

Banner 9 Queries & Reports

The purpose of this manual is to provide step-by-step instructions for executing queries related to purchase orders, payments, and vendor information, as well as running budget reports. This manual is intended to help users efficiently access, review, and manage financial and procurement data within Banner 9.

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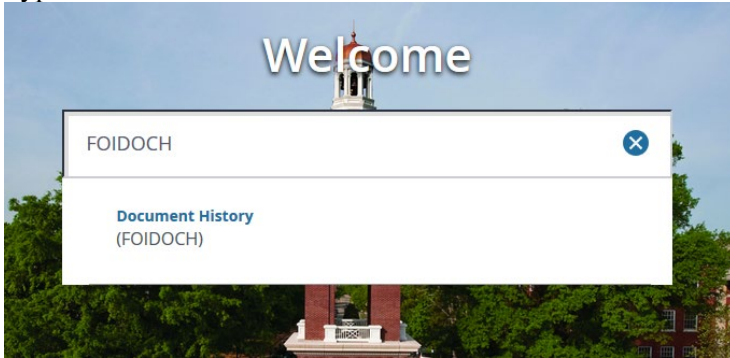
SECTION I: Document History - FOIDOCH

FOIDOCH allows you to view the status of a document and any form associated with the document.

Review Purchase Orders

To view documents associated with a Purchase Order (PO), such as the PO details, Receiving, Asset Tags and Checks:

1. Type **FOIDOCH** in the Banner Search box. Click Enter.



2. Type **PO** in the *Document Type* field

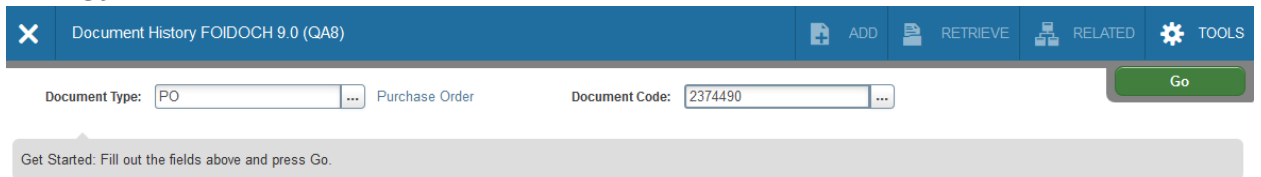
Document Type: ...

To search for other document types, click the *Lookup* button

3. Type the document number in the *Document Code* field.

Document Code: ...

4. Click **Go** to enter the form.

A screenshot of a web application's search form. The form has a blue header bar with the text "Document History FOIDOCH 9.0 (QA8)" and several icons: a close button (X), an add button (plus icon), a retrieve button (document icon), a related button (document icon), and a tools button (gear icon). Below the header, there are two input fields: "Document Type: PO" and "Document Code: 2374490". To the right of the "Document Code" field is a green button labeled "Go". Below the form, there is a grey box with the text "Get Started: Fill out the fields above and press Go."

5. Documents related to the Purchase Order (invoices, checks, receiving) will populate FOIDOCH under the **Document Type** column heading. Respective document numbers, status, and status description.
 - For this example: Purchase Order, Invoice, Check Disbursement and Receiving Documents populate.

Document History FOIDDOCH 9.0 (QA8)

Document Type: PO Purchase Order Document Code: 2374490

Start Over

DOCUMENT HISTORY

Document Type	Document Number	Status	Status Description
Purchase Order	2374490	A	Approved
Invoice	I0153053	P	Paid
Check Disbursement	M0119912	F	Final Reconciliation
Receiving Documents	Y0031436	C	Completed

Record 1 of 4

View Document Details

To view the details of a Purchase Order, Invoice, Check Disbursement or Receiving Document listed in Document History:

1. Use your mouse to select the *Document Number*.

Document History FOIDDOCH 9.0 (QA8)

Document Type: PO Purchase Order Document Code: 2374490

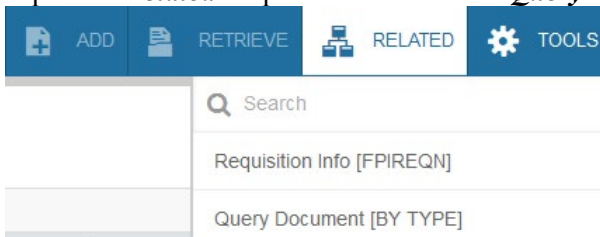
Start Over

DOCUMENT HISTORY

Document Type	Document Number	Status	Status Description
Purchase Order	2374490	A	Approved
Invoice	I0153053	P	Paid
Check Disbursement	M0119912	F	Final Reconciliation
Receiving Documents	Y0031436	C	Completed

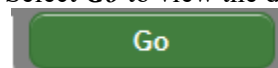
Record 1 of 4

2. Open the **Related** dropdown menu. Select **Query Document by Type**.



The selected document will open in Query view, no editing will be allowed.

Select **Go** to view the document details.



3. Use the *Next Section* arrow to move through the form.



4. Click the **X** button to close the details form and to return to the Document History form.



Note: To view Check Disbursement details, if the Check Number begins with an “M”, enter “MW” in the Bank field. If the Check Number begins with a “C” enter “01” in the Bank field.

Check Payment History FAICHKH 9.0 (QA8)

Check Number: M0119912 Bank: MW

Vendor: Check Vendor:

Check Date: Check Type:

Check Amount: Cancel Reason:

Cancel Date:

Go

FGROPNE – Open Encumbrance Report

The Open Encumbrance Report is used to view remaining encumbrances and balances on selected purchase orders.

1. Navigate to FGROPNE
2. Select GO

Note: You may run this report by Fund, Org, Account, Program, Activity or Location.

3. Enter the desired codes in the *From* and *To* columns
 - a) For multiple org codes, enter a range.
 - b) For a single org code, enter the same code in both the *To* and *From* values

For example:

Process: FGROPNE Open Encumbrances Report Parameter Set:

PRINTER CONTROL

Printer: DATABASE Submit Time: []

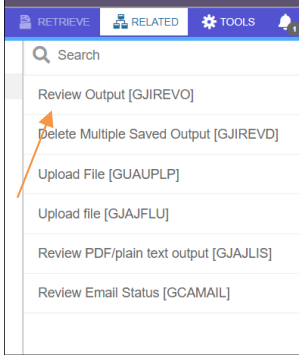
Special Print: [] MIME Type: None

Lines: 55 PDF Font: []

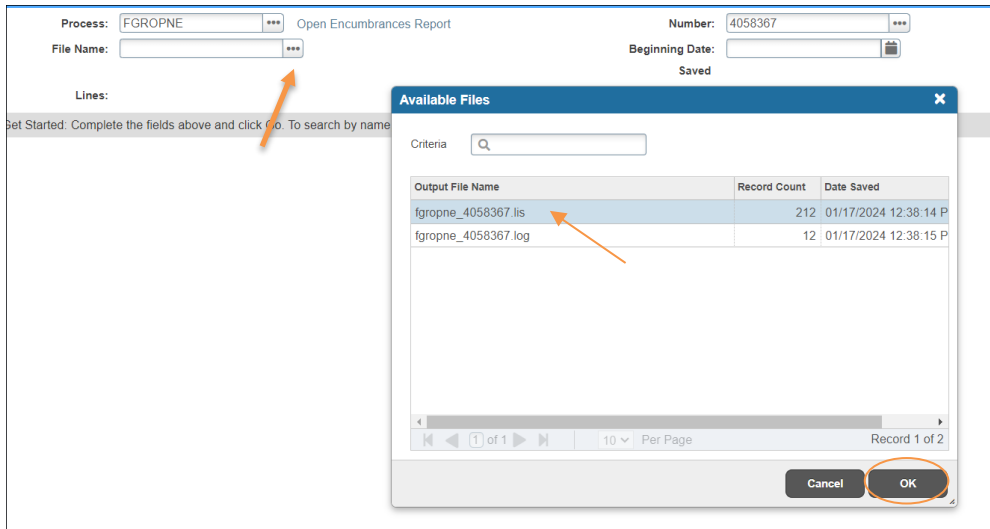
PARAMETER VALUES

Number *	Parameters	Values
01	Report Layout	D
02	User ID	
03	From Fund Code	
04	To Fund Code	
05	From Organization Code	200100
06	To Organization Code	200500
07	From Account Code	
08	To Account Code	
09	To Fund Code	
10	From Organization Code	200100
06	To Organization Code	200100
07	From Account Code	

4. Select *Submit*
5. Select *Save*
6. On the next screen select *Related > Review Output*



7. Select *File Name* “...”
8. Select the “.lis” file
9. Select *OK*
10. To view the output in a web browser select *Tools>Show Document*



FGROPNE	8.9	University of Mary Washington Open Encumbrances Report	17-JAN-2024 12:12:15 PM Page 1
DOCUMENT TYPE: Purchase Orders			
ORGANIZATION: 200100 Admissions Office Admin			
COAS: M	FUND: 1111	ORGN: 200100 ACCT: 71268	PROG: 10540 ACTV: LOCN:
P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER TRANSACTION DATE ENCUMBRANCE AMOUNT REMAINING BALANCE
-----	-----	-----	-----
04479816	000439803 Emily Haynes, LLC	VSHURINA	04-NOV-2023 204.00 204.00
04529564	000348903 Telerecruiting Corporation	VSHURINA	10-JAN-2024 8,134.50 8,134.50
TOTALS FOR ORGANIZATION: Admissions Office Admin			
Open Purchase Order Records: 2		Purchase Order Balance:	\$ 8,338.50
ORGANIZATION: 200100 Admissions Office Admin			
COAS: M	FUND: 1111	ORGN: 200100 ACCT: 71275	PROG: 10540 ACTV: LOCN:
P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER TRANSACTION DATE ENCUMBRANCE AMOUNT REMAINING BALANCE
-----	-----	-----	-----
04401396	000000743 Common Application Inc	VSHURINA	17-AUG-2023 15,000.00 5,563.20
TOTALS FOR ORGANIZATION: Admissions Office Admin			
Open Purchase Order Records: 1		Purchase Order Balance:	\$ 5,563.20

PARAMETER SEQUENCE NUMBER: 4058337
 REPORT LAYOUT: F
 USER ID: ALL
 FROM FUND CODE:
 TO FUND CODE:
 FROM ORGANIZATION CODE: 200100
 TO ORGANIZATION CODE: 200100
 FROM ACCOUNT CODE:
 TO ACCOUNT CODE:
 FROM PROGRAM CODE:
 TO PROGRAM CODE:
 FROM ACTIVITY CODE:
 TO ACTIVITY CODE:
 FROM LOCATION CODE:
 TO LOCATION CODE:
 SORT ORDER: 0
 LINES PER PAGE: 55

 TOTAL OPEN REQUISITION RECORDS: 0
 TOTAL REQUISITION BALANCE: \$0.00
 TOTAL OPEN PURCHASE ORDER RECORDS: 7
 TOTAL PURCHASE ORDER BALANCE: \$107,377.72
 TOTAL OPEN GENERAL ENCUMBRANCE RECORDS: 0
 TOTAL GENERAL ENCUMBRANCE BALANCE: \$0.00

 NUMBER OF RECORDS PROCESSED: 7
 TOTAL ENCUMBRANCE BALANCE: \$107,377.72

FGIENCD – Purchase Order Encumbrance Detail

FGIENCD is used to view encumbrance activity by purchase order. Information such as balance, liquidation (amount paid) and invoice numbers can be viewed here. This form is especially useful during fiscal year end to determine proper PO closure.

Encumbrance: 04353011 Encumbrance Period: All

Description: Yankee Book Peddler Inc. Date Established: 06/28/2023
 Status: O Balance: 71,299.15
 Type: P Vendor: 000001278 Yankee Book Peddler Inc.

▼ ENCUMBRANCE DETAIL

Item	1 UMW has a contract with	Orgn	200500
Sequence	1	Acct	72221
Fiscal Year	24	Prog	10410
Status	O	Actv	
Commit Indicator	U	Loon	
COA	M	Proj	
Index		Encumbrance	72,000.00
Fund	1111	Liquidation	-700.85
		Balance	71,299.15

▼ TRANSACTION ACTIVITY

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/01/2023	PORD	04353011		72,000.00	72,000.00
07/10/2023	INEI	I0209005		-84.75	71,915.25
07/10/2023	ICEI	I0209005		84.75	72,000.00
07/10/2023	INEI	I0209005		-84.75	71,915.25
07/10/2023	INEI	I0209006		-343.35	71,571.90
07/10/2023	INEI	I0209007		-81.10	71,490.80
07/10/2023	INEI	I0209041		-81.00	71,409.80
07/10/2023	INEI	I0209044		-21.96	71,407.84
07/10/2023	INEI	I0209049		-108.69	71,299.15

- Line item description:** Purchase Order line item number and description
- Sequence number:** The FOAPAL assignment. A single line item can have multiple sequence numbers when the line is split coded between multiple FOAPALs
- Encumbrance:** total amount encumbered (set aside for Vendor payment) on the line item
- Liquidation:** amount paid
- Balance:** remaining amount to be paid
- Document Code:** purchase order or invoice number (based on the code in the *Type* column)
- Type:** Type of document * see chart below*

- Transaction Date:** date transaction occurred in Banner. For invoices (INEI), this is not the due date.

TYPE CODE	DESCRIPTION
INEI	Invoice
INNI	Invoice without Encumbrance (Direct Pay)
PORD	Purchase Order
CORD	Change order
ICEI	Cancel Check with Encumbrance
ICNI	Cancel Invoice without Encumbrance (Direct Pay)
INEC	Credit Memo with Encumbrance
E09	Year End Encumbrance Roll

Vendor Searches

Vendor Detail History - FAIVNDH

The Vendor Detail History form shows all check invoices paid to a vendor by fiscal year or specific date range. This form is very handy to view past payments to a particular vendor, or to assist a vendor with upcoming payments due.



The form does not allow searches based on buyer or accounting information.

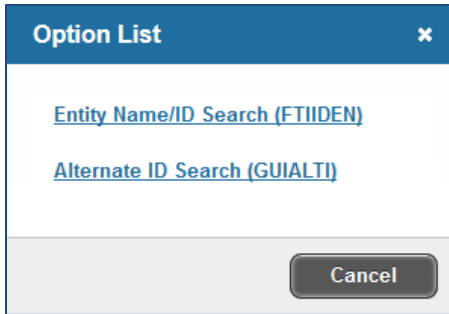
- Log into Banner and type *FAIVNDH* in the Banner Search field.
- Type the Banner *Vendor ID* number in the Vendor field

Search for a Vendor Number:

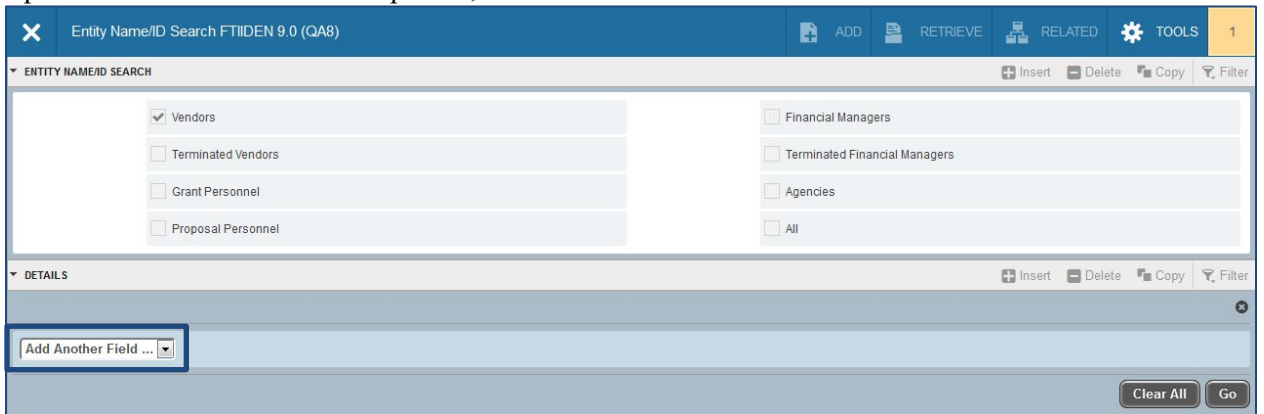
If you do not know the Vendor ID number, to search for your vendor:

The screenshot shows the Vendor Detail History FAIVNDH 9.0 (QA8) form. The Vendor field is highlighted with a red box. Other fields include Selection (All), Invoice Date From, Vendor Hold, Fiscal Year (17), and Invoice Date To. A Go button is visible on the right.

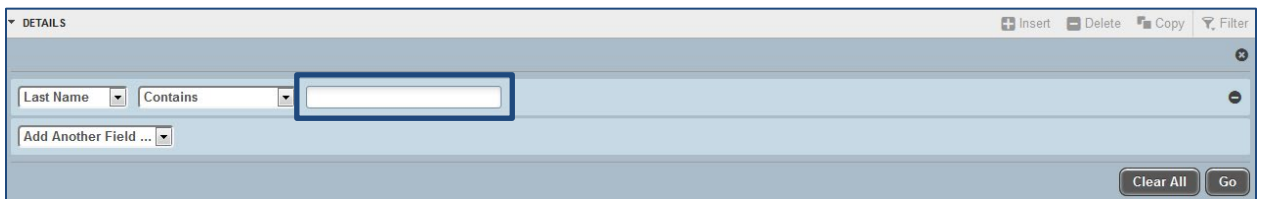
- Select the *Lookup*  button
 Vendor: 
- Select *Entity Name/ID Search (FTIIDEN)*



- Open the **Add Another Field** dropdown, select **Last Name**.



- Type the name of the Vendor in the search field using upper and lower case, as necessary.



- Click **Go** to search.

The list of vendors that meet the criteria will populate.

Entity Name/ID Search FTIIDEN 9.0 (QA8)

ENTITY NAME/ID SEARCH

DETAILS

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
000004955	Hancock	Anneke	M.	P	N	T	N	N	N	N	ATND
000004955	Hancock	Anneke	M.	P	N	T	N	N	N	N	
B00472924	Hancock	Anneke	M.	P	I	T	N	N	N	N	LGCY
AHANC4ND	Hancock	Anneke	M.	P	I	T	N	N	N	N	CN
000155322	Hancock	Catherine	A.	P	N	T	N	N	N	N	ATND
000155322	Hancock	Catherine	A.	P	N	T	N	N	N	N	PREF
000155322	Hancock	Catherine	A.	P	N	T	N	N	N	N	
CHANCOCK	Hancock	Catherine	A.	P	I	T	N	N	N	N	CN
000155322	Hancock	Catherine	Amanda	P	N	T	N	N	N	N	

Filter Again

- Double click on the ID number or click **Select** to choose the Vendor.

- You will be directed back to the previous form. The *Vendor ID* will populate at the top of the form.

Vendor: 000194939 Vendor Hold: Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To: Go

- The *Fiscal Year* will populate

To search for Invoices between specific dates, select dates for the *Invoice Date From* and *Invoice Date To* fields.

- Select **Go** to populate the related Vendor Invoices.



- All invoices that meet the date criteria will be listed as seem below.

Vendor: 000194939 Hancock, Linda C. Vendor Hold: Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To: Start Over

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Nu...
8252016	I0156366	Y	N	N	P	N	1,500.00	09/23/2016	23-SEP-2016	M0121537
Total							1,500.00			

Record 1 of 1

Query Within FAIVNDH Results

To search records for a specific dollar amount or date:

- Once FAIVNDH has populated, select **Filter**.

Vendor: 000194939 Hancock, Linda C. Vendor Hold: Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To: Start Over

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Nu...
8252016	I0156366	Y	N	N	P	N	1,500.00	09/23/2016	23-SEP-2016	M0121537
Total							1,500.00			

Record 1 of 1

- Select a search category from the *Add Another Field* dropdown.

Vendor: 000194939 Hancock, Linda C. Vendor Hold: Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To: Start Over

Add Another Field ...

Clear All Go

3. Enter the search parameters

▼ VENDOR DETAIL HISTORY

Vendor Invoice Amt

Add Another Field ...

4. Click **Go** to search. The Vendor Detail History will populate with criteria that meet the filtered parameters.

Vendor: 000194939 Hancock, Linda C. Vendor Hold: Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To: Start Over

▼ VENDOR DETAIL HISTORY Insert Delete Copy Filter Filter Again

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Nu...
8252016	10156366	Y	N	N	P	N	1,500.00	09/23/2016	23-SEP-2016	M0121537
Total							1,500.00			

10 Per Page Record 1 of 1

To search by month, choose **Between** from the *Equals* dropdown and select the first and last days of the month.

View Invoice Information on FAIVNDH:

1. Select the *Invoice Number* from the Invoice column.

Vendor: 000194939 Hancock, Linda C. Vendor Hold: Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To: Start Over

▼ VENDOR DETAIL HISTORY Insert Delete Copy Filter

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Nu...
8252016	10156366	Y	N	N	P	N	1,500.00	09/23/2016	23-SEP-2016	M0121537
Total							1,500.00			

10 Per Page Record 1 of 1

2. Select the *Related* dropdown menu.
3. Click **View Invoice Information** to open the Invoice/Credit Memo Query form *[FAIINVE]*.

ADD RETRIEVE RELATED TOOLS

View Invoice Information [FAIINVE]

Commodity Information [FOICOMM]

View Vendor Invoice [FAIVINV]

4. Select **Go** to view Invoice details



5. Click the *Next Section* button to navigate through the form.

Budget Queries & Reports

Budget Queries

Budget Queries allow the user to view and drill down to transaction information without having to extract data out to a report.

Organization Budget Status (FGIBDST)



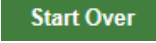
FGIBDST can be used to view budget information for any FOAP combination. However, this form will not show Cash Balances. For Cash Balances, please review the following information on FGITBAL.

1. Enter **FGIBDST** in the Banner Search field, click *Enter*.

2. This form requires that either the *Chart (M) Organization* and/or *Fund* fields contain information.
 - To view all Funds associated with an Organization code: enter the Organization code and leave the Fund code blank.
 - To narrow search results enter the Organization and the Fund code

Query Parameters for quick budget balance Net Total excluding payroll:

Chart	M
Fiscal Year	Enter last two digits of Fiscal Year
Include Revenue Accounts	Uncheck
Commit Type	Both if fine, no differences on selectin
Organization	Enter the Org code
Account	Enter 71000
Fund	Enter Fund specific to Org code or leave blank
Program	Enter Program specific to Fund type or leave black

3. Select the *Next Section*  or **Go**  to run and view your query.
4. Select Start Over  or F5 to begin a new Query.

Column Header Definitions

Account Type	Description	
50	Revenue	Revenue that stays within the department from year to year should be viewed on FGITBAL
60	Personnel	61444 is a line item for students. Student personnel line is mandatory before hire.
70	Expenses	Expenses which begin with a 72 are equipment related. You do not need an Equipment operating line item (72000) to purchase equipment
80	Transfers	Not common on many budgets. Contact Budget Office for information related to this Account type.

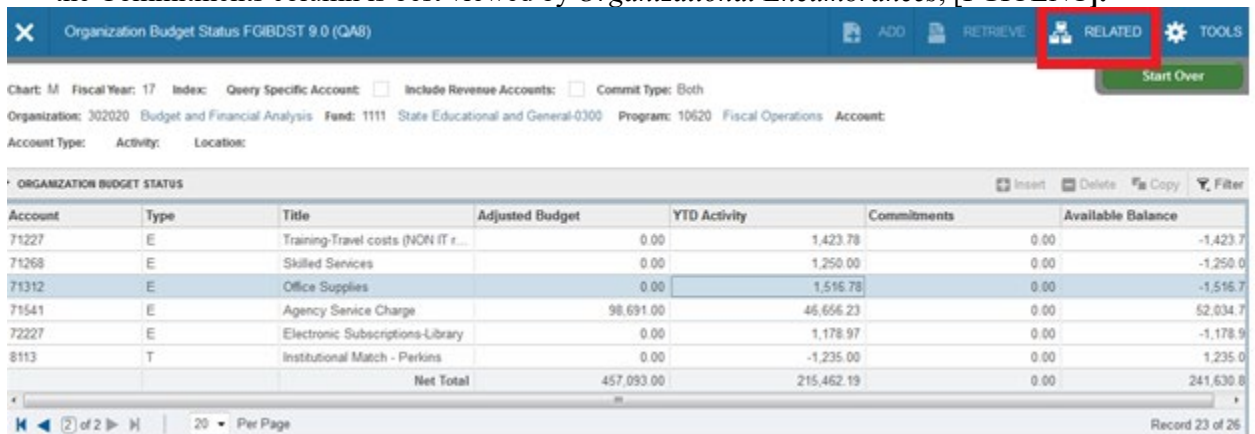
Budget

Adjusted Budget	Budgeted Amount by Account Code
YTD Activity	Amount spent or received by Account Code
Commitments	Encumbrances created by the eVA Purchase Order process.
Available Balance	Remaining Balance by Account Code, will show as a negative when Adjustment Budget column is blank.

Adjusted Budget	YTD Activity	Commitments	Available Balance
30,000.00	37,890.17	0.00	-7,890.17
84,915.00	76,323.61	0.00	8,591.39
51,787.00	42,655.17	0.00	9,131.83
0.00	2,606.29	0.00	-2,606.29

FGITRND View Transaction Details

1. To view individual transactions which make up the totals displayed on the columns, open the *Related* menu option and choose **Transaction Detail Information [FGITRND]**. Values within the Commitments column is best viewed by *Organizational Encumbrances, [FGIOENC]*.



Organization Budget Status FGIBDST 9.0 (QAB)

Chart: M Fiscal Year: 17 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 302020 Budget and Financial Analysis Fund: 1111 State Educational and General-0300 Program: 10620 Fiscal Operations Account:

Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
71227	E	Training-Travel costs (NON IT r...		0.00	1,423.78	0.00
71268	E	Skilled Services		0.00	1,250.00	0.00
71312	E	Office Supplies		0.00	1,516.78	0.00
71541	E	Agency Service Charge	98,691.00		46,656.23	0.00
72227	E	Electronic Subscriptions-Library		0.00	1,178.97	0.00
8113	T	Institutional Match - Perkins		0.00	-1,235.00	0.00
Net Total			457,093.00		215,462.19	0.00

Record 23 of 26

FGITRND Expenditure/Revenue Types

The Type column represents the type of expense or revenue and relates to the Document Number. Common coding is below. Contact the TESS or Accounting department for questions.

PORD	Purchase Order
CORD	Change Order to Purchase Order
PCRD	Cancelation of a Purchase Order
ENC	Encumbrance (PO)
INNI	Direct Pay Invoice
INEI	Invoice with Encumbrance (PO)
INNC	Invoice Credit
CRXX	Credit
JEXX	Journal Entry
XAR	Accounts Receivable Transactions
XCR	Cash Receipts (Deposits)
XPH	Phone
XPR	Payroll Transactions
JE16, XNC	Miscellaneous Journal Entries, such as copy, postage, telephone

To close and return to FGIBDST select the X.-



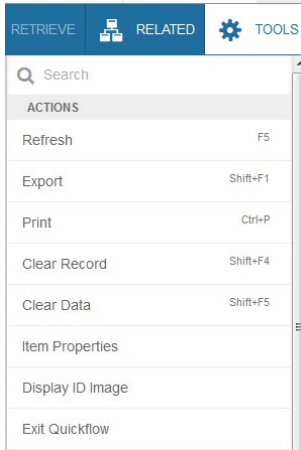
Extract Data from FGIBDST

To extract queries from Banner to view data in Excel:

1. Select the **Tools** dropdown.



2. Select **Export** from the Tools dropdown.
3. This query data will appear in an Excel document.



General Ledger Trial Balance (FGITBAL)

FGITBAL is the only query to use if the account carries a cash balance. Accounts carry a cash balance when remaining money at the end of a fiscal year is brought forward to the new fiscal year.

If your Fund begins with a 2, 6, or 8, it may carry a cash balance. This form represents the amount of money brought forward from the last fiscal year, the total expenses for the current year, total revenue for the current year, and the Fund balance. Explanations of revenue, expenses and cash are categorized by Account number in Beginning Balance and Current Balance columns.

View FGITBAL

1. Enter FGITBAL in the Banner Search field, click Enter.
2. Enter the Fiscal Year and Fund Code and select **Go**.

Sample FGITRND

Account	Description	Beginning Balance	Debit/Credit	Current Balance	Debit/Credit
11000	Claim on Cash	8,585.30	Debit	0.00	Debit
21000	Vendor Accounts Payable	0.00	Credit	0.00	Credit
23020	Due to Others	8,585.30	Credit	8,585.30	Credit
31050	Expenditure Control	0.00	Debit	5,213.25	Debit
31250	Transfer Control	0.00	Debit	3,372.05	Debit
41000	Fund Balance	0.00	Credit	0.00	Credit
Total	ALL ACCOUNTS	0.00		0.00	

Account Code Definitions

11000	The Beginning balance column represents the starting cash balance for the fiscal year selected. The Current Balance column represents the cash brought forward from last year plus the current year Revenue minus current year expenses. Watch for the word “Credit” which means an account currently has a credit balance and the cash is negative.
21000	The Current Balance column represents an Accounts Payable invoice in progress, but the due date has not arrived and the check has not been issued.
23020	This account normally represents the amount the University is holding on behalf of your organization and is often the same as the beginning balance in 11000.
31050	Represents the current year’s total payments.
31100	Represents the current year’s total revenue.
31150	Represents the amount of money that is being encumbered by Purchase Orders.
31160	Represents the amount of money for the remaining balance of Purchase Orders. Since this is a trial balance this will be the same of 31150 but a credit balance
41000	Fund Balance

How to Determine Remaining Cash

Cash is viewing two accounts in the Current Balance Column, Accounts 11000 and 21000. Subtract any checks to be issued by AP in Acct code 21000 from Claim on Cash, Acct code 11000. This is the amount of money you have to spend in the fund. Watch the labels (Debit or Credit) on each account, positive cash is a Debit, if cash is a Credit then add the AP in Acct code 21000.

INB – Reporting options are FGRTBAL and FGRBLSH.

SSB – No reporting or views available for Cash.

Finance users may access the SharePoint Cash Balance Report to display Current Cash Balance by Funding source. Instructional materials for this report are available on the Instructional Materials page of the TESS website. For more information, contact tess@umw.edu.

Executive Summary (FGIBDSR)

The Executive Summary form displays revenue and/or expense in a summary view.

Account Type can be used to narrow search results to display Revenue, Personnel or Expense Account codes.

1. Enter **FGIBDSR** in the Banner Search field, click *Enter*.
2. Enter all known parameters.

Executive Summary FGIBDSR 9.2.2 (QA8)

Chart: M Fiscal Year: 17

Index: Query Specific:

Include Revenue: Account: Commit Type: Both

Accounts Fund: Account: Activity:

Organization: 302020 Budget and Financial Analysis

Program: Account Type: 70 Location: Fund: Account: Activity:

Location: Fund: Account: Activity:

Go

3. Select **Go**

The Executive Summary report will be displayed.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
71000	E	Budgeted Operational Expenses	18,523.00	0.00	0.00	18,523.00
71214	E	Postal Services	1,100.00	12.26	0.00	1,087.74
71215	E	Printing	0.00	347.98	0.00	-347.98
71216	E	Telephone-DIT and Other	0.00	3,013.68	0.00	-3,013.68
71217	E	VOIP Telephone Charges	9,500.00	3,894.30	0.00	5,605.70
71221	E	Emp-Dues and Membership Fee	0.00	135.00	0.00	-135.00
71222B	E	Emp-Books	0.00	79.57	0.00	-79.57
71222S	E	Emp-Subscriptions	0.00	93.00	0.00	-93.00
71224	E	Emp-Training incl reg (NON IT relat	0.00	755.00	0.00	-755.00
71227	E	Training-Travel costs (NON IT relat	0.00	1,423.78	0.00	-1,423.78
71268	E	Skilled Services	0.00	2,361.30	0.00	-2,361.30
71312	E	Office Supplies	0.00	1,516.78	0.00	-1,516.78
71541	E	Agency Service Charge	98,691.00	46,656.23	0.00	52,034.77
72227	E	Electronic Subscriptions-Library	0.00	1,178.97	0.00	-1,178.97
Net Total			127,814.00	61,467.85	0.00	66,346.15

To view Executive Summary transaction details, select *FGITRND* from the *Related* menu option. Encumbrances do not allow drill down in this view.

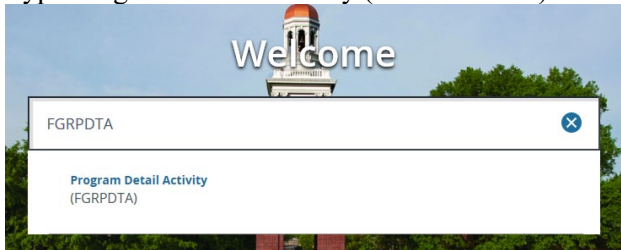
Budget Reporting

Two common budget reports are the Program Detail Activity (FGRPDTA) and the Budget Status (FGRBDST) report. Below details how to run and extract reporting from Banner using the FGRPDTA as the guideline.

Program Detail Activity (FGRPDTA)

Program Detail Activity (FGRPDTA) provides a transaction report to view budget by Fund, Org, Program and Account within a date range.

1. Type Program Detail Activity (or FGRPDTA) in the Banner search field and click **Enter**.



2. Select **Go**
3. Select the Next Section arrow to enter the Parameter Values section of the form



Process Submission Controls GJAPCTL 9.3.1 (QA8) ADD RETRIEVE RELATED TOOLS

Process: FGRPDTA Program Detail Activity Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer DATABASE Lines 55
Special Print Submit Time

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Fiscal Year	17
02	Chart of Accounts	M
03	From Organization Code	205701
04	To Organization Code	205701
05	From Fund Code	1111
06	To Fund Code	1111
07	From Program Code	10110
08	To Program Code	10110
09	From Account Code	71000
10	To Account Code	72999

1 of 2 | 10 Per Page Record 1 of 15
LENGTH: 2 TYPE: Character O/R: Required M/S: Single

SUBMISSION Insert Delete Copy Filter

SAVE

- Enter the values for your report parameters
- Use the *Next Page* arrow to set all parameters.



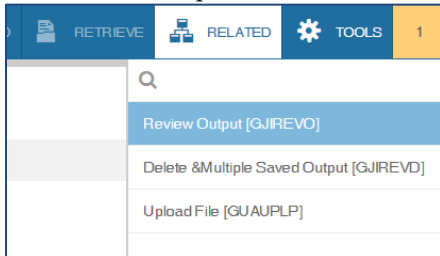
- Once you have entered the parameters of your search, select the *Next Section* arrow




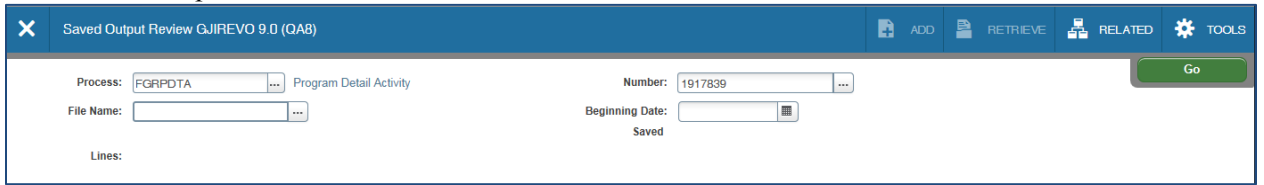
- Select **Save**.



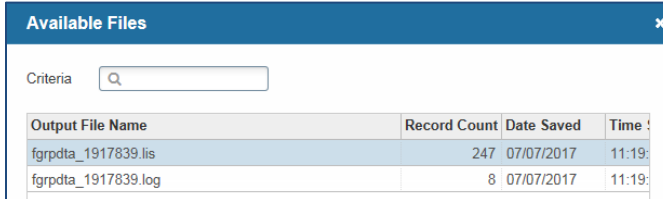
- To review the report data, select the *Related* dropdown and choose *Review Output*.



9. Select the *Lookup*  icon to search for the saved *File Name*.



A list of Available Files will appear.



Output File Name	Record Count	Date Saved	Time
fgrpdta_1917839.lis	247	07/07/2017	11:19:
fgrpdta_1917839.log	8	07/07/2017	11:19:

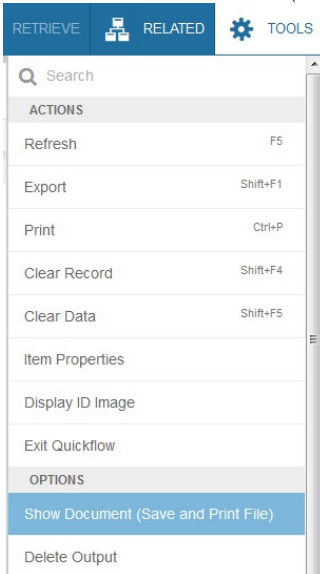
10. Select the file ending in *.lis*.
11. Click **Ok**.
12. To view this report in a new Internet Browser tab, follow the instructions outlined in the *Export Reports to an Internet Browser Tab* section below.

Export Reports to an Internet Browser Tab:

1. Go to **Tools**.

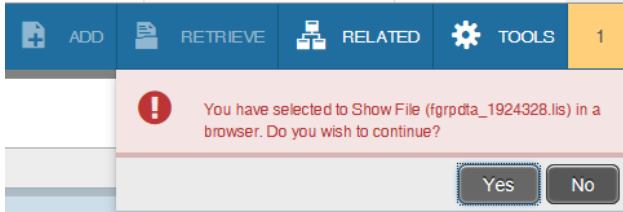


2. Select **Show Document (Save and Print File)**.



An alert will appear asking if you want to continue.

3. Select **Yes**.



Ensure your internet pop-up blocker has been turned off.

The report will open as a new tab in your Internet Browser.

Sample Report

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	FUND/FRG ACCT	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
17-JUL-2017 02:40:10 PM University of Mary Washington Program Detail Activity From 01-JUL-2016 To 01-MAR-2017 PAGE 1 FGREDIA FISCAL YEAR 17									
COAS: M		University of Mary Washington							
ORG: 205701		Economics							
				State Educational and 1111					
				General-0300					
				General Academic Instruction	10110				
BEGINNING:		Budgeted Operational Expenses			71000				
07/01/2016	BD01	L0000018	FY17 Original Budget		71000	13,450.00			
ENDING:		Budgeted Operational Expenses			71000				
BEGINNING:		Express Services			71211				
ENDING:		Express Services			71211				
BEGINNING:		Postal Services			71214				
10/19/2016	XCP	CP000857	07/17/16-08/20/16 Postage C		71214		8.16		U
01/25/2017	XCP	CP000879	11/14/16-12/09/16 Postage C		71214		30.97		U
ENDING:		Postal Services			71214				

Budget Status Report (FGRBDSC)

The Budget Status report will show summary detail as opposed to the individual transactions as viewed on the FGRPDTA.

Process Submission Controls GJAPCTL 9.3 (OAB) ADD RETRIEVE RELATED TOOLS

Process: FGRBDSC Budget Status (Current Period) Parameter Set: Start Over

▼ PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE Lines: 55

Special Print: Submit Time:

▼ PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Fiscal Year	17
02	Chart of Accounts	M
03	From Fund Code	1112D
04	To Fund Code	1112D
05	From Organization Code	208500
06	To Organization Code	208500
07	From Account Code	71000
08	To Account Code	72999
09	As of Date (DD-MON-YYYY)	12/07/2016
10	Include Accrual Period	Y

1 of 2 Per Page Record 1 of 14

LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Enter the Fiscal Year for reporting.

Quick Reference Guide to Banner 9 Searches and Reporting

Banner 9 searches and reports can be helpful to assist with vendor information, chart of account updates, budget reports and views, and various inquiries related to purchasing and payments.

Below are the most common forms for data query and reporting needs.

Note: Additional Finance reports are in the SharePoint Reporting Center within the Finance Community Folder. Instructional information can be found on the TCSS website.

	Banner Form/Name	Description	Purpose
Document History	FOIDOCH	Document History	View receiving, invoice and check payment history
Vendor Searches	FTIIDEN	Entity Name/ID Search	Search vendors by name or Banner ID
	FAIVNDH	Vendor Detail History	View history of invoices, payments and total amount paid to a vendor
	Cardinal Verified Vendor Report	Located in the Finance SharePoint Reporting Center	The Verified Vendor Report provides vendor name and ID in the Banner and Cardinal Systems as well as Cardinal Vendor Status.
Budget	FGIBDST	Organizational Budget Status	Review Operational and Equipment budget, expenditures, personnel costs, revenue activities, commitments and available balance
	FGIBDSR	Executive Summary	Review Operational and Equipment budgets at the highest level Org element.

	FGRPDTA	Program Detail Activity	Report output is by individual transaction
	FGRBDSC	Budget Status (Current Period)	Report output is summary by account codes
Chart of Accounts Hierarchy	FGRFNDH	Fund Hierarchy Report	View funds by high level type. For example: 10, 85, 62.
	Organization Hierarchy Report	Located in the Finance SharePoint Reporting Center	View Org code by high level type. For instance, 10, 20, 30...
	Account Hierarchy Report	Located in the Finance SharePoint Reporting Center	View accounts by high level type. For instance, 50, 60 or 70.