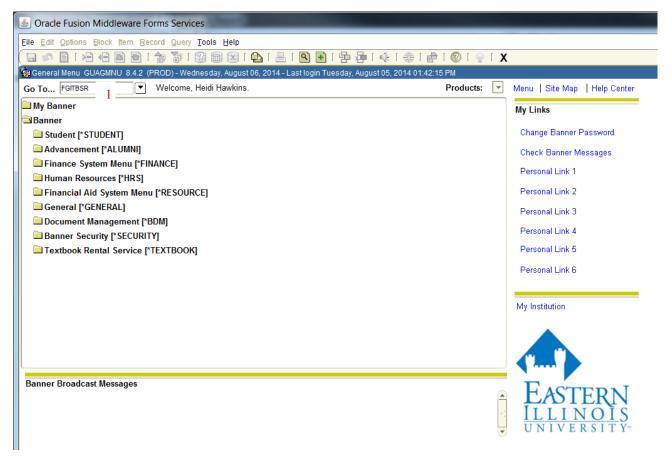
FGITBSR

FGITBSR is an inquiry screen within Internet Native Banner (INB) that is used to monitor Fund Balance. Log into Banner and enter "FGITBSR" (1) and then enter.



Enter "E" (2) in COA (Chart of Accounts). Enter in the fiscal year (3) and fund number (4) that you are inquiring about. Click on the icon (5) for next block or select "Block" then "Next" (6) from the menu.

Source Fusion Middleware Forms Services: Open > FGITBSR	
Eile Edit Options Block Item Record Query Tools Help	
🛯 🖉 🖹 🖗 🖨 🗟 🛯 🎥 🎯 🚱 🖓 🚇 🖪 🖪 🖪 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓	
a Trial Balance Summary FGITBSR 8.6.0.3 (PROD)	0000000000000000000000 ≚ ×
COA: 2 • Eastern Illinois University 5 Fiscal Year: 3 14 • Fund: 4 123456 • Organization Name OR Fund Type: • • Account: • • • • • • • •	
Sorre Fusion Middleware Forms Services: Op	
Eile Edit Options Block Item Record Query Tools	
Image: Second	
COA:	

Use the scroll bar on the right side of the information to scroll to the bottom. In the below example, the current fund balance is \$32,604.03. Note that Banner calculates this based upon prior year ending fund balance plus year to date revenue less year to date expenditures (342,945.48 + 1,742,472.87 - 2,052,814.32 = 32,604.03) (A+B-C=D). Notice that the Current Fund Balance doesn't take into consideration Encumbrances (7) or Reservations (8).

	🖥 🛋 🖻 í 🎓 📅 í 😰 📾 🔀 mmary FGITBSR 8.6.0.3 (PROD) (2000)	「 💁 「 📇 🖹 💽 🔁 🗁			
	Eastern Illinois University 23456 V Organization Name	Fiscal Year: OR Fund Typ OR Acct Typ			
Acct Type Account	Description	Beginning Balance	Debit/ Credit *	Current Balance	Debit/ Credit *
21 21110	Accounts Payable Accruais	0.00	Credit	0.00	Credit
21 21201	Wages Payable	2,209.82	Credit	129.96	Credit
21 21420	Deferred Fees Other Students	31,988.96	Credit	37,699.08	Credit
31 31100	Revenue Control	0.00	Credit	B 1,742,472.87	Credit
31 31105	Budgeted Revenue Control	0.00	Debit	1,850,000.00	Debit
31 31110	Expenditure Control	0.00	Debit	C 2,052,814.32	Debit
31 31115	Budgeted Expenditure Control	0.00	Credit	2,085,086.00	Credit
31 31130	Encumbrance Control	7,714.79	Debit	7 31,230.66	Debit
31 31135	Reserve For Encumbrance	7,714.79	Credit	31,230.66	Credit
31 31140	Reservation Control	0.00	Debit	8 0.00	Debit
31 31145	Reserve For Reservation	0.00	Credit	0.00	Credit
31 31150	Budgeted Change To Fund Balance	0.00	Debit	235,086.00	Debit
43 43001	Fund Balance Unrestricted Control	A 342,945.48	Credit	342,945.48	Credit
	* - denotes amount is	s opposite of Normal Balance			
Total:	ALL ACCOUNTS	0.00		0.00	
		/ •/	-		

In the above screenshot, you can see that this Banner Inquiry screen gives a nice high level view of Budgeted Revenue/Expenditures compared to Year-To-Date Revenue/Expenditures.

FGIBAVL

FGIBAVL is an inquiry screen within Internet Native Banner (INB) that is used to monitor Budget availability—i.e., how much budget do you still have left. (Note: There is also a report in Argos titled "Budget Availability Report (with FOS) – BAVL" which is equivalent).

Log into Banner and enter "FGIBAVL" (1) and then strike enter.

Soracle Fusion Middleware Forms Services		
File Edit Options Block Item Record Query Tools Help		
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;	🗶 l 🍚 l 🕲 l 🔩	(
🙀 General Menu 🛛 GUAGMNU 8.4.2 (PROD) - Thursday, August 07, 2014 - Last login Wednesday, August 06, 2014 07:4	46:02 AM	
Go To FGIBAVL 1 Welcome,	Products: 💌	Menu Site Map Help Center
My Banner		My Links
Banner		
Student [*STUDENT]		Change Banner Password
Advancement [*ALUMNI]		Check Banner Messages
Finance System Menu [*FINANCE]		Personal Link 1
Human Resources [*HRS]		Personal Link 1
🔲 Financial Aid System Menu [*RESOURCE]		Personal Link 2
General [*GENERAL]		Personal Link 3
Document Management [*BDM]		
Banner Security [*SECURITY]		Personal Link 4
Textbook Rental Service [*TEXTBOOK]		Personal Link 5
		Personal Link 6

Enter "E" (2) in COA (Chart of Accounts). Enter in the fiscal year (3) and either enter the Index number (4) or enter the Organization number (5) that you are inquiring about. Other fields will auto populate except for the Account (6) which you will need to enter "61000". Click on the icon (7) for next block or select "Block" then "Next" (8) from the menu.

Se Oracle Fusion Middleware Forms Se	ervices: Open > FGIBAVL	
Eile Edit Options Block Item Record Qu	iery Tools Help	
🖾 🖉 📄 🖓 👘	י 🕼 📾 ואו אין	X 🥥 🖓
Budget Availability Status FGIBAVL 8.6.1.4	(RROD) 2000000000000000000000000000000000000	
Chart: 2	7 rund: 654321 • Fund Name Organizatio 5 123456 • Organization Name	
	Organizatio 5 123456 ▼ Organization Name Account: 6 61000 ▼ Salary and Wages	Pending (
Commit Type: Both	Program: 50 Student Services	
Control Keys> Fund:	Organization: Account: Prog	ram:
Service Fusion Middleware Forms Service	vices: Op	
Eile Edit Options Block Item Record Que	ery <u>T</u> ools	
🔲 🔊 🖹 í 🛌 Next 8		
Clear	PROD) 360	
COA:	nois Univers	

For this inquiry report, Banner groups budgets and expenditures into pooled account codes. In the below example, the overall available balance (9) is still ok, but there are a couple pooled areas (A) that have exceeded budget availability. (If a requisition was to be entered for an expenditure within the 71000 account series, it would go into NSF (non-sufficient funds) and not turned into a purchase order until a budget transfer was processed or Accounting overrode the NSF for the requisition.)

🛓 Oracle F	usion Middleware Forms	Services: Open > FGIBAVL	1000					
Eile Edit Op	tions Block Item Record (Query Tools Help			X			
							000000	: _ ×
Budget Availability Status FGIBAVL 8.6.1.4 (PROD) Fund: 654321 Fund Name Chart: E Fund: 654321 Fund Name Fiscal Year: 14 Organization: 123456 Organization Name Pending Documents Index: Image: Account: 61000 Salary and Wages Program: 50 Student Services Control Keys > Fund: 113150 Organization: 244001 Account: 61000 Program: 50								
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available		Pendin Ocume	
<mark>61000</mark>	Salary and Wages	1,528,834.39	1,528,767.31	0.00		67.08		
61310	Student Regular Salary	22,065.61	22,610.12	0.00	A	-544.51		
62700	Fringe Benefits Pool	24,186.00	24,186.00	0.00		0.00		
71000	Direct Expenditure Pool	477,246.82	449,247.39	31,230.66	A	-3,231.23		
77100	Resale Pool	32,753.18	28,003.50	0.00		4,749.68		
								1
								1
								22
[Total:	2,085,086.00	2,052,814.32	31,230.66		1,041.02		•

FGRODTA

Organization Detail Activity Report List of current month transactions

Log on to Internet Native Banner (INB) At the "Go To" field box: type **FGRODTA** press ENTER. The form will display. Select the <u>NEXT BLOCK</u> icon

PRINTER CONTOL SECTION:

•

Printer Control			 		
Printer: DATABASE	•	Special Print:	Lines:	55	Submit Time:

PRINTER FIELD: type **DATABASE** (all caps)

- Click <u>NEXT BLOCK</u>
 - You will select the data parameters to compile the report

PARAMATER VALUES SECTION:

mber	Parameters	Values
		
)1	Fiscal Year	07
12	Chart of Accounts	E
13	From Organization Code	133300
14	To Organization Code	133300
15	From Fund Code	
16	To Fund Code	
17	From Account Code	
18	To Account Code	
IGTH:	6 TYPE: Character O/R: Optional M/S: Single	
er end	ding range of Funds to be reported.	
19	From date (DD-MON-YYYY)	01-OCT-2006
.0	To date (DD-MON-YYYY)	31-OCT-2006
.1	Include Accrual for Last Prd	Y
	Print Organization Totals	Y
.2	Committee and Turne	U
.2 .3	Commitment Type	

- LINE 01 Fiscal Year Type current fiscal year (ex. 07) [arrow down]
- LINE 02 Chart of Accounts Type E (must be capital letter) [arrow down]
- LINE 03 and 04 From and To Organization Code [arrow down]
 - For multiple organization codes, enter the range.
 - o For one specific organization code, enter the same organization code in both places
- LINE 05 and 06 Fund Code Leave Blank [arrow down]
- LINE 07 and 08 From and To Account Code [arrow down]
 - o Leave Blank to view all Account codes
 - For multiple Account codes, enter a range.
 - For one specific Account code, enter the same Account code in both places
- LINE 9 and 10 From and To Date [arrow down]
 - To view a range of dates enter the beginning and ending date range (dd-mmm-yyyy) [arrow down]
 for example, the month of October: Beginning: 01-OCT-2006 Ending: 31-OCT-2006
- LINE 11 Include Accrual for Last Prd Enter Y if you wan to include accrual entries [arrow down]
 - These are the journal entries by accounting that were entered in the next month but applied to the previous.
- LINE 12 and 13 Leave "as is"
- Select <u>NEXT BLOCK</u> icon
- Select <u>SAVE</u> icon in upper left hand corner.

REVIEWING REPORT OUTPUT:

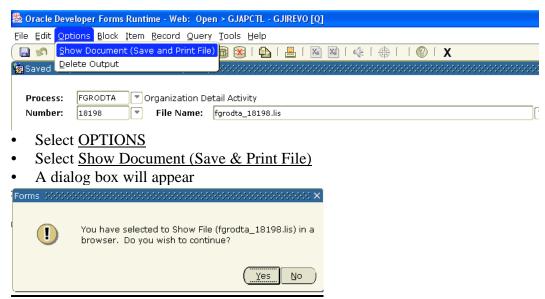
🌺 Oracle Developer Forms Runtime - Web: 0							
<u>F</u> ile <u>E</u> dit	Options	Block	Item	Reco	ord	Que	
(🔒 🔊	Select Printer Options					16	
Proces:	Enter Parameters Values					7.3	
	Review (

- Click <u>OPTIONS</u>
- Select <u>REVIEW OUTPUT</u>
 - This will take you to another screen. The screen will be blank.

Process:	: FGRODTA Organization Detail Activity					
Number:	18198	•	File Name:			
Available Files						
Findfgrodta_:	18198. %					
Output File N	Jame				Record Count	
fgrodta_181					110	
fgrodta_181	98.log				8	

- Double click in the File Name box.
 - The file that you just requested will appear and be highlighted.
- Double click on the blue highlighted file

PRINT REPORT or SAVE TO YOUR COMPUTER:



***Hold down your Ctrl key, and click yes at the same time.

The report will display

To view the report easily: In your Browser – Go to View: Text Size: and choose smallest Go to File: Page Set up: choose Landscape

- Choose to Print or Save As to an excel file or other file of your choice.
 - TIP Change your printer options to Landscape