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General Information

Banner 8.x Upgrade

Banner 8 has the same look and feel as Banner 7. Most forms remain the same but some have added or changed functionality. One of the major functional changes in Banner 8.1 is the internationalization of the data. This requires the character set conversion of all Banner data to UTF-8, which is a global data standard. As a result of the UTF-8 data conversion, the length of the name, address, and currency fields will increase. Some forms replaced the Options frame with Tabs for improved navigation.

Log On/Off – INB & SSB

Log On:
1. Open Internet Explorer to access Banner.
2. Navigate to http://www.fisk.edu/banner
3. Enter in your user id and password into the security box. This ID is the same one you use to log into your computer on campus.
4. Click the Banner INB and/or Banner SSB link which will open into a new window.
   a. INB –
      i. Enter in your Banner User ID assigned by ITS when you complete a security request and your password.
      ii. Click “Connect”.
   a. SSB –
      i. Click on the “Web Self Service” link.
      ii. Enter in your Banner ID or your SSN (9 digits) and your Banner Pin (6 digits).
      iii. Click “Login” button.

Log Off:
1. INB – Click the Black “X” in the navigational bar until the system asks you if you “Are you sure you want to exit this Banner session?” and then choose “Yes”.
2. SSB – Click “EXIT”

Notes:
- INB and SSB have two separate logins and passwords.
- SSB SSN option only works if you SSN has been entered into the biographical tab in Banner INB Form SPAIDEN.
- Access to both INB and SSB is given using a security request form.
Password Change – INB

1. In the “My Links” Section, choose “Change Banner Password”
2. Your “Oracle User ID” is prepopulated with the ID you used to log into Banner.
3. Enter in your current password in the “Oracle Password” box.
4. Skip over the “Database” box, leaving it blank.
5. Enter in your new password in the “New Oracle Password” box.
6. Enter in your new password again in the “Verify Password” box.
7. Click on the save icon (looks like a floppy disk).

PIN Change – SSB

1. Click on the “Personal Information” Tab or the link on the Main Menu.
2. Click on the “Change your PIN” option.
3. Enter in your current PIN into the “Enter Old Pin” box.
4. Enter in your new PIN into the “Enter New Pin” box.
5. Enter in your new PIN again into the “Re-enter New Pin” box.
6. Click on “Change PIN” button.

Toolbar – INB

Security

Security for Finance Budgets is a two part process. The Business Office must grant you access to specific finance options and your specific ORG. The ITS office assigns the security classes for budget to access the forms in INB banner. If you currently use SSB, you will have access to the same toolset as in INB but the ability to pull reports, etc will be a bit different.
1. When the cursor is in the Go To box, you can either type a form name in or use the Up and Down Arrow keys to scroll through the forms already accessed in the current session.
2. The My Banner menu is a menu that you set up to include the forms that you use most often.
3. The Banner menu is a list of all the product menus (i.e Student, Finance, etc) and forms in the Banner system.
4. The X on the toolbar is used to exit Banner.
5. The Products drop-down list is used to access the various Banner products (i.e Student, Finance, etc). To open a product menu, click and hold the drop-down arrow, highlight a product then release the mouse button.
6. The Help Center link is used to access online Banner help. Help is now available for all Banner forms and includes field and task help.
7. The My Links section provides quick access to changing your Banner password and accessing Banner messages. The Personal Links can be customized with links to forms or web. There are two default links in the My Links section, change Banner password and check banner messages. There are 6 personal links available on the Banner main menu. You can set these links to whatever you prefer. The sites you visit most often may be accessed directly from the main screen on Banner. (For more information on My Links setup, see the Appendix section.
8. The My Institution section provides quick access to the Fisk web site.
Main Menu/Navigation – SSB

Main Menu:
1. **Personal Information** – Update Addresses, contact information, or marital status, etc.
   a. Everyone has access to this link.
2. **Faculty and Advisors** – Enter Grades and Registration Overrides, view class lists and student information
   a. Only persons identified by the registrar who are setup as faculty or advisors will have access to this Menu.
3. **Student** – Register for classes, view grades, view schedule of classes, view student/business office holds, etc.
   a. Only admitted student and alumni have access to this link.
4. **Financial Aid** – View/Accept awards, complete/view tracking requirements, view financial aid holds, etc.
   a. Only students and alumni with a financial aid award history will have access to this link.
5. **WebTailor Administration** – Customize Web Pages for SSB
   a. Only ITS SSB administrators have access to this screen.
6. **Finance** – Check budgets, etc.
   a. Only persons with the proper security clearance in Finance who are assigned a budget will have access to this link.
INB Budget Status

Budget Status Overview of Forms and Reports

The following should be used to review the Budget Status of an area:

1. **FGIBDST** – Organization Budget Status
2. **FGITRND** – Detail Transaction Activity
3. **FGIOENC** – Organization Encumbrance List Form
4. **FGIENCD** – Detail Encumbrance Activity Form
5. **FGIBAVL** – Budget Availability Status Form
6. **FOIDOCH** – Document History Form
7. **FGRODTA** – Organization Detail Activity Report
8. **Banner Extract Data with Key / Banner Extract Data No Key**

Check Organization Budget Status – FGIBDST

The Banner form entitled Organizational Budget Status Form or **FGIBDST** is the on-line form most useful in providing current information on adjusted budgets, year-to-date expenditures, open commitments, and available balance. **FGIBDST** provides a summary of all activity for a FOP (Fund Org Program) Information is displayed by account code. Other on-line reports can be accessed directly from this form via the **Options** menu. These include: FGIOENC and FGITRND.

**Note:** **FGIBDST** does not reflect incomplete, unapproved, or unposted transactions.

1. In the **Go To** field of the Banner General Menu form, type **FGIBDST**.
2. Hit enter.
3. Chart and Fiscal Year fields will default.
4. Tab through both fields.
5. Tab to **Include Revenue Accounts**. The Banner default is to display revenue, which can be confusing when trying to determine Available Balance. Banner subtracts total expenses from revenues and displays a negative if there are no revenues to subtract from. Unless your unit has income from revenue type accounts you wish to be included, click on the box to uncheck.
6. Tab to **ORGANIZATION**. Enter your organization code and hit Tab. In most cases a **FUND** and **PROGRAM** code will default in. If so, proceed to Step 9.
7. Tab to **FUND**. Enter your fund code.
8. Tab to **PROGRAM**. Enter your program code.
9. Tab to **ACCOUNT**. Enter the Pool account (7001) if you would like to view all non-salary expenditures for a specific Organization. If you wish to see all salary and non-salary expenditures leave the **ACCOUNT** field blank.
10. Select “**Next Block**” or **CTRL Page Down**.
11. The form displays the budget status for the **FOAP** combination you have entered. To view additional budget lines, scroll up and down using the vertical scroll bar, [pageup] and [pagedown] keys, or ↑ and ↓ arrow keys.

12. To start a new query, click “Rollback” or Shift-F7. To exit form click on the “X” in the toolbar, or hit CTRL Q.

**FGIBDST** will provide you with the following information by **Account** code (e.g. expenditure type):

- **Title** – The description of the Account.
- **Type** – L = Labor, E = Direct Expenditures (Non Labor).
- **Adjusted Budget** – Original budget plus any additions or deductions for items such as budget transfers, increases or decreases to budgeted amount.
- **YTD Activity** – Actual year-to-date revenues or expenditures for specific account codes. The dollars displayed in this field do not include the value of open commitments.
- **Commitments** – The value of open purchase orders, requisitions, and general encumbrances. The values of these commitments have been deducted from the organization's budget in the Available Balance column. The value will not reflect incomplete or unapproved transactions.
- **Available Balance** - Shows the actual funds available for additional expenditures. Calculated as adjusted budget less year-to-date activity less any commitments.

**Drilling Down to Detail:**
Several related forms are accessible from **FGIBDST** by using the links under the Options section of the form. This will enable you to drill down to greater detail about the budget, expense, or commitment information for an Organization and Fund. Further drill-down capability is activated upon entering the various sub-forms.
**Detail Transaction Activity – FGITRND**

While using **FGIBDST** you can choose to view detail transaction activity in **FGITRND**. Use this form to display an on-line view of detailed transaction activity. The transaction information displays the FOAP, sorted by account for posted transactions. You can view the transactions which make up any amount in **FGIBDST**’s Adjusted Budget, YTD Activity or Commitment columns.

**Note:** This form can also be accessed directly.

1. In the lower block of **FGIBDST**, tab to a column, to view specific transaction activity for that specific line and column. If you wish to see all transactions for a specific account (includes adjusted budget, YTD activity and commitments) tab to **Account** field. Select Options, Transaction Detail Information, or Hit F3.

2. You may scroll through the transactions using the vertical scrollbar, [pageup] and [pagedown] keys, or ↑ and ↓ arrow keys. Additional fields in each record can be accessed by using the Tab key or horizontal scrollbar.

3. If you wish, you can view an originating document of a specific transaction. Click on the row of the desired document and Select Options, Query Document, or Hit F3.

4. Depending on the type of document, select “Next Block” or CTRL Page Down to view details. There may be multiple pages of the document, continue to select next block to view details of all transactions.

5. From **FGITRND**, you can view the encumbrance detail on encumbrance-type documents via **FGIENC**. Select a record that has “Enc” in the field column, and then click Options, Detail Encumbrance Info. (see below for instructions)

6. To return to **FGIBDST**, click on the “X” in the toolbar, or hit CTRL Q to return to the previous form.
Organizational Encumbrance List and Detail Encumbrance Activity – FGIOENC and FGIENCD

While using FGIBDST you can view a list of all encumbrances for a Fund/Orgn combination via FGIOENC. To view encumbrance activity in even greater detail, you can jump from FGIOENC to FGIENCD. Both forms can be also be accessed directly form the Go To… box on the Main Menu.

**Note:** This form can also be accessed directly.
1. From anywhere in the lower block of FGIBDST, Select Options, Organization Encumbrances.
2. You may scroll through the transactions using the vertical scrollbar, [pageup] and [pagedown] keys, or ↑ and ↓ arrow keys.
3. If you wish to view detail encumbrance activity for a specific line, Select Options, Query Detail Encumbrance Info, or Hit F3.

To return to FGIBDST, click on the “X” in the toolbar, or hit CTRL Q to return to the previous form (one time for each form viewed).
Budget Availability Status Form – FGIBAVL

The FGIBAVL form gives you an overview of your department’s budget. This form summarizes your expenditure budget into major categories, and will show you what is available in your Budget Pool. Refer to FGIBDST to see what was spent by account number.

1. In the Go To field of the Banner Menu form, type FGIBAVL.
2. Hit enter.  **Note:** To go directly to FGIBAVL from FGIBDST, Select File, F5. Enter FGIBAVL and Hit Enter.
3. Chart and Fiscal Year fields will default.
4. Enter Fund.
5. Enter ORGN.
6. Enter Account. This form requires an Account number to be entered before executing the query. To view Non-Salary expenditures only, enter the pool account 7001 if not enter 6001 to view all expenditures.
7. Select “Next Block” or CTRL Page Down

**Note:** This form includes expenses and transfer activity for all documents (invoices, requisitions, PO’s, journal vouchers, etc..) at the time the query is made, including those in process of completion and/or approval. The form does not reflect revenue activity.
Document History Form – FOIDOCH

The FOIDOCH form allows the user to see the history of how a document was processed. The system displays each purchasing and accounts payable transaction that relates to the document queried. Besides the purchase order, check, and invoice number, an indicator will be displayed for each number to denote the status. Complete information is also available for each transaction.

1. In the Go To field of the Banner Menu form, type FOIDOCH.
2. Hit enter.
3. At the Document Type field click the upside down triangle and choose the document type that you would like to view. Example: PO
4. Tab to Document Code field and enter the document number. If you do not know the document number, click on the upside down triangle and enter any fields that you know. Hit F8 or execute. When you find the document you are looking for, double click on the document to return to the FOIDOCH form.
5. Select “Next Block” or CTRL Page Down. This function should be used to move between blocks on this form.
6. To view details of the specific block, Hit F3.

FOIDOCH Status Indicators:
   (A) Approved
   (C) Completed
   (F) Final
   (P) Paid
   (R) Receipt Required
   (S) Suspended
   (O) Open
   (X) Cancelled
   (V) Void
   (H) Hold
   (T) Tagged Permanently
Organization Detail Activity – FGRODTA

The Organization Detail Activity report will provide a detail activity report of all financial transactions that have been incurred in an Organization during specified parameters. This is the hard copy equivalent to the FGITRND form.

1. In the Go To field of the Banner Menu form, type FGRODTA and hit enter.
2. Select “Next Block”
3. “DATABASE” should default in the Printer field
4. Select “Next Block”
5. Enter in the parameters:
   - FISCAL YEAR: 12 (changes every fiscal year)
   - CHART OF ACCOUNTS: F
   - FROM ORGANIZATION: (org code you want to begin from)
   - TO ORGANIZATION: (org code you want to end within that range)
   - FROM FUND: (Optional)
   - TO FUND: (Optional)
   - FROM ACCOUNT: (Type in account code range if you know what account #s you want to see. If left blank all account codes within the Org. would be printed)
   - TO ACCOUNT: (Optional. Type in account code range if you know what account #s you want to see. If left blank all account codes beginning with the “From Account” would be printed)
   - FROM DATE: 01-JUL-2011 (whatever start date you want)
   - TO DATE: 31-JUN-2012 (whatever end date you want)
   - INCLUDE ACCRUAL: Y
   - PRINT ORGANIZATION TOTALS: Y
   - COMMITMENT TYPE: U

6. Select “Next Block”
7. In the Submission block, click the Save Parameters box, to save the selected parameters.
   **Note:** Choosing Save Parameters, allows the parameters to be recalled next time you run the report. You do not have to click the box every time.
8. Select “Save” from the menu bar or press F10.
10. Double click in the File Name box.
    **Note:** If the cursor is not in the File Name box, the report is not finished yet or if you get a message that says no output exists, just click okay.
11. Select the output file with the .lis extension. Click OK.
12. Select Options, Show Document. Click Yes.
13. This report can be printed from here or saved to another directory.

**Note:** The default format of the report does not print correctly. The Page Setup orientation should be set to landscape. Change all default margins to .25. Under View, Text Size, Select Smallest.
Open Encumbrance Report – FGROPNE

The Open Encumbrance Report details all open general encumbrances, requisitions, and purchase orders by specified FOAP. Only records for documents that are open, completed, approved, and posted will be included in the report. The report contains three sections: Requisition, Purchase Order, and General Encumbrances.

1. In the Go To field of the Banner Menu form, type FGROPNE.
2. Hit enter.
3. Select “Next Block”
4. “DATABASE” should default in the Printer field
5. Select “Next Block”
6. The following are the parameters:
   - REPORT LAYOUT: F
   - USER ID: Leave Blank
   - FROM FUND CODE: Enter Fund
   - TO FUND CODE: Enter Fund
   - FROM ORGANIZATION CODE: Enter Organization Code
   - TO ORGANIZATION CODE: Enter Organization Code
   - FROM ACCOUNT CODE: 7001
   - TO ACCOUNT CODE Leave Blank
   - SORT ORDER: F
7. Select “Next Block”
8. In the Submission block, click the Save Parameters box, to save the selected parameters.
   **Note:** Next time you run the report, the parameters will be recalled. You do not have to click the box every time.
9. Select “Save” from the menu bar or press F10.
10. Select Options, Review Output.
11. Double click in the File Name box.
   **Note:** If the cursor is not in the File Name box, the report is not finished yet.
12. Select the output file with the .lis extension. Click OK.
13. Select Options, Show Document. Click Yes.
14. This report can be printed from here or saved to another directory.
Banner Extract Data with Key/Banner Extract Data No Key

Extract Data with Key is available on many Banner forms. This option extracts data from a Banner form directly to an Excel spreadsheet. Users now have the ability to include the header row in the data extract as a default.

To Change the Default User Settings to include Header Row
1. In the Go To field of the Banner Menu form, type GUAUPRF.
2. In the bottom left corner, click on Include Header Row in Data Extract.
3. Select “Save” from the menu bar or press F10.

To use this function from within a form or report output screen:
1. From the menu bar, go to Help, Extract Data with Key, and select.
2. The file download dialog box will appear. Click open to automatically download to excel, or save to a local directory.
3. If the option is “grayed out”, the extract function is not available on this form or process.
<table>
<thead>
<tr>
<th><strong>Form</strong></th>
<th><strong>Form Name</strong></th>
<th><strong>Function</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Information:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAIVHIS</td>
<td>Vendor History Query</td>
<td>Review Invoices processed by Vendor</td>
</tr>
<tr>
<td>FAIVNDH</td>
<td>Vendor Detail History</td>
<td>Review Invoice Payments</td>
</tr>
<tr>
<td>FTIIDEN</td>
<td>Entity Name/ID Search</td>
<td>Find Vendor ID Numbers</td>
</tr>
<tr>
<td><strong>Invoice Information:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAININVE</td>
<td>Invoice/Credit Memo Query</td>
<td>Review Invoice/Credit Memo detail</td>
</tr>
<tr>
<td>FOIDOCH</td>
<td>Document History</td>
<td>To find PO# if know REQ#</td>
</tr>
<tr>
<td><strong>Purchasing Information:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGIENCD</td>
<td>Detail Encumbrance Activity</td>
<td>Query by PO#, vendor name (wildcard). Detailed spending/balance info -detail activity against PO</td>
</tr>
<tr>
<td>FGIOENC</td>
<td>Organizational Encumbrance List</td>
<td>Organizational Encumbrance Listing</td>
</tr>
<tr>
<td>FPAREREQN</td>
<td>Requisition</td>
<td>Enter Requisition</td>
</tr>
<tr>
<td>FPIOPOF</td>
<td>Open Purchase Orders</td>
<td>Open purchases by fund, or, or both</td>
</tr>
<tr>
<td>FPIOPOV</td>
<td>Purchase Orders by Vendor</td>
<td>PO by Vendor inquiry</td>
</tr>
<tr>
<td>FPIREQN</td>
<td>Requisition Query</td>
<td>Requisition inquiry</td>
</tr>
<tr>
<td>FPIREQS</td>
<td>Requisition Suspense List</td>
<td>Requisition suspension list</td>
</tr>
<tr>
<td><strong>General Ledger Information:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGITBSR</td>
<td>Trial Balance Summary</td>
<td>General Ledger balance-information on specific fund</td>
</tr>
<tr>
<td><strong>Budget Queries:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGIBAVL</td>
<td>Budget Availability Status</td>
<td>Budget by pool (must enter 4 digit acct like 6000 in acct box)</td>
</tr>
<tr>
<td>FGIBBDST</td>
<td>Organization Budget Status</td>
<td>Budget, Year-to-date, commitment and available balance for unit budget</td>
</tr>
<tr>
<td><strong>Banner Finance Reports:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGRBDSC</td>
<td>Budget Status (Current Period) Report</td>
<td>Budget availability by org, fund, range or combination</td>
</tr>
<tr>
<td>FGRODRTA</td>
<td>Organizational Detail Activity Report</td>
<td>Details on all transactions- can retrieve by fund, org, range or combination.</td>
</tr>
<tr>
<td><strong>Additional:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRIGITD</td>
<td>Grant Inception to Date</td>
<td>Budget available project YTD</td>
</tr>
<tr>
<td>GUAUPRF</td>
<td>General User Preferences Maintenance</td>
<td>Enable header row for data extract; My links; Color pref.</td>
</tr>
</tbody>
</table>
SSB Budget Status

Budget Status Overview

The Finance menu has the following options:

- **Budget Queries** - Allows users to review budget information, compare fiscal periods and years, and download query data to an excel spreadsheet.
- **Encumbrance Query** - Allows users to review outstanding encumbrance information.
- **View Document** - Allows you to view detail information about a requisition, purchase order, invoice, journal voucher, encumbrance or direct cash receipt.

**Note:** The menu on the top of the screen allows users to switch between modules. The menu at the bottom of the screen allows users to click between Finance menus.

Self-Service Finance provides four query forms and five entry forms:
- Budget Query by Account
- Budget Query by Organizational Hierarchy
- Budget Quick Query
- Encumbrance Query
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template

**Note:** Your access to these options is dependent on your Finance security settings and is currently limited by what the system is setup to do at this time.
Budget Queries

The **Budget Query** option permits users to access the same information you would review in Banner using the Organization Budget Status Form (**FGIBDST**) or Executive Summary Form (**FGIBDSR**). Users can save their queries and retrieve them later for quick reference or customizing.

The following types of queries are available:

- **Budget Status by Account** allows users to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAP, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts. There are four levels to a Budget Query by Account: Account Detail, Transactions Detail, Document Detail, and View the Document.

- **Budget Status by Organizational Hierarchy** allows users to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

- **Budget Quick Query** can be used to review budget information by Adjusted Budget, Year to Date, Encumbrances, and Available Balance by specific FOAP, Organizations or Grants.

**Note:** Self Service automatically saves your last set of criteria that was used. Queries saved by users cannot be deleted by the user; this must be done by ITS. It is also recommended that users do not use the **Shared** option. This will allow all Banner users access to the saved query. To create a new query, select the type of query from the drop-down list.
Budget Status by Account

1. Select Create Query.
2. Select the Operating Ledger Data columns to display on the report by clicking each column. Below are the suggested columns to choose for display.
   - **Adopted Budget** – Original Budget allocation given at the beginning of the Fiscal Year (column does not appear on FGIBDST)
   - **Accounted Budget** – This is the current budget of the unit. Original Budget +/- Adjustments
   - **Year to Date** – Year to date activity. This represents actual revenue and expenses posted.
   - **Encumbrances** – This amount is equal to all open encumbrances and reservations.
   - **Available Balance** – Remaining balance available to spend. This column can not be drilled down. (Total Budget – Year to Date – Commitments)
3. Click on the Continue button.
   Note: You can click on any item in a grey box and perform a search for that particular field.
4. Enter the appropriate parameters for your query (you must choose either a valid Organization or a valid Grant and Chart of Accounts to retrieve any data)
   - **Fiscal Year** (required)
   - **Fiscal Period** – if year to date information is required, enter period 14. Period 14 would include the accrual period. (Period 01 = July, 02 = August, etc…) (required)
   - **Comparison Fiscal Year** – if this field is selected, **Comparison Fiscal Period** must also be selected. (both optional)
   - **Commitment Type** – should always be All.
   - **Chart of Accounts** – should always be F. (required)
   - **Fund** – enter fund code. (Although this field is optional, if a fund is not entered and an organization has more than one fund associated with it, the report will summarizes all funds).
   - **Organization** – enter organization code. (required if Grant is not being entered)
   - **Grant** – enter grant code. (optional)
     Note: If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is Fiscal Year to Date.
   - **Account** – to view all Accounts leave blank.
   - **Program** – enter program code (optional)
   - **Include Revenue Accounts** – to include, click box
5. Select Submit Query to run the query.
6. If there are more than 15 records in your query, they will not all be displayed on the page. Click on the Next 15> button to see the next set of records.
**Download All Ledger Columns/Download Selected Ledger Columns**

Users can download budget query data to a Microsoft Excel spreadsheet and then edit it, according to their reporting needs. If the **Download All Ledger Columns** option is selected, additional columns will be included in the download that was not on screen. The **Download Selected Ledger Columns** option downloads only the columns that were selected for the query and are viewed on screen.

**Compute Additional Columns for Query**

The detail screen provides the capability to add “user calculated columns” to a query. The user may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

**Note:** The User Calculated columns cannot be downloaded into Excel.

There are 4 levels to a Budget Status by account:
- **Account Detail** – Totals by account for all columns selected.
- **Transaction Detail** – Transaction Date, Activity Date, Document Code, Description, Amount and Rule Class.
- **Document Detail with Related Documents view** – Chart of Accounts, Fund, Organization, Account, Amount and Rule Class.
- **View The Document**

**Drilling Down**

1. A user can view information from the account level, by drilling down through the transaction detail and view any related documents that exist.
2. Users can click on any item in “Blue” to view the underlying transactions. A new screen will be displayed listing the transactions.
3. Click on the document code to view the details of that particular transaction. The details of the selected transaction will be displayed.
4. All additional documentation relating to this transaction will be listed at the bottom of the window in the Related Documents section. This section provides the same information available on the **FOIDOCH** form in Banner.
Budget Status by Organizational Hierarchy Query

The Budget Status by Organizational Hierarchy option allows users to review budget information for Organizations by Hierarchical structure; specific Funds, high-level Organizations, Accounts, and Programs; Fund Type; or Account Type.

1. Select Create Query.
2. Select the Operating Ledger Data columns to display on the report by clicking each column. Below are the suggested columns to choose for display.
   - **Adopted Budget** – Original Budget allocation given at the beginning of the Fiscal Year (column does not appear on FGIBDST)
   - **Accounted Budget** – This is the current budget of the unit. Original Budget +/- Adjustments
   - **Year to Date** – Year to date activity. This represents actual revenue and expenses posted.
   - **Encumbrances** – This amount is equal to all open encumbrances and reservations.
   - **Available Balance** – Remaining balance available to spend. This column can not be drilled down. (Total Budget – Year to Date – Commitments)
3. Click on the Continue button.
4. Enter the appropriate parameters for your query **Fiscal Year** (required)
   - **Fiscal Period** – if year to date information is required, enter period 14. Period 14 would include the accrual period. (Period 01 = July, 02 = August, etc…) (required)
   - **Comparison Fiscal Year** – if this field is selected, **Comparison Fiscal Period** must also be selected. (both optional)
   - **Commitment Type** – should always be All.
   - **Chart of Accounts** – should always be F.
   - **Fund** – leave blank for Organizational Hierarchy reports.
   - **Organization** – enter Organization Hierarchy code. (required if **Grant** is not being entered)
   - **Account** – to view all Accounts leave blank.
   - **Program** – leave blank for Organizational Hierarchy reports.
   - **Include Revenue Accounts** – to include, click box
5. Select Submit Query to run the query.

**Note:** Drilling down, adding computations and saving output to excel options is also available in the Organization Hierarchy query.
**Budget Quick Query**

The Budget Quick Query is a simplified, quicker version of the Budget Status by Account query, but you are **unable** to drill down. It can be used to review budget information by Adjusted Budget, Year to Date, Encumbrances, and Available Balance by specific FOAP; Organization(s); or grant. (This is the same information that appears on **FGIBDST** in Banner INB.)

1. Select **Create Query**.
2. Enter the appropriate parameters for your query
   - **Fiscal Year** (required)
   - **Chart of Accounts** – should always be F.
   - **Fund** – enter fund code. (Although this field is optional, if a fund is not entered and an organization has more than one fund associated with it, the report will summarizes all funds).
   - **Grant** – enter grant code. (optional)
   - **Organization** – enter organization code. (required if **Grant** is not being entered)
   - **Account** – to view all **Accounts** leave blank.
   - **Program** – enter program code (optional)
   - **Commitment Type** – should always be All.
   - **Include Revenue Accounts** – to include, click box
3. Select **Submit Query** to run the query.

**Available Balance**

Available Balance can be found by running either the **Budget Status By Account** query or the **Budget Quick** query. (When using the **Budget Status By Account** option make sure that the Available Balance column is selected.) Look for the row containing the Report Total (of all records) in the Available Balance column. This query will provide the same information as **FGIBDST**. This report does not give available balance by pool. The only way to view available balance by pool is to use **FGIBAVL** in INB.
**Encumbrance Query**

The Encumbrance Query allows users to view encumbrance information by account for specified FOAPAL parameters (Fund, Organization, Account, and Program). The "Organization" or "Grant" fields are required to submit a query. The Encumbrance Query is similar to the online forms Fgioenc (Organizational Encumbrance Listing) or FGIENCD (Query by PO#).

1. Select **Encumbrance Query**.
2. Enter the appropriate parameters for your query
   - **Fiscal Year** (required)
   - **Fiscal Period** - if year to date information is required, enter period 14. Period 14 would include the accrual period. (Period 01 = July, 02 = August, etc…) (required)
   - **Encumbrance Status** – Open, Closed or All
   - **Commitment Type** - All
   - **Chart of Accounts** – should always be F
   - **Fund** – enter fund code. (Although this field is optional, if a fund is not entered and an organization has more than one fund associated with it, the report will summarizes all funds).
   - **Organization** – enter organization code. (required if **Grant** is not being entered)
   - **Grant** – enter grant code. (optional)
   - **Account** – to view all **Accounts** leave blank.
   - **Program** – enter program code (optional)
3. Click **Submit Query**

**Note:** To drill down, click on the document code.

The Encumbrance Summary Report displays the following information:

**Header Information:**
- Ending date of the fiscal period for which the report is generated
- Chart of Accounts
- FOAP Elements entered on Parameters Screen

**Detail Information**
- Account
- Document Code
- Description (Vendor or Encumbrance Description)
- Original Encumbrance Amount
- Encumbrance Adjustments
- Encumbrance Liquidations
- Year to Date Amount
- Current Commitments
- Percentage Used
The View Document form allows a user to view detail information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt). Users also have the option to display commodity text for purchase orders, requisitions, and invoices. This form is similar to the online Document Retrieval Form, FGIDOCR.

To find a document that you have a document number for:
2. Choose Type of document (Requisition, Purchase Order, Invoice, Journal Voucher, Encumbrance or Direct Cash Receipt) from drop-down box.
3. Enter Document Number
4. Click on View Document

To find a document that you don’t have a document number for:
1. Select View Document
2. Choose the type of Document to view from the drop-down box.
3. Click the Document Number button to navigate to the Document Lookup form
4. Your ID will appear in the User ID field
5. Enter as much information as possible
6. Click Execute Query

Using Wildcards in Queries

Users can enter a (%) as a wildcard which stands for any number of character(s). A wildcard can be used to search for specific data.

Examples:
- To view all accounts/orgs that start with 7, enter 7% in the appropriate field.
- To view all accounts/orgs that end in 2, enter %2 in the appropriate field.
- To view all accounts/orgs that have a 2 in the middle, enter %2% in the appropriate field.
Banner Finance INB Frequently Asked Questions

What do dates mean?
Transaction date determines posting period, however (and unfortunately), Banner displays the activity date, or the date the transaction was processed, which is not always the period to which the transaction was posted.

What is the difference between a budget transfer and a journal entry?
A budget transfer affects available funding in the “budget” column of the financial data. A journal entry affects year-to-date activity or the “actual” column of the financial data. Budget transfers can only be made between accounts within the same fund. Budget transfers cannot be made for transactions between the College and any Auxiliary account. Examples of Auxiliary accounts are Residence Life, Student Center, Special Events & Conferences, etc…

How do I track the progress of my requisition?
1. Go to FOIDOCH.
2. Type in REQ, in the Doc Type field.
3. Tab to Doc. Code field and enter the REQ number.
4. Select “Next Block”.
5. This screen will show you the approval and completion status.
6. Select “Next Block” to move between sections. It will also show you if a PO number has been assigned and, if so, what the number is.

How do I find my requisition number if I don't know it?
1. Go to FPIREQN.
2. Click on the Search icon. Select Enter Query (F7).
3. If you know the requester's name, TAB to that field and enter information (Hint: Wild cards can be used “%”, and data is case sensitive).
4. If you know the request date, TAB to that field and enter the date followed by a percent (%) sign. You must enter the date in the following format: DD-MON-YYYY.
5. Once you entered your search criteria, press Execute Query (F8).

How do I view suspended Requisitions?
1. Go to FPIREQS.
2. All suspended requisitions will be displayed.

How do I check the remaining balance on Purchase Orders or other encumbrances?
1. Go to FGIENCD.
2. Type in the encumbrance number (Requisitions and PO's, can be entered).
3. Select “Next Block”.
4. In the field labeled Balance: you will see the balance. In the lower block, you will see a list of all transactions posted against that encumbrance.
How do I view suspended Purchase Orders?
1. Go to **FPIPORS**.
2. All suspended purchase orders will be displayed.

How do I determine whether a Vendor has been paid from a particular PO?
1. Go to **FOIDOCH**.
2. Type in the PO number.
3. Select “Next Block”.
4. If a check has been cut, the check number will show in the **Check** block of the form.
5. If you want to see the details of the check, tab to the Check number field.
6. Select Options, Check Information.
7. Select “Next Block” to view details.
8. To view further details, select Options, Document Inquiry.

How do I track P.O. change orders or close-out requests?
1. Go to **FGIENCD**.
2. Type in the PO number. Select “Next Block”.
3. The field labeled Enc: will show you the encumbrance amount. It should show the new amount. To see if a PO has been closed out, look in the field labeled Status:. It should say C (for Closed).

How do I verify that a P.O. was charged to the right account?
1. Go to **FPIPURR**.
2. Type in the PO number.
3. Select “Next Block” four times to move to the Commodity/Accounting page.
4. The FOAP string will appear in the lower block.
5. If there is more than one accounting string, the screen will show something other than **Seq#: 1 of 1**.
6. Press the DOWN ARROW to view additional records.

How do I find a vendor number?
1. For many Purchasing and AP forms, you need to know a vendor number.
2. To find a vendor number, click on any **Vendor: field**.
3. In the **FTIIDEN** (Entity Name/ID Search Form), TAB to the Last Name field.
4. Type in the beginning part of the vendor name, followed by a percent sign (be careful - the search is case sensitive!).
5. Select Execute Query (F8) or click on the Search button.
6. Use the UP and DOWN ARROW keys or the scroll bars to view all records.
7. If the vendor shows up, you can double-click on the vendor number to return the number to your original form.
8. If the vendor doesn't show up, use ENTER QUERY to start a new search.
9. Make sure you type the name in mixed case. You may also try to type in less of the name.
10. Then follow the directions again.
If an item hasn't been paid for, can I see when a check is scheduled to be cut?
1. Go to **FOIDOCH**.
2. Type in the document type (PO or REQ).
3. Tab to Doc. Code field, enter the PO number, and select “Next Block”.
4. If an invoice has been entered, the number will show in the **Invoice** block.
5. If no invoice number shows, an invoice hasn't been entered by AP and you cannot tell when a check will be cut.
6. If an invoice number shows, click to select the Invoice number.
7. Click on the Document Inquiry button to go to the Invoice Query Form (FAIINVE).
8. Select “Next Block”. The vendor's invoice date shows in the **Invoice Date:** field.
9. The date the invoice was entered into the system shows in the **Transaction Date:** field.
10. The date the check should be cut shows in the **Payment Due:** field.

How can I find out what invoices were paid on a check?
1. Go to **FAICHKH**.
2. Type in the check number.
3. Type F1 (most of the time) in the Bank field. Select “Next Block”.
4. Our internal invoice number shows in the **Document Number:** field.
5. The vendor's invoice number shows in the **Vendor's Invoice Code:** field.

How do I see what has been paid to a particular vendor?
1. Go to **FAIVNDH**.
2. Type in the vendor number (see How Do I Find a Vendor Number, above, if you don't know it). Click in the **Selection:** field to choose All, Open, or Paid invoices, or Credit Memos.
3. Select “Next Block”.
4. Use the vertical scroll bars to view all transactions.
5. Use the horizontal scroll bars to see more detail.
6. Note this screen shows all invoices paid to a vendor, not just one specific Organization (Unit).

How do I see detailed information on an invoice?
1. Go to **FAIINVE**.
2. Type in the invoice number.
3. Select “Next Block”.
4. The first screen will show you pertinent dates, the vendor invoice number, and the Due date for cutting the check.
5. Select “Next Block”.
6. This screen shows you what items on the PO have been paid with this invoice (you may need to use your UP and DOWN ARROW keys to scroll through the list of items).
7. To see the accounting distributions, navigate to the Accounting Amounts block, then click on the Accounting Distributions button.
Banner Finance SSB Frequently Asked Questions

Who has access to Banner Finance Self Service?
All users with access to Banner INB will have access to Banner Finance Self Service.

How can I view my Original Budget allocation?
1. Choose the Budget Queries menu item
2. Select Budget Status by Account
3. Click Create Query
4. Choose Adopted Budget (Original)
5. Click on the Continue button.
6. Select the Fiscal Year (08)
7. Select the Fiscal Period (14)
8. Enter Chart of Accounts (F)
9. Enter Fund
10. Enter Organization
11. Enter Account (optional, enter to view a specific account only)
12. Enter Program Code
13. Click Submit Query.

How can I compare my Original Budget allocations this year to last year?
1. Choose the Budget Queries menu item
2. Select Budget Status by Account
3. Click Create Query
4. Choose Adopted Budget (Original)
5. Click on the Continue button.
6. Select the Fiscal Year (2008)
7. Select the Fiscal Period (14)
8. Select the Comparison Fiscal Year (2007)
9. Select the Comparison Fiscal Period (14)
10. Enter Chart of Accounts (F)
11. Enter Fund
12. Enter Organization
13. Enter Account (optional, enter to view a specific account only)
14. Enter Program Code
15. Click Submit Query.
How can I get a Grant Inception to Date report?
1. Choose the Budget Queries menu item
2. Select Budget Status by Account
3. Click Create Query
4. Choose the Data Columns you want to display
5. Enter Chart of Accounts (F)
6. Enter your Grant number in the Grant Field
7. Click Submit Query.

How can I get a list of invoices by Vendor?
1. Choose the View Documents menu item
2. Click Create Query
3. Select Invoice
4. Click the Document Number title button to go to the search screen
5. Remove the User ID (default is you)
6. Enter the Vendor's Banner number in the Vendor field
7. Leave the default values in the remainder of the fields
8. Click Execute Query

How can I find a check number for a paid invoice in Banner?
1. Choose the View Documents menu item
2. Click Create Query
3. Select Invoice
4. The Related Documents section will display any check information that is available for that document.
5. The Document Code for Check Disbursement is the check number.