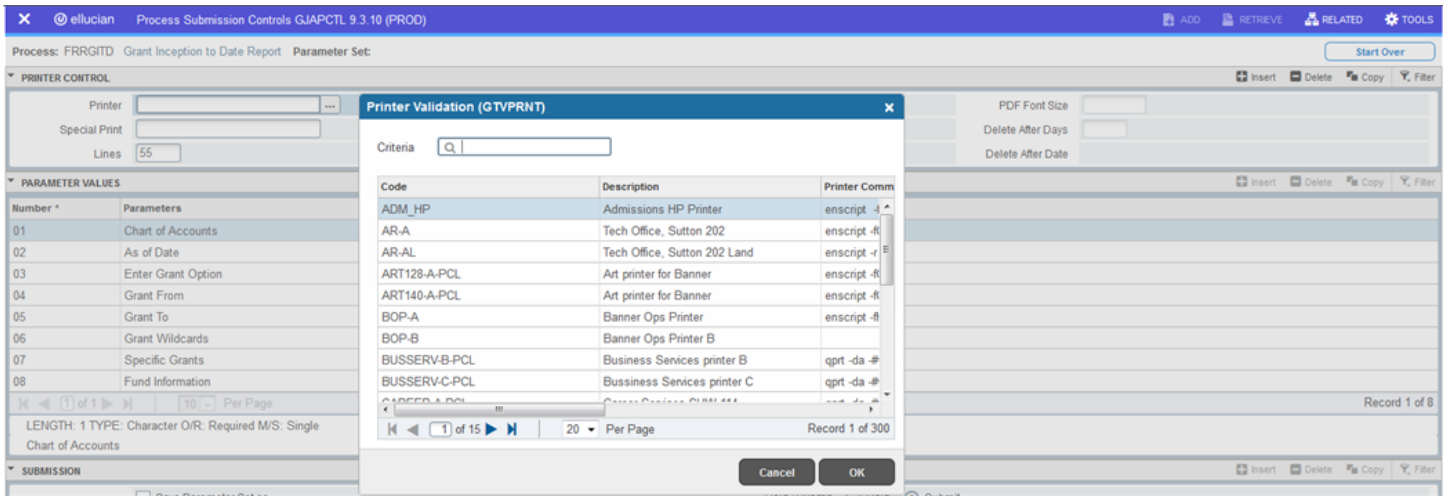
2. The **Process Submission Controls** page displays. Click **Go**.



3. Enter the following in the **Printer Control** section of the page to generate a printed report:



- **Printer**: Select the applicable department printer from the look up list:



- **Lines**: Enter **44** in order for data on the report to print properly.

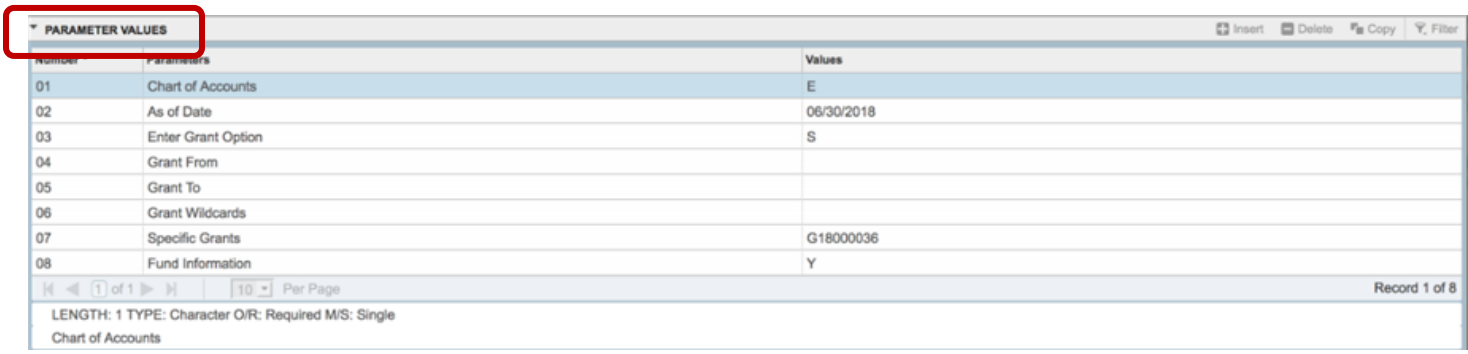
Note: To generate and save an electronic version rather than a printed copy of the report, enter the following:

- **Printer**: Enter **DATABASE**.

- **Lines**: Enter **55**.

4. Enter the following in the **Values** fields in the **Parameter Values** section of the page. **Note**: Use the down arrow key on the keyboard to move from field to field.

   - **Chart of Accounts**: Enter capital **E** (for Eastern Washington University's chart of accounts). This field is case sensitive.
   - **As of Date**: The grant inception date is required to obtain prior fiscal year information. Enter the applicable date using the following format; MM/DD/YY (for example 07/01/18).
   - **Enter Grant Option**: Enter **R** for a range of grants or **S** for a specific grant.
   - **Grant From**: If **R** is entered in the **Enter Grant Option** field, enter the starting grant number.
   - **Grant To**: If **R** is entered in the **Enter Grant Option** field, enter the ending grant number.
   - **Specific Grants**: If **S** is entered in the **Enter Grant Option** field, enter the desired grant number.



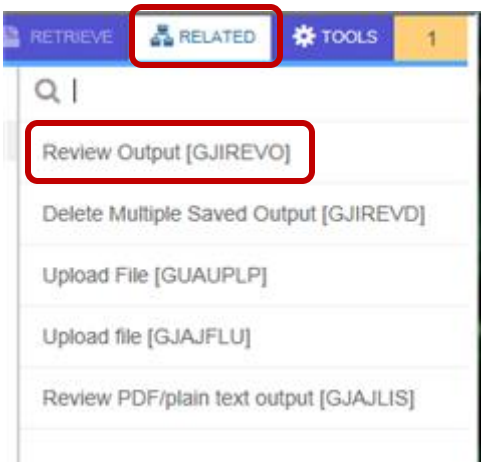
5. If desired, the parameters selected can be saved for future retrieval in the **Submission** section of the page. Select the **Save Parameter Set as** check-box, enter a unique name (such as July Budget Summary) in the **Name** field, and a description of the report in the **Description** field (such as your department name).

   Note: Entering data in this section is optional, however, you must click one of the fields in this section prior to saving.

6. Click the **Save** icon in the bottom right-hand corner:

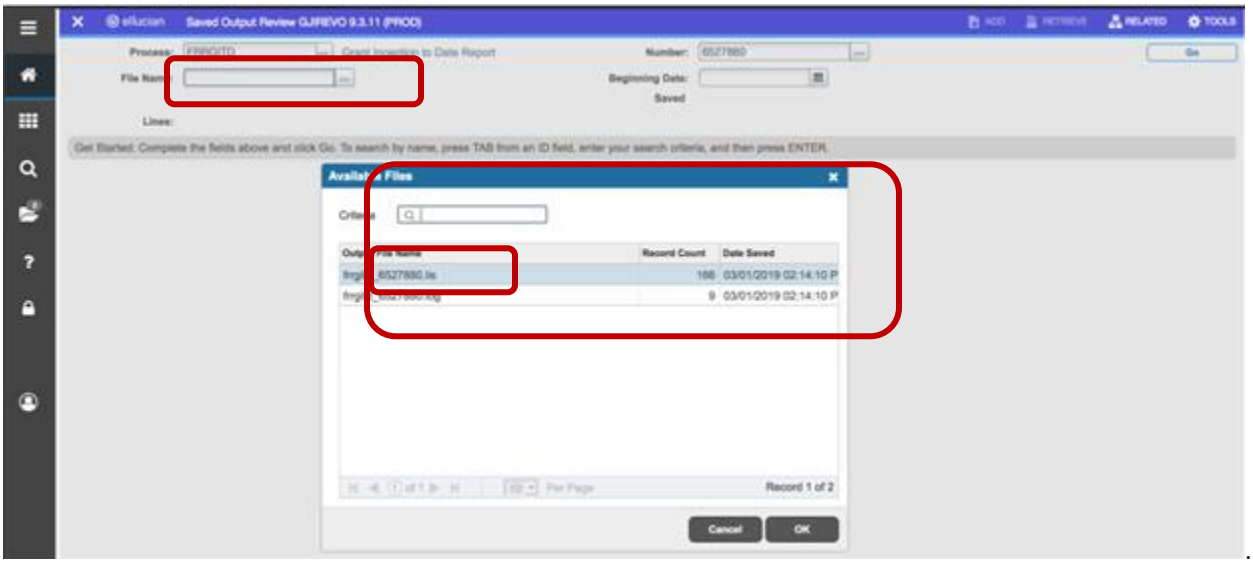
   - If a printed report was selected the report will print at the designated printer. No further steps are necessary.

7. If a database report was selected, click **Related** in the menu bar. Select the **Review Output** option.



8. The **Saved Output Review** page displays. Double click in the **File Name** field. The **Available Files** dialog page displays.

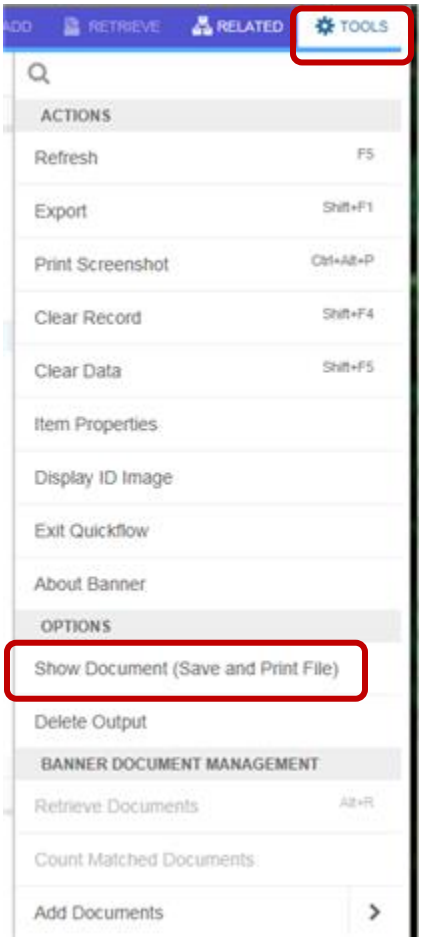
9. Double click the applicable file name with the **.lis** file extension in the list displayed.



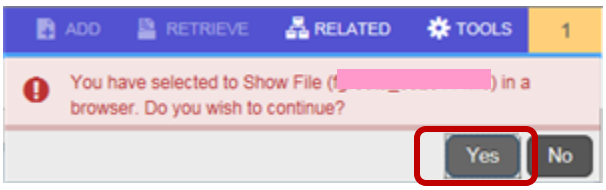
10. The view output displays.

11. The electronic file displayed may be saved. The following steps pertain to saving an electronic file.

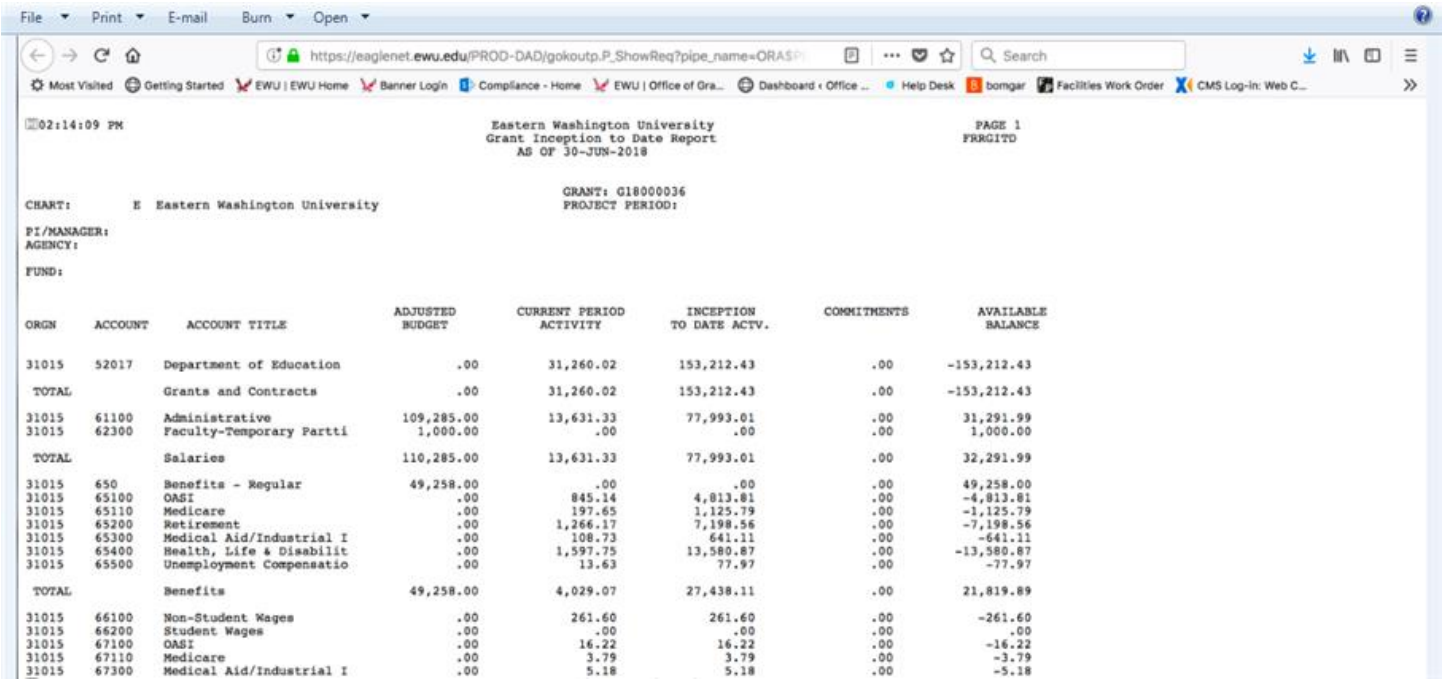
12. Click **Tools** in the menu bar and select **Show Document (Save and Print File)**.



13. A system message displays in the **Notification Center**. Click **Yes**.



14. A new browser window displays with the output data.



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https://eaglenet.ewu.edu/PROD-DAD/gokoutp.P_ShowReq?pipe_name=ORAS

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02:14:09 PM — Eastern Washington University — PAGE 1
Grant Inception to Date Report — FRRGITD
AS OF 30-JUN-2018

GRANT: G18000036
CHART: E Eastern Washington University — PROJECT PERIOD:
PI/MANAGER:
AGENCY:
FUND:

ORGN	ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	INCEPTION TO DATE ACTV.	COMMITMENTS	AVAILABLE BALANCE
31015	52017	Department of Education	.00	31,260.02	153,212.43	.00	-153,212.43
TOTAL		Grants and Contracts	.00	31,260.02	153,212.43	.00	-153,212.43
31015	61100	Administrative	109,285.00	13,631.33	77,993.01	.00	31,291.99
31015	62300	Faculty-Temporary Partti	1,000.00	.00	.00	.00	1,000.00
TOTAL		Salaries	110,285.00	13,631.33	77,993.01	.00	32,291.99
31015	650	Benefits - Regular	49,258.00	.00	.00	.00	49,258.00
31015	65100	OASI	.00	845.14	4,813.81	.00	-4,813.81
31015	65110	Medicare	.00	197.65	1,125.79	.00	-1,125.79
31015	65200	Retirement	.00	1,266.17	7,198.56	.00	-7,198.56
31015	65300	Medical Aid/Industrial I	.00	108.73	641.11	.00	-641.11
31015	65400	Health, Life & Disabilit	.00	1,597.75	13,580.87	.00	-13,580.87
31015	65500	Unemployment Compensatio	.00	13.63	77.97	.00	-77.97
TOTAL		Benefits	49,258.00	4,029.07	27,438.11	.00	21,819.89
31015	66100	Non-Student Wages	.00	261.60	261.60	.00	-261.60
31015	66200	Student Wages	.00	.00	.00	.00	.00
31015	67100	OASI	.00	16.22	16.22	.00	-16.22
31015	67110	Medicare	.00	3.79	3.79	.00	-3.79
31015	67300	Medical Aid/Industrial I	.00	5.18	5.18	.00	-5.18

15. Bookmark the page to save as a web page, or save the file as a text file:

- Depending on the browser used, steps to save the output will be different. For Firefox click the **Open Menu** icon: ☰. Select **Save page as**. For Chrome select the **Customize and Control Google Chrome** icon: ⋮. Select **More Tools** then select **Save page as.**
- Follow normal steps to name and save the report as a text file.

TRACKING FINANCIAL TRANSACTIONS

Various financial transactions can be identified by the Account code associated with the transaction. The following provides description of Account codes that may be used to identify specific financial transactions. For a complete list of Banner Account codes, use the **FTVACCT** – Account Code Validation page.

Banner Account Code	**Description**
71210	Purchased Services - Maintenance
71221	Purchased Services – Software Maint
71400	Supplies

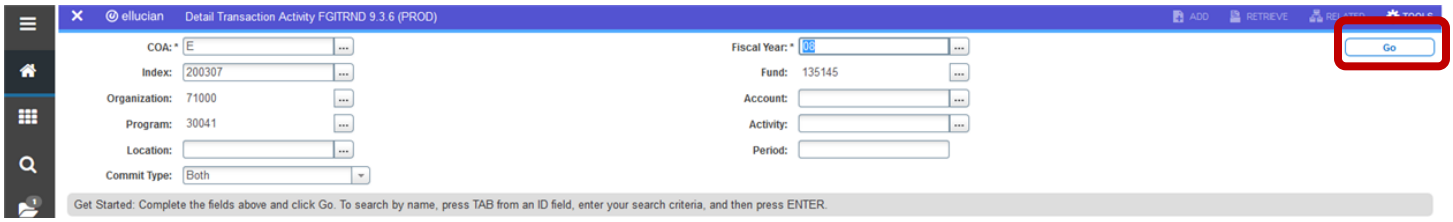
71410	Printing
71411	Printing - Copier
71420	Telephone
71600	Equipment, Small and Attractive
71710	Interstate Per Diem
71730	Private Auto Mileage

VIEWING DETAILED TRANSACTION ACTIVITY

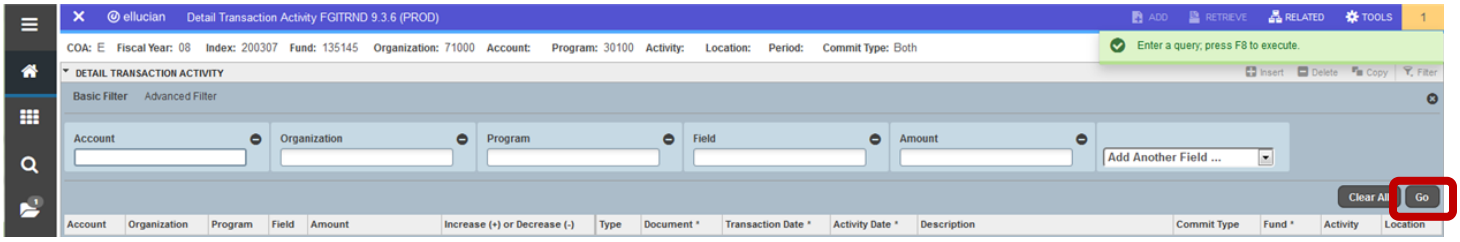
To view specific transactions, use the **FGITRND – Detail Transaction Activity** page.

1. From the Banner landing page (or using the Search icon), enter **FGITRND** in the **Search** field. Click the page name.

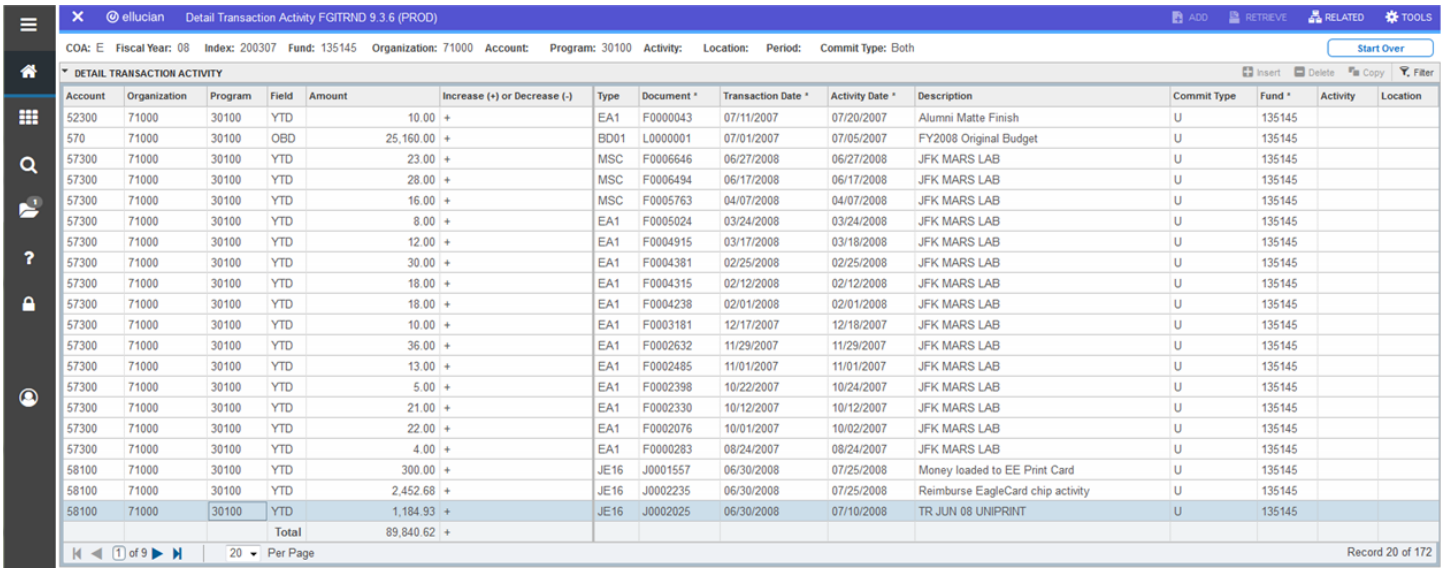
2. Enter the following in the key block.
   - **COA**: Enter capital letter **E**. This field is case sensitive.
   - **Fiscal Year**: Enter the applicable fiscal year (for example; 18 for fiscal year beginning July 1, 2017).
   - **Index**: Enter the applicable six-digit Index Code.
   - **Account**: Enter the desired Account code (for example **71400** for supplies), otherwise leave blank for all Accounts.
   - **Period**: To view specified transactions for a specific month (period), enter the desired period (for example; 1 = July, 2 = August, 3 = September, etc.). If the **Period** field is left blank, all specified transactions for the entire fiscal year will display.
3. Click **Go**



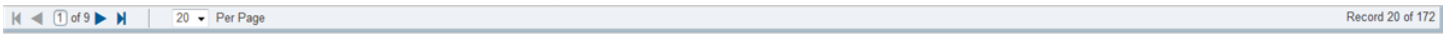
4. The **Basic Filter** section displays. If desired, enter data (or partial data and the wildcard %) in the field(s) displayed to further filter the query. For example; 71400 in the **Account** field.



5. Click **Go** or F8 to execute the query and display transactions.

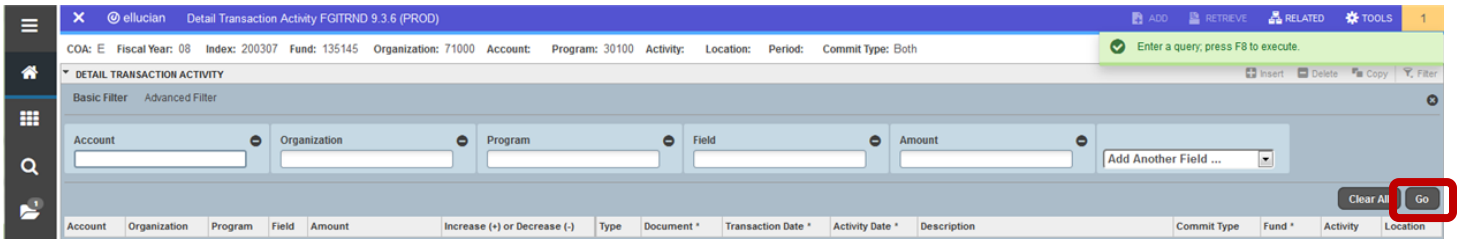


- Use the pagination controls at the bottom of the page to view additional lines of data.



6. If desired, once the query has been executed, a new query (by Account) can be entered.

7. Click **Filter**. The **Basic Filter** section displays. If desired, enter data (or partial data and the wildcard %) in the field(s) displayed to further filter the query.



8. Click **Go** or F8 to execute the query and display transactions.

PURCHASE ORDER INFORMATION

The following section provides various information and tools for viewing, tracking and reconciling purchasing transactions.

REQUISITION/PURCHASE ORDER LIFE-CYCLE

In order to reconcile purchase orders, it is important to understand the "life-cycle" of a requisition. The "life-cycle" describes what happens to a requisition from start to finish. The following is an example of a requisition's life-cycle.

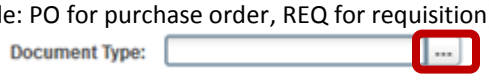
- A department creates an online requisition for a new computer.

- After the requisition is created, saved, sent to the Approver, and approved, it creates a "reserve" against the Index entered on the requisition.
- A Buyer in the Purchasing department converts the approved requisition into a purchase order. This process liquidates the reserve and creates an encumbrance for the amount of the purchase order (which may be a different amount than the amount of the requisition due to shipping and handling charges, taxes, special discounts applied, or sale prices, etc.).
- After the purchase order is sent to the vendor, and the order is filled and received, the vendor invoices the University. The Accounts Payable department receives the vendor invoice and enters the invoice into Banner Finance. This transaction liquidates the encumbrance.
- A check is issued to the vendor.

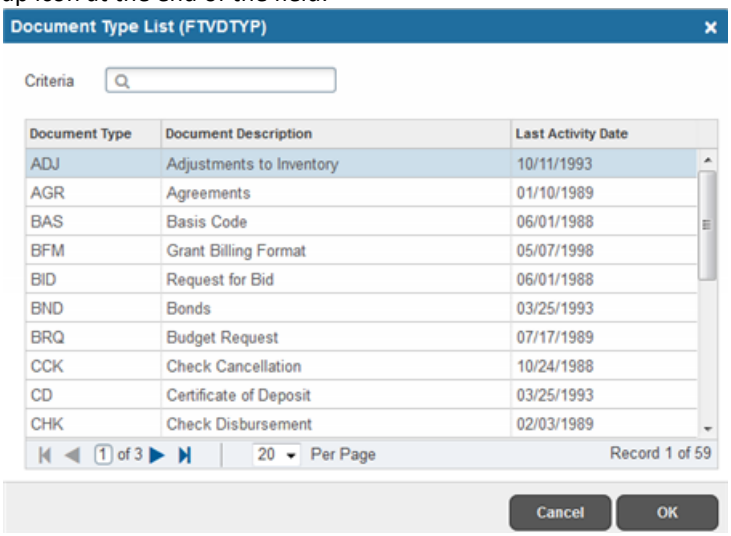
VIEWING DOCUMENT HISTORY INFORMATION

The **FOIDOCH – Document History** page provides additional access to the source documents (purchase orders, invoices, checks, etc.) that display in the page. The following provides instructions on viewing additional source document information in the **FOIDOCH – Document History** page.

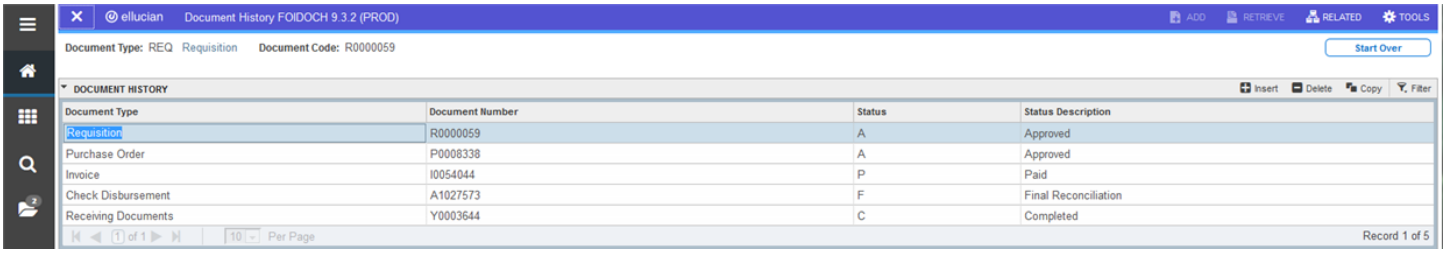
1. From the Banner landing page (or using the Search icon), enter **FOIDOCH** in the **Search** field. Click the page name.

2. The **Document History** page displays. Enter the following data:
   - **Document Type**: Enter the applicable document type (for example: PO for purchase order, REQ for requisition), or use the look-up list by clicking on the look-up icon at the end of the field: 

and searching the **Document Type** list:

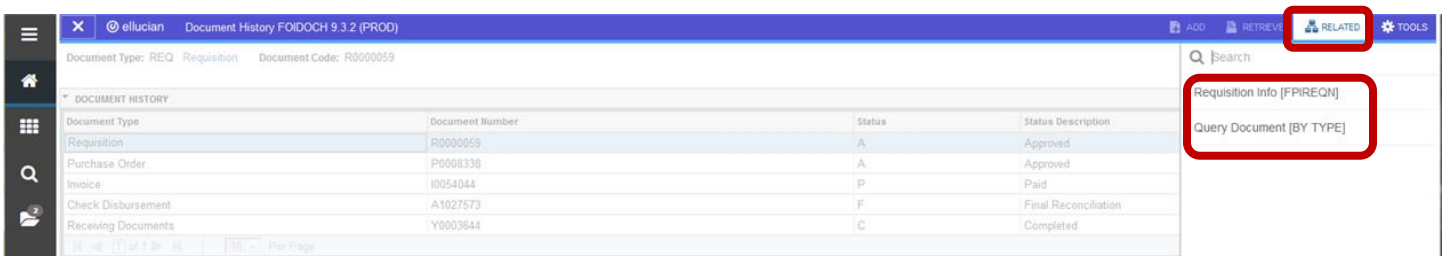


   - **Document Code**: Enter the applicable document code. The **FGITRND** - **Detail Transaction Activity** page can be used to obtain document codes, or use the look-up list by clicking on the look-up icon at the end of the field.
3. Click **Go** to view the data.



4. To view additional information on a specific document type, click in the desired document number field (for example; the requisition document type or invoice document type).

5. Click R**elated** in the menu bar and select the applicable option from the list. For requisition information select **Requisition Info**. For all other document types, select **Query Document**.



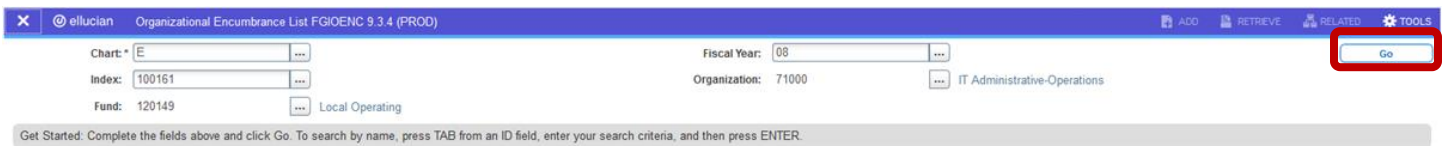
- The corresponding page displays. Click **Go** to display the source document information.
- Use the pagination controls on each page to view all data/information. .

VIEWING ENCUMBRANCES

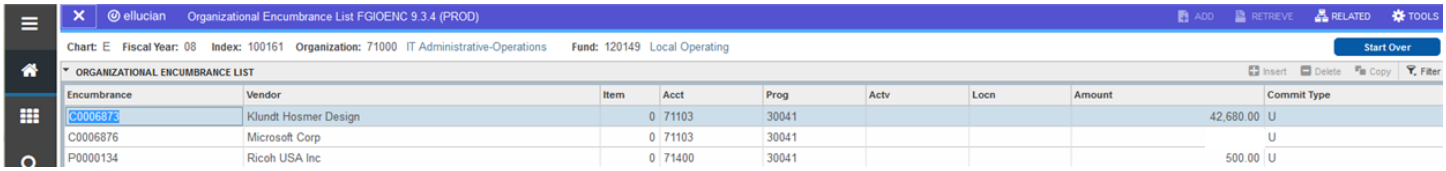
To view all existing encumbrances, by department, use the **FGIOENC – Organizational Encumbrance List** page.

1. From the Banner landing page (or using the Search icon), enter **FGIOENC** in the **Search** field. Click the page name.

2. The **Organizational Encumbrance List** page displays. Enter the following data in the key block:
   - **COA**: Enter **E**. This field is case sensitive.
   - **Fiscal Year**: Enter the applicable fiscal year (for example; 18 for fiscal year beginning July 1, 2017).
   - **Index**: Enter the applicable six-digit Index Code.



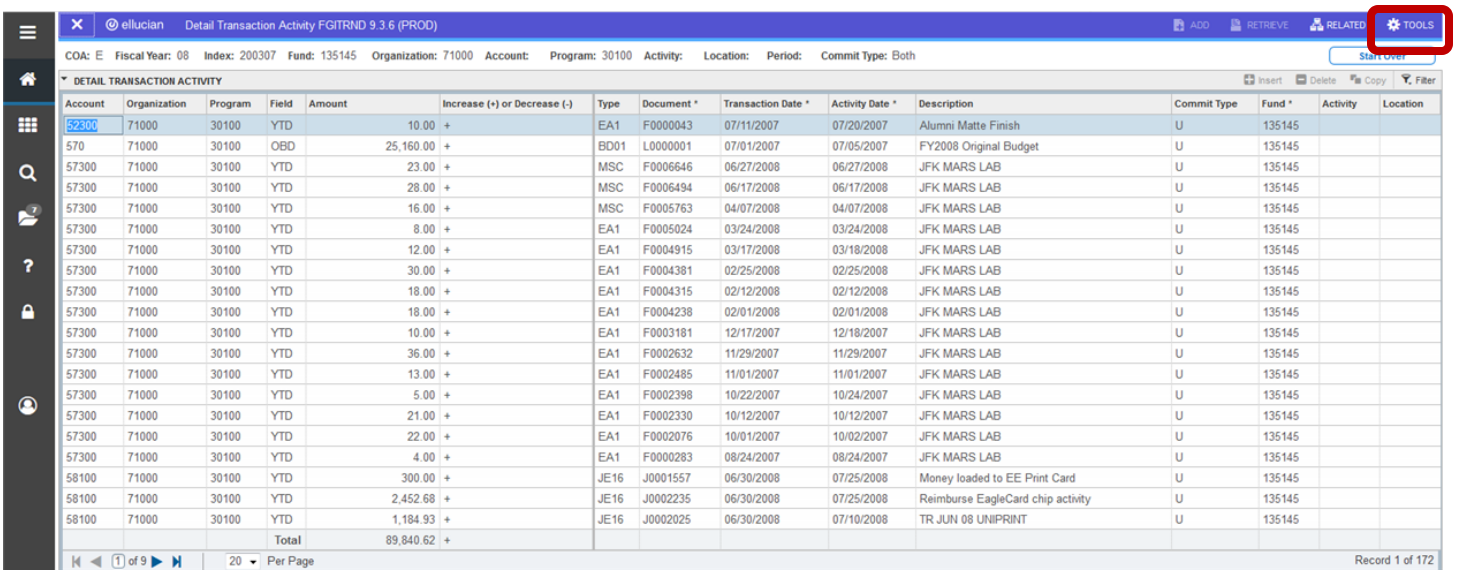
3. Click **Go** to view data. Use the pagination controls on the page to view all data



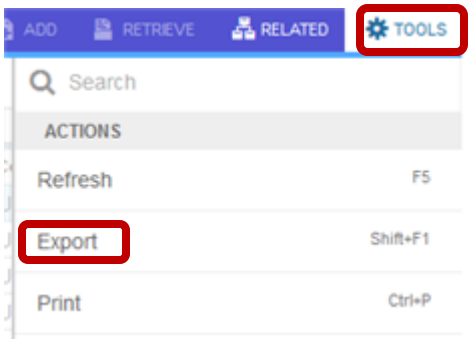
DOWNLOADING FINANCE DATA TO EXCEL

Financial data in various Banner pages can be downloaded into Microsoft Excel spreadsheets. This allows data to be sorted and saved and assists in reconciling department financial transactions. The following provides instructions on downloading Banner Finance data to Excel.

1. Access the desired Banner page. For example the **FGITRND** - **Detail Transaction Activity** page.

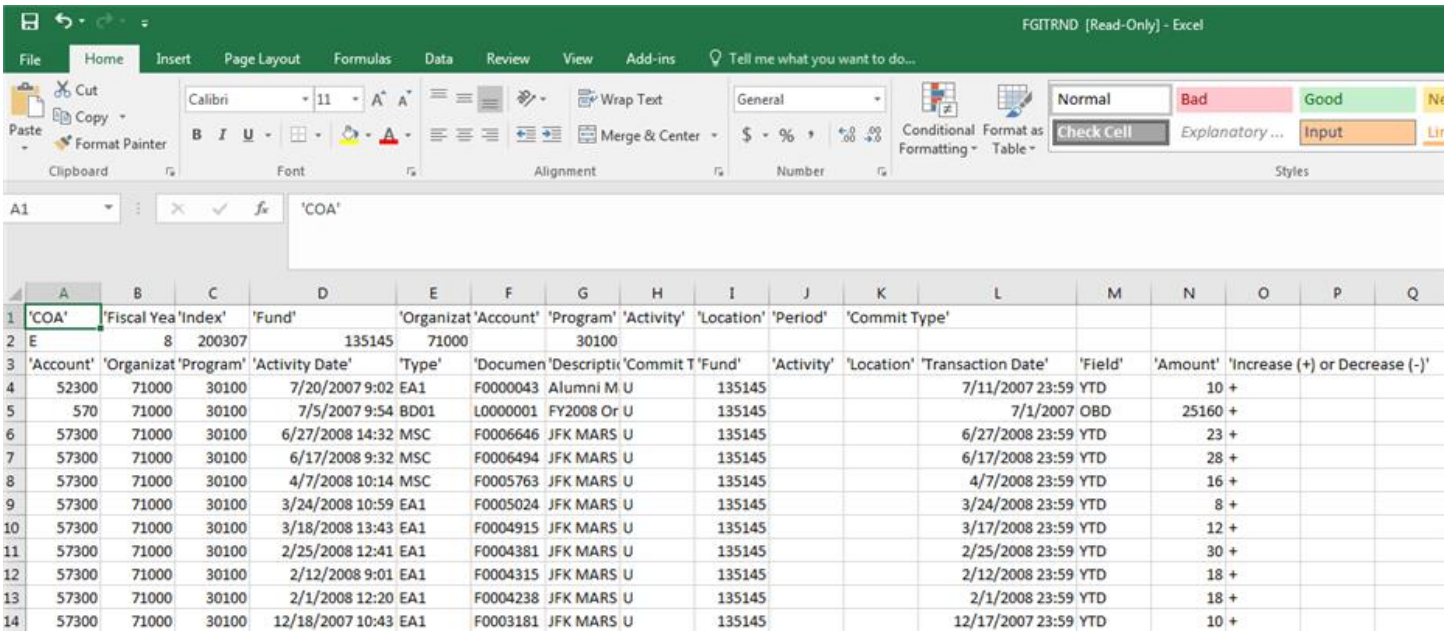


2. Click the **Tools** menu option. Select **Export**.



- Depending on the browser used, the Excel file may display in the system tray, or a file download dialog box may display.

3. Financial data from the selected page displays in an Excel file. ***Note***: When saving the Excel file, the file type defaults to CSV (comma delimited). Be sure to save the files as an Excel Workbook.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	'COA'	'Fiscal Yea	'Index'	'Fund'	'Organizat	'Account'	'Program'	'Activity'	'Location'	'Period'	'Commit Type'						
2	E	8	200307	135145	71000		30100										
3	'Account'	'Organizat	'Program'	'Activity Date'	'Type'	'Documen	'Descriptic	'Commit T	'Fund'	'Activity'	'Location'	'Transaction Date'	'Field'	'Amount'	'Increase (+) or Decrease (-)'		
4	52300	71000	30100	7/20/2007 9:02	EA1	F0000043	Alumni M	U	135145			7/11/2007 23:59	YTD	10	+		
5	570	71000	30100	7/5/2007 9:54	BD01	L0000001	FY2008 Or	U	135145			7/1/2007	OBD	25160	+		
6	57300	71000	30100	6/27/2008 14:32	MSC	F0006646	JFK MARS	U	135145			6/27/2008 23:59	YTD	23	+		
7	57300	71000	30100	6/17/2008 9:32	MSC	F0006494	JFK MARS	U	135145			6/17/2008 23:59	YTD	28	+		
8	57300	71000	30100	4/7/2008 10:14	MSC	F0005763	JFK MARS	U	135145			4/7/2008 23:59	YTD	16	+		
9	57300	71000	30100	3/24/2008 10:59	EA1	F0005024	JFK MARS	U	135145			3/24/2008 23:59	YTD	8	+		
10	57300	71000	30100	3/18/2008 13:43	EA1	F0004915	JFK MARS	U	135145			3/17/2008 23:59	YTD	12	+		
11	57300	71000	30100	2/25/2008 12:41	EA1	F0004381	JFK MARS	U	135145			2/25/2008 23:59	YTD	30	+		
12	57300	71000	30100	2/12/2008 9:01	EA1	F0004315	JFK MARS	U	135145			2/12/2008 23:59	YTD	18	+		
13	57300	71000	30100	2/1/2008 12:20	EA1	F0004238	JFK MARS	U	135145			2/1/2008 23:59	YTD	18	+		
14	57300	71000	30100	12/18/2007 10:43	EA1	F0003181	JFK MARS	U	135145			12/17/2007 23:59	YTD	10	+		

FINANCIAL TRANSACTION QUICK REFERENCE

The following provides a quick reference for looking up various financial transactions and information.

How to . . .	**Banner Finance Page**
How much are my expenses to date and available budget?	**FGIBDST** – Organization Budget Status page.
How do I find detailed transactions posted to my budget?	**FGITRND** – Detail Transaction Activity page
How do I find the budget status of my grant?	**FGIBDST** – Organization Budget Status page
How do I find encumbrance information on my grant?	**FGIOENC** – Organizational Encumbrance List page
How do I find transaction detail for my grant?	**FGITRND** – Detail Transaction Activity page
How do I find a summary of the inception to date information for my grant?	**FRRGITD** – Grant Inception to Date report
How do I find out if my purchase order encumbrance has cleared?	**FGIOENC** – Organizational Encumbrance List page
Has my purchase order or MOA been paid?	**FGITRND** – Detail Transaction Activity page
How do I find my purchase order information?	**FGITRND** – Detail Transaction Activity page and **FOIDOCH** – Document History
How do I know which expense or revenue account should be used for a particular transaction?	**FTVACCT** – Account Code Validation page