

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.

Chart: X Fund: 815000 SGA- Priority Funding Account Type: []

Fiscal Year: 11 Account: []

Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
101001	Claim On Cash	0.00	D	3,050.11	D
106010	Suspense-General	0.00	D		
201001	Accounts Payable	0.00	C	0.00	C
201014	Accounts Payable-FRS Legacy	0.00	C		
301000	Expenditure Control	0.00	D	19,131.89	D
303000	Revenue Control	0.00	C	22,182.00	C
401001	Unrestricted	0.00	C	0.00	C
Total: ALL ACCOUNTS		0.00		0.00	

* - denotes amount is opposite of Normal Balance

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).

Chart: X Organization: 43301 Student Government Association

Fiscal Year: 11 Fund: 815010 SGA- Executive Projects

Index: [] Program: []

Account Type: []

Activity: []

Location: []

Commit Type: Both

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
507358	R	Student Government Allocation	0.00	9,785.00	0.00	-9,785.00
507359	R	Supplemental Revenue	0.00	319.70	0.00	-319.70
507360	R	Balance Forward	0.00	50,306.01	0.00	-50,306.01
701002	E	Student Government Funding	0.00	3,000.00	0.00	-3,000.00
701511	E	Office Supplies	0.00	124.84	0.00	-124.84
701527	E	Event Supplies	0.00	1,493.54	0.00	-1,493.54
701552	E	High Volume Copying	0.00	758.05	0.00	-758.05
701731	E	Lease-Bus/Van	0.00	12,575.15	0.00	-12,575.15
701750	E	Subscriptions	0.00	13,500.00	0.00	-13,500.00
701751	E	Dues & Memberships	0.00	797.00	0.00	-797.00
701756	E	Flower Expense	0.00	61.90	0.00	-61.90
701758	E	Apparel/Uniforms	0.00	522.50	0.00	-522.50
Net Total:			0.00	2,170.33	250.00	

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.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
701527	43301	5000	14-APR-2011	DCSR	H0006335	ICE CREAM & SUPPLIE	-8.81	-	
701527	43301	5000	08-APR-2011	JE16	JESB2826	Center Pieces For SGA	19.49	+	
701527	43301	5000	05-APR-2011	JE16	JESB2815	Japanese Relief Effort	200.00	+	
701527	43301	5000	04-APR-2011	INNI	I0185801	Redd Promo	649.75	+	
701527	43301	5000	29-MAR-2011	JE16	JESB2810	SGA Support For Day	200.00	+	
701527	43301	5000	28-MAR-2011	JE16	JESB2807	Display Board	-450.00	-	
701527	43301	5000	11-NOV-2010	JE16	UC000030	WWW.NEWEGG.COM	31.11	+	
701527	43301	5000	07-SEP-2010	JE16	JESB2501	Inflatable Insurance Co	100.00	+	
701527	43301	5000	04-AUG-2010	JE16	JESB2467	Manresa Late Night Mc	750.00	+	
Total:								1,493.54	

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 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).

Header Information

Transaction Date: 04-APR-2011 Fiscal Year: 11 Fiscal Period: 11 Items: 102 Commit Type: U Text Exists: Y

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	59	JE16	Japanese Relief Efforts/ T-Shirts F	200.00	C					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
X		291530	30014	701527	3000				N	12	
Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	60	JE16	Japanese Relief Efforts/ T-Shirts F	200.00	D					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
X		815010	43301	701527	5000				N	12	

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).

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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.

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.

General Ledger Activity Form: FGIGLAC 8.0.0.1 (PROD)

Chart: X Fund: 815857 Account: 101001 Fiscal Year: 11 Index:

Account	Transaction Date	Type	Document	Description	Amount	D/C
101001	25-APR-2011	JE16	UC000036	TARGET 00014472	351.43	C
101001	25-APR-2011	JE16	UC000036	BEST BUY 00004945	239.97	C
101001	25-APR-2011	JE16	UC000036	KROGER #418	75.00	C
101001	25-APR-2011	JE16	UC000036	KROGER #418	57.90	C
101001	25-APR-2011	JE16	UC000036	TARGET 00014472	50.00	C
101001	25-APR-2011	JE16	UC000036	CHIPOTLE 1242	25.00	C
101001	10-MAY-2011	JE16	JEHF0115	Remaining Weekend Balance	80.07	C
101001	29-APR-2011	JE16	JESB2884	Food Costs & Event On 4/12/11	23.14	C
101001	18-APR-2011	DCSR	H0006337	TUG OF WAR ROPE	60.00	D
101001	15-APR-2011	JE16	JESB2844	Tug Of War Rope For Boot Camp Day	60.00	C
101001	14-APR-2011	DNNI	00879520	Solid Rock Sports LLC	1,350.53	C
101001	14-APR-2011	DNEI	00879506	Petermann LTD	240.00	C
101001	13-APR-2011	DNNI	00879404	Juggler Dave and Friends dba Amazin	3,150.00	C
101001	25-MAR-2011	JE16	UC000035	AMC NEWPORT 2006006654	490.00	C
101001	25-MAR-2011	JE16	UC000035	NEWPORT ON THE LEVEE	1,000.00	C
101001	25-MAR-2011	JE16	UC000035	PERFECT NORTH SLOPES M	80.00	C
101001	31-MAR-2011	JE16	KN000093	FestEx Off. Reds Opening Day	49.00	C
Total:					7,262.04	C