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.

Description	Beginning Balance		D/C	*	Current Balance	D/C
Claim On Cash		0.00	D		3,050.11	D
Suspense-General		0.00	D	ה ה		
Accounts Payable		0.00		ם ה	0.00	С
Accounts Payable-FRS Legacy		0.00	c [0.00	С
Expenditure Control		0.00	D		19,131.89	D
Revenue Control		0.00	c [22,182.00	С
Unrestricted		0.00	C [0.00	С
	Description Claim On Cash Suspense-General Accounts Payable Accounts Payable-FRS Legacy Expenditure Control Revenue Control Unrestricted	Description Beginning Balance Claim On Cash	Description Beginning Balance Claim On Cash 0.00 Suspense-General 0.00 Accounts Payable 0.00 Accounts Payable-FRS Legacy 0.00 Expenditure Control 0.00 Image: Control 0.00 Unrestricted 0.00 Image: Control 0.00	Description Beginning Balance D/C Claim On Cash 0.00 D Suspense-General 0.00 C Accounts Payable-FRS Legacy 0.00 C Expenditure Control 0.00 C Revenue Control 0.00 C Unrestricted 0.00 C Image: Control Image: Control Image: Control Image: Control Image: Control Image: Con	Beginning Balance D/C Claim On Cash 000 D Suspense-General 000 D Accounts Payable-FRS Legacy 0000 C Expenditure Control 0000 C Revenue Control 0000 C Unrestricted 0000 C Image: Control Image: Control Image: Control Image: Co	Description Beginning Balance DC Current Balance Claim On Cash 000 D 3,050.11 Suspense-General 000 D 3,050.11 Accounts Payable 000 C 000 Accounts Payable-FRS Legacy 000 C 000 Expenditure Control 000 C 000 Image: Control 000 C 000 Unrestricted 0000 C 000 Image: Control C 000 000 Image: Control C

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).

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Chart:			Organization:	43301	Student Governm	ent Association									
Fiscal Year	:	11	Fund:	Fund: 815010 SGA- Executive Projects											
Index:		▼	Program:	Program:											
Query S	pecifi	c Account	Account:												
🗹 Include F	Reven	ue Accounts	Account Type:		T										
Commit Tu	no;	Both	Activity:		▼										
Communicity	μς.	bour	Location:		~										
Account	Тур	e Title	Adjusted Budget		YTD Activity	Commitments	Available Balance								
507358	R	Student Government Allocation		0.00	9,785.00	0.00	0.7								
001000							-5,7								
507359	R	Supplemental Revenue		0.00	319.70	0.00	-3,7								
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507359 507360 701002 701511	R R E E	Supplemental Revenue Balance Forward Student Government Funding Office Supplies		0.00 0.	319.70 50,306.01 3,000.00 124.84	0.00 0.00 0.00 0.00	-3, -3 -50,3 -3,0 -1								
507359 507360 701002 701511 701527	R R E E	Supplemental Revenue Balance Forward Student Government Funding Office Supplies Event Supplies		0.00 0.	319.70 50,306.01 3,000.00 124.84 1,493.54	0.00 0.00 0.00 0.00 0.00	-3,, -3 -50,3 -3,0 -1, -1,4								
507359 507360 701002 701511 701527 701552	R R E E E	Supplemental Revenue Balance Forward Student Government Funding Office Supplies Event Supplies High Volume Copying		0.00 0.00 0.00 0.00 0.00 0.00	319.70 50,306.01 3,000.00 124.84 1,493.54 758.05	00.0 00.0 00.0 00.0 00.0 00.0	-3, -3 -50,3 -3,0 -1,4 -1,4 -7,7								
507359 507360 701002 701511 701527 701552 701731	R R E E E	Supplemental Revenue Balance Forward Student Government Funding Office Supplies Event Supplies High Volume Copying Lease-Bus/Van		0.00 0.00 0.00 0.00 0.00 0.00	319.70 50,306.01 3,000.00 124.84 1,493.54 758.05 12,575.15	00.0 00.0 00.0 00.0 00.0 00.0 00.0	-3, -3 -50,3 -30,0 -1,4 -1,4 -7 -12,5								
507359 507360 701002 701511 701527 701552 701731 701750	R E E E E	Supplemental Revenue Balance Forward Student Government Funding Office Supplies Event Supplies High Volume Copying Lease-Bus/Van Subscriptions		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	319.70 50,306.01 3,000.00 124.84 1,493.54 758.05 12,575.15 13,500.00	00.0 00.0 00.0 00.0 00.0 00.0 00.0 00.	-3, -3 -50,3 -30, -3,0 -1,4 -1,4 -7 -11,5 -112,5 -13,5								
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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 <u>positive</u> 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 <u>negative</u> cash balance.

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

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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 a (left yellow arrow) then click execute query a (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 <u>increase</u> in cash (or credit) and a positive is a <u>decrease</u> in cash (or debit) to this account.

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The activity date is the date this transaction posted in banner. The document is the form in which the transaction was posted.

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 <u>WWW.NEWEGG.COM</u> 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).

Banner 8 production system: Open > FGITRND - FGIDOCR
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🙀 Document Retrieval Inquiry Form FGIDOCR 8.0 (PROD) 555555555555555555555555555555555555
Document: JESB2815 V Submission Number: Document Type: JV V
Header Information Transaction Date: 04-APR-2011 Fiscal Period: 11 Items: 102 Commit Type: U Text Exists: Y
Detail Information Sub Journal Number Type 0 58 JE16 Japanese Relief Efforts/ T-Shirts F COA Index Fund Orgn Acct Prog N 12
Sub Journal Description Amount Sign Currency Decument 0 0 80 JE16 Japanese Relief Efforts/T.Shirts F 200.00 D D COA Index Fund Orgn Acct Prog Aetor Locn Proj NSF Override Bank Accrual X 815010 3301 701527 5000 N 12 V

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.

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1	507358	43301	>	2-May-1	11 1216	U25B2865	SGA Sumn U	8150			TD	-500 -	ハ						
2	507358	43301	700	5-Apr-1	11 JE16	JESB2815	Trnfr Supr U	815010)		YTD	-700 -							
3	507358	43301	700	23-Sep-1	10 JE16	JESB2521	Additiona U	815010)		YTD	-4000 -							
4	507358	43301	700	7-Jul-:	10 JE16	JEDS0559	SGA Exect U	815010)		YTD	14985 +							
5	507359	43301	700	19-Apr-1	11 DCSR	H0006339	US BANK U	815010)		YTD	100 +							=
6	507359	43301	700	11-Nov-1	10 DCSR	H0006168	HARRY PO U	815010)		YTD	40 +							_
7	507359	43301	700	8-Nov-1	10 DCSR	H0006163	HARRY PO U	815010)		YTD	1187 +							
8	507359	43301	700	6-Jul-:	10 JE16	JESB2431	'09 In Acti U	815010)		YTD	-1007.3 -							_
9	507360	43301	700	15-Jul-:	10 JE16	JEDS0562	Club Balar U	815010)		YTD	50306.01 +							
10	701002	43301	5000	9-Mar-1	11 JE16	JESB2781	Transfer T U	815010)		YTD	3000 +							-
11	701511	43301	5000	13-May-:	11 JE16	UC000036	SAMSCLUEU	815010)		YTD	663.46 +							_
12	701511	43301	5000	14-Oct-:	10 JE16	UC000029	DISPLAYS U	815010)		YTD	124.84 +							_
13	701527	43301	5000	14-Apr-:	11 DCSR	H0006335	ICE CREAN U	815010)		YTD	-6.81 -							_
14	701527	43301	5000	8-Apr-1	11 JE16	JESB2826	Center Pie U	815010)		YTD	19.49 +							_
15	701527	43301	5000	5-Apr-1	11 JE16	JESB2815	Japanese U	815010)		YTD	200 +							
16	701527	43301	5000	4-Apr-:	11 INNI	10185801	Redd Pror U	815010)		YTD	649.75 +							_
17	701527	43301	5000	29-Mar-1	11 JE16	JESB2810	SGA Supp(U	815010)		YTD	200 +							
18	701527	43301	5000	28-Mar-1	11 JE16	JESB2807	Display Bc U	815010			YTD	-450 -							
19	701527	43301	5000	11-Nov-:	10 JE16	UC000030	WWW.NE U	815010)		YTD	31.11 +							_
20	701527	43301	5000	7-Sep-:	10 JE16	JESB2501	Inflatable U	815010)		YTD	100 +							_
21	701527	43301	5000	4-Aug-1	10 JE16	JESB2467	Manresa L U	815010)		YTD	750 +							
22	701552	43301	5000	8-Apr-1	11 JE16	KN000093	FedEx Off U	815010)		YTD	147 +							
23	701552	43301	5000	8-Apr-1	11 JE16	KN000093	3/25/11->U	815010)		YTD	98 +							
24	701552	43301	5000	29-Nov-1	10 JE16	KN000087	FedEx Off U	815010)		YTD	36.75 +							
25	701552	43301	5000	28-Oct-:	10 JE16	KN000086	XK17986 S U	815010)		YTD	65.25 +							_
26	701552	43301	5000	7-Oct-:	10 INNI	10173146	FedEx Off U	815010)		YTD	132 +							_
27	701552	43301	5000	4-Oct-:	10 JE16	KN000085	FedEx Doc U	815010			YTD	49 +							v
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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).

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1			SGA Executives Budget	5.13.11	_											-
2	507359	7/6/2010	'09 In Active Club Chrgs/Stu.Reward	\$ (1.007.30)												
3	507358	7/7/2010	SGA Executive Projects	\$ 14,985.00												
4	507360	7/15/2010	Club Balance Rollforward	\$ 50.306.01												
5	507358	9/23/2010	Additional Funds For Senate Proj.	\$ (4,000.00)												
6	507359	11/8/2010	HARRY POTTER TICKET SALES	\$ 1,187.00												
7	507359	11/11/2010	HARRY POTTER TICKET SALES	\$ 40.00												
8	507358	4/5/2011	Trnfr Supprt Muskies After Dark	\$ (700.00)												
9	507359	4/19/2011	US BANK	\$ 100.00												
10	507358	5/2/2011	SGA Summer Stipends Support	\$ (500.00)												
11			Total Income	\$ 60,410.71												
12																
13	701751	7/7/2010	American Student Government Associa	\$ 797.00												
14	801040	7/12/2010	Reimb. From Fund 290270	\$ (190.26)												
15	801130	7/12/2010	Reimb. From Fund 815270	\$ (100.60)												
16	701527	8/4/2010	Manresa Late Night Movie	\$ 750.00												
17	706105	8/16/2010	Govconnection Inc	\$ 2,015.36												
18	701552	8/31/2010	7/15/10 - xk17807	\$ 171.25												
19	703008	9/1/2010	Event Promotions LLC	\$ 260.00												
20	701758	9/3/2010	Meder Special-Tees Ltd.	\$ 522.50												
21	706105	9/3/2010	Govconnection Inc	\$ (2,015.36)												
22	706105	9/3/2010	Govconnection Inc	\$ 2,015.36												
23	701527	9/7/2010	Inflatable Insurance Cost	\$ 100.00												
24			Total Expenses	\$ 4,325.25												
25																
26			Current Total (= Income - Expenses)	\$ 56,085.46												
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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.

