Logging into Internet Native Banner (INB)

2. Click on the Internet Native Banner (INB) icon

Creating a Budget Transfer

1. Enter ‘FGAJVCQ’ in the Go To field
2. Press the Enter key on the keyboard
3. Enter ‘NEXT’ in Document Number field or leave blank
4. Click on the Next Block icon
5. Tab to the Document Total field, and enter the hash total amount (both the debit and credit entries added together)
6. To enter additional information, select Document Text from the Options menu
7. Enter the text in mixed-case (up to 50 characters/line)
8. To insert another line, click on the Next Record icon
9. Click on the Save icon
10. Click on the Exit icon
11. Click on the Next Block icon

To enter the credit side: (To Decrease Budget)
12. Tab to the Journal Type field
13. Enter ‘BD04’ (temporary transfer) in the Journal Type field
14. Tab to the Fund field and enter the fund code
15. Tab to the Organization field and enter the orgn code
16. Tab to the Account field and enter the acct code
17. Tab to the Amount field
18. Enter the credit amount
19. Enter ‘-’ Minus’ in D/C field
20. Enter a specific description in Description field
21. Enter the current budget period (fiscal month) in the Budget Period field (July = 01, January = 07)
22. Select Record Insert from the Record menu
23. Select Record Duplicate from the Record menu

To enter the debit side: (To Increase Budget)
24. Tab to the Fund field and enter the fund code (if necessary)
25. Tab to the Organization field and enter the orgn code (if necessary)
26. Tab to the Account field and enter the acct code
27. Tab to the Amount field
28. Enter the debit amount
29. Enter ‘+ Plus’ in D/C field
30. Enter a specific description in Description field (may be a different description)
31. Enter the current budget period (fiscal month) in the Budget Period field
   (July = 01, January = 07)
32. Click on the Next Block icon
33. Click on the Complete icon
34. If you are sending additional documentation to the budget office, please write the budget transfer number on the documentation

Creating a Multi-Line Budget Transfer

1. Enter ‘FGAJVCM’ in the Go To field
2. Press the Enter key on the keyboard

35. Enter ‘NEXT’ in Document Number field or leave blank
36. Click on the Next Block icon
37. Enter the hash total in the Document Total field
38. Tab to the Type field, and enter ‘BD04’
39. Enter a Description if each transaction fits the same description. If not, leave blank and enter descriptions for each line sequence
40. Enter the Budget Period
41. Click on the Next Block icon
42. Enter the Fund, Orgn, Acct, and Prog
43. Enter the Amount
44. In the D/C field, enter a minus (-) for the account you are transferring from, and a plus (+) sign for the account you are transferring to.
45. Tab to the description and enter or override if necessary
46. To copy the current record, click on Record>Insert, Record>Duplicate or the F6 and F4 keys
47. Override the necessary fields
48. Click on the Next Block icon
49. Click on Complete
50. If you are sending additional documentation to the budget office, please write the budget transfer number on the documentation

Copying a Budget Transfer

You can copy an existing budget transfer by selecting the copy icon on FGAJVCQ or by selecting Copy Journal from the options menu.

1. Enter the source budget transfer document number in the Copy From Document Number field
2. Leave the Copy To Document Number field blank to generate a new document number
3. To reverse the entry, select the Reverse JV check box to create the new journal with the opposite sign from the Copy From journal
4. Optional: Select the Copy Text check box to copy header text from the source budget transfer
5. Select OK
6. Follow steps on pages 26-27 to complete the new transfer

Deleting a Budget Transfer

To delete an incomplete budget transfer document, you must navigate to the header on FGAJVCQ:
1. Select Header Information from the Options menu
2. Select Remove from the Record menu
3. The Auto-hint Status Line displays: Press ‘Delete Record’ Again to delete this record
4. Select Remove from the Record menu once more
5. Click on the Ok button in the dialog box
6. The Auto-hint Status Line displays: Deletion of journal voucher is completed

Use FGAJVCQ to search for incomplete (I) journal voucher entries and make corrections to them:
1. Enter the document number in the document field
2. Click on the Next Block icon to navigate to complete the document
OR
3. Click on the Search icon to search for the document number if you lost your number
4. Double-click on the journal document number
5. Click on the Next Block icon to navigate to complete the document following the budget transfer entries instructions

What if I need to deny my budget transfer or make changes?
Initiators may deny their own journal entries on FOADOCU, prior to when the final approver has approved/denied the budget transfer:
1. Click on the Deny Document icon on FOADOCU (see next page for detailed instructions)
2. Enter ‘FGAJVCQ’ in the Go To field from the Main Menu
3. Push the Enter key on the keyboard
4. Enter the journal document number in the document field
5. Make the desired changes and complete the transfer again

What if I want to look at the approval history of my budget transfer?
1. Enter ‘FOIAPPH’ in the Go To field from the Main Menu
2. Enter the budget transfer number in the Document Code field
3. Click on the Execute Query icon or the F8 key
Budget Inquiry Forms

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.

1. Enter ‘FRIGITD’ in the Go to field from the main menu
2. Press the Enter key on the keyboard
3. Enter the Grant, Fund, and Acct codes
   a. To see all orgn and account activity, leave the Orgn and Acct fields blank
4. 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
1. Enter ‘FRIGTRD’ in the Go To field at the main menu
   Note: This form may also be accessed through FRIGITD in the Options menu
2. Press the Enter key on the keyboard
3. Enter the Fund code in the Grant field
4. Enter the Date From and Date To
5. Click on the Next Block icon
6. Enter the Account code query; For example, to see all travel, enter ‘72%’ in the Account field
7. Enter ‘YTD’ in the Field to only see transactions that make up the Activity amount
8. 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 FOIDOCH
3. Enter the document type and paste the document number (ctrl+V)
4. Click on the Next Block icon
FGIBAVL—Budget Availability Status

Use FGIBAVL to view an online query of the budget availability for a selected fund, organization, account, and program combination.

1. Enter ‘FGIBAVL’ in the Go to field from the main menu
   a. Make sure the Chart is “J” and the Fiscal Year is populated
2. Press the Enter key on the keyboard
3. Enter the Fund, Orgn, Acct, Prog codes
4. Click on the Next Block icon

Note: 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.

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.

The system checks FGIBAVL for available budget when you enter a requisition or a budget transfer.

You cannot use FGIBAVL to view revenue accounts.
FGIBDST—Organization Budget Status
Shows detailed operating ledger activity

1. Enter ‘FGIBDST’ in the Go To field at the main menu
2. Press the Enter key on the keyboard
3. Enter the Orgn code in the Organization field
4. The Fund and Program codes will default in for most organization codes
5. If you do not wish to see a revenue account or if the FOAP does not have a revenue account, then uncheck the “Include Revenue Accounts” box.
6. If you do wish to see a revenue account, enter ‘0000’ in the Program field or leave Program blank
7. 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)
8. Click on the Next Block icon
9. To query further, select from the Options menu

Note: To see Transaction detail without the documentation backup click on the amount in the YTD Activity column for the account desired. Then select Transaction Detail from the Options menu.

Do NOT use this form for Grants!
FGIBDSR—Executive Summary

Provides a query of operating ledger budget and activity data organized by account.

1. Enter ‘FGIBDSR’ in the Go To field at the main menu
2. Press the Enter key on the keyboard
3. Enter the Orgn code in the Organization field
4. The Fund and Program codes will default in for most organization codes
5. 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.
6. If you do wish to see a revenue account, enter ‘0000’ in the Program field or leave Program blank
7. 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)
8. Click on the Next Block icon
9. To view the transaction detail, click in the account or amount you wish to view, and select Transaction Detail Information from the Options menu

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!
**FGITRND—Detail Transaction Activity**

Use to display an online view of detailed transaction activity for operating ledger accounts.

1. Enter ‘FGITRND’ in the Go To field at the main menu
2. Press the Enter key on the keyboard
3. Enter the Orgn code in the Organization field
4. To view activity within a specific month, enter the fiscal period in the Period field
5. Click on the Next Block icon
6. Enter account query information in the Account field to view specific accounts (ie ‘7%’ for all expenses; ‘71%’ for supplies; etc)
7. Click on the Execute Query icon (F8)
8. Click on the Scrollbar to view the additional records
9. The total fields update as you navigate through the records

To search for year-to-date funds in FGIBDSR AND FGIBDST, enter “YTD” in the Field code field prior to executing the query
Extracting Form Data into Excel

Most forms in Internet Native Banner can be extracted into Excel for manipulation and to assist with reconciliation. In order to extract data, you must be an administrator on your computer. The steps below are for extracting budget data.

1. Go to the budget form you wish to extract (FRIGITD, FRIGTRD, FGIBDST, FGIBDSR, or FGITRND) and pull up your budget information
2. Click on the Help menu
3. Click on Extract Data No Key
4. A popup box will appear that lists the form and block name. Click Save File.
5. Another popup box appears that tells where the output will be saved. Remember the long name after C:\. Click OK
6. Click Close on the first popup box
7. Minimize the Internet Native Banner window, and any other windows that you have open to get back to your desktop.
8. Double click on the My Computer icon
9. Double click on Local Disk (C: )
10. Locate the file name (it is easier if you sort your files by date)
11. Double click on the file
12. Save the file under a specific name for easy future access.