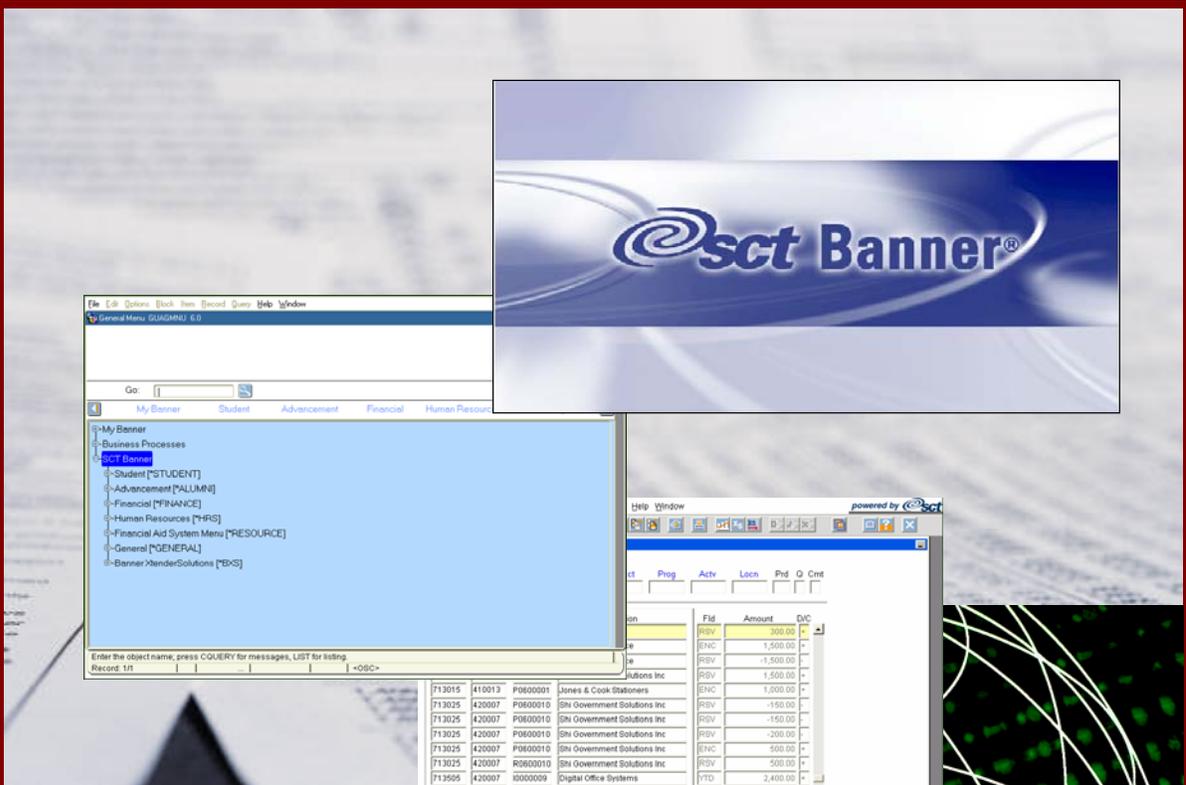


Introduction to SCT Banner Finance

Training Workbook

Keys to Understanding Fiscal Management in Banner Finance

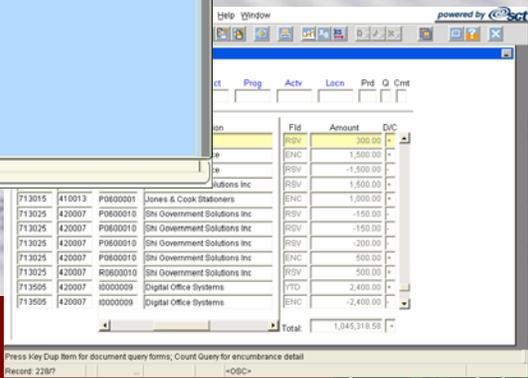


The screenshot shows the Banner Finance interface. At the top right is the @sct Banner logo. Below it is a navigation menu with the following items:

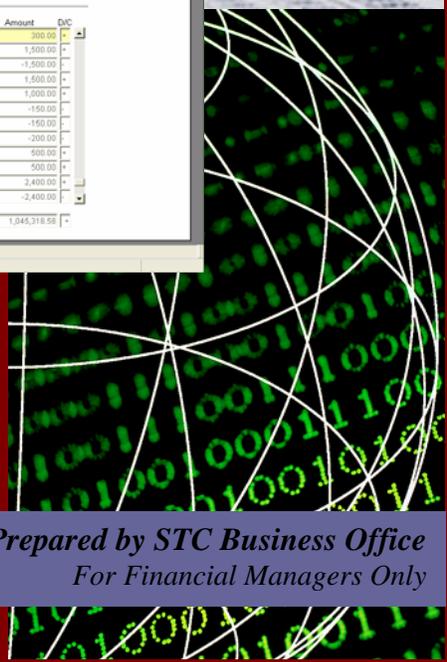
- My Banner
- Student
- Advancement
- Financial
- Human Resources

The 'SCT Banner' menu is expanded, showing a tree structure:

- My Banner
 - Business Processes
 - SCT Banner
 - Student [STUDENT]
 - Advancement [ALUMN]
 - Financial [FINANCE]
 - Human Resources [HRS]
 - Financial Aid System Menu [RESOURCE]
 - General [GENERAL]
 - Banner>VendorSolutions [BVS]



	Fld	Amount	D/C
	REV	300.00	*
	ENC	1,500.00	*
	REV	-1,500.00	*
	REV	1,500.00	*
	ENC	1,000.00	*
	REV	-150.00	*
	REV	-150.00	*
	REV	-200.00	*
	ENC	500.00	*
	REV	500.00	*
	YTD	2,400.00	*
	ENC	-2,400.00	*
	Total:	1,045,318.58	*



*Prepared by STC Business Office
For Financial Managers Only*



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1 INTRODUCTION

Overview

Beginning September 01, 2005, South Texas College will begin using SCT Banner Finance to record and manage all of its financial information.

For the past 9 months, members of the Business Office have participated in multiple training sessions that have provided help and instruction during the implementations period of the SCT Banner Finance Module. After many achievements and milestones, the work and preparations that has taken place in the past months will now culminate into a production version of Banner Finance. This new administrative tool will provide the college efficient ways to manage and control all aspects of finance, student and human resource operations.

This training workbook is meant to help provide support and guidance in understanding key elements of the SCT Banner system.

Objectives

- Learn how to use queries to find information
- Learn about navigation techniques and shortcuts
- Understand how to access finance forms.
- Use the drill down method to find information



2 CHART OF ACCOUNTS

Overview

The Chart of Accounts (COA) is a systematic classification of accounts. It is an essential part of the SCT Banner Finance accounting system. The Chart of Accounts is made up various types of accounts, when used in specific sequences, contain accounting distributions. These accounts have been developed to be compatible with our organizational structure. The form and content of the Chart of Accounts is arranged to be in agreement with the financial reports that are issued.

The Chart of Accounts

The **Chart of Accounts (COA) code** is a one character, alpha/numeric field that uniquely identifies a particular chart. It consists of seven elements that are defined as follows:

Fund (Where funds are coming from.)

This is a one-to-six-character code that identifies a self-balancing set of accounts and identifies ownership. Balance sheets and revenue/expense reports can be produced for any fund, which can be restricted (permanently or temporarily) or unrestricted. Fund codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes. Examples of fund codes include Current Unrestricted Fund, State Grants and Scholarships, and Texas Workforce Commission.

Organization (Who is responsible for fund.)

This is a one-to-six-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define “who” spends the money. Organization codes may be established in a hierarchy of up to eight levels for roll-up and reporting purposes. Examples of organization codes include Student Services, Office of Student Services, Graduation.

Account (What funds are used for.)

This is a one-to-six-character code that identifies objects, such as the general ledger accounts (assets, liabilities, control, fund balances) and the operating ledger accounts (income, expenditures, transfers). The account is a line item within an institution’s financial structure. Account codes may be established in a hierarchy of up to four levels for roll-up and reporting purposes. Examples of account codes include Petty Cash, Accounts Payable, Fund Balance, Tuition, and Regular Full Time Salaries.

The Chart of Accounts, continued**Program (Why funds are used.)**

This is a one-to-six-character code that identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. Examples of program codes include Instruction, Research, and Plant Operations. Most institutions follow the programs defined by the National Association of College and University Business Offices (NACUBO). Program codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes. Examples of program codes include Academic Support, Student Services, and Research.

Activity

This is an optional one-to-six-character code that is non-hierarchical and can be used to further define an object of expenditure, such as, temporary units of work, subsidiary functional classifications, or short duration projects. Activity code examples are: Repair to Student Union Lobby Floor, Bookstore Van, and Computer Lab Printer Cartridge Recycling.

Location

This is an optional one-to-six-character code that identifies physical locations. It is primarily used with, but not limited to, the Fixed Asset module. However, if the SCT Banner Fixed Assets module is used by the institution, then location codes must be defined and are not optional. Location codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes. Examples of location codes are Controller's Office, Athletic Department Offices, and Human Sciences Building.

FOAPAL Accounting String

FOAPAL is an acronym used to describe types of accounting distributions used in every single transaction. The **Fund**, **Organization**, **Account**, and **Program** codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The **Activity** and **Location** codes are used to provide specific performance-related detail for transactions.

Account Index

This code is another optional chart of accounts feature. It is a user-defined value for a set of FOAPAL elements that acts as a shortcut to speed data entry by the user. An example of an account index code might be a code used by the campus bookstore for certain transactions that defaults the Fund, Organization, Account, and Program code in order to represent book sales revenue. The index code may consist of up to six alphabetic/numeric characters and can define any combination of the FOAPAL elements.

Banner Hierarchy

Banner code structure is based on hierarchies. Top level codes will generally determine type of sublevels and will not be data enterable. Lower level codes will contain detail of which data is enterable.

This structure helps with the following:

- Allows easy grouping and summarizing for processing and reporting
- Allow various reports to be rolled up at all levels.
- Reflect relationships between the levels of responsibility.

Relationship from FRS Plus to Banner

FRS Plus (# characters)		BANNER (#characters)
Campus Code (attribute)	C	Chart Code (1)
General/Subsidiary Ledger (6) Account Number	F	FUND (1-6) <i>Where money comes from (type)</i>
Division (attribute) School/Administrative Unit (attribute) Department (attribute)	O	ORGANIZATION (1-6) <i>Whose money</i>
Object/Control code (4) (Sub codes)	A	ACCOUNT (1-6) <i>What is spent/receipted</i>
Purpose Code (attribute) (3) (Subheads)	P	PROGRAM (1-6) <i>Why spent/receipted</i>
N/A	A	ACTIVITY (1-6)
N/A	L	LOCATION (1-6)
N/A	I	INDEX (1-6) <i>Data entry shortcut</i>

General Ledger (G/L)

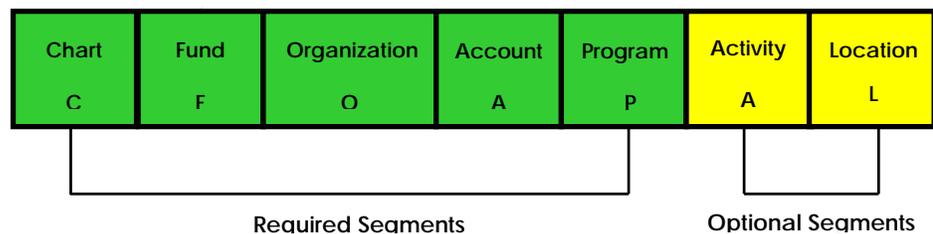
The General Ledger maintains information relevant to the organization’s “balance sheet.” Required COA elements for valid accounting distribution in the General Ledger are: COA, Fund, and Account codes. Transaction activity includes the sum of both periodic debits and credits. The general ledger contains only balance sheet accounts. These accounts include the following:

- | | |
|----------------------------|------------------------------|
| Assets Expenditure control | Liabilities Transfer control |
| Fund balance | Budget controls |
| Fund additions | Encumbrance control |
| Fund deductions | Revenue control |

General ledger control accounts contain the total debits/credits for their respective expenditure, transfer, budget, encumbrance, and revenue transactions. Detail transaction information for control accounts is maintained in the SCT Banner operating ledger.
 Revenue controls (budget, YTD actual for revenue account range)
 Expenditure controls (budget, YTD actual for expenditure account range)
 Transfer controls (budget, YTD actual for transfer account range)
 Encumbrance controls (OPAL reservations or commitments)

Operating Ledger (OPAL)

The operating ledger contains transaction data for departmental operating accounts. Required COA elements for these transactions are fund, organization, account, and program. Optionally, the transactions may also include activity and/or location codes.



- Examples of operating ledger transactions include:
 Revenues (tuition, fees, fines)
 Expenditures (labor-related costs, supplies, services)
 Transfers (mandatory and non-mandatory)

Transactional data that is entered or maintained in the operating ledger can include budget, YTD actual, encumbrance and grant activity. Operating ledger transactions are linked to their corresponding GL control accounts.

Low Level Account
Code Types

Account Codes	Title
100000	Assets
200000	Liabilities
300000	Control Accounts
400000	Fund Balances
500000	Revenues
600000	Salaries & Wages
700000	Expenditures
800000	Transfers
900000	Fund Additions
950000	Fund Deductions

General Ledger
Account Code
Schema

Assets	
11xxxx	Cash & Cash Equivalents
12xxxx	Accounts Receivable
13xxxx	Student Receivables
14xxxx	Taxes Receivables
140001-140009	Taxes Receivables - Current
140010-140999	Taxes Receivables - Delinquent
141xxx	Tax Allowance
149xxx	Due from Tax Entity
15xxxx	Federal Receivables
16xxxx	Interest Receivables
17xxxx	Other Receivables
190xxx	Notes Receivables
191xxx	Investments
192xxx	Plant & Equipment
193xxx	Prepaid Items
194xxx	Deferred Charges
195xxx	Due from Other Funds

**General Ledger
Account Code
Schema, continued**

Liabilities

21xxxx	Accounts Payable
210xxx	Accounts Payable - Vendors
211xxx	Accounts Payable - Construction Retainage
212xxx	Accounts Payable - International Schools
213xxx	Accounts Payable - Student
214xxx	Accounts Payable - Other
22xxxx	Accrued Liabilities
220xxx	Accrued Liabilities - Salaries & Benefits
221xxx	Accrued Interest
222xxx	Accrued Liabilities - Other
24xxxx	Bond Payables
25xxxx	Deferred Revenue – Tuition & Fees
251000-257999	Deferred Revenue - Tuition
251xxx	Deferred Revenue - Tuition - In District
252xxx	Deferred Revenue - Tuition - Out District
253xxx	Deferred Revenue - Tuition - Out State
254xxx	Deferred Revenue - Tuition - Cont Ed - In State
255xxx	Deferred Revenue - Tuition - Cont Ed - Out State
256xxx	Deferred Revenue - Contract Instruction
257xxx	Deferred Revenue - Tuition - Virtual College
258xxx	Deferred Revenue - Fees
2581xx	Deferred Revenue - Fees - Fall
2582xx	Deferred Revenue - Fees - Spring
2583xx	Deferred Revenue - Fees - Summer 1
2584xx	Deferred Revenue - Fees - Summer 2
26xxxx	Compensable Absences
27xxxx	Funds Held in Custody for Others
290xxx	Due to Other Funds

Control Accounts

3xxxxx Control Accounts

Fund Balances

4xxxxx Fund Balance Accounts

**Operating
Ledger Account
Code Schema**

Revenues

51xxxx	State Revenues
52xxxx	Tuition & Fees
520000-527999	Tuition
521xxx	Tuition - In District
522xxx	Tuition - Out of District
523xxx	Tuition - Out State
524xxx	Tuition - Continuing Ed - In State
525xxx	Tuition - Continuing Ed - Out State
526xxx	Contract Instruction
5271xx	Virtual College Tuition
5279xx	Tuition - Contra Accounts
528000-529999	Fees
5281xx	Fees - Fall
5282xx	Fees - Spring
5283xx	Fees - Summer 1
5284xx	Fees - Summer 2
53xxxx	Taxes
54xxxx	Grants & Contracts
540010	Federal
540020	State
540030	Local
540040	Private
55xxxx	Other Revenue
56xxxx	Sales and Services of Auxiliary
57xxxx	Interest

Salary and Wages

61xxxx	Salaries
62xxxx	Benefits
621xxx	Benefits - Insurance
622xxx	Benefits - FICA
623xxx	Benefits - ORP
624xxx	Benefits - TRS
625xxx	Benefits - Unemployment Comp
626xxx	Benefits - Workers Compensation
629xxx	Benefits - Other

**Operating
Ledger Account
Code Schema,**
continued

Expenditures

71xxxx	Direct Expenditures
7110xx	Operational Supplies
7115xx	Subscriptions / Periodicals
7120xx	Membership / Registration Fees
7125xx	Insurance
7130xx	Non-capital Computers / Laptops
7135xx	Rentals
7140xx	Repair & Maintenance
7145xx	Contracted / Purchased Services
7150xx	Utilities
7155xx	Telephone / Pager
7160xx	Postage
7165xx	Fees & Other Charges
7170xx	Interest Expense
7175xx	Maintenance Equip & Supplies
7180xx	GL Transactions
7188xx	GL Transactions - Uncollectible Accts
7190xx	Other Direct Expenditures
73xxxx	Travel Expenditures
74xxxx	Capital Expenditures
75xxxx	Scholarship Expenditures
77xxxx	Construction Expenditures

Transfers

81xxxx	Transfers In
82xxxx	Transfers Out

**Query
Capabilities of
General Ledger**

The General Ledger module provides extensive financial information query capability. For example, the Executive Summary Form (FGIBDSR) provides administrators with hierarchical summaries of financial information. Any component or combination of components of the chart of accounts may be queried from the Executive Summary Form.

A key feature of the query forms is the ability to navigate to additional levels of supporting information with function keys and buttons. Another example of a useful query is viewing accounting transactions charged to a particular organization and fund.

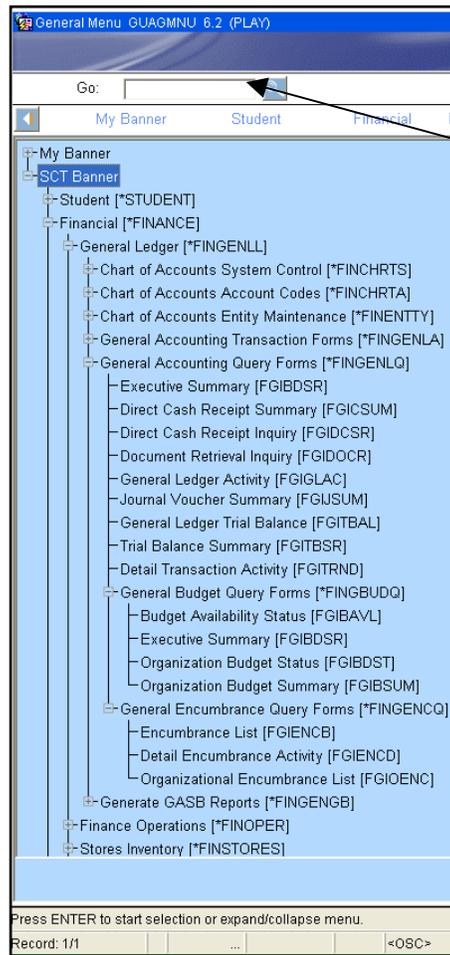
The Detail Transaction Activity Form (FGITRND) provides this capability. In query mode, you can execute ad hoc queries based on specific fields and/or greater than or less than values.

3 FRS VS. BANNER... A COMPARISON BY SCREEN

Activity Processing and Account Management

FRS Screen	Banner Form
018 – GL Account Summary	Accounts: 1XXXXX – 4XXXXX, 9XXXXX FGIGLAC – General Ledger Activity
019 – SL Account Summary	Accounts: 5XXXXX – 8XXXXX FGIBDST – Organization Budget Status
023 – Transactions by Account	FGITRND – Detail Transaction Activity
021 – Open Commitments by Account	FGIOENC – Organizational Encumbrance List FGIENCN – Detail Encumbrance Activity

Many of the query and activity forms can be found on the General Menu.



To search for a form just expand the menu and double click on the item. The form will automatically load.

Direct Access can also be used to go to the form without navigating the menu.

Once you have clicked in the direct access block, enter in the 7 character form name and press enter.

Queries can be done from the direct access block. Depending on how fine grain your query request is, Banner will determine if a search window is need. For example, if you know 6/7 characters and use a wild card for one of the character, the form name you are searching for will automatically populate. If there is more than one result that meets your search criteria, Banner will open a window and populate the results of which you can select from or continue to query until the desired form is found.

To go directly to a search window click on the search icon  and a window will open up from which you can search by 7 character form name or by form/report description.

To learn more about queries turn to **Query Methodology**

Page 6-1.

Screen 021

021 Open Commitments by Account							Fiscal Year: 05 17:46 08-22-05		
Screen: ___ Acct: _____									
Department: _____							Resp Person: _____		
Flags: _____							Del Frz Rvw Drp Sup ABR		
							0 0 0 0 0 1		
Obj	PO Ref	Tran Dt	Original	Liquidated	Adjustments		Current		
Vendor No.	Lst Actv	Description							
3273	P505477	05/17	475.00	0.00	0.00		475.00		
	V2015926140	05/17	PROJECT MOON INC						
3334	P503844	03/29	139.88	100.96	0.00		38.92		
	V7420955220	06/16	JONES & COOK OFFICE						
3334	P506294	06/28	429.75	212.00	0.00		217.75		
	V7420955220	07/23	JONES & COOK OFFICE						
3334	P506308	06/29	435.50	0.00	0.00		435.50		
	V7420955221	06/29	JONES & COOK OFFICE						
4200	P501647	10/29	392.60	0.00	0.00		392.60		
	V7427937800	10/29	SHANDS-BROOKS TRAVEL						
Account Total			797,831.44	312.96	728,406.04-		69,112.44		

FGIOENC – Organization Encumbrance List

Organizational Encumbrance List FGIOENC 5.0 (PLAY)

Chart: S Orgn: 400002 Audit Services
 Fiscal Year: 05 Fund: 110000 General Funds
 Index: _____

Encumb	Vendor/Description	Line	Acct	Prog	Actv	Locn
P0600017	Jones & Cook Stationers	0	710002	6300		
Amount:			100.00			Commit Ind: U
						Commit Ind: <input type="checkbox"/>
						Commit Ind: <input type="checkbox"/>
						Commit Ind: <input type="checkbox"/>

FGIENC D – Detail Encumbrance Activity

Detail Encumbrance Activity FGIENC D 5.3 (PLAY)

Encumbrance: P0600017

Desc: Jones & Cook Stationers Status: O Type: P
 Date Est.: 22-AUG-2005 Balance: 100.00 Vendor: A00000761 Jones & Cook Stat

Item: 0 Sequence: 1 Fiscal Year: 05 Commit Ind: U

COA	Index	Fund	Oran	Acct	Prog	Actv	Locn	Proj
S		110000	400002	710002	6300			
Enc:		170.00		Liq:	-70.00	Balance:		100.00

Trans Date	Type	Doc Code	Action	Trans Amount	Remaining Bal
22-AUG-2005	PORD	P0600017	<input type="checkbox"/>	170.00	170.00
22-AUG-2005	INEI	00000031	<input type="checkbox"/>	-70.00	100.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Screen 023

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
 023 Transactions by Account CONSUMABLES
 Fiscal Year: 05 13:56 08-11-05

Screen: ___ Acct: 3300

Sub	TC	Ref 1	Date	Description	Bank	Amount	I	Batch	Offset	Acct
3300	050	R501704	10/15	JONES & COOK OFF	30	3,246.92	D	POE409		
3300	051	P501291	10/15	JONES & COOK OFF	30	172.78	-C	POE731		
3300	068	P501072	10/19	JONES & COOK OFF		211.58		APD956	0-10000-2100	
3300	051	R501704	10/19	JONES & COOK OFF	30	490.00	-C	POE700		
3300	050	P501359	10/19	JONES & COOK OFF	30	490.00	D	POE700		
3300	051	R501570	10/19	JONES & COOK OFF	30	371.56	-C	POE700		
3300	050	P501371	10/19	JONES & COOK OFF	30	371.56	D	POE700		
3300	068	P501291	10/20	JONES & COOK OFF		192.39		APD958	0-10000-2100	
3300	051	R501036	10/20	JONES & COOK OFF	30	9,594.71	-C	POE409		
3300	051	R501696	10/20	MODERN DATA PROD	30	152.00	-C	POE725		
3300	050	P501406	10/20	MODERN DATA PROD	30	152.00	D	POE725		
3300	051	P501406	10/20	MODERN DATA PROD	30	5.75	D	POE725		
3300	051	P501371	10/20	JONES & COOK OFF	30	114.33	-C	POE731		
3300	051	R501036	10/21	JONES & COOK OFF	30	54.08	-C	POE409		
3300	051	R501573	10/21	JONES & COOK OFF	30	453.04	-C	POE409		

Total Pages: 22 This Page: 3 Next Page: ___

FGITRND –
 Detail Transaction
 Activity

Detail Transaction Activity FGITRND 5.0 (PLAY)

COA FY Index Fund Orgn Acct Prog Actv Locn Prd Q Cmt

S 05 110000 410013 6300

Acct	Orgn	Document	Description	Fld	Amount	D/C	
510002	410013	J0500021	Revenue	YTD	200.00	+	
710000	410013	J0500025	cover negative balance	ABD	-11,809.58	-	
710000	410013	J0500023	FY05 Original Budget-Operating	OBD	30,000.00	+	
710002	410013	J0500020	Between Funds	YTD	-225.00	-	
710002	410013	J0500011	test jv sequence	YTD	100.00	+	
710004	410013	J0500011	test jv sequence	YTD	-100.00	-	
710006	410013	J0000004	test	YTD	50.00	+	
713505	410013	J0500018	Correct Expense Account	YTD	-437.50	-	
713510	410013	J0500018	Correct Expense Account	YTD	437.50	+	
730000	410013	J0500023	FY05 Original Budget-Travel	OBD	10,000.00	+	
740000	410013	J0500023	FY05 Original Budget-Capital	OBD	10,000.00	+	
					Total:	38,215.42	+



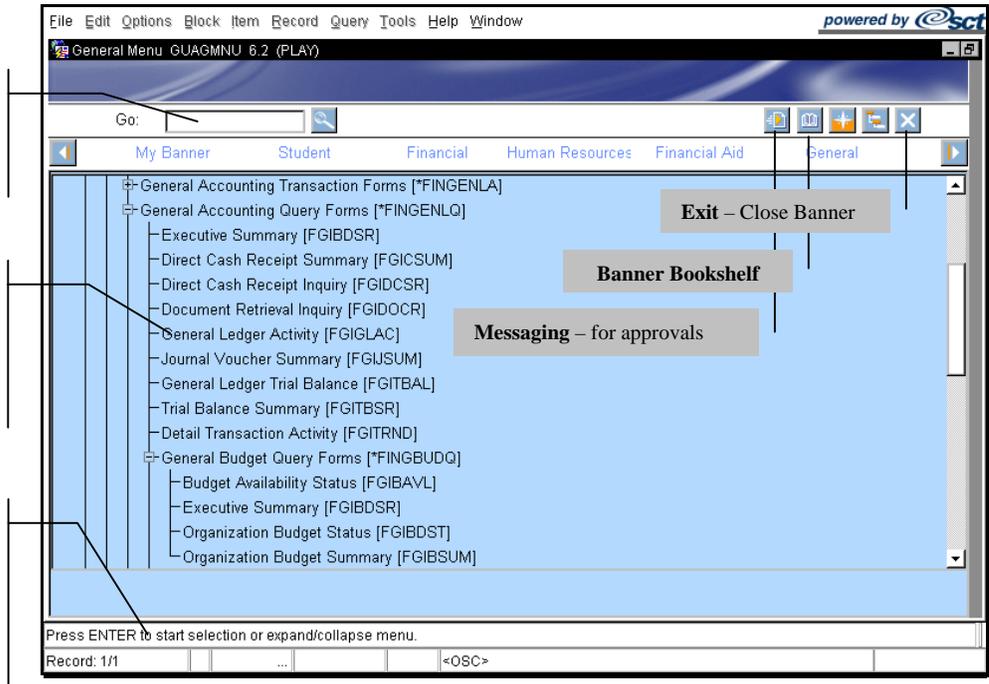
4 NAVIGATION

General Menu

Direct Access – Use this field to go directly to forms and processes. (Searchable)

Menu Tree – forms are divided up by function. To access form, click on title (highlight) and press “Enter” or double click on the title

Status Bar – contains hints and messages depending on your position in a form. Helps determine if you are in query mode or in data entry mode.



Forms

Drop-down Menu – traditional windows style menu with functional and navigational commands

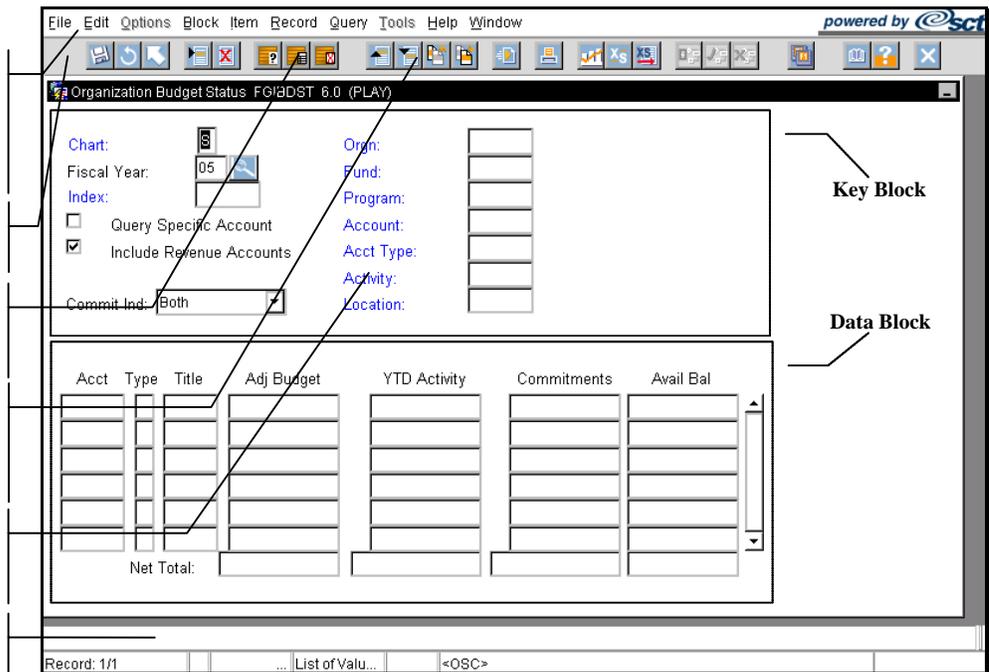
Tool Bar – Navigation and Functional buttons

Query Buttons – Enter Query, Execute Query, Cancel Query

Navigation buttons – Prev. Record, Next Record, Prev. Block, Next Block

Blue Text – Double-click fields reveal value/validation tables

Auto Hint/Status Bar – same as above, provides direction depending on cursor position.



Buttons and Keys



1. Save	F10	9. Previous Record	17. BXS-Add Document	
2. Rollback	Shift+F7	10. Next Record	18. Open Electronic Doc.	
3. Select	Enter	11. Previous Block	19. Workflow Submit	
4. Insert Record	F6	12. Next Block	20. Workflow Release	
5. Delete Record	Shift+F6	13. Messages	21. Show Keys	Ctrl+F1
6. Enter Query	F7	14. Print	22. Bookshelf	
7. Execute Query	F8	15. Graph information	23. On-line Help	F1
8. Cancel Query	Ctrl+Q	16. Xtender Solutions	24. Exit	Ctrl+Q

Other useful command shortcuts:

Duplicate Item	F3	Clear Block.....	Shift+F5
Duplicate Record.....	F4	List of Values	F9
Clear Record.....	Shift+F4	Display Error	F1

Naming Convention

SCT Banner uses 7 character names for all forms, tables and processes. The naming convention helps organize hundreds of forms and processes into logical order determined by character positions. At first, names can seem odd and hard to remember, but once you understand the meaning, you'll be well on your way to learning Banner as a second language.

Position 1 – Identifies the system that owns the table, form, or report.

A Advancement	K Work Management	S Student
B Property Tax	L Occupational Tax/License	T Accounts Receivable
C Courts	N Position Control	U Utilities
D Cash Drawer	O Customer Contact	V Voice Response
F Finance	P HR/ Payroll / Personnel	X Records Indexing
G General	Q Electronic Work Queue	
I Information Access	R Financial Aid	W, Y, Z – Reserved for STC

Position 2 – Identifies the module that owns the table, form or report.

A Accounts Payable	I Investment Management	T Validation form/table
B Budget Development	N Endowment Management	U Utility
C Cost Accounting	O Operations	V Reserved-Can. Solution Ctr.
E EDI	P Purchasing/ Procurement	X Archive/Purge
F Fixed Assets	R Research Accounting	
G General Ledger	S Stores Inventory	

Position 3 – Identifies the type of table, form or report

A Application form	M Maintenance form	T General maintenance
B Base table/Batch COBOL	Q Query form	V Validation form/Table
I Inquiry form	R Rule table, repeating rule table or report/process	

Position 4-7 – Identifies the 4 character name unique to the table, form or report.

Examples

FGIBAVL:

F Finance
G General Ledger
I Inquiry Form
BAVL Budget Available

FGIBDST:

F Finance
G General Ledger
I Inquiry Form
BDST Organization Budget Status



5 FINANCE FORMS

The following forms are used to manage your budget and track account activity. These forms utilize all of the features described in previous sections and can be used to check status, view account detail and create real time reports using the data extract feature to Excel.

Access to account information will be based on the security settings. The security settings will allow you to view accounts related to your area of responsibility.

FGIBAVL – Budget Availability Status

Purpose:

- Budget Checking – Includes reserve items such as requisitions in-process and completed requisition in the approval process as part of Commitments.

- FOAP Codes are required

- Budget by pool

- Not drill-down capable

- Extract to excel

- Use this form while completing requisitions to prevent NSF

Acct	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
710000	Direct Expenditure	18,190.42	-175.00	8,172.28	10,193.14
730000	Travel Expenditure	10,000.00	0.00	0.00	10,000.00
740000	Capital Expenditure	10,000.00	0.00	0.00	10,000.00
Total:		38,190.42	-175.00	8,172.28	30,193.14

1. On Banner main menu, Enter FGIBAVL in direct access field and press ENTER.
2. Enter Account Information:
 - a. Enter Chart “S”, Fiscal year, Fund, Orgn, Account, Program codes.
3. Click Next Block,  (Ctrl+Page Down), to go to data block of the form. The information should automatically populate.

The Available Balance Total on this form includes reservations created by requisition in-process and requisitions that are complete in the approval process in addition to approved and posted requisitions. Displaying this inclusive balance will help you prevent NSF transaction during the requisition process.

FGIBDST – Organization Budget Status

- Purpose:**
- Review budget for all posted items. Items in reserve are not included as part of Commitments.
 - All FOAP Codes are not required
 - Roll-up not available on non-data enterable FOAPAL Code
 - Drill-down capable by column via FGITRND from options menu.
 - Extract to excel
 - Use this form to view budget status.

Acct	Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
710000	E	Direct E	25,000.00	0.00	0.00	25,000.00
710002	E	Consur	0.00	70.00	100.00	-170.00
712502	E	Insur - F	0.00	300.00	0.00	-300.00
730000	E	Travel E	5,000.00	0.00	0.00	5,000.00
740000	E	Capital	10,000.00	0.00	0.00	10,000.00
Net Total:			40,000.00	370.00	100.00	39,530.00

1. On Banner main menu, Enter FGIBDST in direct access field and press ENTER.
2. Enter Account Information:
 - a. Enter Chart “S”, Orgn, Fund, Program Account, codes.
 - b. You can enter all FOAPAL codes to get specific information or you can get status from a single FOAPAL code. Use the account hierarchy (top level/lower level codes) to view detail or summary of FOAPAL codes.
3. Click Next Block, (Ctrl+Page Down), to go to data block of the form. The information should automatically populate.

Tip: If *Include Revenue Accounts* is checked, the net total for *Available Balance* will not display. Uncheck *Include Revenue Accounts* to show net total for *Available Balance*.

The balance on this form will not tie to the one found on FGIBAVL because this form does not take into account reservations created by requisition in-process and completed requisition in the approval process. Only requisitions that have been approved, completed and posted are included in the commitments column of this form.

Drill-Down Options

In the **FGIBDST** form you have a variety of drill-down forms to choose from. The FGITRND form can be especially useful for view detail information.

Queries for the **FGITRND** form can be created simply by moving the cursor to different fields or columns on FGIBDST and accessing the FGITRND form through the options drop-down menu. Once loaded the FGITRND form will automatically display information based on the search criteria specified by the location of the cursor.

Example: Selecting the total commitment balance field will only show encumbrance and reservation types that make up the balance in that field. Selecting a value within the column will show you detail on a specific account.

- Options
- Block Item Record Query Tool
- Budget Summary Information [FGIBSUM]
- Organization Encumbrances [FGIOENC]
- Transaction Detail Information [FGITRND]
- Format Display Preferences

In the options menu you can go to:

Drill-Down Options,
continued

FGIBSUM-Budget Summary Information:

Account Type	Adj Budget	YTD Activity	Commitments	Avail Bal
Revenue				
Labor				
Expenditures	40,000.00	370.00	100.00	39,530.00
Transfers				
Net:	-40,000.00	-370.00		
Revenue minus (Labor + Expense + Transfer)				
Total Commitments:			100.00	

This form displays the highest level of budget activity for a given organization and fund code.

FGIOENC – Organization Encumbrances:

This form shows a list of all outstanding commitments that have been completed, approved and posted. This list is by document and can be used for queries.
–see additional information below.

FGITRND – Transaction detail Information:

This form displays all detailed activity for given account codes. This form can be used with data extract function to facilitate reporting and reconciliation of account.
–see additional information below.

Format Display Preferences controls the way data is displayed and is user defined.

FGITRND – Detail Transaction Activity

- Purpose:**
- To view detail activity that includes all posted documents. (FRS Screen 023)
 - Queries can be performed on all columns.
 - All FOAP Codes are not required
 - Query all
 - Drill-down capable via FGIDOCR from options menu.

Acct	Orgn	Document	Description	Fld	Amount	D/C
710002	400002	0000031	Jones & Cook Stationers	YTD	70.00	+
712502	400002	0000030	Allposter.Com	YTD	300.00	+
Total:					370.00	+

1. On Banner main menu, Enter FGITRND in direct access field and press ENTER.

- Extract to excel
- Use this form to view documents that make up the balance in an account

2. Enter Account Information:
 - a. Enter Chart "S", Fund, Orgn, Account, Program codes.
 - b. You can enter all FOAPAL codes to get specific information or you can get status from a single FOAPAL code. Use the account hierarchy (top level/lower level codes) to view detail or summary of FOAPAL codes.
3. Click Next Block,  (Ctrl+Page Down), to go to data block of the form.
4. Click Execute Query,  (F8), to display all data specified in key block. Enter additional search criteria to limit records for specific transactions.

When this form is accessed from FGIBDST, the FOAPAL information from the previous form will populate this form and execute the query for you. The data will automatically display. To change any of the search criteria click on Rollback,  to return to the key block. Repeat steps 2-4 to display new information.

FGIOENC – Organizational Encumbrance list

- Purpose:
- Review posted commitments
 - All FOAP Codes are not required
 - Roll-up not available
 - Drill-down capable by column via Document Type Inquiry from options menu.
 - Extract to excel
 - All fields are searchable.
 - Use this form to view a list of commitments.

1. On Banner main menu, Enter FGIOENC in direct access field and press ENTER.
2. Enter Account Information:
 - a. Enter Chart "S", Fiscal year, Fund, Orgn
 - b. Use the data enterable account codes only (lowest level).
3. Click Next Block,  (Ctrl+Page Down), to go to data block of the form. The information should automatically populate.

When this form is accessed from FGIBDST, the FOAPAL information from the previous form will populate this form and execute the query for you. The data will automatically display. To change any of the search criteria click on Rollback,  to return to the key block. Repeat steps 2-3 to display new information.

FGIENC D – Detail Encumbrance Activity

- Purpose:**
- Review a single posted commitment
 - Drill-down capable. From activity block, select document code and view document’s detail by going to document type inquiry form via options menu.
 - Extract to excel
 - Use this form to view commitment detail.

Trans Date	Type	Doc Code	Action	Trans Amount	Remaining Bal
22-AUG-2005	PORD	P0600017		170.00	170.00
22-AUG-2005	INEI	I0000031		-70.00	100.00

1. On Banner main menu, Enter FGIENC D in direct access field and press ENTER.
2. Enter Document number:
 - a. If you don’t know the document number, click on the search icon. This will open *FGIENC B Encumbrance list*. This will retrieve all document numbers. Select a document or perform a query.
3. Click Next Block, (Ctrl+Page Down), to go to data block of the form. The information should automatically populate.
4. Use the scroll bar to view different sequences/activity of the encumbrance.

Tip: Accessing this form from *FGIOENC Organization Encumbrance List* will automatically enter the chosen document and display detail information.

Account Classification Help

If at any time you need to verify the type of account, you can use 2 different forms to help you determine proper classification.

The first types of forms are the *Chart of Account Hierarchy Query* forms. These forms will show where the account lies in the roll-up sequence.

Hierarchy Query forms:

- FTIFNDH – Fund Hierarchy Query
- FTIORGH – Organization Hierarchy Query
- FTIAC TH – Account Hierarchy Query
- FTIPRGH – Program Hierarchy Query

The second form is the *Code Validation* tables. These forms will give you a complete listing of accounts.

Account Validation Forms:

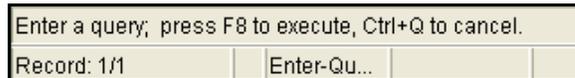
- FTVFUND – Fund Code Validation
- FTVORGN – Organization Code Validation
- FTVACCT – Account Code Validation
- FTVPROG – Program Code Validation



6 QUERY METHODOLOGY

The query function is a powerful and simple tool available for information retrieval. Most forms in Banner allow end users the ability to query. Some forms, when accessed, begin in query mode. On other forms you will have to tell Banner you wish to use the form for queries.

To do this you have to click on the Enter Query icon,  (F7), before any data entry. Look at the status bar at the bottom of the Banner form to determine if the form is in data entry mode or has opened in query mode, ready to execute a query. The following message will display:



The Banner Loop

If for some reason you cannot access the query function for a particular form, this usually means that data entry has occurred in one or more of the form fields. The form has to be cleared to start over. This will take you out of data entry mode from which you can now select query mode. Often times this type of action will occur and will cause users to fall into what is informally called a “Banner loop”.

Exiting the loop can be done by closing the form using the Exit icon,  (Ctrl+Q), and then re-accessing the form. If you can not exit the form you will have to clear the field, or block from which you are in by using the Item drop down menu, *Item Clear* or Record drop down menu, *Record Clear* function. Once the record has cleared you can press Rollback,  (Shift+F7). This should take you out of the “Banner loop”

Even though Banner has a graphical user interface (GUI) similar to others we have become accustomed to, navigation functions are not as open as other systems. Banner is based on a highly structured database with rules that allow order and maintenance to occur. Banner GUI is still bound to these rules and will borrow from them functions and procedures. Examples of this can be found in the Rollback and Commit (Save) function and can be seen in the layout of forms of which contain Key Blocks and Data Blocks or Records and Items. Once you understand database concepts and how these concepts operate within Banner, navigation and operation become easier and less frustrating.

Query Functions

Use the following functions to perform queries.

1. Enter Query



Begins the query process. This will open all searchable fields of a form. To verify form status, review the status bar at the bottom of the form.

2. Execute Query



Searches database and returns records that match criteria specified in the form fields. This is available only in query mode.

3. Last Criteria



(click twice)

This function returns the last query criteria performed. To access this function press F7 (Enter Query) twice or select from the drop down menu.

4. Cancel or Exit

 To cancel the query function you can select the Exit icon or Cancel Query icon. This will clear the form and return the form to data entry mode. If you use the exit button and select it more than once you will exit out of the form.

5. Count Query Hits
 (Shift+F2)
 This function counts the number of records returned. This is a handy function when the records returned exceed the amount displayed. The status bar updates as you scroll through the records. This function will give you the count with out having to scroll through all of the records.

6. Fetch Next Set
 This function displays the next set of records available.

Using Wildcards

The wildcards that Banner recognizes are:

- % (percentage sign) = represents any number of unspecified characters.
- _ (underscore) = represents one occurrence of an unspecified character.

To get these results Enter this criteria

All forms that start with "F"	F%
All forms that have "Budget" in the description	%Budget%
All forms that end with "MNU"	%MNU
All forms that start GUA & end with MNU	GUA_MNU
All forms that have "U" as the second letter	_U%

Date Queries

The following information is an excerpt from Banner bookshelf Finance User Guide Vol. 1, Chapter 2, *Using SCT Banner*, page 2-80. For more information on queries refer to *Querying Information* on page 2-75

Queries done using date information have additional factors to consider.

Centuries in the Year

You must specify all four digits for a year when you query on a date field. For example, enter 26-JUN-2002, not 26-JUN-02. If you omit the century, zeros are entered for the century. In this example, if you enter 26-JUN-02, Banner expands the date to 26-JUNE-0002, not 26-JUN-2002.

Fiscal year queries and grant year queries are exceptions:

- For a specific fiscal year or grant year, you must enter two digits for the year, not four digits. A century of 20 is automatically used for years 00 through 49. A century of 19 is automatically used for years 50 through 99.
- For a range of fiscal years or grant years, use an extended query.

Dates and Time Stamps

Banner stores most dates with a time stamp. You don't see the time stamp, but its part of the date record and can affect the results of a query. When you include a date in your query criteria, Banner often adds the time **00:00:00** to the query criteria. You probably won't get any matches with this timestamp, resulting in the message **Query caused no records to be retrieved. Re-enter.**

- Click on the COA field and enter “S”, tab to Account Code field and enter “7%”, tab to Data Entry column and enter “Y”. Press Execute Query, (F8) to display results.

Account		Data		
COA	Code	Title	Type	Entry
S	7%			Y

- The result will display all accounts that are from Chart “S” and begin with 7, that are data enterable.

Account	Data	Int	Effective	Termination
COA Code Title Type Entry C S Type Date Date				
S 710002 Consumables 71 Y		A 70	01-SEP-2003	
S 710004 Fuels & Lubricants 71 Y		A 70	01-SEP-2003	
S 710006 Promo Items 71 Y		A 70	01-SEP-2003	
S 710008 Chemicals And Gases 71 Y		A 70	01-SEP-2003	
S 710010 Food Purchased 71 Y		A 70	01-SEP-2003	
S 710012 Uniforms 71 Y		A 70	01-SEP-2003	
S 711502 Subscriptions 71 Y		A 70	01-SEP-2003	
S 711504 Books 71 Y		A 70	01-SEP-2003	
S 712002 Membership Dues 71 Y		A 70	01-SEP-2003	
S 712004 Registration Fees 71 Y		A 70	01-SEP-2003	
S 712502 Insur - Property 71 Y		A 70	01-SEP-2003	
S 712504 Insurance Premium 71 Y		A 70	01-SEP-2003	
S 712506 Employee Bonds 71 Y		A 70	01-SEP-2003	
S 712508 Insurance-Auto 71 Y		A 70	01-SEP-2003	
S 712510 Insurance-Prof Lia 71 Y		A 70	01-SEP-2003	
S 712512 Insurance-Liab 71 Y		A 70	01-SEP-2003	

Consumables account code is 710002.

By Title/Description

Steps 1 – 3 are same as above.

- Enter “S” in the COA field, tab to the title field and type “%Cons%”. Click on Execute Query, (F8), to display results.

Account		Data		
COA	Code	Title	Type	Entry
S		%Cons%		Y

- The result will display all accounts that are from Chart “S” and contain “Cons” within any part of the tile and that are data enterable

By Title/Description,
continued

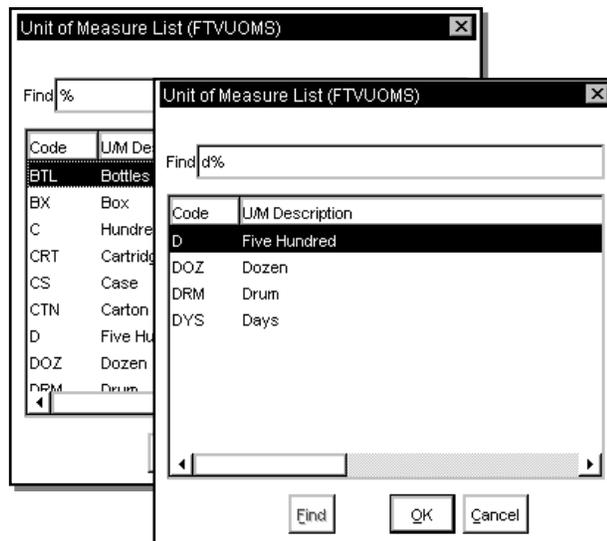
COA	Code	Title	Type	Entry	C	S	Type	Int	Effective Date	Termination Date
S	110046	COC-Unexp-MV Constru	11	Y			A	10	01-SEP-2003	
S	110047	COC-Unexp-New Const	11	Y			A	10	01-SEP-2003	
S	195810	Construction in Progres	1B	Y			A	10	01-SEP-2003	
S	211010	Constr Retainage	21	Y			A	20	01-SEP-2003	
S	710002	Consumables	71	Y			A	70	01-SEP-2003	
S	714525	Consultant Services	71	Y			A	70	01-SEP-2003	
S	770005	Consultant Services	77	Y			A	70	01-SEP-2003	
S	770025	Constr Buildings	77	Y			A	70	01-SEP-2003	
S	770040	EDA-Constr Building	77	Y			A	70	01-SEP-2003	
S	770050	Misc Constr Expense	77	Y			A	70	01-SEP-2003	

Tip: When using the title or description as part of search criteria, be sure to take into account proper text case. For the majority of descriptions, text is used with title case, 1st letter upper case followed by lower case text. There are some places in Banner where data entry defaults to upper case. For these fields, case is not part of search criteria.

List of Values Table

List of value tables are windows that hold data for specific fields selected by the user. When ever there is blue text by a data field this means that the field is searchable by double clicking in the field. This opens up a list of values table or validation table.

1. In the LOV table use the *Find* field to drill-down to specific information.
2. Enter the first character in search criteria. Click “Find”.
3. Add additional character to narrow down the list of matches.
4. Once you find the code you wish to use, click on it and the LOV table will close populating the previous form with selection.





7 DRILL-DOWN REPORTING

What is the Drill-Down concept?

The drill-down concept is the ability of taking summary information and finding specific transactions related to what you are looking for. This concept has been used in the development of the account structure to facilitate a high degree of detail in recording and reporting financial transactions. This concept is also prevalent in the flow from one form to the next. You can use the first form to view summary information, then select a summary item and view detail transactions that make up the summary. From the detail transaction you can view individual items that make up the transactions. This concept enables you to start with the highest level of summary and end up with the lowest level of break down.

Account Hierarchy

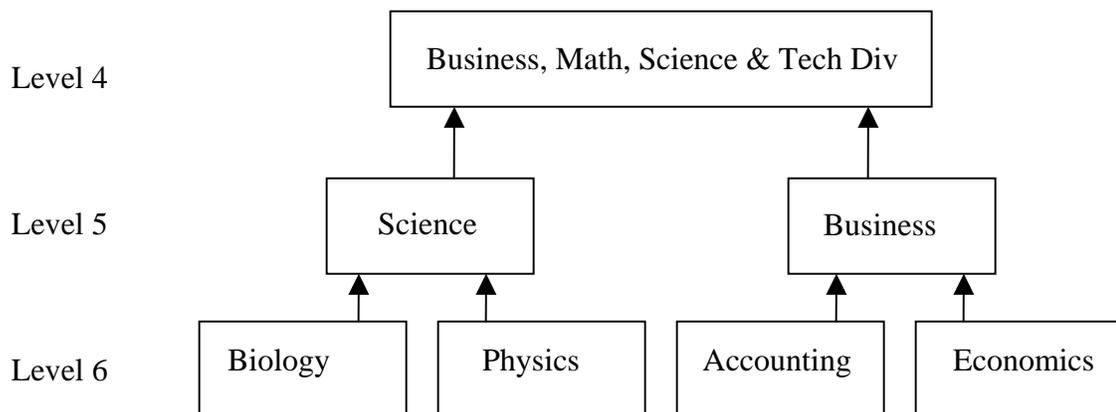
SCT Banner follows a hierarchy, rule-based structure within its chart of accounts.

Fund	Five Hierarchy Levels
Organization	Eight Hierarchy Levels
Account	Four Hierarchy Levels
Program	Five Hierarchy Levels
Location	Four Hierarchy Levels

From within these hierarchies, vast amounts of information can be recorded and grouped into quantifiable units useful in all aspect of reporting.

Example

Organization Hierarchy Levels





8 EXTRACTING DATA TO EXCEL

Overview

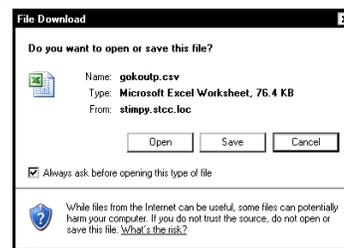
Internet native Banner will allow you to extract information from forms to a file. Once the information is in a file, this can be used to setup spreadsheets, graphs or other reporting. To tell whether the form displayed is activated for extract function, look under the Help menu. You will see the extract data with key, extract without key. If these two items are grayed out, then this function is not available for this form.

Extract Data Steps



Steps to extract information:

1. Go to the Help Menu and select *extract data with key* (block) or *extract data no key* (block).
2. A window will prompt you to open or save the document.



3. Save the document to a known location.
4. Once document is saved you can open the *.csv file in Excel.
5. Save the File as an Excel file format, *.xls.

Optional: You can preserve any formatting done to spreadsheets by first opening the extract data in Excel then saving the file as an *.xls file

