

Arkansas State University Internet Native Banner Budget and Finance Inquiry

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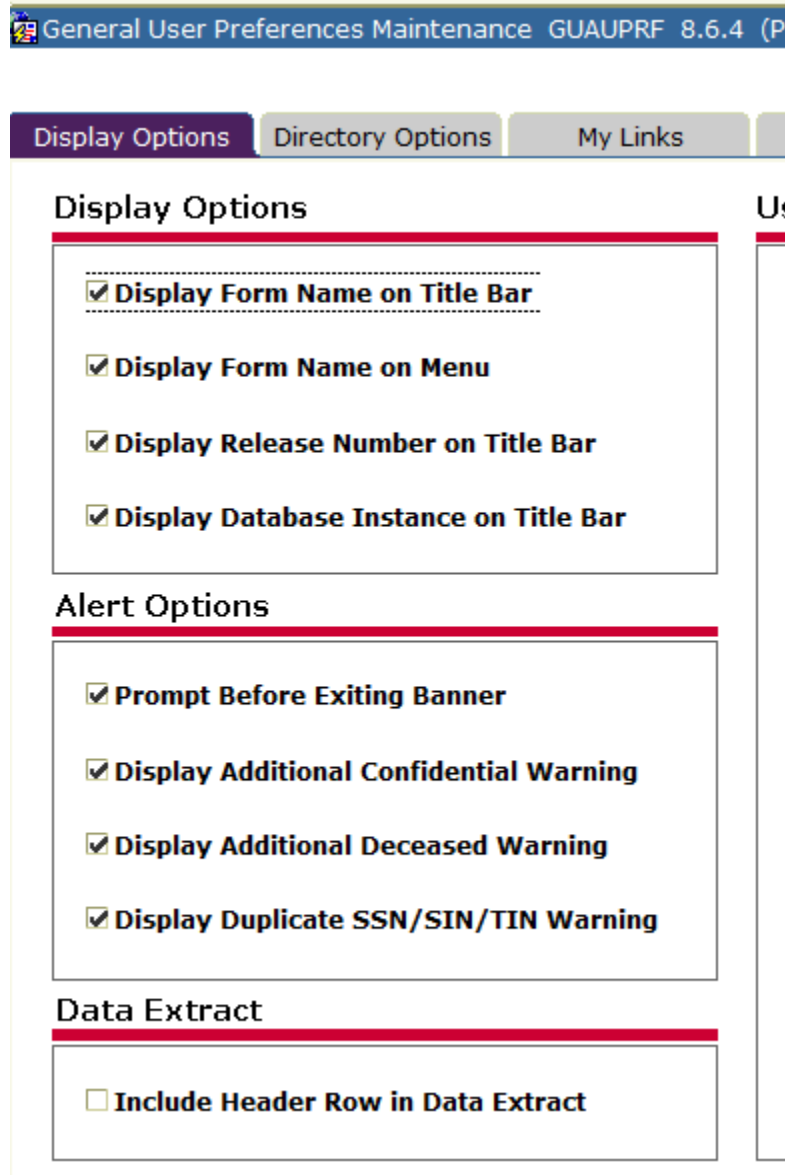
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Extracting Form Data into Excel

Most forms in Internet Native Banner can be extracted into Excel. In order to extract data, you must be an administrator on your computer.

1. Double-click on the My Computer/Computer icon
2. Double-click on the C: drive
3. Make sure a folder named 'BannerData' exists
4. If not, create a new folder named 'BannerData'
5. In Banner, go to GUAUPRF – General User Preferences Maintenance
6. In the Data Extract block, select the 'Include Header Row in Data Extract' checkbox



General User Preferences Maintenance GUAUPRF 8.6.4 (P)

Display Options Directory Options My Links

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**

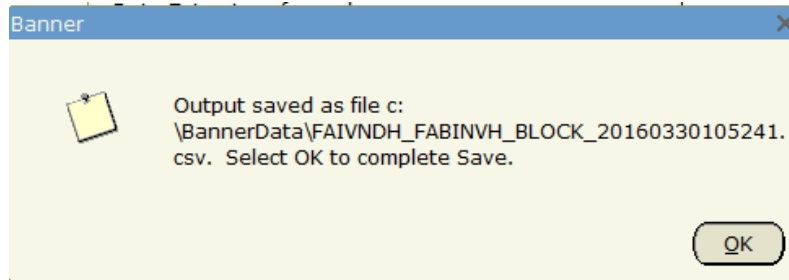
1. Click on the Directory Options tab.
2. The User Value field for the first record should be c:/BannerData as shown below.
3. Exit the form.

The screenshot shows a web application window titled "General User Preferences Maintenance GUAUPRF 8.6.4 (PROD)". The "Directory Options" tab is selected. The form contains three fields: "Description" with the value "Local directory for saving output.", "Default Value" with the value "c:\", and "User Value" with the value "c:\BannerData".

4. Go to the form you wish to extract data from.
5. Click on the Help menu.
6. Click on Extract Data No Key.
7. A following window will open. Click Save File.

The screenshot shows a window titled "General WebUtil File Extract GUQWUTL 8.5.1.4". The window contains the following text: "Data Extract performed.", "FORM =FAIVNDH", and "BLOCK=FABINVH_BLOCK". At the bottom, there are two buttons: "Save File" and "Close".

8. A second window will open. Click OK.



9. Click Close on the first window.
10. Click on the Start menu button to access "Computer/C: drive".
11. Double click on the "Computer" option.



12. Double-click on Local Disk (C:) drive.
13. Double-click on the "BannerData" folder.
14. Sort by "Date Modified" to latest file that was extracted. Double-click on the file to open it.

Files in the BannerData folder need to be reviewed and removed as often as possible. Use "[Identity Finder](#)" to purge files permanently.

FGIBAVL—Budget Availability Status

Use FGIBAVL to view budget availability for a selected fund, organization, account, and program combination. Banner checks FGIBAVL for available budget when a requisition, budget transfer, or travel authorization is entered.

This form only displays total amounts for each account type. Detail cannot be seen here. This is the only form in which incomplete and/or unapproved documents may be viewed.

To view pending documents, select the appropriate account and click on the Options menu. Click on Pending Documents. Pending documents include requisitions and travel authorizations which have not been completed and/or approved.

Requisitions which fall into this category will increase the Commitment column. The Commitment and Available Balance totals will be different from the other budget forms.

Budget transfers will increase/decrease the Adjusted Budget column. These totals will be different from the other budget forms as well.

You cannot use FGIBAVL to view revenue accounts.

Enter 'FGIBAVL' in the Go to field from the main menu and press Enter

1. Make sure the Chart is "J" and the Fiscal Year is populated
2. Enter the Fund, Orgn, Acct, Prog codes
3. Click on the Next Block icon

Budget Availability Status FGIBAVL 8.6.1.4 (PROD)

Chart: J Fund: 110000 Educational and General
 Fiscal Year: 16 Organization: 311081 Compliance and Process Improvement Pending Documents
 Index: Account: 710000 Supplies Serv and Oth Activities
 Commit Type: Both Program: 1630 Other Institutional Support

Control Keys ---> Fund: 110000 Organization: 311081 Account: 710000 Program: 1630

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
710000	Supplies Serv and Oth Acti	-792.00	-2,061.99	45.01	1,224.98	<input type="checkbox"/>
720000	Travel	4,000.00	2,805.30	0.00	1,194.70	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

- Adjusted Budget is the beginning balance as of July 1 (including budget transfers)
- YTD (Year-to-Date) Activity is the total expenses
- Commitments include approved requisitions, purchase orders and travel authorizations
- Available Balance is the total amount available to spend

FGIBDST—Organization Budget Status

Shows detailed operating ledger activity. To view transaction detail, click on the account and select Transaction Detail from the Options menu.

Do NOT use this form for Grants!

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: J
 Fiscal Year: 16
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 311081 Compliance and Process Improvement
 Fund: 110000 Educational and General
 Program: 1630 Other Institutional Support
 Account: 710000 Supplies Serv and Oth Activities
 Account Type:
 Activity:
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
710000	E Supplies Serv and Oth Activ	-792.00	0.00	0.00	-792.00
710201	E Telecommunications	0.00	1,087.83	0.00	-1,087.83
710301	E Printing Composition and Ai	0.00	267.85	0.00	-267.85
710401	E Bldgs and Grounds Repair &	0.00	18.50	0.00	-18.50
711200	E P-Card Purchases	0.00	920.81	0.00	-920.81
711302	E Office Supplies	0.00	58.03	0.00	-58.03
711701	E Other Expenses and Service	0.00	584.99	45.01	-630.00
711703	E Non-budgeted Recoveries	0.00	-5,000.00	0.00	5,000.00
720000	E Travel	4,000.00	0.00	0.00	4,000.00
720200	E Travel-Meals	0.00	197.73	0.00	-197.73
720600	E Travel-Vehicle Rental	0.00	739.82	0.00	-739.82
725000	E Travel-T Card	0.00	1,867.75	0.00	-1,867.75
Net Total:		-3,208.00	-743.31	45.01	

1. Enter 'FGIBDST' in the Go To field at the Main Menu
2. Enter the Orgn, Fund, Acct codes
3. To view specific accounts, enter the first 2 digits of the account code in the Account Type field (ie '71' for supplies, '72' for travel, '73' for capital)
4. Next Block
5. To view details, select the Options menu

FGIBDSR—Executive Summary

Provides a query of operating ledger budget and activity data organized by account. FGIBDSR enables you to view the roll up of operating ledger accounting activity. Unlike FGIBDST, FGIBDSR allows you to enter a high level combination of fund, organization, account, program (FOAPAL values) and view all activity within that hierarchy. This form is called Executive Summary because it is useful for those who want to review aggregate numbers rather than analyze specific accounting transactions.

Do NOT use this form for Grants!

Executive Summary FGIBDSR 8.5 (PROD)

Chart: J
 Fiscal Year: 16
 Index:

Organization: 311081 Compliance and Process Imprc
 Fund: 110000 Educational and General
 Program: 1630 Other Institutional Support
 Account: 710000 Supplies Serv and Oth Activitie
 Account Type:
 Activity:
 Location:

Query Specific Account
 Include Revenue Accounts

Commit Type: Both

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
710000	E Supplies Serv and Oth Activ	-792.00	0.00	0.00	-792.00
710201	E Telecommunications	0.00	1,087.83	0.00	-1,087.83
710301	E Printing Composition and Ar	0.00	267.85	0.00	-267.85
710401	E Bldgs and Grounds Repair &	0.00	18.50	0.00	-18.50
711200	E P-Card Purchases	0.00	920.81	0.00	-920.81
711302	E Office Supplies	0.00	58.03	0.00	-58.03
711701	E Other Expenses and Service	0.00	584.99	45.01	-630.00
711703	E Non-budgeted Recoveries	0.00	-5,000.00	0.00	5,000.00
720000	E Travel	4,000.00	0.00	0.00	4,000.00
720200	E Travel-Meals	0.00	197.73	0.00	-197.73
720600	E Travel-Vehicle Rental	0.00	739.82	0.00	-739.82
725000	E Travel-T Card	0.00	1,867.75	0.00	-1,867.75
Net Total:		-3,208.00	-743.31	45.01	

1. Enter 'FGIBDSR' in the Go To field at the main menu and press Enter
2. Enter the Orgn code in the Organization field
3. The Fund and Program codes will default in for most organization codes
4. If you do not wish to see a revenue account or if the FOAP does not have a revenue account, then unclick the "Include Revenue Accounts" checkbox.
5. If you do wish to see a revenue account, enter '0000' in the Program field or leave Program blank
6. To view specific accounts, enter the first 2 digits of the account code in the Account Type field (ie '71' for supplies, '72' for travel, '73' for capital)
7. Click on the Next Block icon
8. To view the transaction detail, click in the account or amount you wish to view, and select Transaction Detail Information from the Options menu

FRIGITD—Grant Inception to Date

FRIGITD enables you to view account type information, including adjusted budgets, inception-to-date actual activity, encumbrance, and available balance amounts.

Grant Inception to Date FRIGITD 8.9 (PROD)

Chart of Accounts: J Grant: 211015 Swainson's Warblers-USFS Grant Year:

Index: Fund: 211015 Organization: 259201 Include Revenue Accounts

Program: 1220 Activity: Location: Exclude Indirect Costs

Account Type: Account: Account Summary: All Levels Hierarchy

Date From (MM/YY): 04 / 08 Date To (MM/YY): 05 / 16 Fund Summary

By Sponsor Account

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
614000 L Sponsored	842.00	0.00	0.00	842.00
614300 L Sponsored Other	0.00	842.00	0.00	-842.00
615000 L Part-Time	45,988.00	0.00	0.00	45,988.00
615100 L Part-Time Staff	0.00	9,292.50	0.00	-9,292.50
615200 L Part-Time Students	0.00	12,746.51	0.00	-12,746.51
615300 L Part-Time Graduate Student	0.00	6,750.00	0.00	-6,750.00
615400 L Part-Time Graduate Assistants	0.00	17,000.00	0.00	-17,000.00
620000 L Fringes	1,456.00	0.00	0.00	1,456.00
620201 L TIAA-CREF	0.00	933.14	0.00	-933.14
620301 L FICA	0.00	262.98	0.00	-262.98
620302 L Workers Compensation	0.00	166.10	0.00	-166.10
620303 L Unemployment	0.00	91.84	0.00	-91.84
710000 E Supplies Serv and Oth Activities	11,331.00	0.00	0.00	11,331.00
710102 E Freight and Delivery Service	0.00	36.54	0.00	-36.54
Net Total:	59,617.00	48,121.61	0.00	11,495.39

1. Enter 'FRIGITD' in the Go to field from the main menu and press Enter
2. Enter the Grant, Fund, and Acct codes
 - a. To see all orgn and account activity, leave the Orgn and Acct fields blank
3. Click on the Next Block icon

To view the grant detail information:

1. Select the account code or amount you wish to view
2. Select Grant Transaction Detail Information (FRIGTRD) from the Options menu

FRIGTRD—Grant Transaction Detail

Grant Transaction Detail Form FRIGTRD 8.9 (PROD)

COA: J Grant: 211015 Index: Fund: 211015 Organization: 259201 Account: 710102 Program: 1220 Activity: Location: Commit: Year: Period: Date From: 17-APR-2008 Date To: 31-MAY-2016

Account	Organization	Program	Activity Date	Type	Document	Description	Field	Amount	Increase(+) or Decrease(-)
710102	259201	1220	25-SEP-2009	INEI	I0168118	FedEx	ENC	-29.70	-
710102	259201	1220	25-SEP-2009	INEI	I0168118	FedEx	YTD	29.70	+
710102	259201	1220	22-SEP-2009	POLQ	P0080666	FedEx	RSV	-8.94	-
710102	259201	1220	22-SEP-2009	POLQ	P0080666	FedEx	RSV	-7.29	-
710102	259201	1220	22-SEP-2009	POLQ	P0080666	FedEx	RSV	-3.87	-
710102	259201	1220	22-SEP-2009	POLQ	P0080666	FedEx	RSV	-9.60	-
710102	259201	1220	22-SEP-2009	PORD	P0080666	FedEx	ENC	29.70	+
710102	259201	1220	17-SEP-2009	REQP	R0085018	Kim Marshall	RSV	29.70	+
710102	259201	1220	28-MAY-2009	INEI	I0153547	FedEx	ENC	-6.84	-
710102	259201	1220	28-MAY-2009	INEI	I0153547	FedEx	YTD	6.84	+
710102	259201	1220	27-MAY-2009	E32	J0029555	R0077576	RSV	-0.02	-
710102	259201	1220	26-MAY-2009	PORD	P0073594	FedEx	ENC	6.84	+
710102	259201	1220	26-MAY-2009	POLQ	P0073594	FedEx	RSV	-0.14	-
710102	259201	1220	26-MAY-2009	POLQ	P0073594	FedEx	RSV	-0.10	-
710102	259201	1220	26-MAY-2009	POLQ	P0073594	FedEx	RSV	-2.59	-
710102	259201	1220	26-MAY-2009	POLQ	P0073594	FedEx	RSV	-0.17	-
710102	259201	1220	26-MAY-2009	POLQ	P0073594	FedEx	RSV	-0.33	-
Total:								33.19	+

1. Enter the Fund code in the Grant field
2. Enter the Date From and Date To (if different than default)
3. Click on the Next Block icon
4. Enter the Account code query; For example, to see all travel, enter '72%' in the Account field
5. Enter 'YTD' in the Field to only see transactions that make up the Activity amount
6. Click on the Execute Query icon

To see the individual transactions

1. Click on the account code
2. Select Query Document from the Options menu

To track the document history for a specific transaction

1. Copy the Document number (Ctrl+C)
2. Access FOIDDOCH
3. Enter the document type and paste the document number (Ctrl+V)
4. Click on the Next Block icon

FOIDoch—Document History

1. Enter a Document Type in the Document Type field
 - a. REQ-Requisition
 - b. PO-Purchase Order
 - c. INV-Invoice
 - d. CHK-Check
 - e. RCV-Receiving Document
2. Enter the document number in the Document Code field
3. Next Block (Ctrl+PgDn)

You can select any of the document numbers to view the details:

4. Click on the desired document number
5. Select the Information selection from the Options menu
6. To view the status indicators, select View Status Indicators from the Options menu

Note: When looking at a check, enter '12' in the Bank field prior to clicking on the Next Block icon

FOIAPP—Document Approval History

This form displays who has approved/disapproved a document.

1. Enter the document number in the Document Code field
2. Press F8

FOAAINP – Document Approval

This form displays who needs to review a document for approval.

1. Enter the document number in the Document field
2. Next Block

FAIVNDH—Vendor Detail History

The Vendor Detail History Form provides an online list of vendor invoice/credit memo/payment transactions for all vendors in the system including terminated vendors.

1. Choose a vendor by selecting the Search icon.
2. Click on the FTIIDEN link.

Entity Name/ID Search FTIIDEN 8.4 (PROD)

Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
	Womack%			C							

3. Enter a new query for the vendor (F7)
 - a. Use % as a wildcard-sometimes before and after a portion of the vendor's name
 - b. Type in 'C' in the Entity Ind field to query for companies only or 'P' to query for people/individuals
4. Execute the query (F8).
5. Double-click on the Vendor ID to populate the Vendor field .
6. Change the Invoice Selection option to filter by Open, Cancelled, etc.
7. Change the Fiscal Year as needed.
8. Perform Next Block (Ctrl + Pg Down) to access the history detail.

Vendor Detail History FAIVNDH 8.9.0.13 (PROD)

Vendor: 50159774 Womack, Phelps & McNeill P.A.
 Vendor Hold
 Selection: All
 Fiscal Year: 16
 Invoice Date From:
 Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
50165	I0411298	Y	N	N	P	N	4,304.76	10-OCT-2015	12-OCT-2015	00297311
50863	I0411299	Y	N	N	P	N	696.58	10-OCT-2015	12-OCT-2015	00297311
51529	I0418563	Y	N	N	P	N	1,872.35	07-JAN-2016	08-JAN-2016	00301386

9. Use the Pg Dn button to scroll through the list of invoices and to view the fiscal year total amount paid.
10. To view the invoice detail, click once on the invoice record.
11. Select the Options menu and select "View Vendor Information".
12. Use the "Next Block" option (Ctrl + PgDn) to view the item description and account information.

Example: To view which account the invoice was paid from, navigate to the Accounting Amounts block:

Invoice/Credit Memo Query FAIINVE 8.6 (PROD)

Document : I0411298 Multiple Regular

Purchase Order: P0195622

Vendor: 50159774 Womack, Phelps & McNeill P.A. Vendor Hold

Accounting Amounts FAIINVE 8.6 (PROD)

Commodity Record Count: 2 Commodity: Document Acctg Distribution

Accounting Record Count: 1 Transaction Date: 10-OCT-2015 Item: 0

Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
J	16		110000	317210	710804	1630				U

Bank: 12 Operating Account Income Type: AT Gross Proceeds Paid To Attorney

	Commodity	Accounting	Indicators
Approved:	4,304.76	4,304.76	Partial/Total Liquidation: <input type="checkbox"/>
Discount:	0.00	0.00	NSF Override: <input type="checkbox"/> N
Tax:	0.00	0.00	Suspense: <input type="checkbox"/> N
Additional:	0.00	0.00	NSF Suspense: <input type="checkbox"/> N
Net:		4,304.76	

- To view the account information in detail, make note of the fund, orgn, and account.
- Exit the vendor history form and go to FGIBDST.
- Make sure the Chart is "J".
- Enter the Organization, Fund, and Account and Next Block.

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: J Fiscal Year: 16 Index:

Query Specific Account Include Revenue Accounts

Commit Type: Both

Organization: 317210 Outside Legal Fees
Fund: 110000 Educational and General
Program: 1630 Other Institutional Support
Account: 710804 Legal Fees
Account Type:
Activity:
Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
710804	E Legal Fees	5,005.82	31,592.19	233,413.63	-260,000.00

- To view the transaction detail, select the Options menu.
- Click on "Transaction Detail Information".
- The transactions with the "YTD" field are actual expenses.
- To view other transactions, exit and roll-back (Shift + F7).
- To extract data into Excel, see the last page of the guide.

FPIREQN—Requisition Query

The Requisition Query Form is a query-only form which consists of seven windows. It displays purchase requisitions which are completed, approved, closed, cancelled, or in process. **All fields are protected against update. FPIREQN may be used to find a lost requisition and to print a requisition.**

1. Enter the Requisition Document Code or search for the code by clicking on the Search icon
2. If you have to search for the number, click on the Enter Query icon.
3. Enter your Last Name surrounded by % (percent sign before and after your Last Name)
4. Click on the Execute Query icon
5. Double-click on the document number
6. Click on the Next Block icon
7. Use the Options Menu to view all windows available
8. **Print the first page if documentation is needed to send to Procurement**

FGIDOCR—Document Retrieval Inquiry

The Document Retrieval Inquiry Form provides online query capability for all transactions processed by the system. Information displayed includes the Transaction Date, Description, Amount, and the accounting distribution (FOAPAL).

1. Enter the document number or click on the Search icon to query for the document number
2. Click on the Next Block icon
3. Click on the Next Record icon to navigate between FOAP sequences
4. To view document postings, select the Options menu