

Welcome to the SAMFORD Banner Budget Inquiry Tutorial!

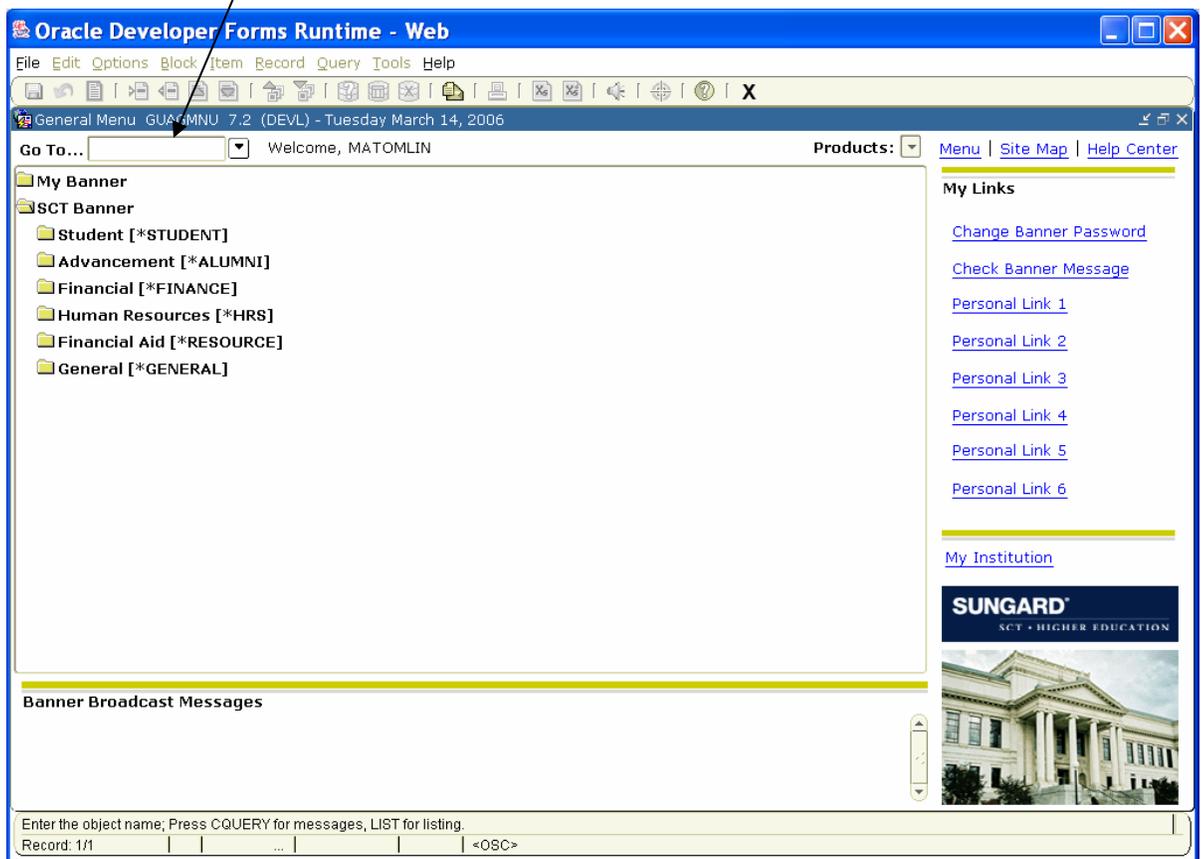
This tutorial will explain the four Banner Finance inquiry forms that you will use most frequently to check your budget status. It will explain how to interpret information about your financial activity, including revenues, salaries, expenses, and available budget. By using this tutorial, you will learn how to locate financial transactions on your funds and how to investigate the detail related to each transaction.

Included in this tutorial are screen prints so that you can see each Banner form described and what information these forms will provide.

FGIBSUM - Organization Budget Summary

Use this form for a quick, high-level summary of your organization's adjusted budget, year-to-date activity, commitments, and available balance by the following major account types: Revenue, Labor, Direct Expenditures, and Transfers.

1. Enter **FGIBSUM** in the Go To field and press Enter.



5. Tab down to the **Fund** field. For most organizations, it will default to fund 110500, which is Current Operating Funds. This is the fund where Samford's annual operating budget is loaded. If you want to query a different fund, enter that fund code in the field. If you know the name of the fund you want to query, but do not know the fund code, double click in the **Fund** field to perform a query. Follow the same instructions given above in Step 4.
6. Either click the Next Block icon,  or if you prefer to use the keyboard, you can press the "Ctrl + Page Down" keys. Please refer back to the Navigational Tutorial if you need further assistance using the navigation tool bar.

The first column, **Account Type**, shows the major account types: Revenue, Labor, Direct Expenditures, and Transfers. The next column, **Adj Budget**, includes the original budgeted amount plus or minus any adjustments that were made throughout the fiscal year. The third column is **YTD (Year-to-Date) Activity**. This column shows the total amount processed on that fund and organization so far this fiscal year by each major account type. The next column, **Commitments**, includes all open encumbrances including salaries. The final column is **Avail Bal** (Available Balance). The amount in this column equals the **Adj Budget** minus **YTD Activity** minus **Commitments**.

At the bottom of the form, there is a row labeled **Net**. The first field in this row is for **Adj Budget**. If the amount in this field is not zero, that indicates that your revenue budget does not equal your expenditure budget, or that your budget is out of balance. Some Organizations may have only an expense budget and not a revenue budget.

The second field on this row is for **YTD Activity**. The amounts in these fields equal Revenue minus Labor minus Direct Expenditures minus Transfers. If this is a positive amount, it means you have collected more revenue than you have spent so far, and if it is negative, it means that your revenue collected does not cover your expenses for the fiscal year.

The final field at the bottom of the form is **Total Commitments**. This amount is the sum of all open encumbrances for both salaries and maintenance for the fund and organization queried.

FGIBDSR – Executive Summary Form

Use this form to query your operating budget, year-to-date activity (including revenues and expenses), and open commitments at the highest level of the chart structure, or in a “summary” format. This form also allows you to “drill-down” to the detailed transactions that comprise the amounts displayed on the form.

1. Enter **FGIBDSR** in the Go To field and press Enter.

Oracle Developer Forms Runtime - Web: Open > FGIBDSR

Executive Summary FGIBDSR 7.1 (DEVL)

Chart: S
Fiscal Year: 06
Index: []

Query Specific Account
 Include Revenue Accounts
Commit Type: Both

Organization: 100190 Disability Act Compliance
Fund: 110500 Current Operating Funds
Program: []
Account: []
Account Type: []
Activity: []
Location: []

Enter Organization
Enter Fund

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
512000	L Student Salaries	350.00	0.00	0.00	350.00
710	E Expenditures	39,650.00	0.00	0.00	39,650.00
710040	E Honoraria	0.00	-48,946.64	0.00	48,946.64
710050	E Investment Managemen	0.00	0.00	1,950.00	-1,950.00
710090	E Contracted Services	0.00	96,264.09	2,830.39	-99,094.48
710610	E Subscriptions & Period	0.00	220.00	0.00	-220.00
711420	E Printing	0.00	32.50	0.00	-32.50
711605	E Supplies - Office/Cleric	0.00	13.71	0.00	-13.71
770110	E Postage - Income	0.00	0.00	0.00	0.00
775050	E Facilities Project Work	0.00	1,250.00	0.00	-1,250.00
775080	E Office Supplies - Char	0.00	3.47	0.00	-3.47
775110	E Postage - Charges	0.00	90.36	0.00	-90.36
Net Total:		-40,000.00	-48,927.49	4,780.39	

Account Code; Press Duplicate Item to view Transaction Detail activity.
Record: 1/12 | ... | <OSC>

2. The field for **Chart** will default to “S”.
3. The **Fiscal Year** field will default to the current fiscal year, “06” for fiscal year 2006.
4. The **Include Revenue Accounts** box will default to checked, which will allow you to see deposits made to a revenue account (those account codes starting with a “5”).

5. The **Commit Ind** (Commitment Indicator) indicates the encumbrances on your organization for the both the current fiscal year purchase orders and labor and the prior fiscal year roll forward of open purchase orders.
6. Tab over to the **Orgn** field and enter the organization code you want to query.

FGIBDSR will allow you to query on the highest level of the organization structure, but you have to be granted that level of security in order to view the information that way. For example, if you worked in the Department of Accounting and wanted to see all of the budget, year-to-date, and commitment information for all departments within your college, you could enter the organization, such as "11102". In this example, "11102" will give you all the information for all departments under the Department of Accounting.

7. Tab down to the **Fund** field and enter the fund code you want to query.

Just like the organization code above, **FGIBDSR** will allow you to query on the highest level of fund codes as long as you are granted that level of security. You can enter a specific fund code or for designated funds you can enter the first three digits for the group of funds you want to view. For example, if you want to see all of the designated funds for the Provost, you could enter "11" for the fund code. However, when querying a range of funds in this manner, you will also need to use the highest level of the organization structure for the college or area.

8. Click Next Block. You will see an overall view of your budget for the fiscal year, including revenues, salaries, and maintenance.

Oracle Developer Forms Runtime - Web: Open > FGIBDSR

File Edit Options Block Item Record Query Tools Help

Executive Summary FGIBDSR 7.1 (DEVL)

Chart: S
 Fiscal Year: 06
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 100190 Disability Act Compliance
 Fund: 110500 Current Operating Funds
 Program:
 Account:
 Account Type:
 Activity:
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
612000	L Student Salaries	350.00	0.00	0.00	350.00
710	E Expenditures	39,650.00	0.00	0.00	39,650.00
710040	E Honoraria	0.00	-48,946.64	0.00	48,946.64
710050	E Investment Managemen	0.00	0.00	1,950.00	-1,950.00
710090	E Contracted Services	0.00	96,264.09	2,830.39	-99,094.48
710610	E Subscriptions & Period	0.00	220.00	0.00	-220.00
711420	E Printing	0.00	32.50	0.00	-32.50
711605	E Supplies - Office/Cleric	0.00	13.71	0.00	-13.71
770110	E Postage - Income	0.00	0.00	0.00	0.00
775050	E Facilities Project Work	0.00	1,250.00	0.00	-1,250.00
775080	E Office Supplies - Char	0.00	3.47	0.00	-3.47
775110	E Postage - Charges	0.00	90.36	0.00	-90.36
Net Total:		-40,000.00	-48,927.49	4,780.39	

Account Code; Press Duplicate Item to view Transaction Detail activity.
 Record: 1/12 <OSC>

Account Codes and Title

Original Budget +/- Adjustments

Year-to-Date Actuals

Open Encumbrances

The first three columns give information about the specific accounts. The **Acct** column lists each specific account code used that fiscal year, **Type** is the account type that matches the major categories on **FGIBSUM**, (R)evenues, (L)abor, (E)xpenditures and (T)ransfers, and the third column gives you the account **Title**.

The fourth column is your organization's **Adjusted Budget**, which includes the original budget amount plus or minus any adjustments that were made throughout the fiscal year. The next two columns are **YTD Activity** and **Commitments**.

- If you want to see information about your maintenance budget only, click on the Roll Back icon on the toolbar.

Rollback icon

Uncheck to get available budget balance

Enter Acct Type "70" to look at expenses only

Expenditure Budget Pool Account

Scroll bar

Shows Budget Available

Oracle Developer Forms Runtime - Web: Open > FGIBDSR

File Edit Options Block Item Record Query Tools Help

Executive Summary FGIBDSR 7.1 (DEVL)

Chart: S
Fiscal Year: 06
Index: []

Organization: 100190 Disability Act Compliance
Fund: 110500 Current Operating Funds
Program: []
Account: []
Account Type: 70 Resources Out
Activity: []
Location: []

Query Specific Account
 Include Revenue Accounts
Commit Type: Both

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
710	E Expenditures	39,650.00	0.00	0.00	39,650.00
710040	E Honoraria	0.00	-48,946.64	0.00	48,946.64
710050	E Investment Managemen	0.00	0.00	1,950.00	-1,950.00
710090	E Contracted Services	0.00	96,264.09	2,830.39	-99,094.48
710610	E Subscriptions & Period	0.00	220.00	0.00	-220.00
711420	E Printing	0.00	32.50	0.00	-32.50
711605	E Supplies - Office/Cleric	0.00	13.71	0.00	-13.71
770110	E Postage - Income	0.00	0.00	0.00	0.00
775050	E Facilities Project Work	0.00	1,250.00	0.00	-1,250.00
775080	E Office Supplies - Char	0.00	3.47	0.00	-3.47
775110	E Postage - Charges	0.00	90.36	0.00	-90.36
Net Total:		39,650.00	48,927.49	4,780.39	-14,057.88

Account Code; Press Duplicate Item to view Transaction Detail activity.
Record: 1/11 | ... | <OSC>

- Uncheck the **Include Revenue Accounts** box.
- Enter your organization and fund codes as before.
- Tab down to the **Acct Type** field and enter "70" for Resources Out in this field.
- Click Next Block.
- The amount displayed in the **Avail Bal** column on the **Net Total** line at the very bottom will be your maintenance budget available. Using the scroll bar at the right side of the screen, you can scroll down to the bottom to see each account code. You will notice that most accounts after the budget pool account of 710 have a zero in the **Adj Budget** column. The

formula to calculate the available budget balance is **Adj Budget** minus **YTD Activity** minus **Commitments**. Purchases do not actually change the adjusted budget amount; it only changes the calculated amount in the **Net Total** line.

- 15. To look at the detailed transactions involving this fiscal year's activity, click on any amount in the **YTD Activity** column and then click on the **Transaction Detail Information** link located on the left-hand side of the screen. Clicking on this link will take you to form **FGITRND**, the Detail Transaction Activity Form, which will show you the activity that made up that total amount.

Oracle Developer Forms Runtime - Web: Open > FGIBDSR

File Edit Options Block Item Record Query Tools Help

Executive Summary FGIBDSR 7.1 (DEVL)

Chart: S Organization: 100190 Disability Act Compliance
 Fiscal Year: 06 Fund: 110500 Current Operating Funds
 Index: Program: Account: Account Type: 70 Resources Out
 Activity: Location:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Account Type	Title	Adjusted Budget	YTD Activity	Available Balance
710	E Expenditures	39,650.00	0.00	39,650.00
710040	E Honoraria	0.00	-48,946.64	48,946.64
710050	E Investment Managemen	0.00	0.00	-1,950.00
710090	E Contracted Services	0.00	96,264.09	2,830.39
710610	E Subscriptions & Period	0.00	220.00	0.00
711420	E Printing	0.00	32.50	0.00
711605	E Supplies - Office/Cleric	0.00	13.71	0.00
770110	E Postage - Income	0.00	0.00	0.00
775050	E Facilities Project Work	0.00	1,250.00	0.00
775080	E Office Supplies - Char	0.00	3.47	0.00
775110	E Postage - Charges	0.00	90.36	0.00
Net Total:		39,650.00	48,927.49	4,780.39
				-14,057.88

Account Code; Press Duplicate Item to view Transaction Detail activity.
 Record: 1/11 <OSC>

Then, click here to see choices and choose FGITRND

First, click to put cursor here to see detail

Oracle Developer Forms Runtime - Web: Open > FGIBDSR - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 7.0 (DEVL)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

S 06 10500 100190 710610 S

Account	Organization	Program	Activity Date	Type	Field Code	Amount	Increase (+) or Decrease (-)	
710610	100190	450	08-NOV-2005	INEI	YTD	220.00	+	
0610	100190	450	08-NOV-2005	INEI	ENC	-220.00	-	
710610	100190	450	04-NOV-2005	POLQ	RSV	-220.00	-	
710610	100190	450	04-NOV-2005	PORD	ENC	220.00	+	
710610	100190	450	03-NOV-2005	REQP	RSV	220.00	+	
						Total:	220.00	+

Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record: 1/5

First, put cursor in the Acct field

Then, click Query Document for more detail

Scroll bar

Notice in the header information on **FGITRND** that Banner brought the fund, organization, and the account code over to this form. You will see the date, the type of transaction, the document code, and the amount for each transaction. You will also notice that the information in the middle has a light gray box around it and a scroll bar at the bottom. If you click and drag the scroll bar to the right, you will also see the description of the transaction, as well as the fund and activity codes that were used.

When this scroll bar is on the left, the fifth column you will see is **Type**, which shows the type of transaction that has occurred. Banner calls the letter combinations in this field "rule codes". Each type of transaction is associated with a specific rule code. The seventh column from the left is **Fld**. The last column is the **D/C** column. A plus sign (+) or a minus sign (-) will appear in this column for each transaction. When looking at a row that has YTD in the **Fld** field, the + indicates an increase in the account balance; a - indicates a decrease in the account balance. Therefore, if you are looking at a YTD revenue account transaction and see a +, that means that that transaction increased the revenue balance. If you are

looking at a YTD expense account transaction and see a + in the far right column, that means that the transaction increased your expenses.

16. If you want to see the document that created a transaction, or more detail about it, put the cursor in the **Acct** field on the row you wish to see, and click on the **Query Document** link located on the left-hand side of the form. The form that Banner will direct you to depends on the type of transaction you are querying.

For example, if you query a document with a document code starting with a “J” for a journal voucher, you will be directed to form **FGIDOCR**. This is the Document Retrieval form, which shows detailed information regarding any financial transaction.

If you query a document with a document code starting with an “I” for an invoice, Banner will direct you to form **FAIINVE**. This is the Invoice Query form, which will show you information regarding that particular invoice.

Banner also allows you to extract the data from many Finance forms and save it to an Excel spreadsheet for reconciling and reporting purposes. We have included step-by-step instructions for extracting data from Banner at the end of this document.

FGIBDST – Organization Budget Status

Use this form to query your operating budget, year-to-date activity (including revenues and expenses), and open commitments for a particular organization.

This form is very similar to **FGIBDSR**, but when using **FGIBDST** you will need to use a data-enterable organization and fund. You cannot use this form to query on the highest level of the chart structure like on **FGIBDSR**, but you are still able to query your expense accounts (those starting with a “7”). In the header, uncheck the box that says “Include Revenue Accounts”, tab over and enter the organization, fund and the maintenance budget pool account code “710”. When you click Next Block, you should see your operating expenses.

Chart: S
Fiscal Year: 06
Index:
 Query Specific Account
 Include Revenue Accounts
Commit Type: Both

Organization: 100190 Disability Act Compliance
Fund: 110500 Current Operating Funds
Program:
Account:
Account Type:
Activity:
Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
612000	L Student Salaries	350.00	0.00	0.00	350.00
710	E Expenditures	39,650.00	0.00	0.00	39,650.00
710040	E Honoraria	0.00	-48,946.64	0.00	48,946.64
710050	E Investment Management Fe	0.00	0.00	1,950.00	-1,950.00
710090	E Contracted Services	0.00	96,264.09	2,830.39	-99,094.48
710610	E Subscriptions & Periodicals	0.00	220.00	0.00	-220.00
711420	E Printing	0.00	32.50	0.00	-32.50
711605	E Supplies - Office/Clerical	0.00	13.71	0.00	-13.71
770110	E Postage - Income	0.00	0.00	0.00	0.00
775050	E Facilities Project Work - Ch.	0.00	1,250.00	0.00	-1,250.00
775080	E Office Supplies - Charges	0.00	3.47	0.00	-3.47
775110	E Postage - Charges	0.00	90.36	0.00	-90.36
Net Total:		-40,000.00	-48,927.49	4,780.39	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

Record: 1/12 | ... | <OSC>