Marshall University

Accounting and Budget

Banner

On-line Inquiry

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BANNER FINANCE INQUIRY FORMS

BUDGET INQUIRY FORMS

- **FGIBSUM -** Organizational Budget Summary Form – balances for Revenue, Labor and Direct Expenditure totals.
- **FGIBDST -** Organizational Budget Status Form – totals of activity by line item
- **FGIBDSR -** Executive Summary – similar to FGIBDST – can use summary level org numbers
- **FGIBAVL -** Budget Availability Status – budget balance considering pending documents

TRANSACTION INQUIRY FORM

- **FGITRND -** Transaction Detail Form

ENCUMBRANCE INQUIRY FORMS

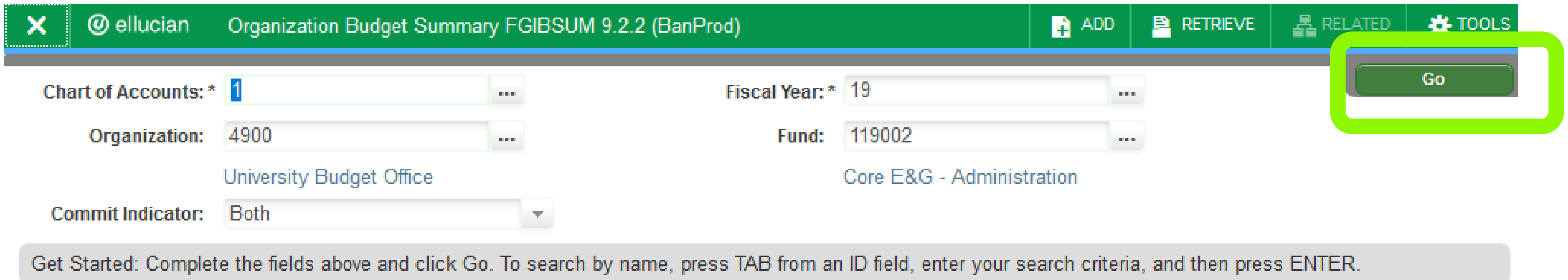
- **FGIOENC -** Organizational Encumbrance List
- **FGIENCD -** Detail Encumbrance Activity Form

FOIDOCH Document History Form.

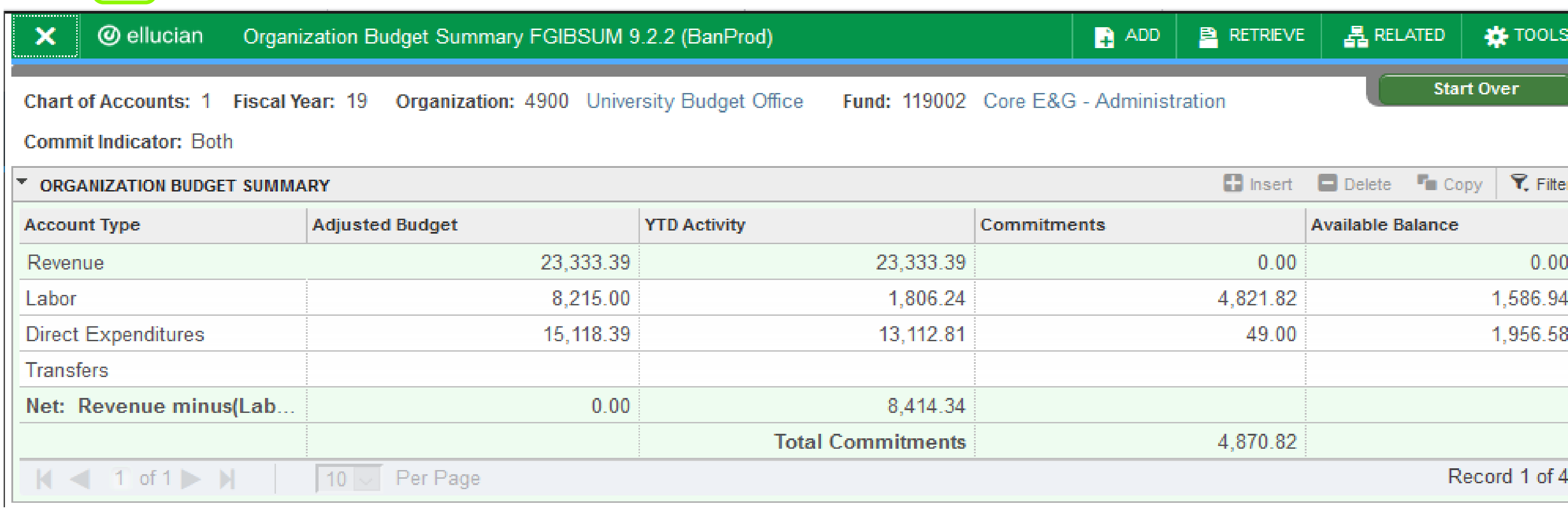
FGIBSUM - ORGANIZATION BUDGET SUMMARY

This form allows you to query the organizational account status at an account type* summary level.

Enter parameters: Chart 1 for MU or 2 for MURC, Two digit fiscal year, Organization and Fund



Select Go or enter Alt/PageDown



Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue	23,333.39	23,333.39	0.00	0.00
Labor	8,215.00	1,806.24	4,821.82	1,586.94
Direct Expenditures	15,118.39	13,112.81	49.00	1,956.58
Transfers				
Net: Revenue minus(Lab...	0.00	8,414.34		
		Total Commitments	4,870.82	

* Account types include Revenue, Labor, Direct Expenditure and Transfers.

FGIBSUM - ORGANIZATION BUDGET SUMMARY (2)

Financial information is displayed by account type within the fund and organization combination. Columns include adjusted budget, year-to-date activity, budget reservations/commitments and available balance.

ellucian Organization Budget Summary FGIBSUM 9.2.2 (BanProd) ADD RETRIEVE RELATED TOOLS

Start Over

Chart of Accounts: 1 Fiscal Year: 19 Organization: 4900 University Budget Office Fund: 119002 Core E&G - Administration

Commit Indicator: Both

ORGANIZATION BUDGET SUMMARY Insert Delete Copy Filter

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue	23,333.39	23,333.39	0.00	0.00
Labor	8,215.00	1,806.24	4,821.82	1,586.94
Direct Expenditures	15,118.39	13,112.81	49.00	1,956.58
Transfers				
Net: Revenue minus(Lab...	0.00	8,414.34		
		Total Commitments	4,870.82	

1 of 1 10 Per Page Record 1 of 4

This form is a quick way to see available balance for a fund/org by type of budget. Available balance is the calculated as the budget minus the YTD Activity and the Commitments.

It also shows the Net Total Budget and the YTD Activity. This is calculated as the Revenue (Sources) minus the Labor and Direct Expenditures (Uses).

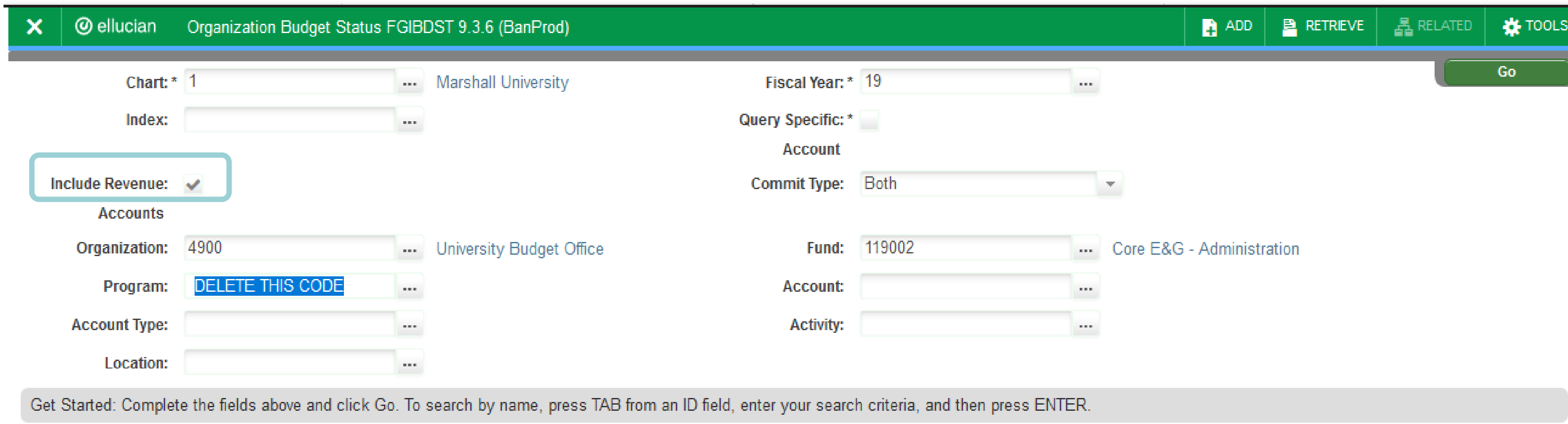
The Net Budget should always be zero or greater. If this field shows a deficit amount, it indicates that you are budgeted to spend more than the available revenue sources. This error should be investigated and reported to the Budget Office to adjust.

The Available Balance on the Labor and Direct Expenditure lines should not be less than zero.

The total of these two Available Balance lines is the available budget balance for the Fund/Org and will match the available balance shown on FGIBDST

FGIBDST – Organizational Budget Status

This form provides information for the same columns of data; Adjusted Budget, Year-To-Date Activity, Commitments, and Available Budget. However, shows a more detailed view of the specific account lines items in the Revenue, Labor and Direct Expenditure categories.



Parameters of Chart, Fiscal Year, Organization and Fund are entered similar to FGIBSUM.

The Program code will default based on the Org, but should be deleted to ensure you are getting complete information for this Fund/Org.

The Include Revenue box will default checked. Looking at the form in this view will show you both Revenue (Source) and Expense (Use) account lines, and therefore will show the Net Total budget and year to date activity. It will not show the available budget balance total for the Fund/Org. Uncheck the box to see only the expense accounts with expense totals and available budget balance.

Select Go or enter Alt/PageDown

FGIBDST – Organizational Budget Status (2)

This form provides shows the detail account lines that make up the **R**evenue, **L**abor and Direct **E**xpenditure totals on FGIBSUM.

ellucian Organization Budget Status FGIBDST 9.3.6 (BanProd) ADD RETRIEVE RELATED TOOLS

Start Over

Chart: 1 Marshall University Fiscal Year: 19 Index: Query Specific Account: Include Revenue Accounts: ✓ Commit Type: Both

Organization: 4900 University Budget Office Fund: 119002 Core E&G - Administration Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS Insert Delete Copy More Information Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5T0010	R	Base E&G Fee Allocation	11,976.00	11,976.00	0.00	0.00
5T0024	R	Transfer for Internal Charges	522.39	522.39	0.00	0.00
5T0035	R	Vacancy Savings Transfer	8,215.00	8,215.00	0.00	0.00
5T0050	R	Internal - Unit Temp Transfer	2,620.00	2,620.00	0.00	0.00
60023	L	Classified Temporary	7,800.00	1,715.00	4,578.26	1,506.74
6999B	L	Fringe Benefits - Part Time	415.00	91.24	243.56	80.20
70024	E	Budget Supplies & Other Servi...	14,596.00	0.00	0.00	14,596.00
70200	E	Office Expenses	0.00	15.00	0.00	-15.00
70241	E	Telephone-Long Distance	0.00	0.00	5.00	-5.00
70247	E	Centrally Funded IT Charges	522.39	522.39	0.00	0.00
7026C	E	Training & Development Travel	0.00	2,468.05	0.00	-2,468.05
70290	E	Vehicle Rental	0.00	107.37	44.00	-151.37
71710	E	Computer Software > $5000	0.00	10,000.00	0.00	-10,000.00
		Net Total	0.00	8,414.34	4,870.82	

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The Net Total amounts match the total amounts shown on FGIBSUM.

Select the Start Over box to roll back and change parameters.

FGIBDST – Organizational Budget Status (3)

The view of the form with the Include Revenue Accounts box unchecked shows only the account lines that make up the Labor and Direct Expenditure totals on FGIBSUM.

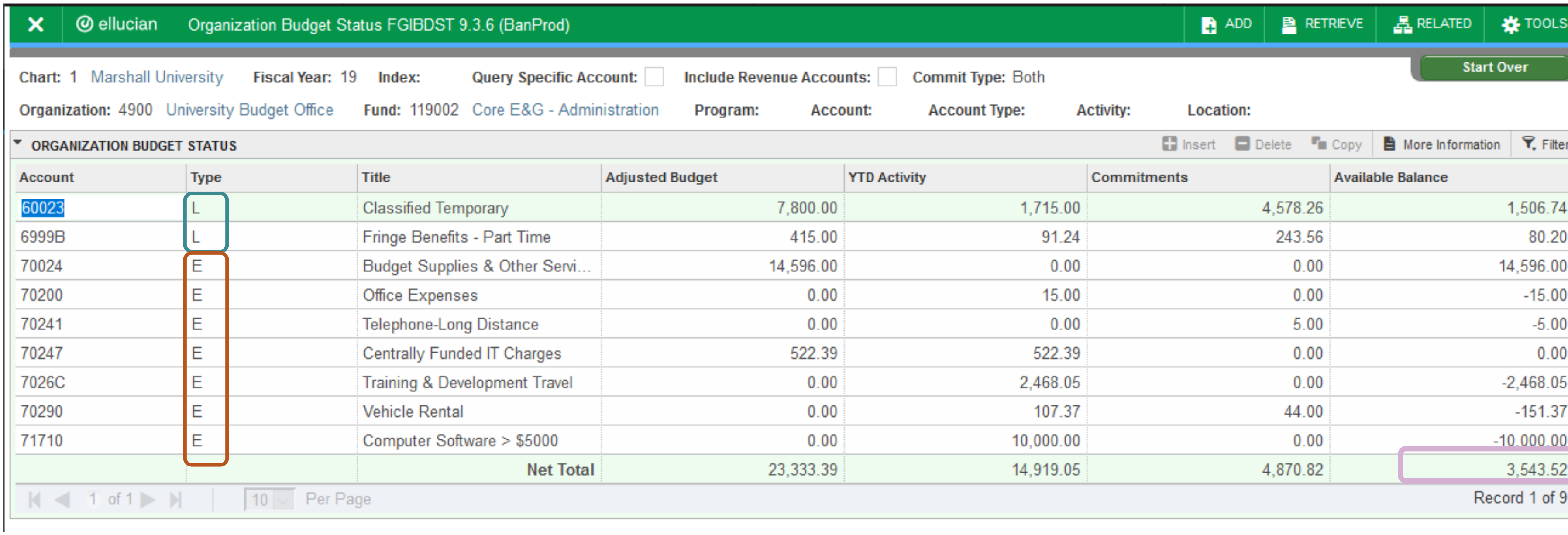
Organization Budget Status FGIBDST 9.3.6 (BanProd)

Chart: 1 Marshall University Fiscal Year: 19 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 4900 University Budget Office Fund: 119002 Core E&G - Administration Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60023	L	Classified Temporary	7,800.00	1,715.00	4,578.26	1,506.74
6999B	L	Fringe Benefits - Part Time	415.00	91.24	243.56	80.20
70024	E	Budget Supplies & Other Servi...	14,596.00	0.00	0.00	14,596.00
70200	E	Office Expenses	0.00	15.00	0.00	-15.00
70241	E	Telephone-Long Distance	0.00	0.00	5.00	-5.00
70247	E	Centrally Funded IT Charges	522.39	522.39	0.00	0.00
7026C	E	Training & Development Travel	0.00	2,468.05	0.00	-2,468.05
70290	E	Vehicle Rental	0.00	107.37	44.00	-151.37
71710	E	Computer Software > $5000	0.00	10,000.00	0.00	-10,000.00
		Net Total	23,333.39	14,919.05	4,870.82	3,543.52

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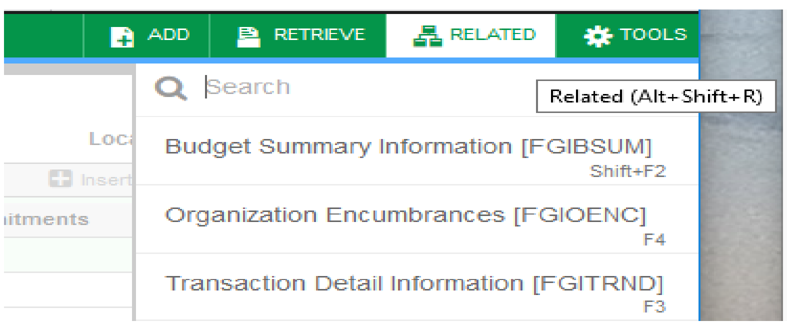
The Net Total amounts now show the total expenditure Budget, YTD Activity and Commitments.

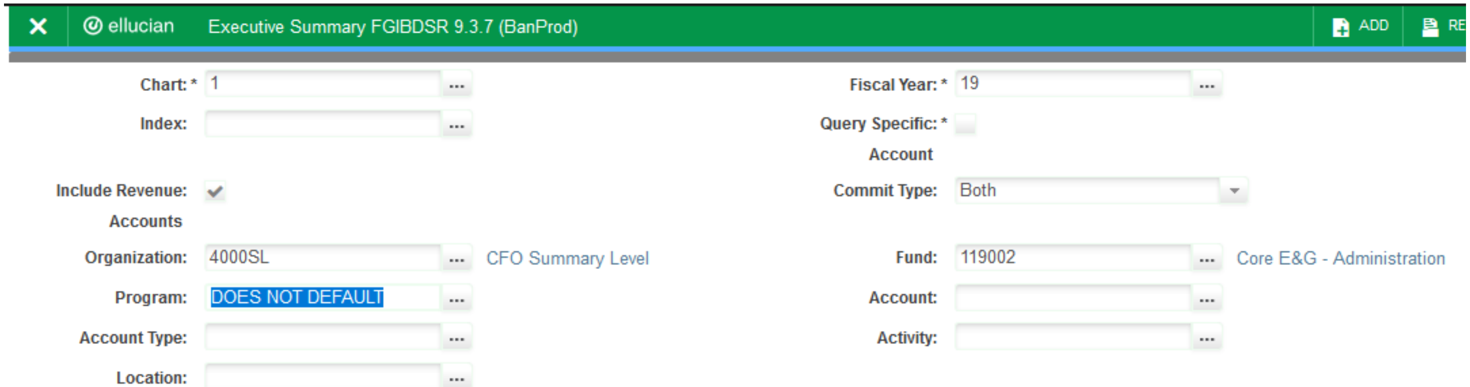
The Net Total Available Balance shows the available budget balance for this fund/org for *posted* transactions. This total matches the total of the Labor and Direct Expenditure balances shown on FGIBSUM.



The RELATED menu item (Alt/Shift/R) provides a link to FGIBSUM and to forms FGITRND and FGIOENC for further detail for this selected fund and org.

FGIBDSR – Executive Summary

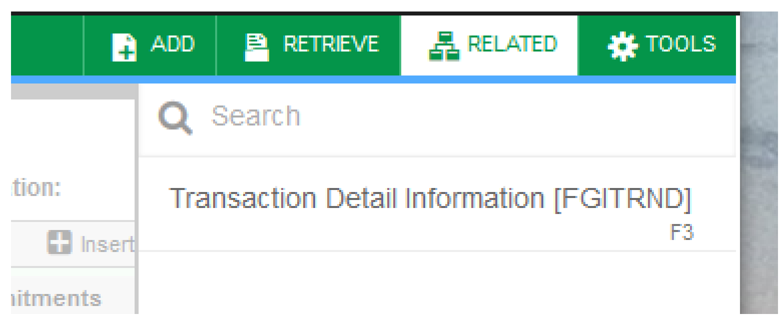
This form provides information in the same format as FGIBDST – however it provides the opportunity to query by Summary Level org number. Parameters are entered similar to FGIBDST. The Program code does not default, so it might be easier to use but has less Related form link options.



Using the Summary Level org number 4000SL will query the totals by line item within the selected fund for all orgs within the Summary Level.

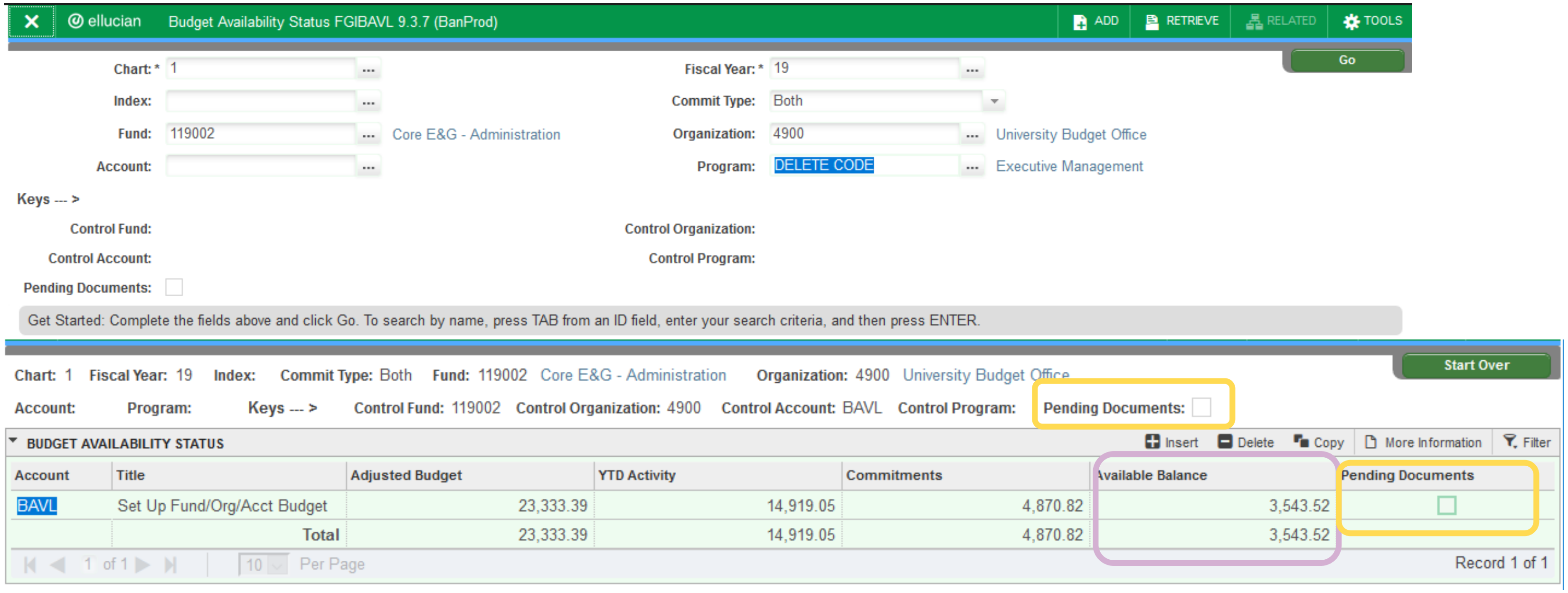
There is no drilldown information available when using Summary Level org numbers.

There is drilldown to transaction level available as normal for all individual orgs.

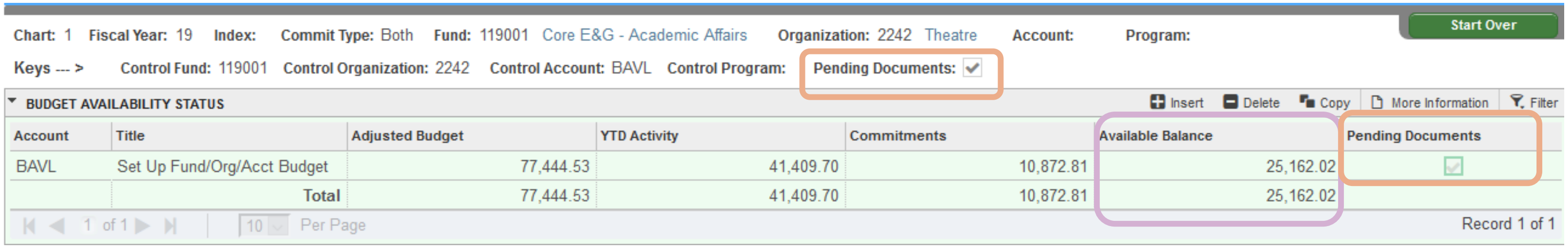


FGIBAVL – Budget Availability Status

This form shows commitments and available balance considering Pending Documents.



If there are no Pending Documents these totals should equal the totals on FGIBDST.



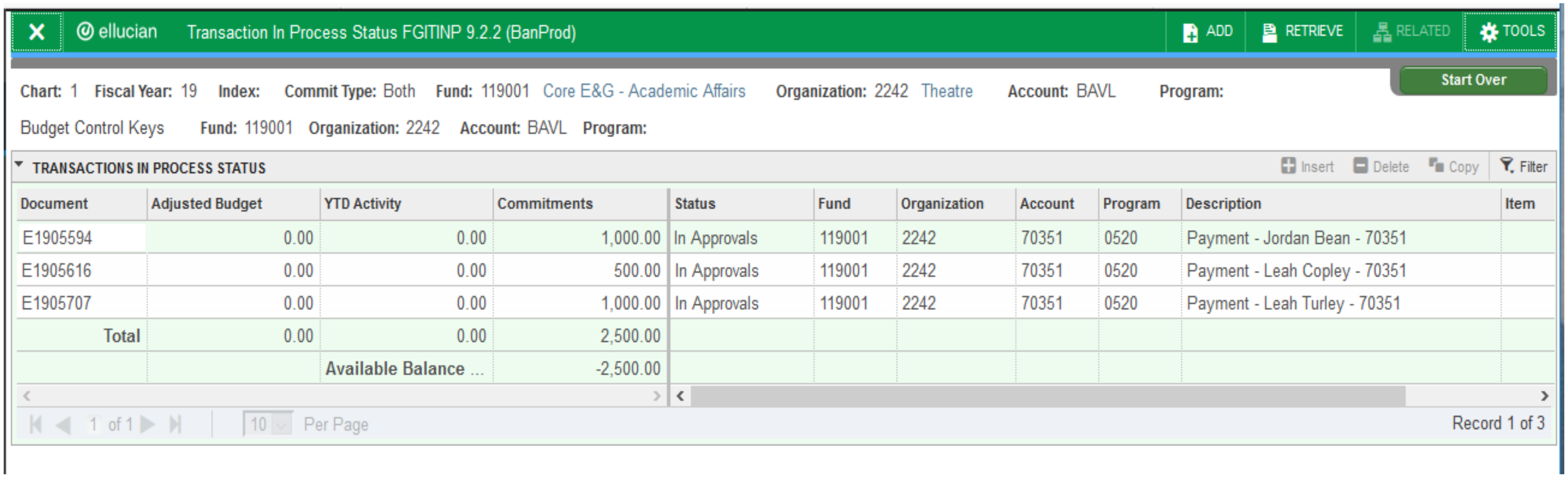
If there are Pending Documents this balance will be different from FGIBDST.

This is the available balance which Banner compares against for NSF (non-sufficient funds) checking.

Select FGITINP from the RELATED menu to see documents which are pending for the fund/org.

FGIBAVL – option FGITINP – Transaction in Process Status

Provides a list of all documents in pending status. These documents are not yet showing as posted to FGIBDST but are considered committed when checking for sufficient funds.



ellucian Transaction In Process Status FGITINP 9.2.2 (BanProd) ADD RETRIEVE RELATED TOOLS

Chart: 1 Fiscal Year: 19 Index: Commit Type: Both Fund: 119001 Core E&G - Academic Affairs Organization: 2242 Theatre Account: BAVL Program: Start Over

Budget Control Keys Fund: 119001 Organization: 2242 Account: BAVL Program:

TRANSACTIONS IN PROCESS STATUS Insert Delete Copy Filter

Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Description	Item
E1905594	0.00	0.00	1,000.00	In Approvals	119001	2242	70351	0520	Payment - Jordan Bean - 70351	
E1905616	0.00	0.00	500.00	In Approvals	119001	2242	70351	0520	Payment - Leah Copley - 70351	
E1905707	0.00	0.00	1,000.00	In Approvals	119001	2242	70351	0520	Payment - Leah Turley - 70351	
Total	0.00	0.00	2,500.00							
		Available Balance ...	-2,500.00							

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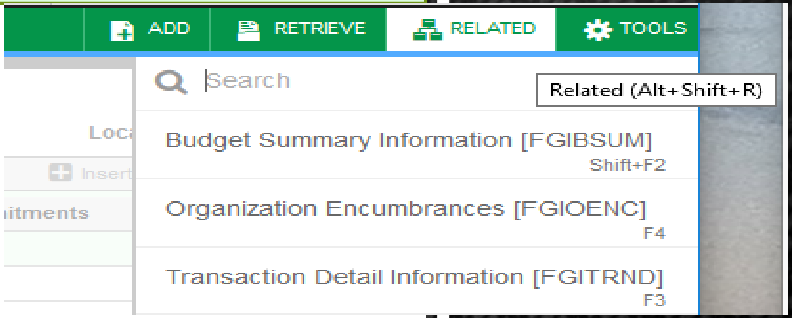
This list will allow you to determine if any pending commitments should be deleted or remind you that they need to be considered when evaluating your available budget balance.

Any documents in Incomplete status may be accessed from their originating screen (FGAENCB or FPAREQN) and adjusted or deleted. Documents in another status may need assistance from Purchasing.

Banner forms to see more detail:

From FGIBDST the RELATED menu item (Alt/Shift/R) provides a link to FGIBSUM and to forms FGITRND and FGIOENC for further detail for this selected fund and org.



TRANSACTION INQUIRY FORM

FGITRND Operating Accounts Transaction Detail Form. This form allows you to query the detailed transaction activity for selected operating ledger account combinations.

ENCUMBRANCE INQUIRY FORMS

FGIOENC Organizational Encumbrance List Form. This form allows you to query on all open encumbrances by organization for selected index, fund or organization combinations.

FGIENCD Detail Encumbrance Activity Form. This form allows you to query the detail transaction activity for an encumbrance

DOCUMENT INQUIRY FORM

FOIDOCH Document History Form. This form allows you to query the history of any document processed in the finance system. You may do inquiries on: Requisitions, PO's, Receivers, Invoices or Checks.

FGITRND- DETAIL TRANSACTION ACTIVITY FORM

This form allows you to query the detail transaction activity for selected operating ledger fund/org/account combinations

From FGIBDST – with cursor in the field you wish to drill down in, select Related and FGITRND. The form may also be accessed directly by typing it at the Welcome screen, etc.

ellucian Detail Transaction Activity FGITRND 9.3.6 (BanProd) ADD RETRIEVE RELATED TOOLS

COA: 1 Fiscal Year: 19 Index: Fund: 119002 Organization: 4900 Account: 7026C Program: Activity: Location: Period: Commit Type: Both Start Over

DETAIL TRANSACTION ACTIVITY Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	L
7026C	4900	0620	YTD	-71.04	-	XCR1	PCD01865	10/31/2018	10/29/2018	8429 2598569 SHERATON ANN ARBOR HOT	U	119002		
7026C	4900	0620	YTD	-71.04	-	XCR1	PCD01865	10/31/2018	10/29/2018	8429 2598570 SHERATON ANN ARBOR HOT	U	119002		
7026C	4900	0620	YTD	186.00	+	XCR1	PCD01865	10/31/2018	10/29/2018	8689 2576557 FAIRFIELD INN & SUITES	U	119002		
7026C	4900	0620	YTD	315.24	+	XCR1	PCD01865	10/31/2018	10/29/2018	8429 2578670 SHERATON ANN ARBOR HOT	U	119002		
7026C	4900	0620	YTD	386.28	+	XCR1	PCD01865	10/31/2018	10/29/2018	8429 2578669 SHERATON ANN ARBOR HOT	U	119002		
7026C	4900	0620	YTD	386.28	+	XCR1	PCD01865	10/31/2018	10/29/2018	8429 2578671 SHERATON ANN ARBOR HOT	U	119002		
7026C	4900	0620	YTD	73.20	+	INEI	I0624929	10/24/2018	10/24/2018	Hutchison, Andrew Warren.	U	119002		
7026C	4900	0620	YTD	155.78	+	INEI	I0624371	10/16/2018	10/16/2018	Eskins, Katrina D.	U	119002		
7026C	4900	0620	YTD	950.00	+	XCR1	PCD01864	09/30/2018	10/15/2018	8429 2564190 PAYPAL XLERANTJONA	U	119002		
7026C	4900	0620	YTD	73.20	+	INEI	I0624153	10/12/2018	10/12/2018	Gallaher, Melanie Ann.	U	119002		
7026C	4900	0620	YTD	84.15	+	INEI	I0622731	09/24/2018	09/24/2018	Gallaher, Melanie Ann.	U	119002		
			Total	2,468.05	+									

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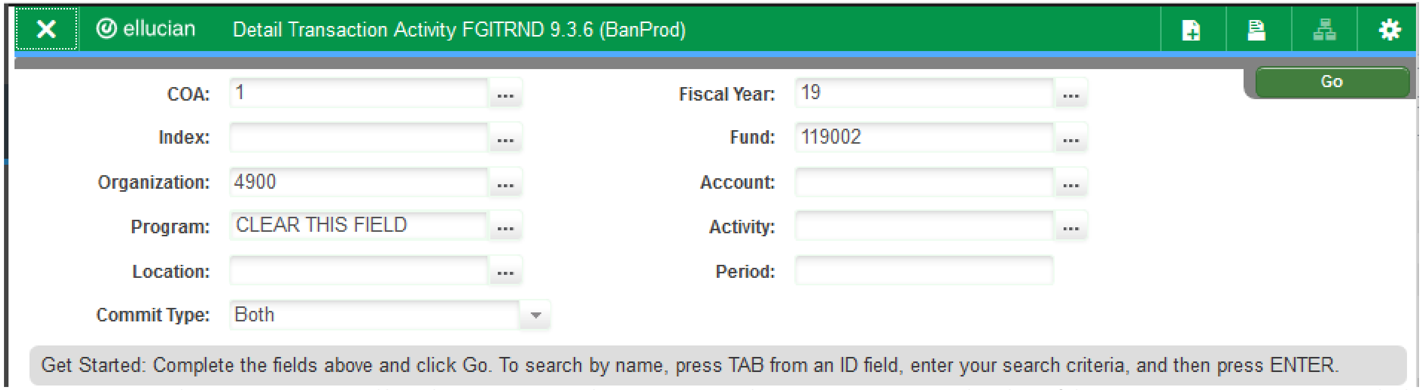
- If you have entered this form by drilling down from another form, the header information (COA, FY, and account information) will carry forward from the previous form.
- Document codes help identify the type and source of the transactions. Documents beginning with PCD are purchase card charges. Documents beginning with I are invoice payments.
- If there are multiple pages of results, use the page arrows to move between pages.
- This form may be filtered to select only certain documents. The filter may be applied to any field in the data.

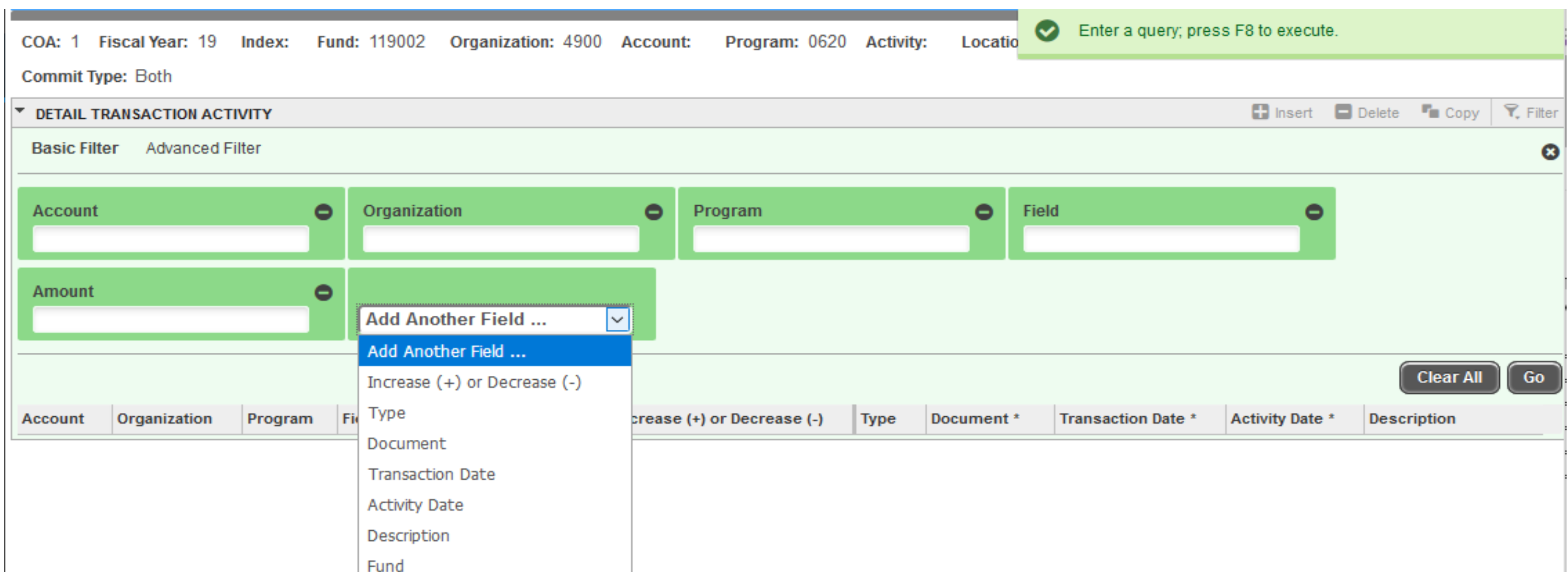
FGITRND- DETAIL TRANSACTION ACTIVITY FORM (2)

This form is very useful to query data for multiple accounts or specific time periods, etc. for a fund/org combination. It is recommended that you access FGITRND directly for this purpose so that the filters are not unintentionally limited by the field you started from in FGIBDST.

Parameters are entered similar to FGIBDST. Leave Account blank and clear Program code.

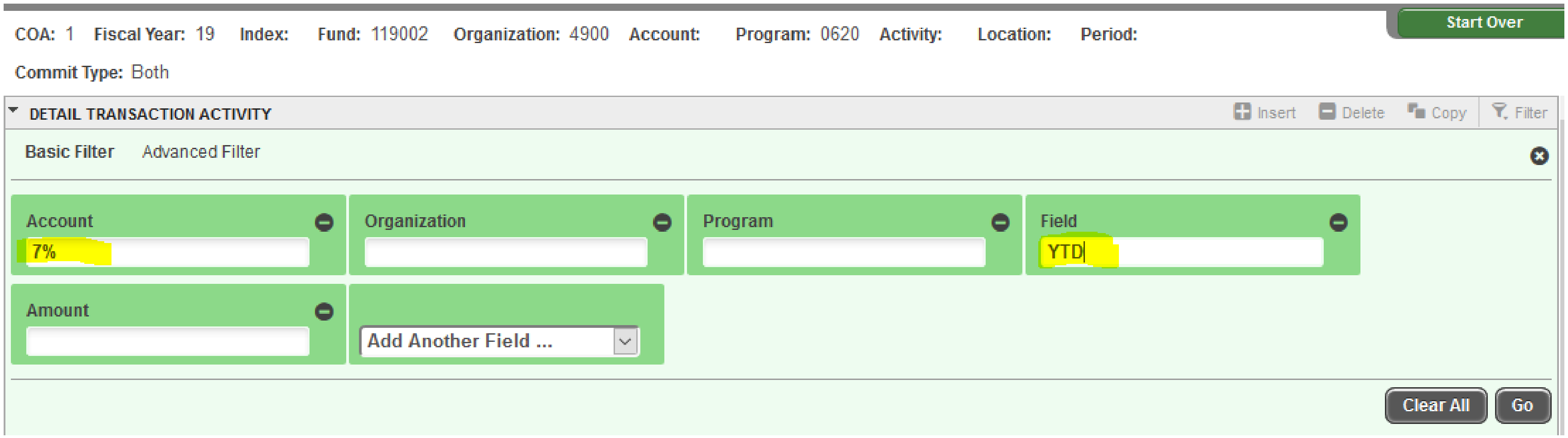


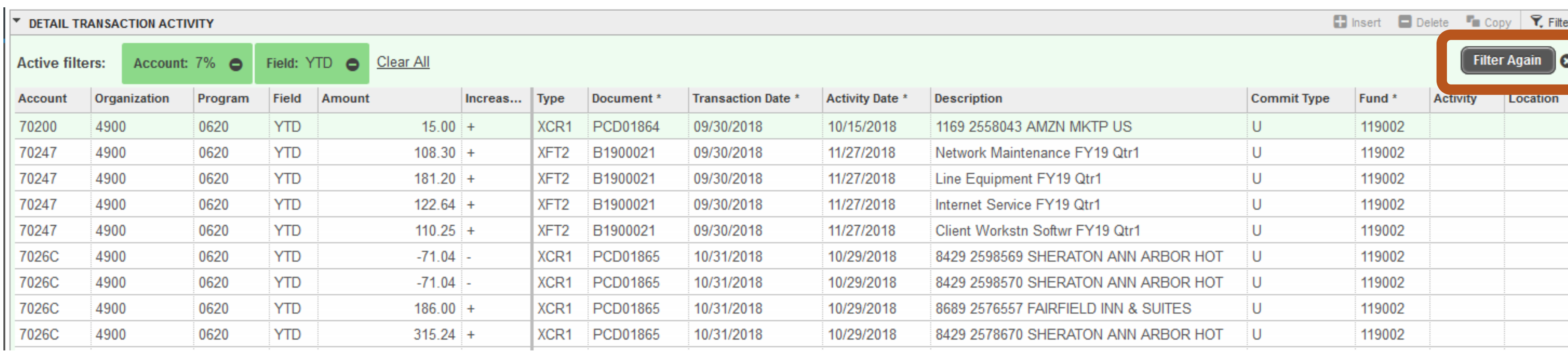
Alt/PgDwn or selecting Go will take you to the Basic Filter screen with the filter parameters available as shown below. Any other field available in the form can also be added to the filter criteria. Select Go or F8 to execute.



FGITRND- DETAIL TRANSACTION ACTIVITY FORM (3)

Utilize the wildcard character “%” to fine tune your query. The filter shown below will result in all YTD transactions in account codes beginning with 7 (all direct expenditure accounts) for the selected fund and org.



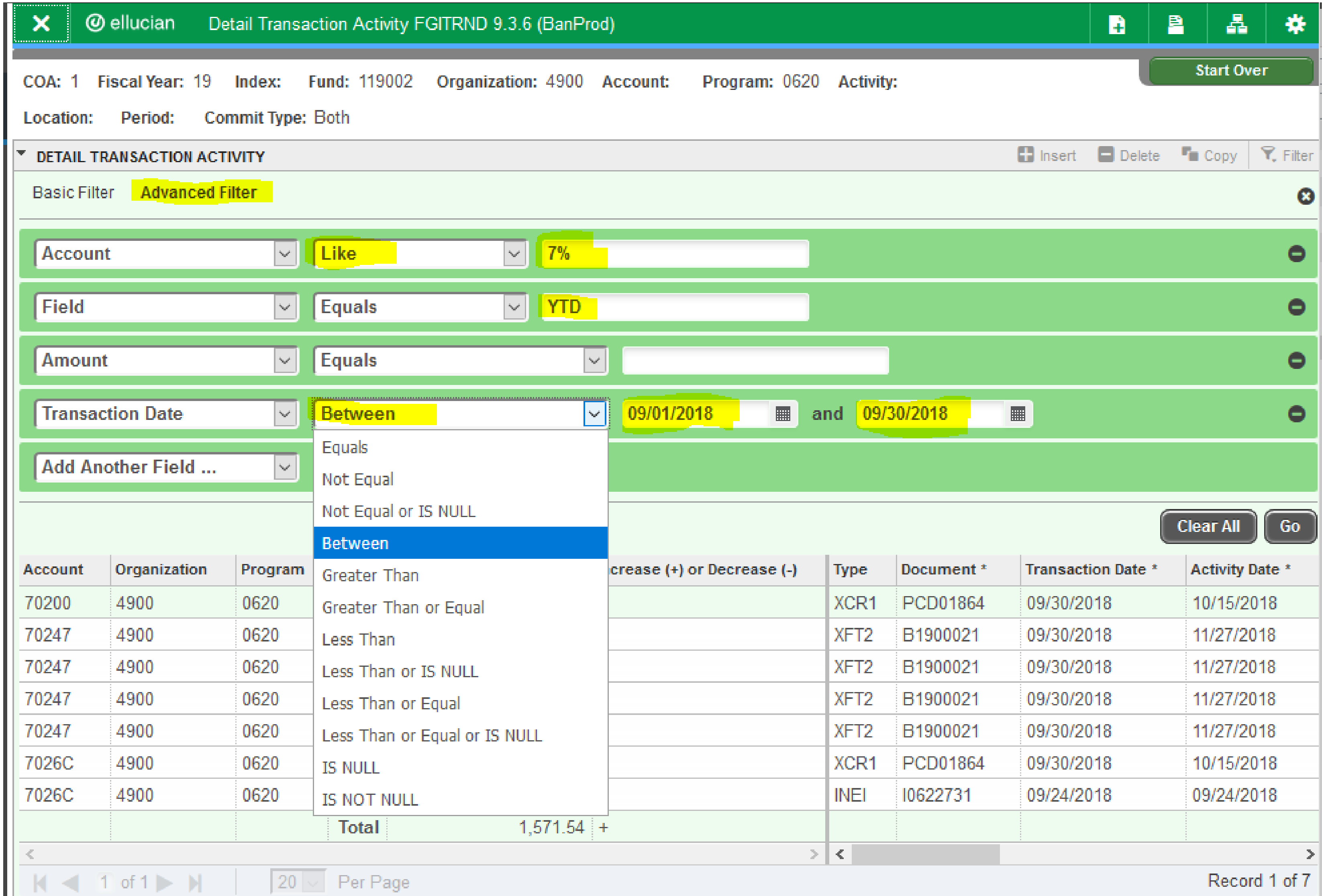


Account	Organization	Program	Field	Amount	Increas...	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
70200	4900	0620	YTD	15.00	+	XCR1	PCD01864	09/30/2018	10/15/2018	1169 2558043 AMZN MKTP US	U	119002		
70247	4900	0620	YTD	108.30	+	XFT2	B1900021	09/30/2018	11/27/2018	Network Maintenance FY19 Qtr1	U	119002		
70247	4900	0620	YTD	181.20	+	XFT2	B1900021	09/30/2018	11/27/2018	Line Equipment FY19 Qtr1	U	119002		
70247	4900	0620	YTD	122.64	+	XFT2	B1900021	09/30/2018	11/27/2018	Internet Service FY19 Qtr1	U	119002		
70247	4900	0620	YTD	110.25	+	XFT2	B1900021	09/30/2018	11/27/2018	Client Workstn Softwr FY19 Qtr1	U	119002		
7026C	4900	0620	YTD	-71.04	-	XCR1	PCD01865	10/31/2018	10/29/2018	8429 2598569 SHERATON ANN ARBOR HOT	U	119002		
7026C	4900	0620	YTD	-71.04	-	XCR1	PCD01865	10/31/2018	10/29/2018	8429 2598570 SHERATON ANN ARBOR HOT	U	119002		
7026C	4900	0620	YTD	186.00	+	XCR1	PCD01865	10/31/2018	10/29/2018	8689 2576557 FAIRFIELD INN & SUITES	U	119002		
7026C	4900	0620	YTD	315.24	+	XCR1	PCD01865	10/31/2018	10/29/2018	8429 2578670 SHERATON ANN ARBOR HOT	U	119002		

To modify your filter, select Filter Again. Adjust filter parameters to filter in this same fund/org or select Start Over to enter a different fund or org, etc.

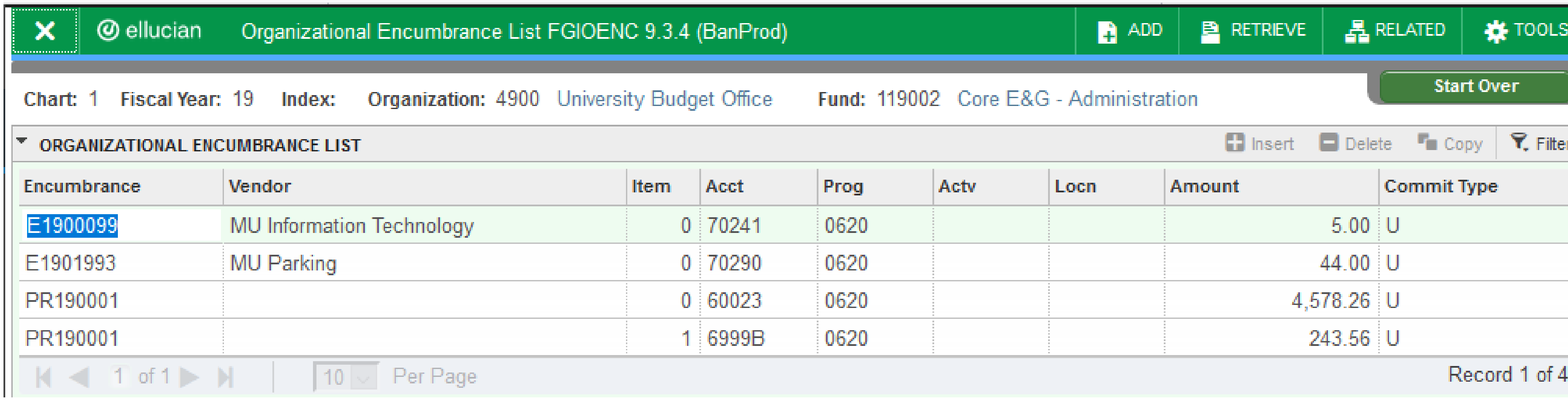
FGITRND- DETAIL TRANSACTION ACTIVITY FORM (4)

The Advanced Filter selection provides many more filter options. The filter shown below will result in all YTD transactions for the month of September in account codes beginning with 7 (all direct expenditure accounts) for the selected fund and org.



FGIOENC - ORGANIZATIONAL ENCUMBRANCE LIST FORM

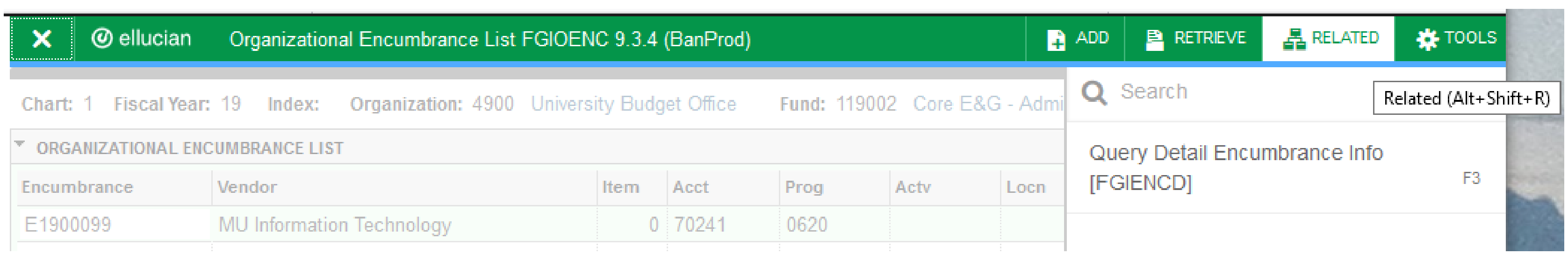
This form allows you to query on all open encumbrances by fund and organization combination. It is available in the Related menu of FGIBDST.



Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
E1900099	MU Information Technology	0	70241	0620			5.00	U
E1901993	MU Parking	0	70290	0620			44.00	U
PR190001		0	60023	0620			4,578.26	U
PR190001		1	6999B	0620			243.56	U

Provides a list of all open encumbrances for your fund and org. This is a good place to find specific encumbrances if you don't remember the number or to look to see if there are encumbrances still open on your fund/org that may no longer be needed but have a balance.

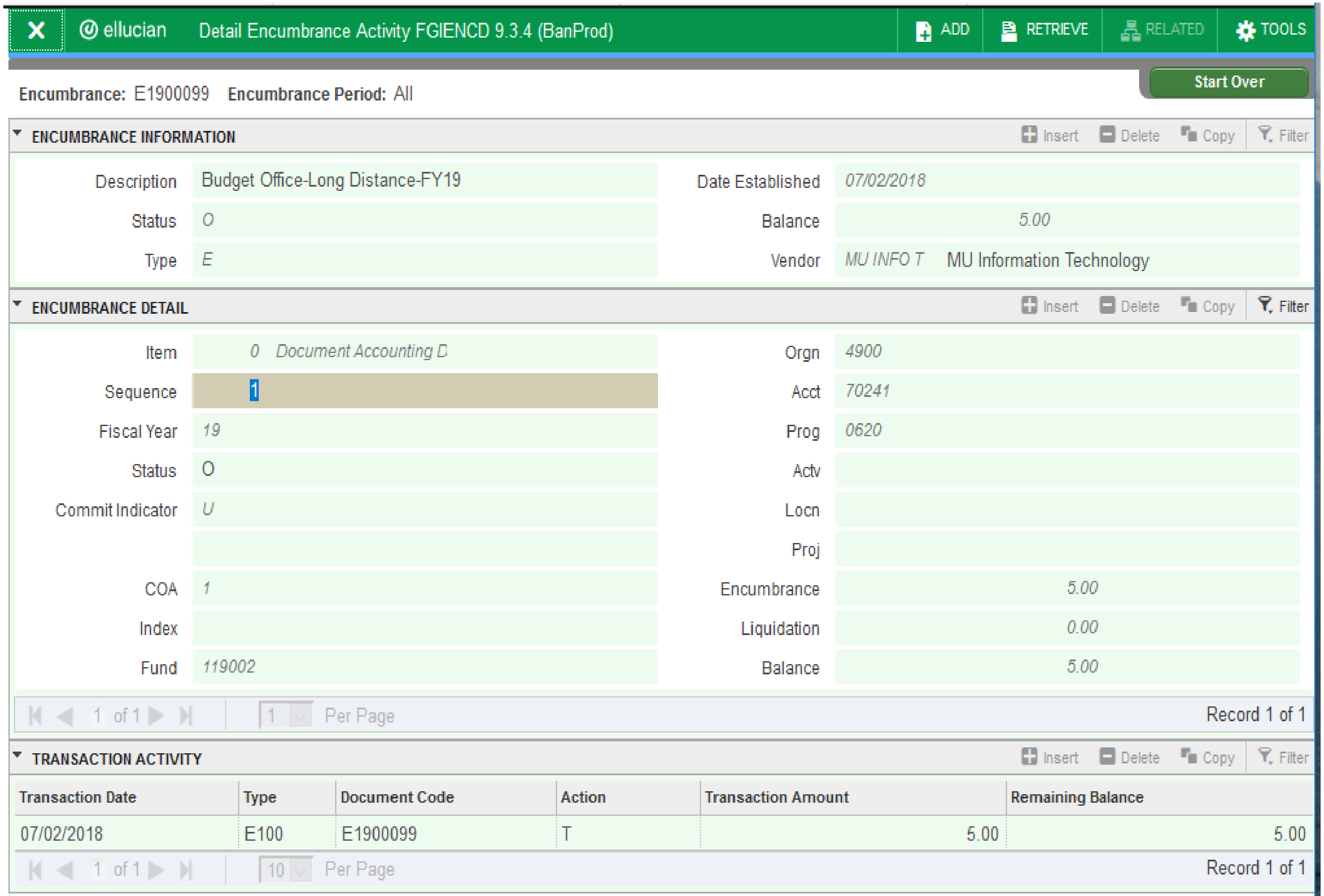
The RELATED menu provides a link to a query the detail of a selected encumbrance.



FGIENCD - DETAIL ENCUMBRANCE ACTIVITY FORM

This form may direct accessed or linked from Related menu in FGIOENC or FGITRND.

Must have an encumbrance, purchase order or requisition number to use this inquiry.



This is where you can view the detail and history of your encumbrances. Each transaction which impacts the commitment balance will be listed in the Transaction Activity section.

FOIDOCH - DOCUMENT HISTORY FORM

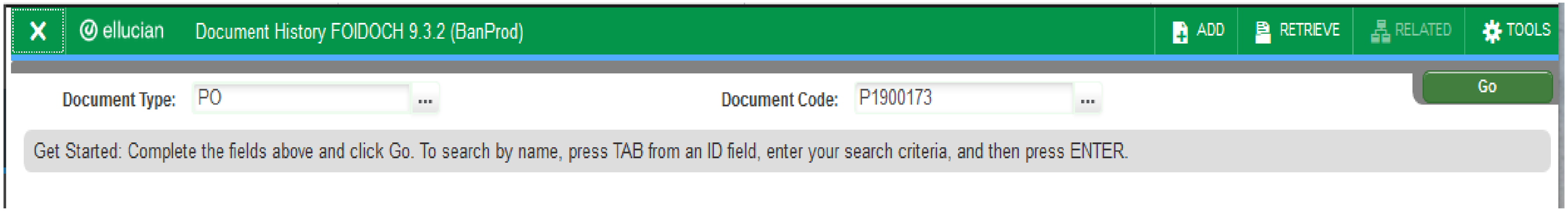
This form allows you to query the history of documents processed in the finance system.

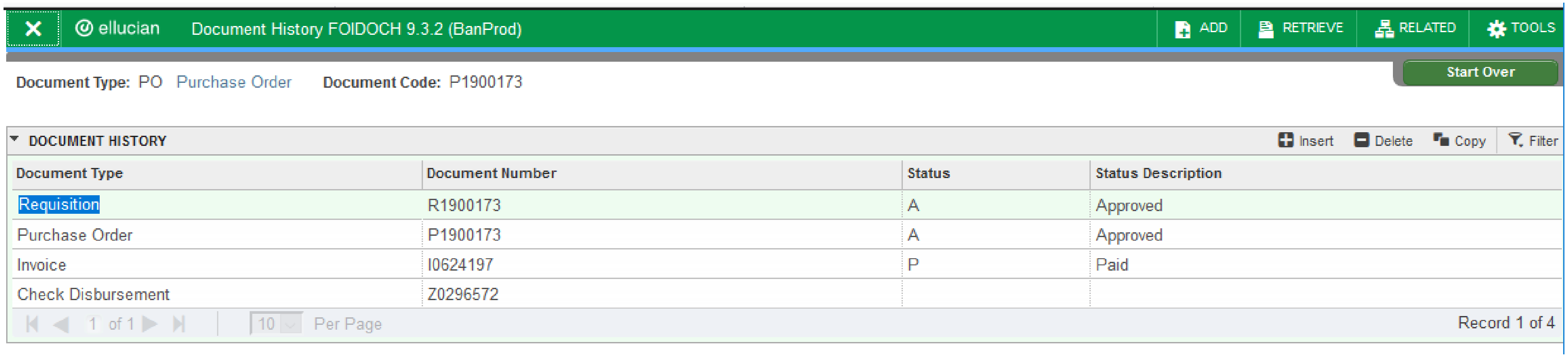
You may inquire on the following document types:

REQ-Requisitions **PO**-Purchase Orders **RCV**-Receiving **INV**-Invoices **CHK**-Checks

You will need to know the document number (code).

This form allows you to access all documents related to the queried document.
Select the field for the document number you wish to review and select the appropriate item from the Options menu to see detailed information.





Note: If you need the actual check number (e.g. for a vendor request), provide Accounts Payable with listed number and they can obtain state voucher number.

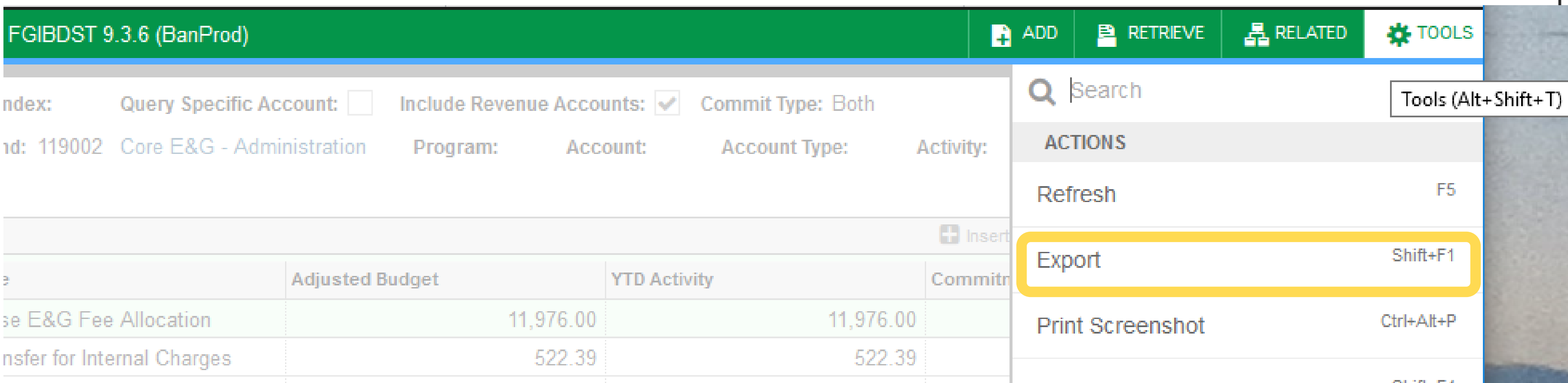
Banner Data Extract

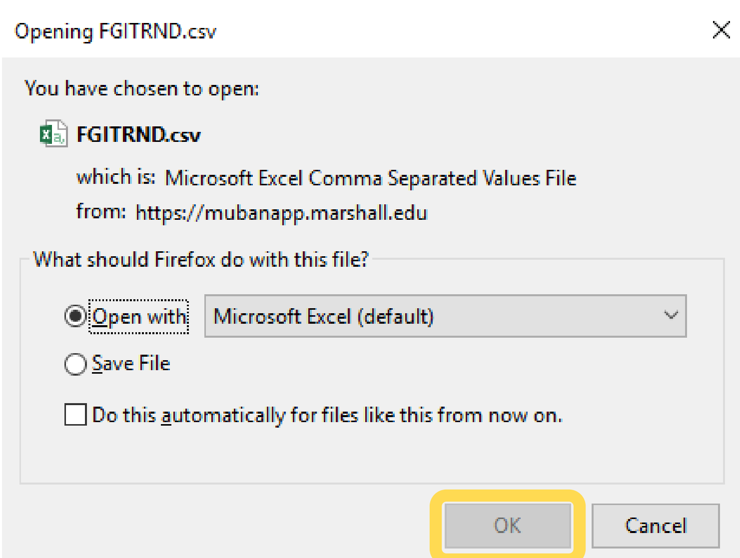
Many forms in Banner may be extracted for use in excel.

Take care to ensure your curser is in the part of the form you wish to extract.

Turn off pop-up blocker in internet browser.

Enter Shift-F1 or chose the TOOLS menu and select Export.



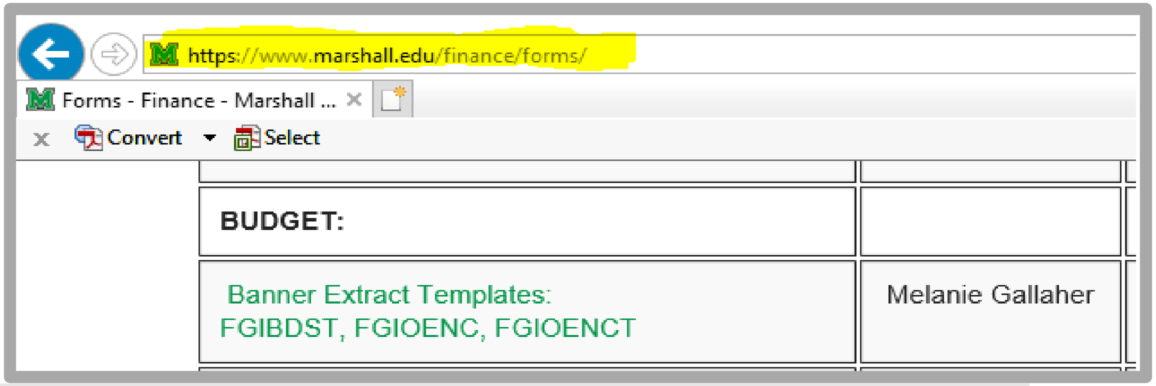


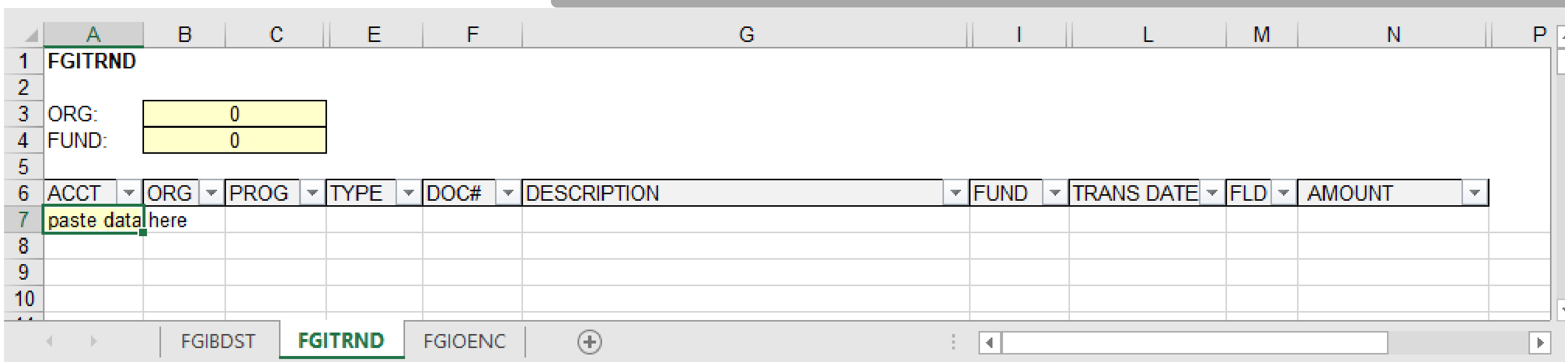
Select OK to open with Microsoft Excel.

The data from your page will open in a read only worksheet file with no headings.

Banner Data Extract (2)

There are templates available on the Finance web site Forms page shown below which will provide headings for the indicated Banner form extracts. Templates will open in excel and data exports may be copy/pasted into them.

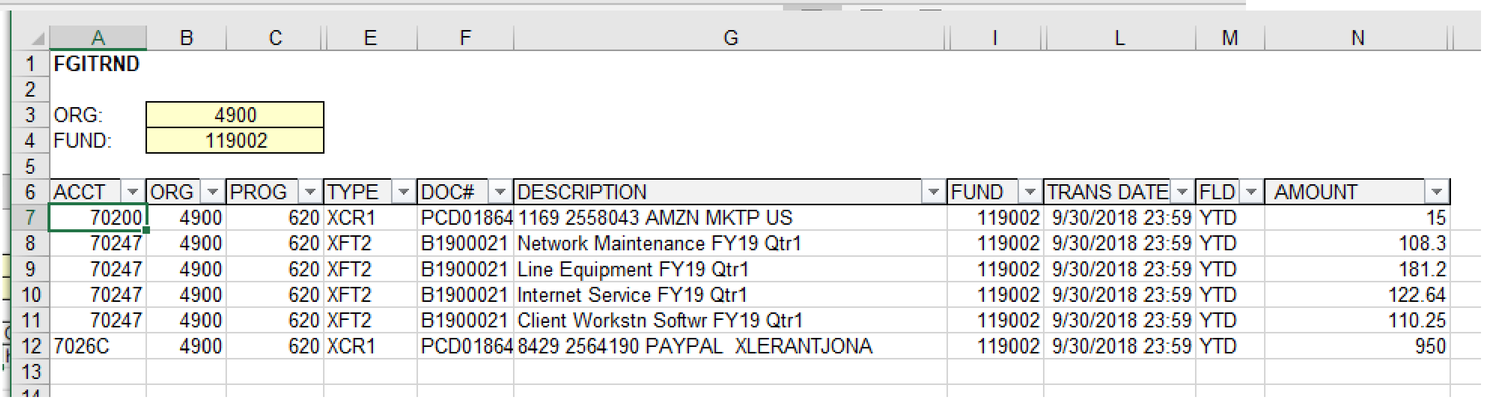




	A	B	C	E	F	G	I	L	M	N
1	FGITRND									
2										
3	ORG:	0								
4	FUND:	0								
5										
6	ACCT	ORG	PROG	TYPE	DOC#	DESCRIPTION	FUND	TRANS DATE	FLD	AMOUNT
7	paste data	here								
8										
9										
10										

Copy data from export and paste where paste where indicated.

(Paste as values to keep template formatting.)



	A	B	C	E	F	G	I	L	M	N
1	FGITRND									
2										
3	ORG:	4900								
4	FUND:	119002								
5										
6	ACCT	ORG	PROG	TYPE	DOC#	DESCRIPTION	FUND	TRANS DATE	FLD	AMOUNT
7	70200	4900	620	XCR1	PCD01864	1169 2558043 AMZN MKTP US	119002	9/30/2018 23:59	YTD	15
8	70247	4900	620	XFT2	B1900021	Network Maintenance FY19 Qtr1	119002	9/30/2018 23:59	YTD	108.3
9	70247	4900	620	XFT2	B1900021	Line Equipment FY19 Qtr1	119002	9/30/2018 23:59	YTD	181.2
10	70247	4900	620	XFT2	B1900021	Internet Service FY19 Qtr1	119002	9/30/2018 23:59	YTD	122.64
11	70247	4900	620	XFT2	B1900021	Client Workstn Softwr FY19 Qtr1	119002	9/30/2018 23:59	YTD	110.25
12	7026C	4900	620	XCR1	PCD01864	8429 2564190 PAYPAL XLERANTJONA	119002	9/30/2018 23:59	YTD	950
13										

Banner Data Extract (3)

The FGIBDST template is set up to provide a summary of Revenue, Labor and Direct Expenditure totals and balances. (Paste as values to maintain template formatting.)

FGIBDST

ORG: 4900

FUND: 119002

Note - You will need to fill in fund and org on form heading.

Acct	Type	Description	Budget	YTD Activity	Committments	Available Balance
Revenue	R	Sources - Bal Fwd / Revenue / Transfers	23,333.39	23,333.39	-	
Labor	L	Uses - Labor related	8,215.00	1,806.24	4,464.65	1,944.11
Expend	E	Uses - Other direct expenditures	15,118.39	13,112.81	49.00	1,956.58
	L+E	Total Uses	23,333.39	14,919.05	4,513.65	3,900.69
	R-L+E	Net Total	-	8,414.34		

Acct	Ty	Description	Budget	YTD Activity	Committment	Available Balan
5T0010	R	Base E&G Fee Allocation	11,976.00	11,976.00	-	-
5T0024	R	Transfer for Internal Charges	522.39	522.39	-	-
5T0035	R	Vacancy Savings Transfer	8,215.00	8,215.00	-	-
5T0050	R	Internal - Unit Temp Transfer	2,620.00	2,620.00	-	-
60023	L	Classified Temporary	7,800.00	1,715.00	4,239.13	1,845.87
6999B	L	Fringe Benefits - Part Time	415.00	91.24	225.52	98.24
70024	E	Budget Supplies & Other Services	14,596.00	-	-	14,596.00
70200	E	Office Expenses	-	15.00	-	(15.00)
70241	E	Telephone-Long Distance	-	-	5.00	(5.00)
70247	E	Centrally Funded IT Charges	522.39	522.39	-	-
7026C	E	Training & Development Travel	-	2,468.05	-	(2,468.05)
70290	E	Vehicle Rental	-	107.37	44.00	(151.37)
71710	E	Computer Software > $5000	-	10,000.00	-	(10,000.00)

FGIBDST | FGITRND | FGIOENC

Marshall University Budget Office

Contact us with questions.

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