Native Banner Shortcuts for Advisors

Please note, these shortcuts are written for use with Funds, not Orgs.

FGITBAL – Current balance of a fund

This screen will allow you to check the current balance of a fund. Enter the fund number (red arrow). Click on the top line (blue arrow). Claim on cash is the current account balance. Note: If the Claim on Cash has a D (Debit) it is a positive balance. If it has a C (Credit) or *, the balance is negative.

FGIBDST – Activity within an account in a fund

This screen will allow you to drill down into various accounts within a fund and to ultimately drill into the specific charges. Enter fund (red arrow) purge the program code (green arrow) and click on the top line (blue arrow).
YTD Activity will show you how much activity has been processed through that account in the specific fund. Commitments will show any Purchase Orders that are currently open and pending payment. Available Balance will show you the difference between YTD Activity – Commitments. The accounts beginning with 50**** are all revenue based accounts. NOTE: A negative balance in this account type is actually a positive cash balance. The accounts beginning with 60**** are all related to employment and payroll (as well as benefits). The accounts beginning with 70**** are all expense accounts and a negative balance in expenses or payroll are actually a negative cash balance.

To drill deeper into a specific account, highlight that account, then click on Options and FGITRND (Transaction Detail Information).

FGITRND – Drilling into specific transactions within a fund or an account within a fund
This screen allows you to drill down into a specific fund where you can see all transactions that have occurred within a specific account or all that have posted in that fund in a Year to Date (YTD) report. The first set of instructions show you how to drill down into a specific account within a specific fund. If you went into this screen from FGIBDST following instructions above, you will have pre-loaded your fund and account.

If you are entering FGITRND from the main screen, you can follow the instructions below to load an account within a specific fund. Enter the fund number (red arrow). Purge the program code (green arrow). Click on the top line (blue arrow). Click enter query (left yellow arrow) then click execute query (right yellow arrow).
Once executed, you will be able to see all of the transactions that have posted to this account. Notice you are looking at an expense account below (70****). On the far right you will see plus/minus signs for increases or decreases. Remember in an expense account, a negative is actually an increase in cash (or credit) and a positive is a decrease in cash (or debit) to this account.

An H******* document is a posting from the Bursar’s Office (often a Cash Disbursement or Cash Receipt).

A JE******* is a journal entry, meaning it was posted in the Banner journal by someone in Account’s Payable (often an Interdepartmental Transfer). The second set of letters following “JE” are the initials of the controller that posted the entry. For example JEKF**** means that the journal entry was posted by Kara Feltrup.

A UC****** is a P-Card posting.

An entry that is just a number is a check that was cut, typically from a Request for Check. The number is the actual check number. An entry beginning with an ! is a reimbursement for staff/faculty.

In the above screen, the description of “ICE CREAM & SUPPLIES” was posted by the Bursar’s Office and since it is a negative expense, you would know that this means cash was returned to the Bursar for this posting.

The description of Japanese Relief Effort was entered as a JE and was most likely an Interdepartmental Transfer to the Interfaith Community Engagement for their fundraising efforts.

The description of WWW.NEWEGG.COM posted as a UC and therefore was a P-Card purchase from newegg.com.

To drill deeper into Banner to see the actual posting and to be able to track where the funds posted as a debit and as a credit, select the transaction line (for this example – the Japanese Relief Effort) and click Options then Query Document by Type. The new screen that appears will be on the next page.
What you are looking at below is the actual Journal Entry that was posted. As you scroll down through all the transactions made in this JE, you will eventually find the posting (below) for $200.00 debited out of the 815010 fund and posted to the 291530 fund (Interfaith Community Engagement).

FGITRND - Year To Date Report Instructions

From the FGITRND screen, you can run a YTD report for any fund. First, enter the Fund number (red arrow) and make sure that you purge the Program code (green arrow). Before proceeding, double check that the Account field is also blank. Click on the top line (blue arrow) in the Field box and enter YTD. The screen should appear like the bottom left screen on this page. Next press F8. The screen that loads should contain every transaction that has posted in this fund for the fiscal year. Next, hold down CTRL and ALT while clicking Help and then Extract Data (No Key).

Banner will then open an Excel Worksheet that has the complete Year To Date transactions that have posted to this fund throughout the current fiscal year.
The information is difficult to read and often requires editing in Excel to make the file something more easily interpreted, especially for clubs when they request a Year To Date report. I recommend removing several columns of information that are not necessary or helpful for readers to interpret the report. See Red X’s below for columns that I often remove.

I often change the format for dates (seen in Column B below) and also adjust the transaction amounts to dollars (see Column D below). It is also helpful to add spacing between the income transactions (50****) and expense transactions (60**** or 70****). I often calculate a total of income and a total of expenses and then subtract the total expenses from the total income to help clubs see their actual current total (should equal Claim on Cash from FGITBAL). One final, stylistic, change is to sort the incomes by date and the expenses by date (easier to read).
FGIGLAC – List of all transactions across all accounts in chronological order

Looking at a list of transactions in chronological order can be very helpful if reconciling a fund – such as looking in a SAC fund to see if there has been any recent activity in preparation for the weekly SAC budget report that is given to students. The easiest way I have found to access this information correctly is to first load FGITBAL. In this screen, enter the Fund number then click on the first line. The information should load the Claim on Cash line across the top. Then click on Options and choose FGIGLAC. NOTE: Transactions coded as a D on the right column are increases in cash; transactions coded as a C are decreases in cash.