Using Banner: Finance
# Table of Contents

I. Budget Availability Form (non-revenue accounts) .......... 2

II. Budget Carryforward Form ................................................... 3

III. Current Month Detail Form ................................................... 4
   A. Expenditures .................................................................. 4
   B. Budget Transfers ....................................................... 5
   C. Encumbrance Status .................................................... 6
   D. Outstanding Encumbrance Status ......................... 7

IV. Requisition Status ................................................................. 8
   A. Query Document ........................................................ 9
   B. Approval History ...................................................... 10
   C. Document History .................................................... 11

V. Executive Summary Form (non-revenue accounts) ....... 12
   A. Query Document Example ...................................... 13

VI. Executive Summary Form (revenue accounts) .......... 14

VII. Trial Balance Summary Form (cash balance/revenue) .... 15

VIII. Extract to a Spreadsheet .................................................... 16

IX. Getting Help ......................................................................... 17
I. Budget Availability Form (non-revenue accounts) -- FGIBAVL

1) Select the Budget Availability Status Form "FGIBAVL" by typing it into the "Go To" box.
2) Type in the Cost Code in the "Index" box.
3) "Tab" four (4) times until the cursor is next to "Account." Type in "61000" into the box.
   a. If you want balances for everything except salaries, type in "62000".
4) Click on "Next Block."
5) Click on "Roll Back" to return to top part of form to enter next cost code or click on "Exit" to return to menu.

Please Note: This and subsequent screen shots show the Fiscal Year as 07. These are just examples. Use the drop down to specify the Fiscal Year needed.
II. Budget Carryforward Form -- FGITRND

1) Select the Detail Transaction Activity Form “FGITRND” by typing it into the “Go To” box.
2) Type the Cost Code in the “Index” box.
3) Click on “Next Block.”
4) Type in “J020” in the box under “Type.”
5) Type in “ABD” in the box under “Field.”
6) Click on “Execute Query” or press “F8.”
7) Click on “Roll Back” to return to the top part of form to enter the next cost code or click on “Exit” to return to the main menu.
III. Current Month Detail Form -- FGITRND

A. Expenditures

1) Select the Detail Transaction Activity Form "FGITRND" by typing it into the “Go To" box.
2) Type the Cost Code in the “Index” box.
3) Tab over to the “Period” box and type in one of the following numbers:
   01 = July; 02 = Aug; 03 = Sept; 04 = Oct; 05 = Nov; 06 = Dec
   07 = Jan; 08 = Feb; 09 = Mar; 10 = April; 11 = May; 12 = June
4) Click on “Next Block.”
5) Type in “7%” in the “Account” box (screen shot does not show this correctly).
6) Tab over to “Field” (beware of scrolling window) and type in “YTD” in the “Field” box.
7) Click on “Execute Query” or press “F8.”
8) Click on “Roll Back” to return to the top part of form to enter the next cost code or click on “Exit” to return to the main menu.

This shows all your expenditures for the month specified excluding salaries, wages and benefits. If you want to see everything, just eliminate the 7% in “Account” (step 5).

Use the scroll bar on the bottom to scroll the middle section over to see the Description. Scroll down (down arrow) and use the “Options” menu to get more information about a particular item (see also pages 8 through 10). See page 15 for instructions on extracting the data to a spreadsheet.
B. **Budget Transfers**

You can view budget transfers from this same form (Detail Transaction Activity Form “FGITRND”).

1) Click on “New Query” or press “F7” to clear the bottom form.
2) Tab over to the “Type” box and type in “BUD.”
3) Tab to “Field” and type “ABD.”
4) Click on “Execute Query” or press “F8.”

This shows the budget transfers processed in the month specified. To get more information about a particular item, highlight the row (click on anything under “Account” or “Organization” or “Program”) and then use the “Options” menu.
C. **Encumbrance Status**

You can view encumbrance status from this same form (Detail Transaction Activity Form “FGITRND”).

1) Click on “New Query” or press “F7” to clear the bottom form.
2) Tab over to the “Field” box and type in “ENC.”
3) Click on “Execute Query” or press “F8.”
4) Scroll down or move your cursor to any line in question and select “Detail Encumbrance Info” from the “Options” menu. This will show you how much has been paid and what the remaining balance is.
   a. You can also select “Query Document” from the “Options” menu to see the PO, Invoice, etc.
5) Click on “Exit” to return to the previous screen.
D. **Outstanding Encumbrance Status Form -- FGIOENC**

You can locate outstanding encumbrances by typing “FGIOENC” into the “Go To” box.

1) Type the Cost Code in the “Index” box.
2) Click on “Next Block.”
3) Click on “Roll Back” to return to the top part of form to enter the next cost code or click on “Exit” to return to the main menu.
IV. Requisition Status Form -- FOADOCU

1) Select the Document by User form “FOADOCU” by typing it into the “Go To” box.
2) Verify the user ID.
3) Click on “Next Block.” You will then see all requisitions for the current fiscal year generated by the user identified in the “User ID” box. The results may take a few seconds.
4) For more information, scroll down or use your cursor to highlight a document and then go to the “Options” menu and select “Query Document,” “Approval History” or “Document History.” These forms are described next.
A. Query Document – FPIREQN

1) To access document and text information ("Query Document"), you have two options:
   a. From "FOADOCU," scroll down or use your cursor to highlight a document and then click on "Query Document" from the "Options" menu. The document number will automatically show up in the "Requisition" box (see graphic above).
   OR
   b. Type in "FPIREQN" in the "Go To" Box. Type in the "Requisition" number in the box.

2) Click on Next Block.

3) Select additional screens from the "Options" menu OR by clicking "Next Block" to advance screen by screen.

4) Click on "Exit" to return to the previous screen.
B. Approval History – FOIAPPH

1) To show the status of each required approval ("Document Approval History"), you have two options:
   a. From "FOADOCU," scroll down or use your cursor to highlight a document and then click on "Approval History" from the "Options" menu. "FOIAPPH" will appear and list the approver's name, approver's level, approval date, and originating user name.

   OR

   b. Type in "FOIAPPH" in the "Go To" Box. Click on "New Query" or "F7" (see 1) below). Next, type in the requisition number in the "Requisition" box (see 2)). Click on "Execute Query" or "F8" (see 3)). The same screen as shown above will appear.
C. Document History – FOIDOCH

1) To show the status of each document ("Document History"), you have two options:
   a. From “FOADOCU,” use your cursor to highlight a document. Then, click on “Document History” from the “Options” menu. “FOIDOCH” will appear, as shown below.

   OR

   b. Type in “FOIDOCH” in the “Go To” box. Select the document type you would like to view (see a) above). Use the drop-down menu if you don’t know. Next, type in the applicable number in the “Document Code” box (see b)). Click on “Next Block” (see c)). In this scenario (see above), you will see all of the documents related to the applicable P.O. (notice arrows). More detail can be obtained by using the “Option” drop-down menu.

2) To identify the meaning of the “Status” indicators located next to the document number, click on “List” in the “Options” menu (see graphic to right).

3) To get more information about a document, click on the document number (for example Purchase Order number) and select the “Information” item on the “Options” menu.
V. Executive Summary Form (non-revenue accounts) – FGIBDSR

1) Select the Executive Summary form "FGIBDSR" by typing it into the "Go To" box.
2) Type in the cost code in “Index” and press “Enter” or “Tab” to the next field.
3) Uncheck "Include Revenue Accounts" by clicking on the check mark.
4) If you want to see everything, leave “Account” blank. If you want to see everything except salaries, type “62000” next to “Account”. If you want to see just current expense, travel and capital outlay, type “71000” next to “Account”.
5) Click on “Next Block”.

6) To get more detail, highlight a particular dollar figure and then select “Transaction Detail Information” from the “Options” menu.
A. **Query Document Example – FGIDOCR**

Below is an example of using “Query Document” for a Budget Transfer (document number begins with a “J”). This shows that $475 was transferred from 213605 current expense (71000) to 215030 current expense. This Query was completed as follows.

1) Type “FGIDOCR” in the “Go To” Box.
2) Enter the document number.
3) Click on Next Block.

If the document number begins with an “F,” this indicates a “feed” where multiple entries for multiple FOAPALS are entered all at once. When you click on “Next Block” you will see all the entries and will probably have trouble finding the particular one that pertains to your FOAPAL. To narrow the list down:

- Press “Enter Query” or “F7” to clear the detail.
- Put the exact amount of the expenditure under “Amount” or put your organization number under “Orgn”.
- Press “Execute Query” or “F8”.
VI. Executive Summary (revenue accounts) – FGIBDSR

1) Select the Executive Summary form “FGIBDSR” by typing it into the “Go To” box.
2) Type in the cost code in “Index” and press “Enter” or “Tab” to the next field.
3) Make certain “Include Revenue Accounts” is checked.
4) **If you want to see everything, leave “Account” blank.** If you want to see everything except salaries, type “62000” next to “Account”. If you want to see just current expense, travel and capital outlay, type “71000” next to “Account”.
5) Click on “Next Block”.

6) To get more detail, highlight a particular dollar figure and then select “Transaction Detail Information” from the “Options” menu.

The information provided is the net balance based on revenue and expenditures this year. It does not reflect any carry forward. **See instructions for Trial Balance Summary Form to get bottom-line cash balance.**
VII. Trial Balance Summary (revenue accounts) -- FGITBSR

Follow the instructions for Executive Summary, then...

1) Select Trial Balance Summary Form “FGITBSR”.
2) The Fund will be filled in based on the last query you made.
3) Click on “Next Block”.
4) “C” means it’s a positive balance; “D” means you’re in deficit.
5) This shows the current cash balance.

Please Note: Several funds share a balance sheet. For instance, if you used the general fund “120100,” your current fund balance would be in the millions of dollars. Be careful to use this form appropriately and recognize that it works differently for certain areas including general fund, auxiliary, and service enterprise indexes. Also, any amount showing as Reserve for Encumbrances should be deducted from the Current Fund Balance.
VIII. Extract to a Spreadsheet

On most screens you can extract the results of a query to a file by using the “Help” key (see graphic to right).

- Select “Extract Data No Key” from the “Help” menu (see graphic to right).
- The file will download and will appear at the bottom of the screen (see graphic below). Click on the file name to open the contents directly in an Excel Spreadsheet.

**Note:** Pop-up blockers may inhibit your download. To overcome this, hold the “control” key down while you select “Extract Data No Key” to get the download to work.

To resize the columns in Excel:

1. Click here
2. Double-Click here (on the line between columns)

To resize the columns in Quattro-Pro:

1. Click here
2. Click here
IX. Getting Help

1. Check to see if your question can be answered by this manual.

2. Call the Computing Support Help Desk at ext. 7777

3. Contact an expert:
   a. Sherry Gale, Accounting Services, at ext. 6640
   b. Betty Kusnierz (Academic Affairs support), Provost’s Office, at ext. 7124