

Banner Finance Navigation Training



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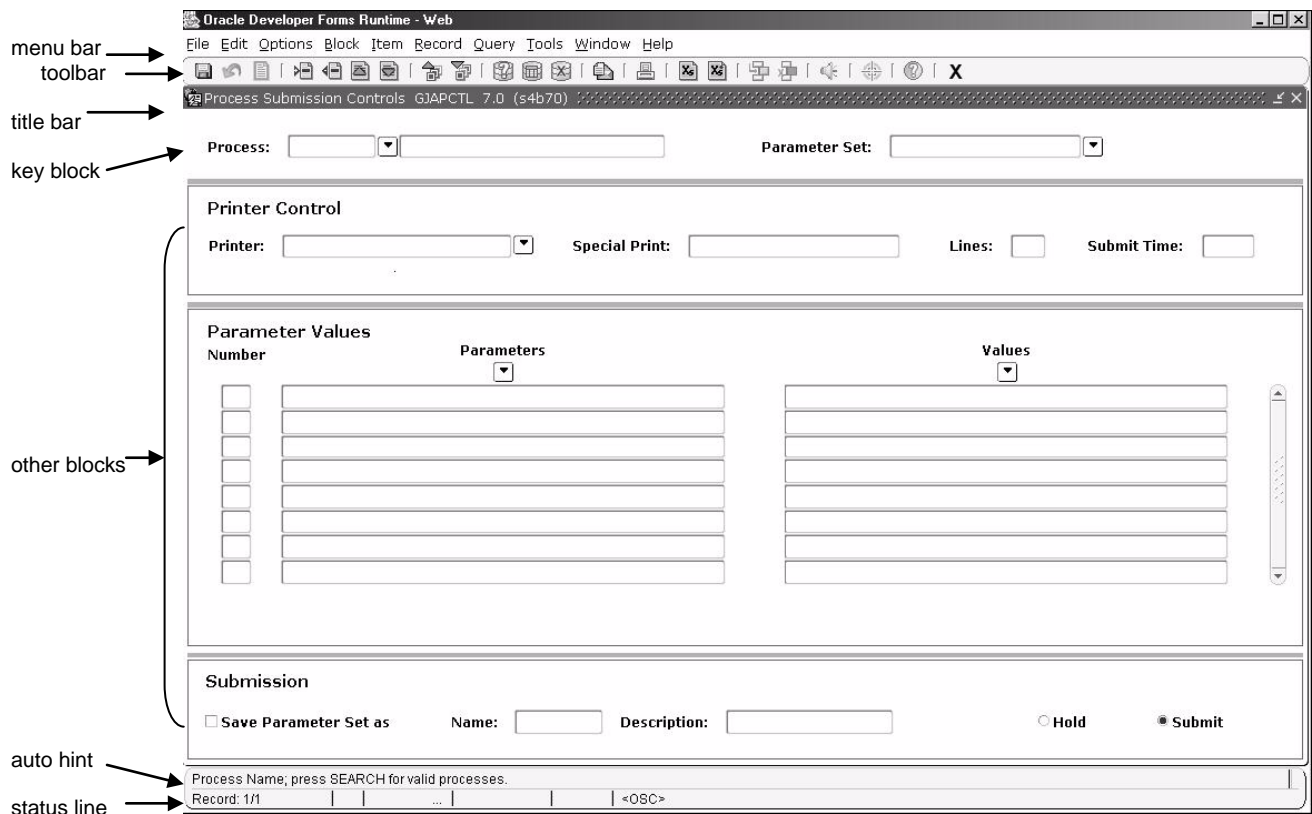
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Banner Terminology

Form - A form is an online document where you can enter and look up information in your database. A form visually organizes information so it is easier to enter and read. A Banner form is similar to a paper form, except information is entered once and then used by other forms, reports, and jobs. Forms can include windows, window panes, dialog boxes, and alert boxes.

Parts of a Form

The following figure shows a sample form. Each part of the form is described on the following pages.



Menu Bar - The Banner menu bar, located at the top of every form, contains pull-down menus. You can access an option in a pull-down menu at any time, except when you are in a dialog box, alert box, or List of Values (LOV). (You must respond to these windows before you can access a pull-down menu.)

Toolbars - The Banner toolbar contains buttons that perform common functions. It is located directly under the menu bar. When you move your cursor over a button and pause, a tool tip appears with text that describes the function of the button.

Title Bar - The title bar shows the following information:

- Descriptive form name
- Form name (seven or eight characters)
- Release number
- Database name from the Installation Control Form (GUAINST)

Blocks - A block is a section of a form or window that contains related information. If a form or window contains more than one block, each block (except the key block) may be enclosed in a beveled box.

Most blocks have a title. There are three exceptions:

- A key block does not have a title.
- If a form or window has only one block, the block does not have a title.
- If a form has a key block and only one other block, the second block does not have a title.

Key Block - The first block on most forms contains key information. (Some forms, especially validation forms and certain list forms, do not have a key block.) The key block determines what is entered or displayed on the rest of the form. All information on the form refers to the key block. The key block has at least one field and sometimes more.

Other Blocks - Other blocks contain additional details for the key information. Each block contains related information and is usually enclosed in a beveled box.

Auto Hint

The auto hint at the bottom of the form can contain the following information for the field where the cursor is located:

- Brief field description
- Error and processing messages
- Keyboard equivalents, if you can access other blocks, windows, or forms from the field

Status Line

The status line directly under the auto hint can contain one or more of the following messages:

Record n/n Shows the number of the current record followed by the total number of records in the current block. If there are more records than fit in the window, the total appears as a question mark (for example, 3/?) until you scroll to the last record in the block. Once the last record is displayed, the total appears as a number (for example, 3/15).

List of Values Indicates the field has a List of Values

Enter Query Indicates the form is in query mode.

Elements on a Form

Fields - Fields are areas on a form where you can enter, query, change, and display specific information. A field is sometimes called an item.

Records, Rows, and Columns - A record is a set of related fields. For example, a street, city, state, and ZIP/postal code form an address record.

If a block has multiple records, the records often appear in rows and columns. A horizontal scroll bar appears under the columns if all columns don't fit into the window at once. A vertical scroll bar appears on the right side of the rows if all rows don't fit into the window at once. When you select a row, the entire record is highlighted to identify it as the current record.

Pull-Down Lists - Pull-down lists are used to select a field value from a list of pre-defined values. A down arrow in the right side of the field indicates the field has a pull-down list.

Note: Fields with a **Search** button have a similar-looking down arrow. Pull-down lists have the arrow *inside* the field, while the **Search** button is located *outside* the field.

Displayed Form Names

Display Options
Directory Options
My Links
Menu Settings
LDAP

Display Options

Display Form Name on Title Bar

Display Form Name on Menu

Display Release Number on Title Bar

Display Database Instance on Title Bar

Alert Options

Prompt Before Exiting Banner

Display Additional Confidential Warning

Display Additional Deceased Warning

Display Duplicate SSN/SIN/TIN Warning

Data Extract

Include Header Row in Data Extract

User Interface Color Settings

Description: Enter the RGB color code for non iconic buttons.
Default Value: r204g204b153
User Value: r204g204b153

Description: Enter the RGB color code for the canvas.
Default Value: r255g255b255
User Value: r255g255b255

Description: Enter the RGB color code for code/description prompts.
Default Value: r0g0b0
User Value:

Description: Enter the RGB color code for the menu links canvas.
Default Value: r255g255b255
User Value: r255g255b255

Description: Enter the RGB color code for the menu broadcast message canvas.
Default Value: r255g255b255
User Value: r255g255b255

You can choose whether form names are displayed in the following places:

- Options pull-down menu
- Navigation frame (client/server environments only)
- Left pane of menu maintenance forms

If you choose to display form names in the navigation frame, the name appears as a bubble help when you move the cursor over the navigation option.

To display or hide form names:

1. Access the General User Preferences Maintenance Form (GUAUPRF).
2. Click the Form Display Options button.
3. Select an option from the Form Name Display Option pull-down list.
4. Select the OK button. A dialog box says the change has been applied.
5. Select the OK button in the dialog box.

Default Expanded Menu

General User Preferences Maintenance GUAUPRF 7.3 (TRNG)

Display Options Directory Options My Links **Menu Settings** LDAP

Starting Menu Option

Description: Enter the name of your preferred start-up menu.

Default Value: *MENU Products Menu

User Default: *FINANCE Financial

The SCT Banner main menu appears when you first access Banner. You can change the default product menu that is expanded to suit your personal preference.

To specify the default expanded menu:

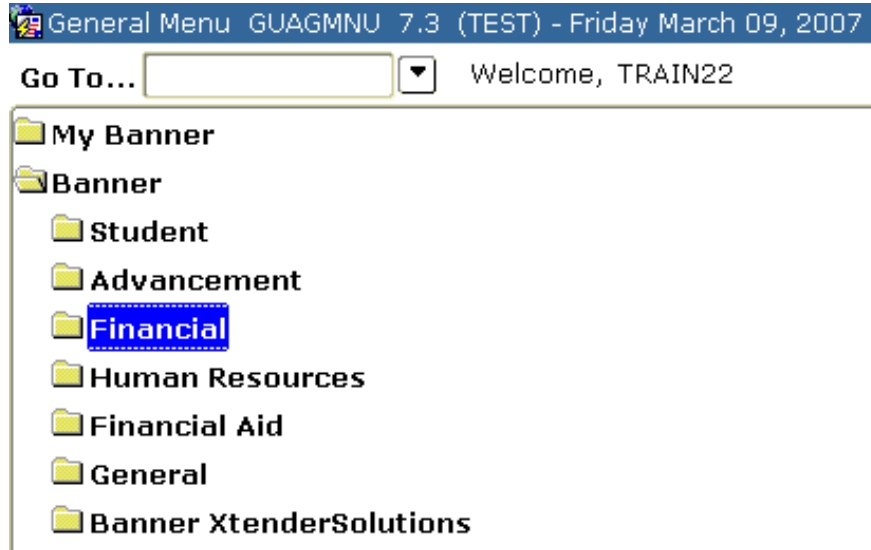
1. Access the General User Preference Maintenance Form (GUAUPRF).
2. Choose the Menu Options tab.
3. In the **User Default** field, enter the name of the menu that you want as the default, or click the **Search** button to search for it using the Object Search Form (GUIOBS).
4. Save your changes.

Getting Around In Banner

Banner provides numerous ways to navigate through the system:

Main menu

- You can select from a list of the menus, forms, jobs, and QuickFlows in Banner.



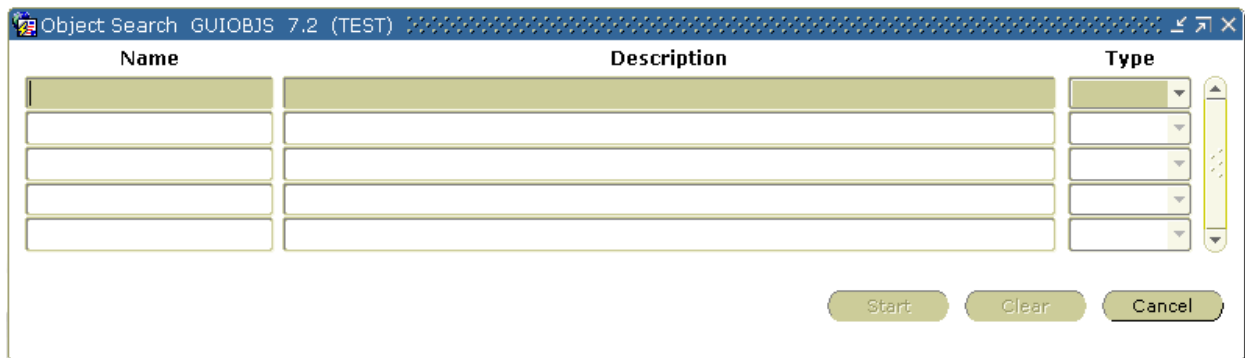
Direct Access

- You can access a menu, form, job, or QuickFlow by its name.



Object Search

- You can access a form, job, or QuickFlow if you know part of its name, description, or type.



Site map

- You can view a list of the top-level menus and one level below them.



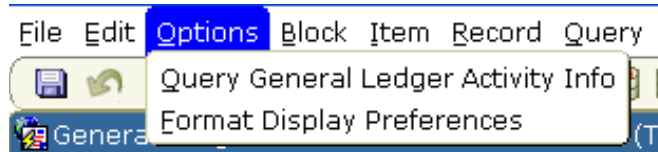
Tabs

- You can access windows on tabbed forms by selecting the tab.



Options menu

- You can access other forms, windows, and blocks related to the current form, window, and block.

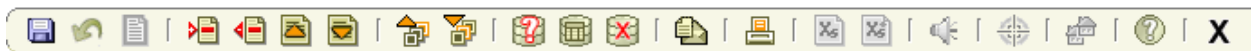


Option list

- You can right-click on a form anywhere outside a field to display the Option list, from which you can perform functions, navigate to other parts of the form, or add the form to your personal menu.

Buttons

- You can access another form or window related to the current record or field.



Mouse

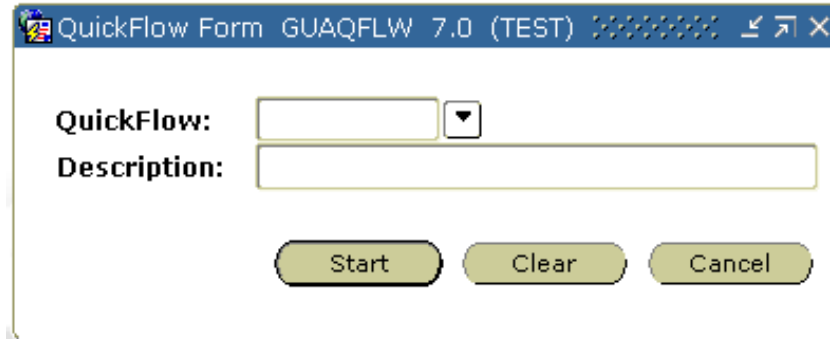
- You can click an iconic button, field, record, block, or window that is currently displayed.

Keyboard equivalents

- You can use the keyboard to access a form, window, block, or field.

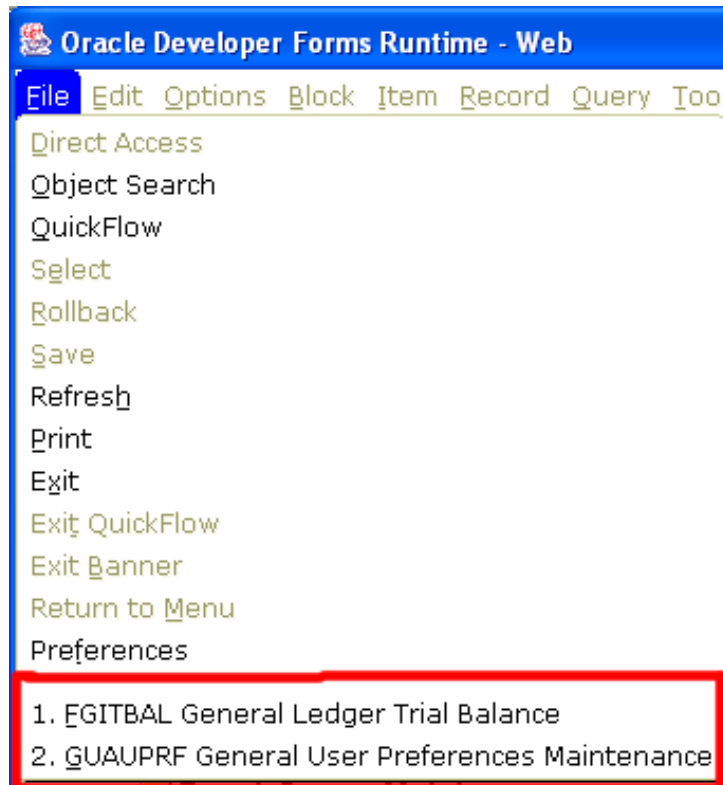
QuickFlow

- You can automatically access forms that are linked in a chain.



Last 10 forms in the File pull-down menu

- You can quickly re-access a form that was previously opened in the current session.



Display Navigation Window key

- You can press this key on any form to display a navigation window that enables you to enter the name of another form or job and navigate to it.

Keyboard Navigation

BANNER: Field => Record => Block => Form

FUNCTION		FUNCTION	
Next Field	Tab	Next Block	Cntl-PgDown
Previous Field	Shft-tab	Previous Block	Cntl-PgUp
Clear Field	Cntl-U	Clear Block	Shft-F5
Next Record	Down Arrow	Scroll Up	Up Arrow
Previous Record	Up Arrow	Scroll Down	Down Arrow
Enter Query	F7	Copy	F6
Execute Query	F8	Replace	F4
Show Keys	Cntl-F1		
Commit/Save	F-10		
Get List	F-9		









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Optional Keystrokes for Banner

KEY	Esc	Tab	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
	Cancel	Next Field	Help		Duplicate Field/Item	Duplicate Record		Insert New Record	Enter Query	Execute Query	Search (LOV)	Save
Shift		Previous Field	Display Error	Count Query Hits	Exit with Value	Clear Record	Clear Block	Remove Record	Clear Form & Rollback	Print		
Ctrl		Next Field	Show Keys									

KEY	Page up	Page Down	Up Arrow	Down Arrow	Left Arrow	Right Arrow	Q	U	Space Bar in Check Box Fld	Left Mouse Double Click
			Previous Record	Next Record	Prev. Radio Button	Next Radio Button			Toggle On / Off	On date field=calendar On Amount field=calculator
Shift										Dynamic Help
Ctrl	Previous Block	Next Block					Exit or Cancel	Clear Field		

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Function	Icon	Key Stroke
Save		F10
Rollback		Shift F7
Select		Shift F3
Insert Record		F6
Remove Record		Shift F6
Previous Record		Up Arrow or Page Up
Next Record		Down Arrow or Page Down
Previous Block		Ctrl Pg Up

Function	Icon	Key Stroke
Next Block		Ctrl Pg Dn
Enter Query		F7
Execute Query		F8
Cancel Query		Ctrl Q
Print		Shift F8
Online Help		
Exit		Ctrl Q Alt F4
Search		F9

Wildcard Characters

- Any number of characters before or after known information: ‘%’
 - Ex. – ‘CA%’ will result in CASH, CAT, CANINE, CALIFORNIA, etc.
- One Character within known information: ‘_’
 - ex. – ‘C_T’ will result in CAT, CUT, COT, etc.

Naming Conventions

Naming Conventions

All Banner objects adhere to naming conventions
e.g., forms, tables, processes
refer to chapter one of the technical reference manuals

Form, process, and table naming

The names of all Banner forms (except menu forms), reports, processes, and tables are seven characters long and have this structure:

Example	F	O	A	I	D	E	N
	-	-	-	-	-	-	-
Position Locations	1	2	3	4	5	6	7

Position Location 1

Identifies the primary system owning the form, report, process, or table.

- | | |
|------------------------|-------------------------------|
| A - Alumni/Development | S - Student |
| R - Financial Aid | T - Accounts Receivable |
| F - Finance | V - Voice Response |
| G - General | H - New Products (Web) |
| N - Position Control | P - Human Resources/ Payroll/ |
| Personnel | |
- W Y Z - Reserved for client-developed new applications built to co-exist with Banner applications**

General Position Location 2

Identifies the module owning the form, process, or table.
If Position 1 is **F**, the character in Position 2 is:

- | | |
|----------------------|---------------------------|
| A - Accounts Payable | R - Research Accounting |
| B - Budget Develop. | S - Stores Inventory |
| E - Event Management | T - Validation Form/Table |
| F - Fixed Assets | U - Utility |

G- General
J - Job Submission
L - Letter Generation
O – Overall
P – Purchasing

W Y Z - Reserved for client
developed forms or modules
used within a Banner application
(character in position 1 not = W,Y, Z)

General Position Location 3

Identifies the type of form, report, process, or table.

A – Application
B - Base Table (Batch COBOL Process)
I - Inquiry Form
O - Online COBOL Process
M-Maintenance
Q - Query Form accessed from another form
R - Rule Table, Repeating Table, Report or Process
T - General Maintenance Test Pattern
V - Validation Table or View

Positions 4, 5, 6, 7

Identifies a unique four-character name for the form, report, process, or table

F O A IDEN

F Finance
O Overall
A Application

IDEN Identification

F T M COAS

F Finance
T Table
M Maintenance

COAS Chart of Accounts

FRS versus Banner Comparison Table

Information Type	Banner Form
Subsidiary Ledger (Budget, Revenue, Expense, Transfers)	FGIBDST
	FGIBAVL
	FRIGITD
	FGIBDSR
General Ledger (Balance Sheet, Fund Additions/Deductions)	FGITBAL
	FGITBSR
Detail Records	FGIGLAC
	FGITRND
	FGIDOCR
Document History	FOIDoch

Organization Budget Status (FGIBDST)

Organization Budget Status Form

Use the Organization Budget Status Form to view an online query of the budget availability by organization code. Access this form from the General Budget Query Forms Menu (*FINGBUDQ).

Data displays by account code line item for any combination of fund, organization, account, account type, program, activity, and location (FOAPAL).

When you execute a query the system queries all records for the full total. Select Next Set of Records until you see a Last Row of Record Queried message.

STEP	ACTION
1	Select a Chart "COAS" *Required Field*
2	Select a Fiscal Year *Required Field*
3	Select the desired combination FOAPAL
4	Determine (Click) whether to include revenue accounts
5	Perform a Next Block function.
6	Review detail or further refine query

Note: Use the **Options** menu to access additional query forms supporting the detail on this

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6	Enter the organization code you want to query in the Organization field. <i>*Required Field*</i>
7	Enter the account code you want to query in the Account field. <i>*Required Field*</i>
8	Enter the program code you want to query in the Program field.
9	Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the Commit type field.
10	Perform a Next Block function.
11	Review detail or further refine query
12	Click the Exit icon.

Grant Inception to Date (FRIGITD)

Chart of Accounts: T
Index:
Program:
Account Type:
Date From (MM/YY): 07 / 04
Grant: 0304G0096 NSF TTU - RURC
Fund:
Activity:
Account:
Date To (MM/YY): 03 / 07
Organization:
Location:
Account Summary: All Levels
Grant Year:
 Fund Summary
 Hierarchy
 By Sponsor Account
 Include Revenue Accounts

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
61210 L Faculty and Acad Salaries	12,972.00	12,972.18	0.00	-0.18
61410 L Student Salaries and Wages	500.00	50.00	0.00	450.00
62000 L Employee Benefits Budget Pool	2,632.00	0.00	0.00	2,632.00
62210 L ORP VALIC	0.00	2,268.04	0.00	-2,268.04
73000 E Travel Budget Pool	2,000.00	0.00	0.00	2,000.00
73210 E Individual Out of State	0.00	2,526.28	0.00	-2,526.28
74000 E Operating Expense Budget Pool	25,280.00	0.00	0.00	25,280.00
74240 E Freight and Express Charges	0.00	20.70	0.00	-20.70
74491 E Professional Services 1099	0.00	18,741.16	0.00	-18,741.16
74530 E Operational Supplies	0.00	6,066.42	0.00	-6,066.42
74550 E Purchasing Card Supplies	0.00	1,600.00	0.00	-1,600.00
74590 E Other Supplies	0.00	1,806.83	0.00	-1,806.83
79712 E GA Fees	0.00	3,200.00	0.00	-3,200.00
79800 E Indirect Cost Expense	6,332.00	6,120.43	0.00	211.57
Net Total:	49,716.00	55,372.04	0.00	-5,656.04

Press Key Dup Record for Grant Detail Transactions
Record: 1/14

Grant Inception to Date Form

The Grant Inception to Date Form (FRIGITD) is used to retrieve account or account type information including adjusted budget, inception-to-date actual activity, encumbrance, and available balance information.

STEP	ACTION
1	Access the Grant Inception To Date Form (FRIGITD).
2	Enter the chart of accounts code in the Chart of Accounts field. *Required Field*
3	Enter the grant code in the Grant field or fund code in the Fund field. *Required Field*
4	Perform a Next Block function.
5	Review detail or further refine query
Optional	Enter the beginning month and year of grant activity that you want to query in the Date From (MM/YY) field.
Optional	Enter the last month and year of grant activity that you want to query in the Date To (MM/YY) field.
Optional	Select the Fund Summary checkbox to view a summary by fund if the grant is linked to multiple funds.
Optional	Click the Hierarchy checkbox to view details based on hierarchical values supplied in the Key block for query.
Optional	Click the By Sponsor Accounts checkbox to view the activity using the sponsor-defined accounts.

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Optional	Click the Include Revenue Accounts checkbox to view the activity for revenue accounts for this grant.
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Executive Summary (FGIBDSR)

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
58362	R Band Camps	99,000,000.00	0.00	0.00	99,000,000.00
73000	E Travel Budget Pool	103,900.00	0.00	0.00	103,900.00
73110	E Individual Instate	0.00	99,750.00	0.00	-99,750.00
73115	E Individual Student Inst	0.00	250.00	0.00	-250.00
73210	E Individual Out of State	0.00	-100,000.00	0.00	100,000.00
73310	E Teams and Groups Ins	0.00	-11,000.00	0.00	11,000.00
74000	E Operating Expense Bui	760,279.00	0.00	0.00	760,279.00
74110	E Printing of Supplies by	0.00	600.00	0.00	-600.00
74120	E Printing of Supplies Ou	0.00	700.00	0.00	-700.00
74130	E Duplicating and Copy t	0.00	100.00	0.00	-100.00
74310	E Equipment Maintenan	0.00	301.00	0.00	-301.00
74320	E Building Maintenance	0.00	-101.00	0.00	101.00
Net Total:		98,135,821.00	-28,089.71	8,702.00	

Executive Summary Form

The Executive Summary Form (FGIBDSR) lets you query for the highest level of the account structure hierarchy for adjusted budget, year-to-date activity, budget commitments and available balance for selected index, fund, organization, account, program, activity and location combinations.

- Chart and FY are required
- FOAPAL selections can be either data or non-data enterable
- Account Type can be a level 1 or 2
- Displays only Approved and Posted transactions

STEP	ACTION
1	Access the Executive Summary Form (FGIBDSR). Note: This form will only show posted transactions.
2	Enter the Chart of Accounts that you want to query in the Chart field. *Required Field* Note: This should default from the user profile (FOMPROF).
3	Enter the fiscal year that you want to query in the Fiscal Year field. *Required Field*
4	Perform a Next Block function.
5	Review detail or further refine query Note: Use the Options menu to access additional query forms supporting the detail on this

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	form.
Optional	Enter the index code that you want to query in the Index field. Note: This will default certain pieces of the FOAPAL. This is optional.
Optional	Enter the organization you want to query in the Organization field.
Optional	Enter the fund code you want to query in the Fund field.
Optional	Enter the program code you want to query in the Program field.
Optional	Enter the account code you want to query in the Account field.
Optional	Enter the account type you want to query in the Account Type field.
Optional	Enter the activity code you want to query in the Activity field.
Optional	Select the type of encumbrances to review (Both, Uncommitted, or Committed) in the Commit Type field.
Optional	Check the Query Specific Account checkbox if you want to query a single account or a single account type. Note: If you check this box, then Account code or Account Type is required.
Optional	Check the Include Revenue checkbox if you want to review information for Revenues. Note: If you check this box, the total of Budget Availability will be NULL since revenues should offset expenses.

General Ledger Trial Balance (FGITBAL)

Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
11000	Claim on Cash	.00	D	4,085,743.55	D
11500	Local Government Investment Pool	.00	D	1,466,631.49	D
13200	Mandatory Fees	.00	D	1,573.00	D
13205	Student Clearing Receivables	.00	D	1,311.00	D
13850	Auxiliaries	.00	D	700.00	D
16000	Prepaid Expense Supplies & Travel	.00	D	1,500.00	D
21000	Accounts Payable Control	.00	C	38,127.59	C
21010	Procard Payable	.00	C	331,303.82	D *
22125	Athletic Tickets	.00	C	500.00	D *
29220	Third Party Unapplied	.00	C	.00	C
3011	Revenue Control	.00	C	6,659,285.54	C
3013	Budgeted Revenue Control	.00	D	162,500,000.00	D
3021	Expenditure Control	.00	D	801,018.73	D
3023	Budgeted Expenditure Control	.00	C	2,110,400.00	C
3031	Transfer Control	.00	D	7,131.54	D
Total: ALL ACCOUNTS		.00		.00	

* - denotes amount is opposite of Normal Balance

General Ledger Trail Balance Form

The General Ledger Trail Balance Form (FGITBAL) lets you query the General Ledger account balances for selected funds, account types, and account code combinations.

- Chart, FY and Fund are required
- Funds must be data enterable
- Account types can be both level 1 and 2
- Account code must be data enterable
- Account code queries only that code

STEP	ACTION
1	Access the General Ledger Trial Balance Form (FGITBAL). Note: This form will only display posted transaction.
2	Enter the Chart of Accounts that you want to query in the Chart field. *Required Field* Note: This should default from the user profile (FOMPROF).
3	Enter the fiscal year that you want to query in the Fiscal Year field. *Required Field*
4	Enter the fund code you want to query in the Fund field. *Required Field*
5	Perform a Next Block function.
6	Review detail or further refine query Note: Use the Options menu to access additional query forms supporting the detail on this

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	form.
Optional	Enter the account type you want to query in the Account Type field.
Optional	Enter the account code you want to query in the Account field.

Trial Balance Summary (FGITBSR)

Acct Type	Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*
11	11000	Claim on Cash	.00	D		4,085,743.55	D	
11	11500	Local Government Investment Pool	.00	D		1,466,631.49	D	
11	13200	Mandatory Fees	.00	D		1,573.00	D	
11	13205	Student Clearing Receivables	.00	D		1,311.00	D	
11	13850	Auxiliaries	.00	D		700.00	D	
11	16000	Prepaid Expense Supplies & Travel	.00	D		1,500.00	D	
21	21000	Accounts Payable Control	.00	C		38,127.59	C	
21	21010	Procard Payable	.00	C		331,303.82	D	*
21	22125	Athletic Tickets	.00	C		500.00	D	*
21	29220	Third Party Unapplied	.00	C		.00	C	
31	3011	Revenue Control	.00	C		6,659,285.54	C	
31	3013	Budgeted Revenue Control	.00	D		162,500,000.00	D	
31	3021	Expenditure Control	.00	D		801,018.73	D	
Total:			.00			.00		
						Current Fund Balance:		
						5,851,135.27		

* - denotes amount is opposite of Normal Balance

Trial Balance Summary Form

The Trial Balance Summary Form (FGITBSR) lets you query the General Ledger account balances for selected funds, account types, and account code combinations. This enables viewing of values at higher levels within the Fund hierarchy.

- Chart, FY and Fund are required
- Fund can be either data or non-data enterable
- Fund type can be level 1 or 2
- Account type can be level 2 or 2

STEP	ACTION
1	Access the Trial Balance Summary Form (FGITBSR). Note: This form will only display posted transaction.
2	Enter the Chart of Accounts that you want to query in the Chart field. *Required Field* Note: This should default from the user profile (FOMPROF).
3	Enter the fiscal year that you want to query in the Fiscal Year field. *Required Field*
4	Enter the fund code you want to query in the Fund field. *Required Field*
5	Perform the Next Block Function
6	Review detail or further refine query Note: Use the Options menu to access additional query forms supporting the detail on this form.
Optional	Enter the account type you want to query in the Account Type field.

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Optional	Enter the account code you want to query in the Account field.
----------	-----------------------------------------------------------------------

General Ledger Activity (FGIGLAC)

General Ledger Activity Form

You can use the General Ledger Activity Form (FGIGLAC) to query the detail transaction activity for selected general ledger account combinations. This is for Balance Sheet Accounts only.

- Chart, FY and Fund are required
- Fund must be data enterable
- Account (optional) must be data enterable

STEP	ACTION
1	Access the General Ledger Activity Form (FGIGLAC). Note: This form will only display posted transaction.
2	Enter the Chart of Accounts that you want to query in the Chart field. *Required Field* Note: This should default from the user profile (FOMPROF).
3	Enter the fiscal year you want to query in the Fiscal Year field. *Required Field*
4	Enter the fund code you want to query in the Fund field. *Required Field*
5	Perform the Next Block function.
6	Perform a Query Execute to retrieve data.
7	Review detail or further refine query Note: Use the Options menu to access additional query forms supporting the detail on this

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	form
Optional	Enter the fiscal period that you want to query in the Period field.
Optional	Enter the account code you want to query in the Account field.
Optional	Enter the Index code you want to query in the Index field.

Detail Transaction Activity (FGITRND)

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
51000	790000	100	06-MAR-2007	BD01	J0000137	Test BD01	30,000,000.00	+
51000	790000	100	24-JAN-2007	CHS1	AR000002	BR ACCOUNTING F	504.00	+
51000	790000	100	24-JAN-2007	CHS1	AR000001	BR ACCOUNTING F	504.00	+
51003	180500	100	17-JAN-2007	BDF2	MC000005	Trans from fall to s	10.00	+
51026	180500	100	17-JAN-2007	BDF2	MC000005	Trans from fall to s	-10.00	-
51100	790000	100	06-MAR-2007	BD02	J0000137	Test BD02	500,000.00	+
51100	790000	100	24-JAN-2007	CHS1	AR000002	BR ACCOUNTING F	9.00	+
51100	790000	100	24-JAN-2007	CHS1	AR000001	BR ACCOUNTING F	9.00	+
51150	790000	100	06-MAR-2007	BD04	J0000137	Test BD04	700,000.00	+
51150	790000	100	30-JAN-2007	FT01	J0000037	Dist Dec 06 UG Ga	-106,791.00	-
51150	790000	100	24-JAN-2007	CHS1	AR000002	BR ACCOUNTING F	141.00	+
51150	790000	100	24-JAN-2007	CHS1	AR000001	BR ACCOUNTING F	141.00	+
51200	200001	100	06-MAR-2007	BD03	J0000138	Test BD03	300,000.00	+
51200	790000	100	30-JAN-2007	FT01	J0000037	Dist Dec 06 UG GA	32,549.88	+
51220	790000	100	30-JAN-2007	FT01	J0000037	Dist Dec 06 UG GA	4,068.74	+
51250	128500	100	30-JAN-2007	FT01	J0000037	Dist Dec 06 UG GA	11,394.60	+
51250	600000	100	30-JAN-2007	FT01	J0000037	Dist Dec 06 UG GA	24,423.10	+
Total:							31,466,953.32	+

Detail Transaction Activity Form

You can use the Detail Transaction Activity Form (FGITRND) to query the detailed transaction activity for selected operating ledger account combinations. This is for Operating Accounts only.

STEP	ACTION
1	Access the Detail Transaction Activity Form (FGITRND). Note: This form will only display posted transactions.
2	Enter the Chart of Accounts that you want to query in the Chart field. *Required Field* Note: This should default from the user profile (FOMPROF)
3	Enter the fiscal year that you want to query in the Fiscal Year field. *Required Field*
4	Perform the Next Block function.
5	Perform a Query Execute to retrieve data.
6	Review detail or further refine query Note: Use the Options menu to access additional query forms supporting the detail on this form
Optional	Enter the index code that you want to query in the Index field. Note: This will default certain pieces of the FOAPAL. This is optional.
Optional	Enter the fund code you want to query in the Fund field.
Optional	Enter the organization you want to query in the Organization field. Optional Enter the account code you want to query in the Account field.

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Optional	Enter the program code you want to query in the Program field.
Optional	Enter the activity code you want to query in the Activity field.
Optional	Enter the location code you want to query in the Location field.
Optional	Enter an 'S' in the Query Type field to query a specific account. Note: When selecting a specific account, the Account must be entered. Banner will populate an 'R' for all accounts if nothing is entered.
Optional	Enter the type of encumbrances to review Null (for Both), 'U' for Uncommitted, or 'C' for Committed) in the Commit Type field.

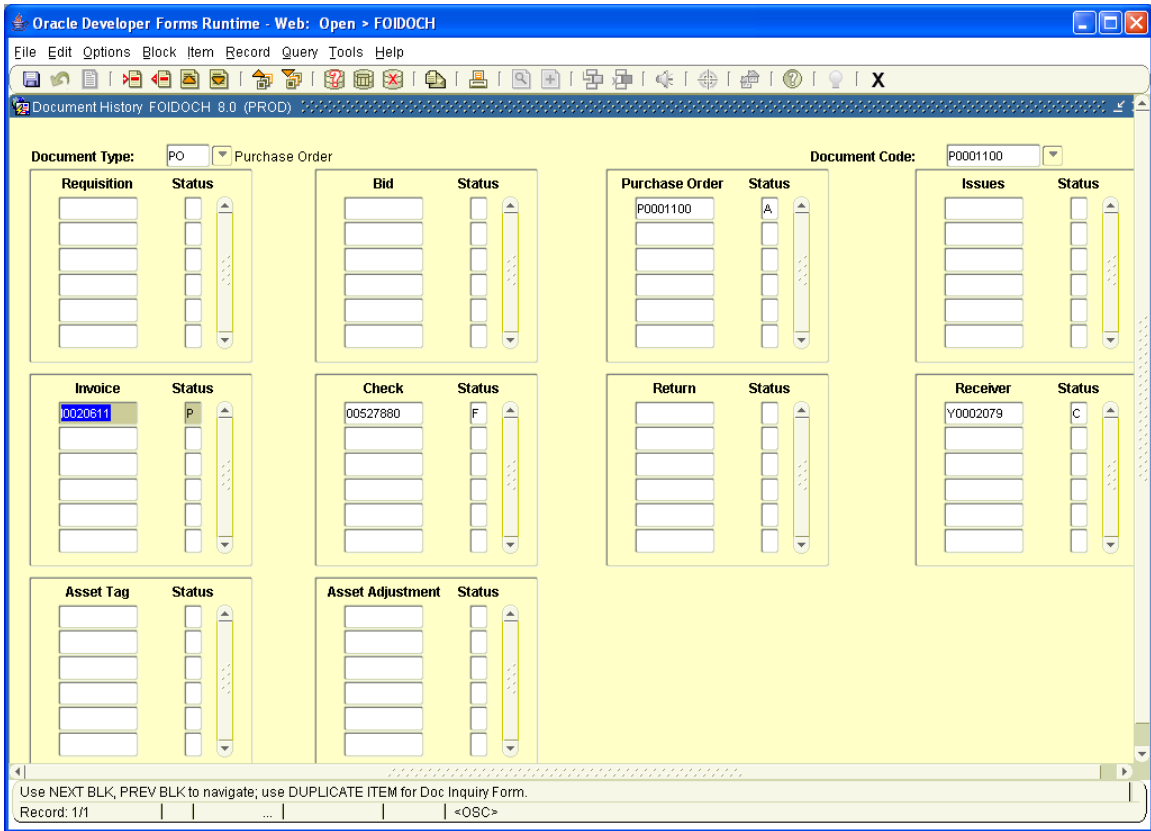
Document Retrieval Inquiry (FGIDOCR)

Document Retrieval Inquiry Form

Use the Document Retrieval Inquiry Form (FGIDOCR) to query any posted document.

STEP	ACTION
1	Access the Document Retrieval Inquiry Form (FGIDOCR). Note: This form will only display posted transactions.
2	Enter a valid document number in the Document field. *Required Field*
3	The Submission Number field will display the submission number associated with the document. Note: Banner will update this field.
4	The Document Type field will populate with the document type associated with the transaction.
5	Perform a Next Block function.
6	Review detail or further refine query Note: Use the Options menu to access additional query forms supporting the detail on this form

Document History (FOIDOCH)



Document History Inquiry Form

Use the Document History Inquiry Form (FOIDOCH) to query any posted document related to Requisitions, Bids, Purchase Orders, Issues, Invoices, Checks, Returns, Receiving Documents, Asset Tags, and Asset Adjustments.

STEP	ACTION
1	Access the Document History Inquiry Form (FOIDOCH). Note: This form will only display posted transactions.
2	Enter a valid document type in the Document Type field. *Required Field* Note: Use the Down Arrow Button to access a list of valid values.
3	Enter a valid document number in the Document Code field. *Required Field* Note: Use the Down Arrow Button to access a list of valid values.
4	Perform a Next Block function.
5	Highlight the document number in the detail block you wish to view.
6	Use the Options Menu to select corresponding document detail information

