

Basic Banner Finance


Finance Training

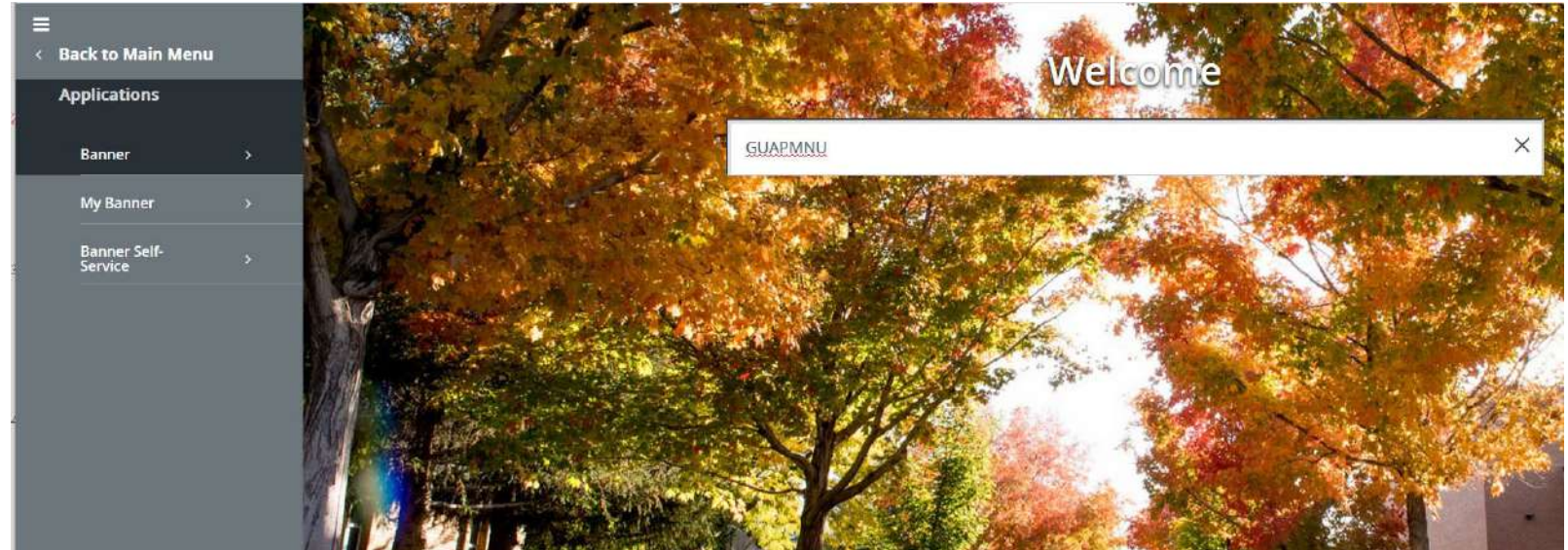
SUU

SOUTHERN UTAH UNIVERSITY

My Banner

My Banner Maintenance-GUAPMNU

- ▶ Allows users to save and quickly access frequently used banner forms.
- ▶ Once screens are added in GUAPMNU you can access saved forms by clicking on the applications button  and then select "My Banner".



My Banner Maintenance

My Banner Maintenance GUAPMNU 9.0 (PROD)

MENU MAINTENANCE

Type * Oracle Forms module

Object Type	Description *
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code Maintenance
FAA1099	1099 Reporting
FOA1099	1099 Transmitter Data Form
PXA1099	1099-R
PTV1099	1099-R Distribution Code Validation
RNRGLBL	1999-2000 INAS Global Policy Options
RNAOV14	2013-2014 Applicant Override
READI14	2013-2014 Grant Disbursement/Acct
REAOR14	2013-2014 Grant Origination/Ackno
RNIMS14	2013-2014 Miscellaneous Results I
RNANA14	2013-2014 Need Analysis
RNAVR14	2013-2014 Need Analysis Document
RNRGL14	2013-2014 Need Analysis Global P
RNAPR14	2013-2014 Need Analysis Processi
RNARS14	2013-2014 Need Analysis Result
RNASL14	2013-2014 Student Loan Data
RNASU14	2013-2014 Supplemental Need Ana
RNAOV15	2014-2015 Applicant Override

Object Selection

Object	Description
FGIBDSR	Executive Summary
FGITBSR	Trial Balance Summary
FGITRND	Detail Transaction Activity
FGIBAVL	Budget Availability Status
FGIOENC	Organizational Encumbrance List
FAIVNDH	Vendor Detail History
FAAINVT	Purchase Card Transaction Maintenance
FGITRND	Detail Transaction Activity
FOIDDOCH	Document History

Insert Selection
Remove Selection
Insert All
Remove All

Record 1 of 2701
Record 9 of 9

Under Object Selection is a list of commonly used screens for all finance users. To add new screen(s) click in the object field on the right hand side and type the screen name (FGIBDSR), arrow down, type the next name, etc... Once done click save in lower right corner.

You can edit the description to anything you want. To do so click in the description and type away.

The next time you login to Banner the screens you added here will show up under "My Banner."



How do I review my revenue & spending?

- Access Form FGIBDSR – Executive Summary.
- To broaden your search in FGIBDSR always delete the program code from your query.
- You can use the account type field to narrow your query.
 - Revenue – 50 – Will only show revenue accounts.
 - Wages 62 – Will only show you hourly wages.
 - Expenses 70 – Will only show expenses, including travel.
 - Travel 75 – Will only show travel expenses.

Executive Summary FGIBDSR 3.7 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Chart: * T ... Fiscal Year: * 19 ... **Go**

Index: BOFEES ... Query Specific:

Account

Include Revenue: Commit Type: Both ...

Accounts

Organization: 66000 ... Controller Fund: 011010 ... Business Office Fees

Program: ~~60~~ ... Account: ...

Institutional Support

Account Type: ... 50,62, 70, 75 Activity: ...

Location: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



How much money do I have available to budget in a non-appropriated fund?

Trial Balance Summary FGITBSR 9.0 (PROD)

COA: * T Fiscal Year: * 19

Southern Utah University

Fund: 011010 OR Fund Type:

Business Office Fees

Account: OR Acct Type:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Trial Balance Summary FGITBSR 9.0 (PROD)

COA: T Southern Utah University Fiscal Year: 19 Fund: 011010 Business Office Fees OR Fund Type: Account: OR Acct Type: Start Over

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit
11	1020	Claim on Cash	11,553.97	Debit		10,836.97	Debit
11	1365	A/R Other	0.00	Debit		0.00	Debit
21	2100	Accounts Payable	0.00	Credit		0.00	Credit
21	2398	Employee Garnishments	0.00	Credit		0.00	Credit
31	3100	Current Unrestricted	11,553.97	Credit		11,553.97	Credit
31	3130	Auxiliary	0.00	Credit		0.00	Credit
41	4100	Revenue Control	0.00	Credit		105.00	Credit
41	4120	Expenditure Control	0.00	Debit		822.00	Debit
	Total	ALL ACCOUNTS	0.00			0.00	
					Current Fund Balance	10,836.97	Credit

1 of 1 Per Page Record 1 of 8

* - denotes amount is opposite of Normal Balance

- Access form FGITBSR – Trial Balance Summary - list the fund number you wish to query and click **Go**
- Bottom right hand corner shows the current fund balance. This is the money you have to spend.
- Balances in non-appropriated funds roll forward to next fiscal year.
- This screen is not going to give you useful information for the appropriated fund (000100.)
- An asterisk next to the fund balance means that you have overspent and have a deficit fund balance.



How much available budget do I have to spend?
 I Cannot Submit a P.O. or travel due to insufficient budget.

Budget Availability Status **FGIBAVL 9.3.7 (PROD)**

Chart: * T Fiscal Year: * 19
 Index: ... Commit Type: Both
 Fund: * 011010 Business Office Fees Organization: 66000 Controller
 Account: 720 Operating Expense Program: ... Institutional Support

Keys --- >
 Control Fund: Control Organization:
 Control Account: Control Program:
 Pending Documents:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Budget Availability Status **FGIBAVL 9.3.7 (PROD)**

Chart: T Fiscal Year: 19 Index: CTLR Commit Type: Both Fund: 000100 State Appropriations Organization: 66000 Controller
 Account: 6210 Wages Program: 60 Institutional Support Keys --- > Control Fund: 000100 Control Organization: 66000 Control Account: 620 Control Program:
 Pending Documents:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
620	Wages	43,987.00	13,764.43	0.00	30,222.57	<input type="checkbox"/>
630	Benefits	109,478.00	109,506.83	0.00	-28.83	<input type="checkbox"/>
720	Operating Expense	58,085.00	11,267.32	5,503.40	41,314.28	<input type="checkbox"/>
Total		211,550.00	134,538.58	5,503.40	71,508.02	

Record 1 of 3

- Access Form FGIBAVL – Budget Availability Status
- Input FOAP to query in key block and click **Go**
 Input must include account code.
 - 620 – Wages
 - 720 – Operating Expense
 - 750 – Travel
- Right hand column shows the available (or overspent) balance for each expense type.
- The travel and purchasing systems look here for budget availability before allowing you to submit a requisition.



FGIBDSR or FGIBAVL is showing a commitment, how do I know which PO this encumbrance relates?

➤ FGIOENC – Organizational Encumbrance - allows you to see all outstanding encumbrances listed for any given FOAP.

➤ All of these encumbrances show up in the commitment column of FGIBDSR and FGIBAVL.

Executive Summary FGIBDSR 9.3.7 (PROD)

Chart: T Fiscal Year: 19 Index: SECUR Query Specific Account: Include Revenue Accounts: Commit Type: Both Start Over

Organization: 79500 Public Safety Fund: 011020 Campus Security Program: 60 Institutional Support Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5562	R	Fees-Handling Charge		0.00	1,710.00	-1,710.00
5585	R	Fees-Traffic Fines		0.00	2,258.31	-2,258.31
5589	R	Fees-Miscellaneous	28,000.00		125.00	27,875.00
5870	R	Inter-Department Revenue		0.00	20.00	-20.00
7049	E	Current Expense	32,000.00		0.00	32,000.00
7090	E	Meals-Non Travel		0.00	56.00	-56.00
7130	E	Dues & Fees-Membership		0.00	60.00	-60.00
7132	E	Dues & Fees-Conferences & Seminars		0.00	150.00	-150.00
7305	E	Services-General		0.00	220.00	-220.00
7362	E	Supplies-Other		0.00	15,295.05	-15,295.05
7372	E	Supplies-Postage		0.00	7.60	-7.60
7380	E	Supplies-Uniforms		0.00	424.31	-424.31
7500	E	Travel	2,000.00		0.00	2,000.00
7560	E	Travel In-State		0.00	257.10	-305.10
7700	E	Capital Outlay	68,640.00		0.00	68,640.00
7750	E	Vehicles		0.00	0.00	-37,049.00
8511	T	From Curr Unrestricted-Other		0.00	-720.00	720.00
Net Total			-74,640.00		-11,636.75	37,097.00

Record 16 of 17

Organizational Encumbrance List FGIOENC 9.3.4 (PROD)

Chart: T Fiscal Year: 19 Index: SECUR Organization: 79500 Public Safety Fund: 011020 Campus Security Start Over

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P1900186	Young Ford, Inc.	0	7750	60			37,049.00	U
TR190051	Townsend, Jed A.	0	7560	60			24.00	U
TR190052	Townsend, Jed A.	0	7560	60			24.00	U

Record 1 of 3



You submitted a check requisition or PO, Has it been paid?

Vendor Detail History FAIVNDH 0.3.6 (PROD)

Vendor: T00390326 Les Olson Company Vendor Hold: Selection: All Fiscal Year: 19 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 Number
P1900248	I0336854	Y	N	N	P	N	944.00	07/12/2018	07/12/2018	!0105110
EA794138	I0337429	Y	N	N	P	N	1,292.99	07/25/2018	07/31/2018	!0105473
EA798853	I0338180	Y	N	N	O	Y	3,079.20	08/13/2018		
EA808104	I0341284	Y	N	N	P	N	696.01	10/05/2018	10/05/2018	!0110894
EA807586	I0341285	Y	N	N	P	N	381.19	10/05/2018	10/05/2018	!0110894
EA807900	I0341286	Y	N	N	P	N	254.82	10/05/2018	10/05/2018	!0110894
EA807919	I0341287	Y	N	N	P	N	70.18	10/05/2018	10/05/2018	!0110894
EA808686	I0341824	Y	N	N	P	N	357.47	10/15/2018	10/15/2018	!0111152
EA11132	I0341980	Y	N	N	P	N	627.93	10/11/2018	10/11/2018	!0111070
EA811465	I0342644	Y	N	N	O	N	18.82	10/26/2018		
Total							7,722.61			

1 of 1 Per Page Record 1 of 10

- FAIVNDH – Vendor Detail History - will show you what has been paid to an individual vendor. You must know the Vendor T#.
- This screen does not look at who is paying the bill, only to whom the bill was paid.
- This is a searchable screen. You can search any field (amount field is a little quirky). Sometimes it's easier to export with Shift+F1 and filter in Excel.



Useful Querying Information

- ▶ Most everything in banner is searchable
- ▶ Press F7 within any form to enter Query Mode
- ▶ Use the dropdown menu to select field(s) you want to query
- ▶ After each field you can use the search following operators
 - ▶ Contains
 - ▶ Like
 - ▶ Starts / Ends With
 - ▶ Equals / Not Equal
 - ▶ Not Equal or is NULL
 - ▶ Is NULL / Is not NULL
- ▶ Press F8 to execute query and provide results

Banner Admin Shortcuts

- ▶ F3 – Drill down to transaction detail (Grant screens use F4)
- ▶ F4 – Copy previous record
- ▶ F5 – “Start Over” – Back to key block of current form.
- ▶ F6 – Insert new record
- ▶ Shift+F6 – Delete Record
- ▶ F7 – Enter Query
- ▶ F8 – Execute Query
- ▶ F9 – Activate dropdown
- ▶ F10 – Save
- ▶ Shift+F1 – Export to Excel