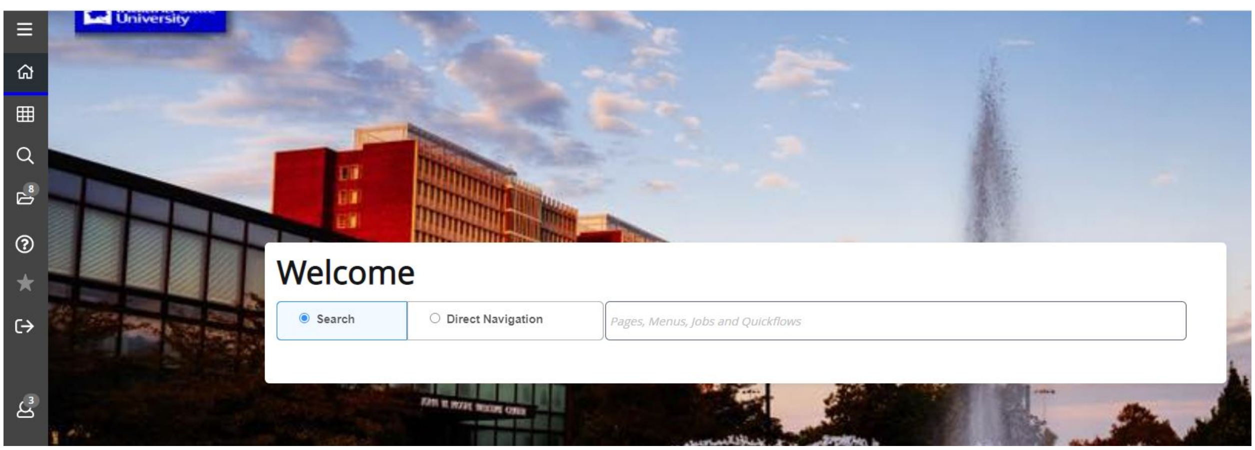
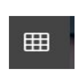
BANNER FINANCE BUDGET MANUAL
Accounting Access Menu –Budget (FGIBDST)

DEPARTMENTAL USERS MENU

Below is the first screen that will appear after signing onto Banner.



To access the Department User's Menu, click the  icon located in the toolbar.

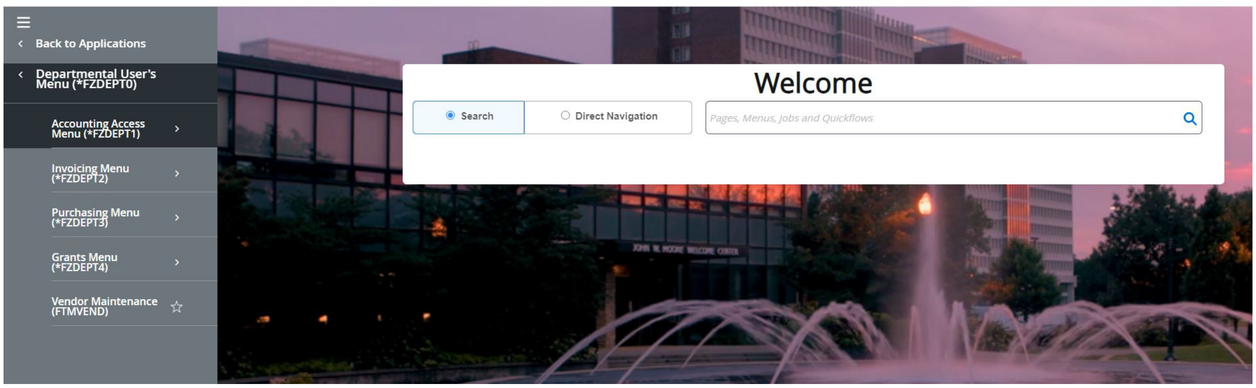
1. Select Banner
2. Select Finance System Menu, (which is the third selection down).
3. Select Departmental User's Menu

If the user knows the page name, they can type it directly into the Search box in the middle of the page. The user simply needs to type the desired page (e.g. FGIBDST) in the Search field, then hit enter.

Below is the **Departmental Users Menu**. The options available consist of the following:

1. **Accounting Access Menu**
2. **Invoicing Menu**
3. **Purchasing Menu**
4. **Grants Menu**
5. **Vendor Maintenance**

Simply click the desired menu to select it.

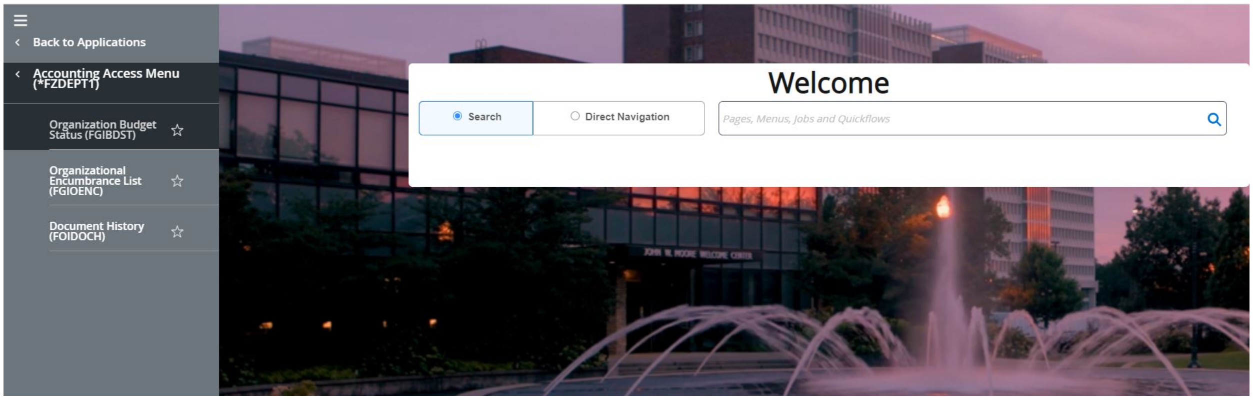


ACCOUNTING ACCESS MENU

The Accounting Access Menu listed below consists of the following three options:

1. Organization Budget Status Page (FGIBDST)
2. Organizational Encumbrance List Page (FGIOENC)
3. Document History Page (FOIDOCH)

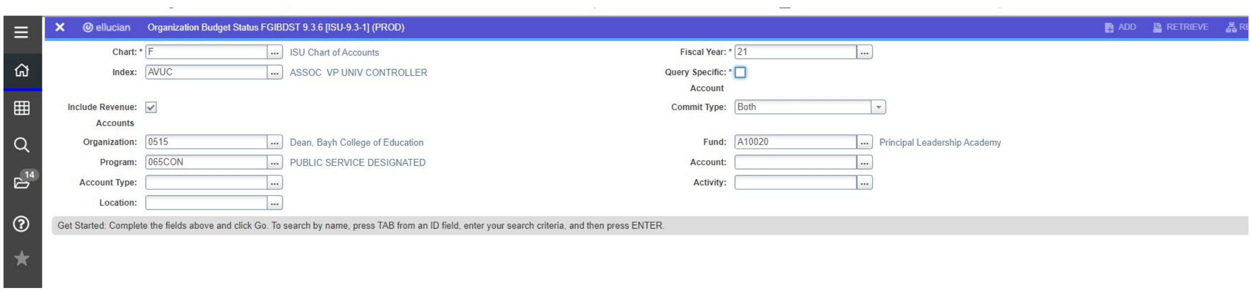
This document will cover the Organization Budget Page (FGIBDST).



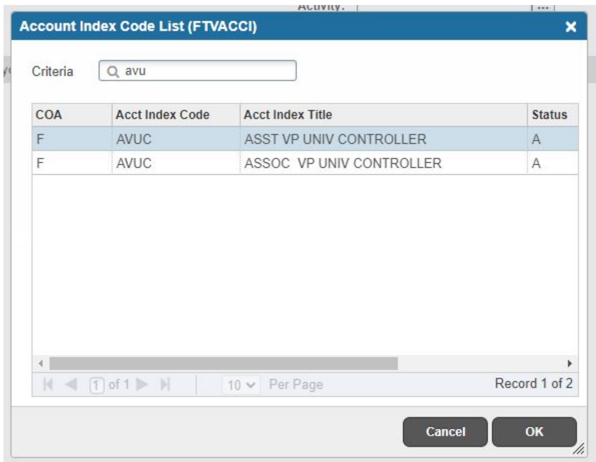
1. Organization Budget Status Page (FGIBDST)

The Organization Budget Status Page provides summary information for a particular index, detailing information for each account code. This page provides information related to Adjusted Budget, Year-to-Date (YTD) Activity, Commitments, and Available Balance for all account codes within a given index.

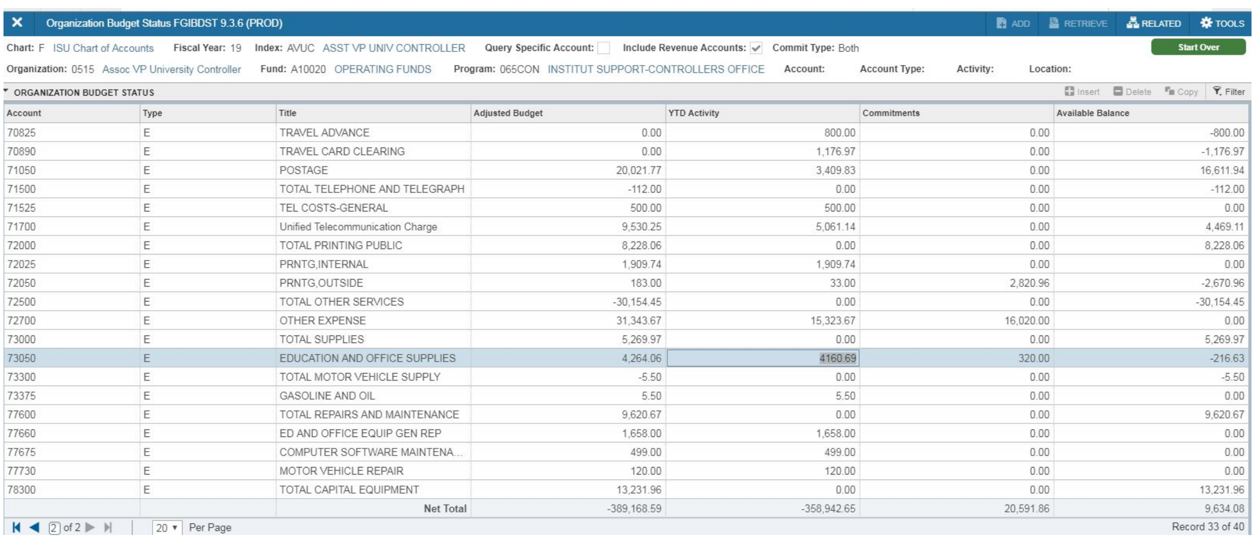
- Always make sure the Chart indicator is ‘F’, which is the ISU Chart of Accounts.
- The current fiscal year should default when the user enters the page. To view historical information, the fiscal year field can be changed to a prior year.
- This screen is populated by entering an Index, which is a shortcut that identifies the FOAPAL (**F**und, **O**rganization, **A**ccount, **P**rogram, **A**ctivity, and **L**ocation) for a Department’s account. Once the desired index is entered, tab through the remaining boxes to populate those fields.



To move to the Index field, simply click on the blank box by index or tab down to the blank box by index. To view a list of all indexes and have the ability to perform an index search, click twice in the Index Field or click on the  beside the Index Field. This will bring up a search box. You can search by a portion of the index if known or the index title.



After entering the desired index, click on the GO button at the top right of the page or press ALT and Page Down simultaneously. The financial data will populate as shown below:



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
70825	E	TRAVEL ADVANCE	0.00	800.00	0.00	-800.00
70890	E	TRAVEL CARD CLEARING	0.00	1,176.97	0.00	-1,176.97
71050	E	POSTAGE	20,021.77	3,409.83	0.00	16,611.94
71500	E	TOTAL TELEPHONE AND TELEGRAPH	-112.00	0.00	0.00	-112.00
71525	E	TEL COSTS-GENERAL	500.00	500.00	0.00	0.00
71700	E	Unified Telecommunication Charge	9,530.25	5,061.14	0.00	4,469.11
72000	E	TOTAL PRINTING PUBLIC	8,228.06	0.00	0.00	8,228.06
72025	E	PRNTG,INTERNAL	1,909.74	1,909.74	0.00	0.00
72050	E	PRNTG,OUTSIDE	183.00	33.00	2,820.96	-2,670.96
72500	E	TOTAL OTHER SERVICES	-30,154.45	0.00	0.00	-30,154.45
72700	E	OTHER EXPENSE	31,343.67	15,323.67	16,020.00	0.00
73000	E	TOTAL SUPPLIES	5,269.97	0.00	0.00	5,269.97
73050	E	EDUCATION AND OFFICE SUPPLIES	4,264.06	4160.69	320.00	-216.63
73300	E	TOTAL MOTOR VEHICLE SUPPLY	-5.50	0.00	0.00	-5.50
73375	E	GASOLINE AND OIL	5.50	5.50	0.00	0.00
77600	E	TOTAL REPAIRS AND MAINTENANCE	9,620.67	0.00	0.00	9,620.67
77660	E	ED AND OFFICE EQUIP GEN REP	1,658.00	1,658.00	0.00	0.00
77675	E	COMPUTER SOFTWARE MAINTENA...	499.00	499.00	0.00	0.00
77730	E	MOTOR VEHICLE REPAIR	120.00	120.00	0.00	0.00
78300	E	TOTAL CAPITAL EQUIPMENT	13,231.96	0.00	0.00	13,231.96
		Net Total	-389,168.59	-358,942.65	20,591.86	9,634.08

2 of 2 20 Per Page Record 33 of 40

The Index, FOAPAL, and Fiscal Year will be shown at the top of the page. This page also lists each account that has been used for the fiscal year selected. The description, the budget amount, year-to-date revenue/expenses, commitments, and available balance are also displayed.

The Net Total on this page is the total for all accounts on all pages. See the Net Totals section for information regarding totaling. See the Navigation on Budget Screen section for page navigation instructions (page 5).

Account:

The University has created a list of account codes for reference that can be found on the Controller's Office webpage (www.indstate.edu/controller), under Departmental Accounting, and Account Codes.

Account numbers are organized as follows:

- 50000-59999 Revenue Accounts
- 60000-69999 Salary and Benefit Accounts
- 70000-79999 Supplies, Expense, Repairs & Maintenance Accounts
- 80000-89999 Transfer & Budget Pool Accounts

Not all indexes will use every type of account code.

Title:

The account code title gives a brief description of what that account code represents.

Adjusted Budget:

The adjusted budget column represents the original budget plus any adjustments that have been made to the budget during the fiscal year.

YTD Activity:

The YTD Activity column represents the fiscal year-to-date activity for each account (revenue received and expenses incurred).

Commitments:

The commitment column represents funds that have been encumbered on a requisition, purchase order or travel authorization. To "encumber" means that the funds have been set aside for a particular purchase or trip.

Available Balance:

The available balance is a calculated field representing the budget remaining in an account. The formula is calculated as below:

Adjusted Budget - YTD Activity - Commitments = Available Balance

Net Total:

When calculating the Net Totals on the Organization Budget Status screen, Banner treats revenues as a positive dollar amount and expenses as a negative amount. All Current Operating indexes (indexes with A10020 funds) will show a Negative total for the Adjusted Budget column. This is not a problem! There are generally no revenues in current operating accounts; therefore, the negative total indicates there are more expenses budgeted than revenues. The same is true for the YTD Activity column. The Commitments column is treated as a positive number by Banner in the Net Total line. On the Available Balance column, a negative balance in the Net Total line is truly a negative balance and should be cause for concern.

Navigation on Budget Screen (FGIBDST)

The Budget screen will default to 20 records per page. The number of records per page is shown at the bottom left of the screen, and the total records is shown at the bottom right. The number of records shown can be changed to a maximum of 50 per page. If there are more than 50 account numbers on the budget screen, the page navigation will need to be used to review the rest of the budget.

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The Start Over button, located in the top right corner, will take the user back to the Index entry screen.

A. Budget Detail –Detail Transaction Activity (FGITRND)

There are two methods that can be used to view the detail that makes up the amounts on each account code

1. Using the mouse, click on any dollar amount in the Adjusted Budget, YTD Activity or Commitments column and select F3 on the keyboard. This will bring you to the Transaction Detail Activity screen for that specific column. If a user clicks on the account number, they will get the detail from all three columns on one screen. This way of viewing the activity may be confusing, and it can be easier to understand the detail if the user selects a dollar amount under one of the three columns listed above instead.

OR

2. Using the mouse, go to the Related button 

at the top right of the page and then select Transaction Detail Information (FGITRND).

This will also take the user to the Detail Transaction Activity (FGITRND) screen.

Here the user can view the transaction date, the Document Code, the transaction description, and the transaction amount. This page will display all transactions for this account for the entire fiscal year. The page navigation is the same for this screen, with the default count of 20 per page.

When reviewing the Detail Transaction Activity Form (FGITRND), there are Field Code indicators to determine the type of transaction to be reviewed. These field codes are as follows:

a) YTD - Revenue or Expense
b) ENC - Encumbering or Liquidation of a Purchase Order
c) RSV - Encumbering or Liquidation of a Requisition
d) OBD - Original Budget entries
e) ABD - Adjusted Budget entries

The data can be sorted by clicking on the column names 

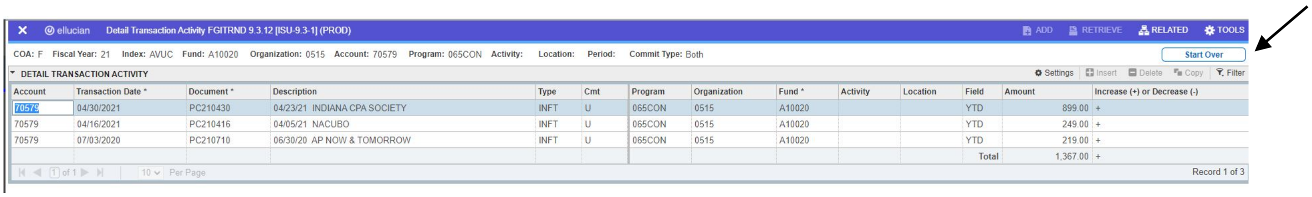
and the arrow will indicate the direction of the sort. Numbers are sorted highest to lowest or lowest to highest, dates are sorted newest to oldest or oldest to newest and documents and descriptions are sorted alphabetically or in reverse alphabetic order. The user can also re-arrange columns by clicking on the column name and dragging and dropping to a different location. You can save the changes by clicking on the settings button. See Banner User Preference document. The columns can be re-sized by moving the mouse on the line between the columns and waiting for the <||> symbol to appear and then dragging it larger or smaller.

What if the user wants to see the transactions for every account code in the YTD activity column?

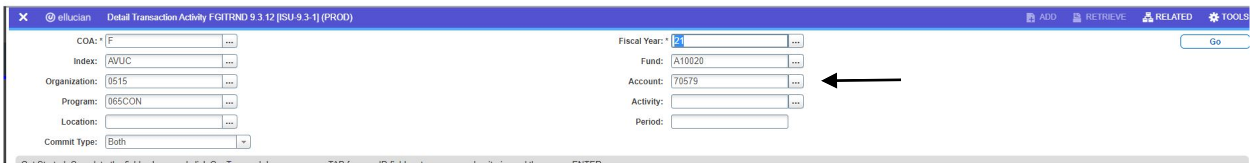
To view the YTD transactions for every account code within an index the user will need to select one dollar amount on the main budget page and go to the Detail Transaction Activity Screen using one of the two methods above.

If the user decides at that point that they want to see all the YTD transactions for the Index and not just one account code they can do the following:

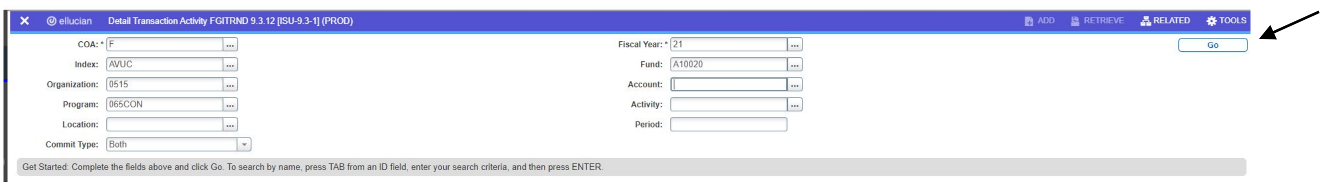
1. Select the **START OVER** button on the DETAIL TRANSACTION ACTIVITY PAGE (FGITRND).



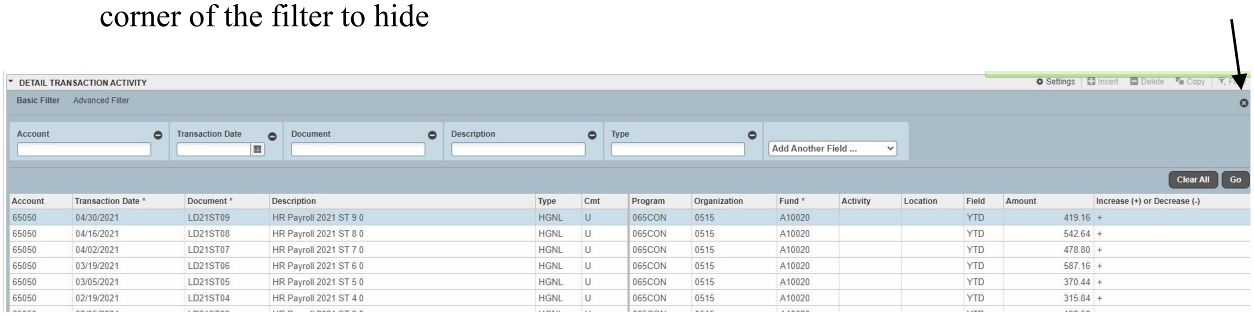
2. Remove the account code from the account code field.



3. Once the account code has been removed, click the **GO** button.



4. This will then bring up all YTD transactions for every account code for the index. A filter field will come up. Close the filter field using the small X in the top right hand corner of the filter to hide



Please keep in mind that if a dollar amount was selected from the adjusted budget column, the YTD column or the Encumbrance column before the user went into the Detail Transaction Activity page, all of the detail would be from that specific column

Exporting from a Budget Screen

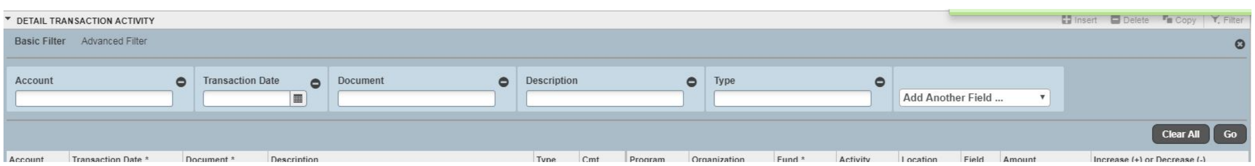
All of the detail from the Budget Status Screen or the Detail Transaction Activity Screen can be exported into Excel by going to TOOLS and selecting Export. The Export will be to an Excel file.

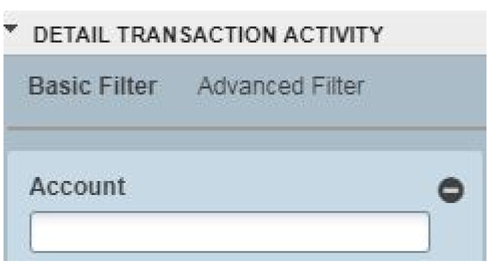
B. Using Filters (Queries)

Once all the transactions for the index have been brought up a search can be conducted to find specific information. These searches are referred to as FILTERS in Banner 9.

Click on the word Filter, located under the Start Over button.

This will bring up the filter box.





Please notice that there is a **Basic Filter** and an **Advanced Filter**. The user will always be in the basic filter when the filter is selected. A % will act as a wildcard when using filters. The search boxes for the basic filter in Banner are as follows:

Account

- If the user has selected a specific account, they will not need to use this filter.

Transaction Date

- In the basic filter, the user can only search on a specific date.

Document

- Under document, the user can look for a specific document or a type of document.
- If the user wanted a specific document, they would enter the entire document code (PC191123) or as much of it as was known with the wild card (PC1911%).
- If the user wanted to see all of the procard documents, for instance, they would use PC% in the document box. That would bring up all documents that started with the letters PC.
- See the Banner Document Code Reference for a list of the document naming conventions for the most common types of Banner documents.

Description

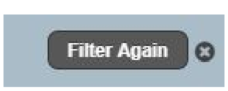
- Remember this is a case sensitive search.
- Use the wild card (%) as needed.
- Examples: If the user wanted to look up an invoice for Leslie Brown, they could look up I0% in the document code or could look up the last name in the Description. Leslie Brown will show up as Brown, Leslie. If the user searched for %Brown%, this should bring up anyone with the last name of Brown. However if the user wanted Guy Brown, the document has the description entered in upper case, so they would need to look for %BROWN%.

Add Another Field

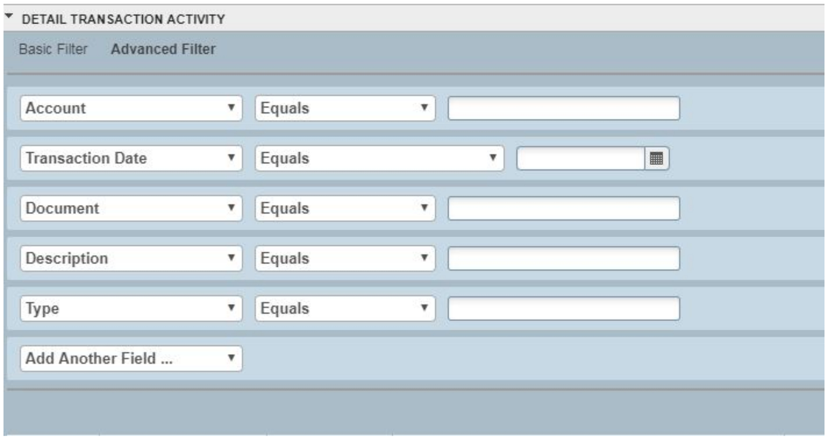
- Additional fields not shown are available in the basic filter from the Add Another Field dropdown box.
- To search for an amount click by the drop down arrow on Add another field and select amount.

  If the user is looking for a credit under the YTD column they will need to use a – before the dollar amount. If searching for a debit then just enter the number. Again, if the user does not know the specific amount they can use the wildcard (%).

Notice in the gray filter field it shows what active filter (left side) the user has selected. If the user wants to clear the filter and look at all the activity again, they would select Clear All. If they wanted to change the filter, they would select Filter Again (right side).



Advanced Filter



The Advanced Filter has more features than the basic filter. Notice that there are more sections in the advanced filter. The user can choose options from the middle fields (default displays "Equals") by clicking the down arrow. These options give the ability to search within ranges for dates and amounts and various other methods for filtering text and numbers. If the user wanted the specific transactions in a month they would select Transaction Date Between the first calendar day of the month and the last calendar day of the month.

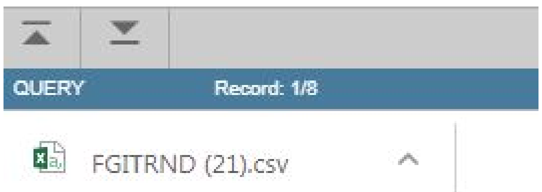
C. Banner Document Code References

Document Code Begins With	Document Found In	Document Description
I0	YTD Activity	Invoices
PC	YTD Activity	Procurement Card Transactions
TR TV	YTD Activity	Travel Reimbursements Travel Cash Advance
IV	YTD Activity	Intramural Vouchers
J	YTD Activity or Commitments	Journal Vouchers
CM	YTD Activity	Central Mail Charges
TEL	YTD Activity	Telecommunications Charges
CS	YTD Activity	Cash Deposits
LD or F	YTD Activity	Payroll Feeds
BP	Adjusted Budget	Budget Clean-Up Feed (moves budget between pool & expense accounts)
BA	Adjusted Budget	Budget Advice (moves budget between accounts and/or indexes)
OB	Adjusted Budget	Original Budget
CF	Adjusted Budget	Carryforward Budget
ER	Adjusted Budget	Encumbrance Roll (from prior year)
R	Commitments	Requisition
P0	Commitments	Purchase Order
TA	Commitments	Travel Authorization (Chrome River)
PT, ST, FT, OT, MT	Commitments	Travel Authorization (Manual)

D. Tools Menu

Exporting Banner Data to Excel

Under the Tools button there is a feature called Export. This will allow the user to export the data on the screen to an Excel document. Simply click on export and a file should pop up at the bottom of the screen. If the user clicks on the file, it will open up and the data will be in excel.



Printing Banner Data

Under the Tools button there is a feature called Print. This will bring up a print preview for the user to look view. If the user does not see the data, it will not be printed. The user may need to re-size columns or re-arrange columns to get the data that they want printed to show up on the print preview.