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**WASHINGTON UNIVERSITY**

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start something **big**

**Banner 9 Finance 204 –  
Reports & Queries  
User's Guide**

Revised February 2019

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## WELCOME TO THE BANNER FINANCE MODULE

Welcome to the *Banner Finance 204 - Reports & Queries User's Guide*. This guide is designed to provide you with the information you need to successfully use the Banner Finance system to generate and print month end financial reports and view financial transactions and includes the following topics:

- **Running Month End Reports**
- **Tracking Department Budgets**
- **Tracking Grant Activity**
- **Tracking Financial Transactions**
- **Downloading Banner Finance Data to Excel**

## BANNER HELP WEB SITE

Please visit the Banner Help web site at: <https://sites.ewu.edu/hr/training/banner-help/> for information on training and documentation for Banner Student and Banner Finance, and FAQs.

## Banner Help

### Banner & EagleNET Help/Documentation

This page provides information, documentation and resources for using Banner 9, EagleNet . For technical assistance with EagleNET, Banner, or for password resets, please contact the Help Desk at 359-2247 or [submit a help desk ticket](#).

[Banner 9 Basic Navigation User's Guide](#)

[Banner 9 Quick Guide](#)

[Banner Finance Training Matrix](#)

[Banner 100 Online Training Course](#)

Banner General	+
Banner Student	+
Banner Finance	+
Banner Tips and Tricks	+

## REQUESTING BANNER FINANCE ACCESS

To obtain general Banner Finance access, you must attend the Banner Finance 201 – Introduction to Finance course. To enroll, visit the Training Scheduler on the web at:

<https://web.ewu.edu/trainsched/>

Once training is complete, a *Banner Finance Security Form* must be completed, approved by your department head or supervisor, and submitted to the Help Desk (fax: x7019, email [acc\\_prov@ewu.edu](mailto:acc_prov@ewu.edu)). Refer to the Banner Help web site to access the *Banner Finance Security Form* and instructions on completing the form.

## LOGGING INTO BANNER

The following provides instructions on accessing Banner. **NOTE:** Access is only granted after applicable Banner Finance training courses have been completed and an access request form has been submitted.

1. Launch any web browser.
2. Access the Banner Secure Links web page at: <https://sites.ewu.edu/it/services/administrative-inpageation-systems/banner/>

### Banner Secure Links

The screenshot shows the 'Banner Secure Links' page with three tabs: 'Production Systems (PROD)', 'Training Systems (TRNG)', and 'Advanced'. The 'Production Systems (PROD)' tab is selected and contains a list of system links:

- Banner Admin Pages
- EagleNET - SSB [PROD] (or via Eastern SSO)
- myEWU - Luminis [PROD]
- SOAR - u.achieve [PROD]
- CONCUR Travel Management System [PROD]
- TEMS - Travel and Expense Management System [PROD]
- EDIE - Education Data and Information Environment [PROD]
- Oracle Discoverer Viewer [ODSP]
- Oracle Discoverer Plus (Report Development) [ODSP]
- Jasper [ODSP and REPT]
- CLSS - Section Scheduler [PROD]

3. Select **Banner Admin Pages**.
4. If you are not already logged in via single sign-on, enter your NetID user name (this is typically your first initial and last name; for example "dmiller"). Enter your **Password** and click the **Login and Agree** button.

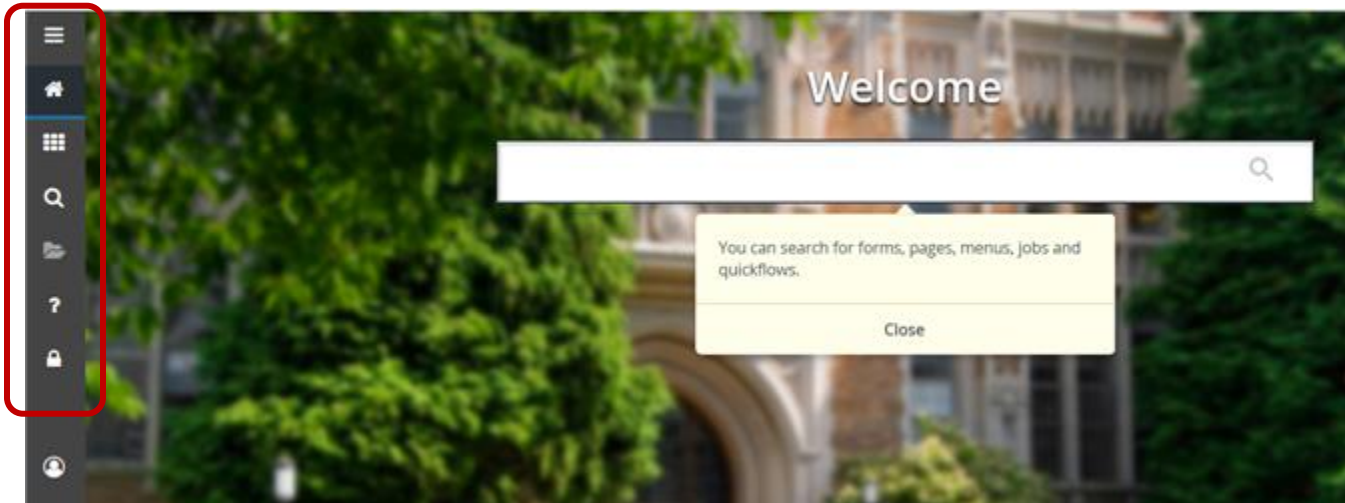
### Eastern Single Sign-On (SSO)

The screenshot shows the Eastern Single Sign-On (SSO) login form. It includes a 'NetID:' field with a cursor, a 'Password:' field with the text 'Password', and a red 'Login and Agree' button. Below the button, there is a statement: 'By logging in, I understand and agree to the EWU Systems and Service Login Banner and Notice.' and a link: 'Need your NetID or password?'.

- If you do not know your password click **Need your NetID or password?** on the Eastern Single Sign-on page, or contact the Help Desk at 359-2247.

## BANNER LANDING PAGE/DASHBOARD

After logging in, the Banner landing page displays. Menus, pages, and modules are selected from this screen using the search feature or icons in the left-hand column.



## BANNER FINANCE MONTH END REPORTS

The Banner Finance system provides financial information such as, how expenses are charged, general ledger activity, budget activity and other financial transactions. This information can be obtained in either printed reports or electronic files. Transaction activity may also be downloaded into Excel (refer to the *Downloading Finance Data to Excel* section in this Guide for more information).

The following provides information on obtaining, generating and printing month end financial reports.

## ACCOUNTING PERIODS

Many Banner Finance pages provide the option of entering an accounting period in the key block of the page. Using an accounting period narrows the number of transactions displayed. For example, in the month of December, it is possible to view only transactions that occurred in September by using the applicable accounting period value (September = accounting period 03).

Accounting periods correspond with the calendar month, beginning in July as period 01.

Month	Accounting Period
July	01
August	02
September	03
October	04
November	05
December	06
January	07
February	08
March	09
April	10
May	11
June	12

#### MONTH END CLOSING SCHEDULE

For each calendar month, final financial transactions for the month are posted and the accounting period is closed. This closing date signifies the end of transaction posting for the corresponding accounting period. Accounting period month end closing dates *do not* correspond with the last date of the calendar month.

This schedule is used to determine the appropriate date for running month end financial reports. For example, if the July accounting period ends August 5, run the month end reports on August 5, but indicate in the report parameters an "as-of" date of 07/31/18.

**Note:** If desired, reports may be generated at any time with any "as-of" date.

## PRODUCING MONTH END REPORTS

The following provides information and instructions on producing hard copy and electronic copy month end budget reports for both summary and detailed financial transactions.

**Note:** It is recommended that the browser pop-up option be disabled before attempting to generate printed or electronic reports.

View or Download Data to Excel	Print or Save Electronic Files
<b>FGIBDST</b> – Organization Budget Status page is used to view summarized budget information for a selected organization/fund combination. This page provides the organizations budget, year-to-date activity, and available balance.	<b>FGRBDSC</b> – This page is used to produce a printed report or electronic file of the data contained in the Organization Budget Status page.
<b>FGITRND</b> – Detail Transaction Activity page. This page provides detailed transaction activity for operating ledger accounts (the operating ledger records revenue and expenses).	<b>FGRODTA</b> - This page is used to produce a printed report or electronic file of the data contained in the Detail Transaction Activity page.

**Note:** For information on running month end reports for grant activity, refer to the *Grant Information* section of this Guide.


## PRINTER SET-UP

In order to print month end reports from Banner Finance, printers must be configured within the Banner Finance system. A *Banner Print Queue Request Page* must be submitted to request printer reconfiguration.

To access the *Banner Print Request Page*, access the General Accounting web page: <https://sites.ewu.edu/financialservices/office-of-controller/general-accounting/#gapages>

- From the Pages and Instructions section select the *Banner Print Access Page and Instructions*.
- Print the page and follow the directions provided.

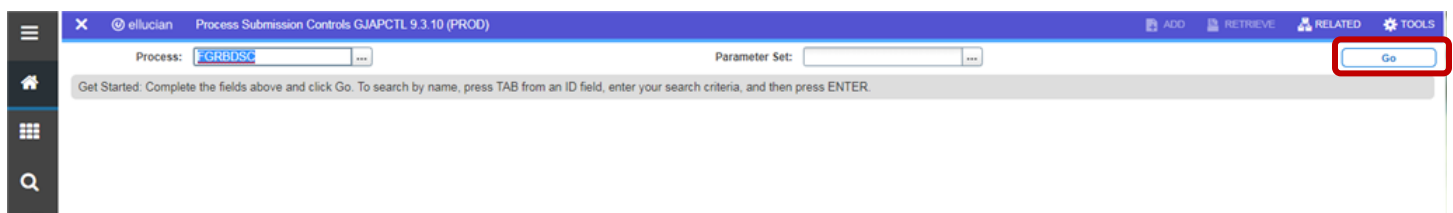
## GENERATING THE BUDGET STATUS MONTHLY REPORT

1. From the Banner landing page (or using the Search icon ) , enter **FGRBDSC** in the **Search** field. Click the page name.

✕

**Budget Status (Current Period)**  
(FGRBDSC)

2. The **Process Submission Controls** page displays. Click **Go**.



3. Enter the following in the **Printer Control** section of the page to generate a printed report:

- **Printer:** Select the applicable department printer from the look up list:

Printer  ...

Code	Description	Printer Comm
ADM_HP	Admissions HP Printer	enscript -f
AR-A	Tech Office, Sutton 202	enscript -f
AR-AL	Tech Office, Sutton 202 Land	enscript -f
ART128-A-PCL	Art printer for Banner	enscript -f
ART140-A-PCL	Art printer for Banner	enscript -f
BOP-A	Banner Ops Printer	enscript -f
BOP-B	Banner Ops Printer B	
BUSSERV-B-PCL	Business Services printer B	qprt -da -#
BUSSERV-C-PCL	Business Services printer C	qprt -da -#

- **Lines:** Enter **44** in order for data on the report to print properly.

**Note:** To generate and save an electronic version rather than a printed copy of the report, enter the following:

- **Printer:** Enter **DATABASE**.
- **Lines:** Enter **55**.

4. Enter the following in the **Values** fields in the **Parameter Values** section of the page. **Note:** Use the down arrow key on the keyboard to move from field to field.

- **Fiscal Year:** Enter the two-digit current fiscal year (for example enter **18** for the fiscal year beginning July 2017)
- **Chart of Accounts:** Enter capital letter **E** (for Eastern Washington University's chart of accounts). This field is case-sensitive.
- **From Fund Code:** Enter the applicable six-digit Fund code or leave blank for all funds.
- **From Organization Code:** Enter the department Organization code.
- **From Account Code:** This field is optional. To generate a report with only specific Account activity, enter the desired Account code (for example Account 71400 for supplies), otherwise leave blank.
- **As of Date:** Enter the desired date, or the last day of the month for the desired accounting period using the following format; MM/DD/YY (for example 07/31/18).

PARAMETER VALUES		Values
01	Fiscal Year	17
02	Chart of Accounts	E
03	From Fund Code	135145
04	To Fund Code	
05	From Organization Code	71000
06	To Organization Code	
07	From Account Code	
08	To Account Code	
09	As of Date (DD-MON-YYYY)	07/01/2018
10	Include Accrual Period	Y

Record 1 of 14  
 LENGTH: 2 TYPE: Character O/R: Required M/S: Single  
 Enter the Fiscal Year for reporting.

**Note:** Use the pagination controls at the bottom of the **Parameter Values** section to view additional fields:

Number *	Parameters
11	Print Report Totals
12	Print Net Totals
13	Commitment Type Indicator
14	Print Zero Amount Lines

2 of 2 Per Page

- If desired, the parameters selected can be saved for future retrieval in the **Submission** section of the page. Select the **Save Parameter Set as** check-box, enter a unique name (such as July Budget Summary) in the **Name** field, and a description of the report in the **Description** field (such as your department name).

**Note:** Entering data in this section is optional, however, you must click one of the fields in this section prior to saving.

**SUBMISSION**

Save Parameter Set as

Name  Description

Hold / Submit  Hold  Submit



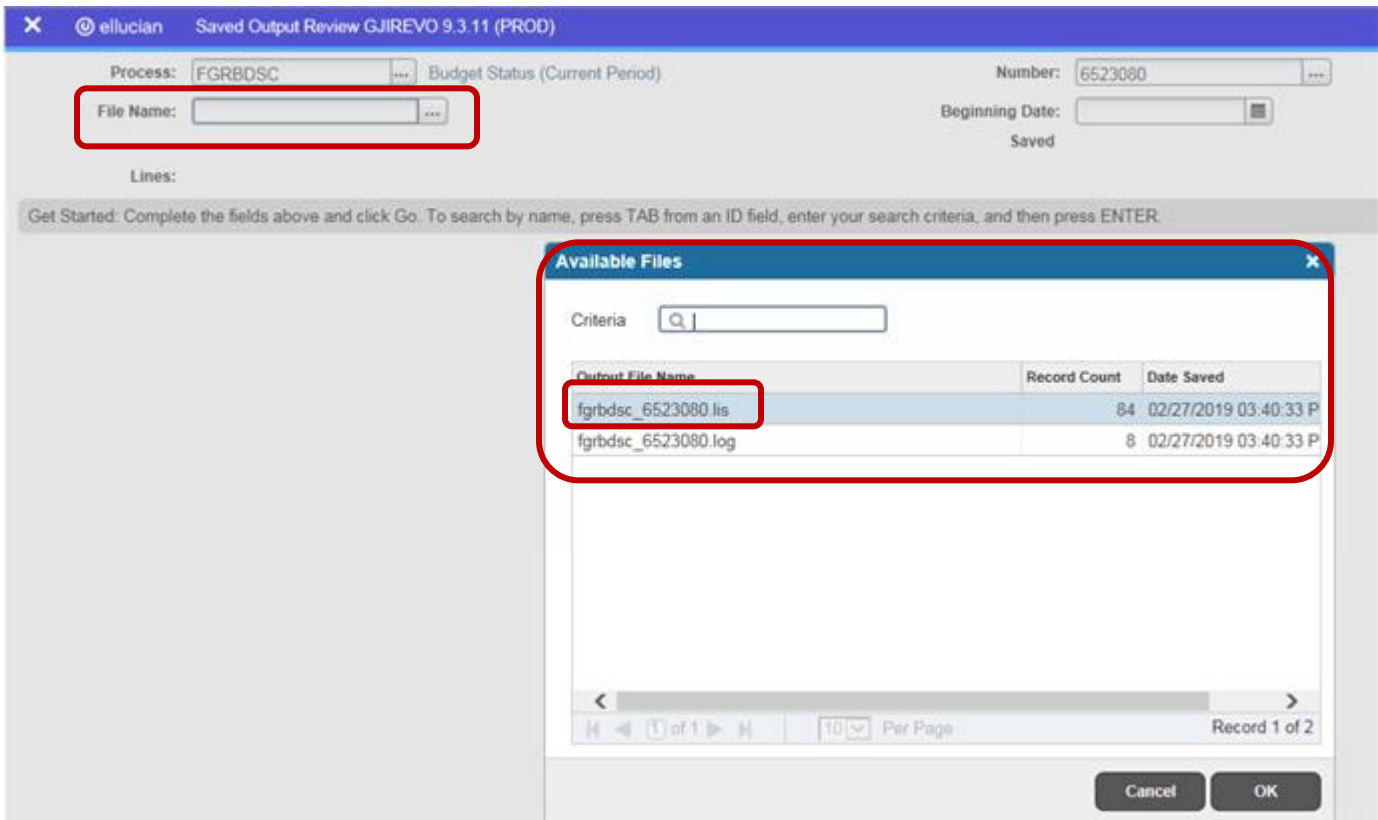
- Click the **Save** icon in the bottom right-hand corner:
  - If a printed report was selected the report will print at the designated printer. No further steps are necessary.
- If a database report was selected, click **Related** in the menu bar. Select the **Review Output** option.

RETRIEVE **RELATED** TOOLS 1

Q |

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]

8. The **Saved Output Review** page displays. Double click in the **File Name** field. The **Available Files** dialog box displays.



9. Double click the file name with the .lis file extension in the list displayed.

10. The view output displays:

The screenshot shows the 'Saved Output Review' application window displaying the output report. The report title is 'REPORT FGRBDSC Eastern Washington University'. The report data is displayed in a table format:

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
57300	Fines & Forfeitures	.00	20.00	20.00	.00	-20.00	U
57312	Library-Lost Book Fine	.00	.00	-.65	.00	.65	U
TOTAL	Other Revenue	.00	20.00	19.35	.00	-19.35	
580	Recharges	26,312.00	.00	.00	.00	26,312.00	U
58100	Recharge Centers	.00	41.30	110.90	.00	-110.90	U

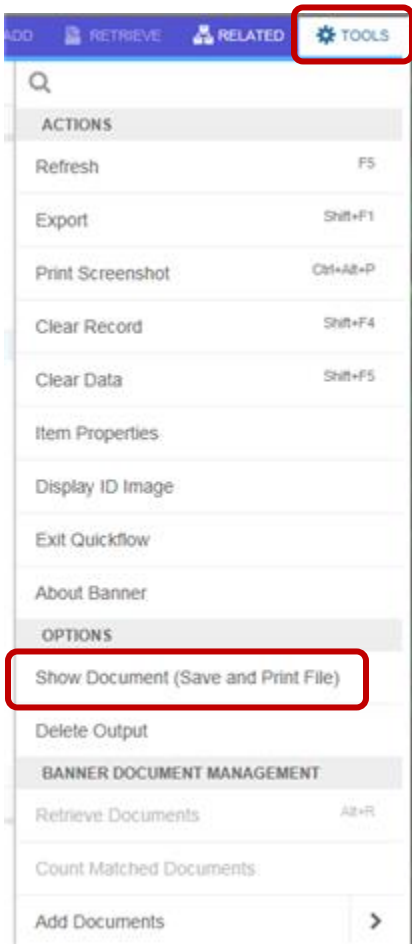
The report also includes a header with 'FISCAL YEAR: 09', 'AS OF 31-AUG-2008', and 'RUN DATE: 02/27/2019'. The report is displayed on page 1 of 5, with 20 records per page.

**Note:** Use the pagination controls at the bottom of the page to view additional report data:

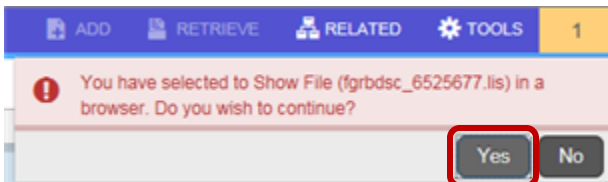


11. The electronic file displayed may be saved. The following steps pertain to saving an electronic file.

12. Click **Tools** in the menu bar and select **Show Document (Save and Print File)**.



13. A system message displays in the **Notification Center**. Click **Yes**.



14. A new browser window displays with the output data.

REPORT FGRBDSC Eastern Washington University RUN DATE: 03/01/2019  
 FISCAL YEAR: 09 Budget Status (Current Period) AS OF 31-AUG-2008 TIME: 10:29 AM  
 PAGE: 1

COAS: E Eastern Washington University  
 FUND: 135145 Lab Services  
 PRED ORG: 710A Information Resources  
 ORG: 71000 Enterprise Systems Management

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
57300	Fines & Forfeitures	.00	20.00	20.00	.00	-20.00	U
57312	Library-Lost Book Fine	.00	.00	-.65	.00	.65	U
TOTAL	Other Revenue	.00	20.00	19.35	.00	-19.35	
580	Recharges	26,312.00	.00	.00	.00	26,312.00	U
58100	Recharge Centers	.00	41.30	110.90	.00	-110.90	U
TOTAL	Recharges	26,312.00	41.30	110.90	.00	26,201.10	
700	Direct Expense	28,944.00	.00	.00	.00	28,944.00	U
71400	Supplies	.00	201.96	4,405.98	.00	-4,405.98	U
71441	Repairs-Equipment	.00	626.62	626.62	.00	-626.62	U
TOTAL	Direct Expense	28,944.00	828.58	5,032.60	.00	23,911.40	
TOTAL ORGANIZATION							
71000	Enterprise Systems Management						
TOTAL	Revenue	26,312.00	61.30	130.25	.00	26,181.75	
TOTAL	Expenditures	28,944.00	828.58	5,032.60	.00	23,911.40	
NET		-2,632.00	-767.28	-4,902.35	.00	2,270.35	

REPORT FGRBDSC Eastern Washington University RUN DATE: 03/01/2019  
 FISCAL YEAR: 09 Budget Status (Current Period) AS OF 31-AUG-2008 TIME: 10:29 AM  
 PAGE: 2

15. Bookmark the page to save as a web page, or save the file as a text file:

- Depending on the browser used, steps to save the output will be different. For Firefox click the **Open Menu** icon:



Select **Save page as**. For Chrome select the **Customize and Control Google Chrome** icon: . Select **More Tools** then select **Save page as**.

- Follow normal steps to name and save the report as a text file.

## GENERATING THE DETAIL ACTIVITY REPORT

1. From the Banner landing page (or using the Search icon ), enter **FGRODTA** in the **Search** field. Click the page name.

X

**Organization Detail Activity**  
(FGRODTA)

2. The **Process Submission Controls** page displays. Click **Go**.

Process: 
Parameter Set: 
Go

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.

3. Enter the following in the **Printer Control** section of the page to generate a printed report:

- **Printer:** Select the applicable department printer from the look up list:

Printer  ...

Code	Description	Printer Comma
ADM_HP	Admissions HP Printer	enscript -f
AR-A	Tech Office, Sutton 202	enscript -f
AR-AL	Tech Office, Sutton 202 Land	enscript -f
ART128-A-PCL	Art printer for Banner	enscript -f
ART140-A-PCL	Art printer for Banner	enscript -f
BOP-A	Banner Ops Printer	enscript -f
BOP-B	Banner Ops Printer B	enscript -f
BUSSERV-B-PCL	Business Services printer B	qpri -da -#
BUSSERV-C-PCL	Business Services printer C	qpri -da -#

- **Lines:** Enter **44** in order for data on the report to print properly.

**Note:** To generate and save an electronic version rather than a printed copy of the report, enter the following:

- **Printer:** Enter **DATABASE**.

- **Lines:** Enter **55**.

4. Enter the following in the **Parameter Values** section of the page.

5. Enter the following in the **Values** fields in the **Parameter Values** section of the page. **Note:** Use the down arrow key on the keyboard to move from field to field.

- **Fiscal Year:** Enter the two-digit current fiscal year (for example enter **18** for the fiscal year beginning July 2017)
- **Chart of Accounts:** Enter capital letter **E** (for Eastern Washington University's chart of accounts). This field is case sensitive.
- **From Organization Code:** Enter the department Organization code.
- **From Fund Code:** Enter the applicable six-digit Fund code or leave blank for all funds.
- **From Account Code:** This field is optional. To generate a report with only specific Account activity, enter the desired Account code (for example Account 71400 for supplies), otherwise leave blank.
- **From Date:** Enter the desired date, or the first day of the month for the desired accounting period using the following format; MM/DD/YY (for example 07/01/18).
- **To Date:** Enter the desired date, or the last day of the month for the desired accounting period using the following format; MM/DD/YY (for example 07/31/18).
- **Include Accrual for Last Prd:** Enter **Y**.

➤ **Print Organization Totals:** Enter Y.

➤ **Commitment Type:** Enter U.

PARAMETER VALUES		
Number	Parameters	Values
01	Fiscal Year	09
02	Chart of Accounts	E
03	From Organization Code	71000
04	To Organization Code	
05	From Fund Code	135145
06	To Fund Code	
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	08/01/2008
10	To date (DD-MON-YYYY)	08/31/2008

Record 7 of 13  
 LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
 Enter beginning range of Accounts to be reported.

**Note:** Use the pagination controls at the bottom of the **Parameter Values** section to view additional fields:

09	From date (DD-MON-YYYY)
10	To date (DD-MON-YYYY)

1 of 2 | 10 Per Page

6. If desired, the parameters selected can be saved for future retrieval in the **Submission** section of the page. Select the **Save Parameter Set as** check-box, enter a unique name (such as July Budget Detail) in the **Name** field, and a description of the report in the **Description** field (such as your department name).

**Note:** Entering data in this section is optional, however, you must click one of the fields in this section prior to saving.

SUBMISSION	
<input type="checkbox"/> Save Parameter Set as	Hold / Submit <input type="radio"/> Hold <input checked="" type="radio"/> Submit
Name <input type="text"/>	Description <input type="text"/>

7. Click the **Save** icon in the bottom right-hand corner:

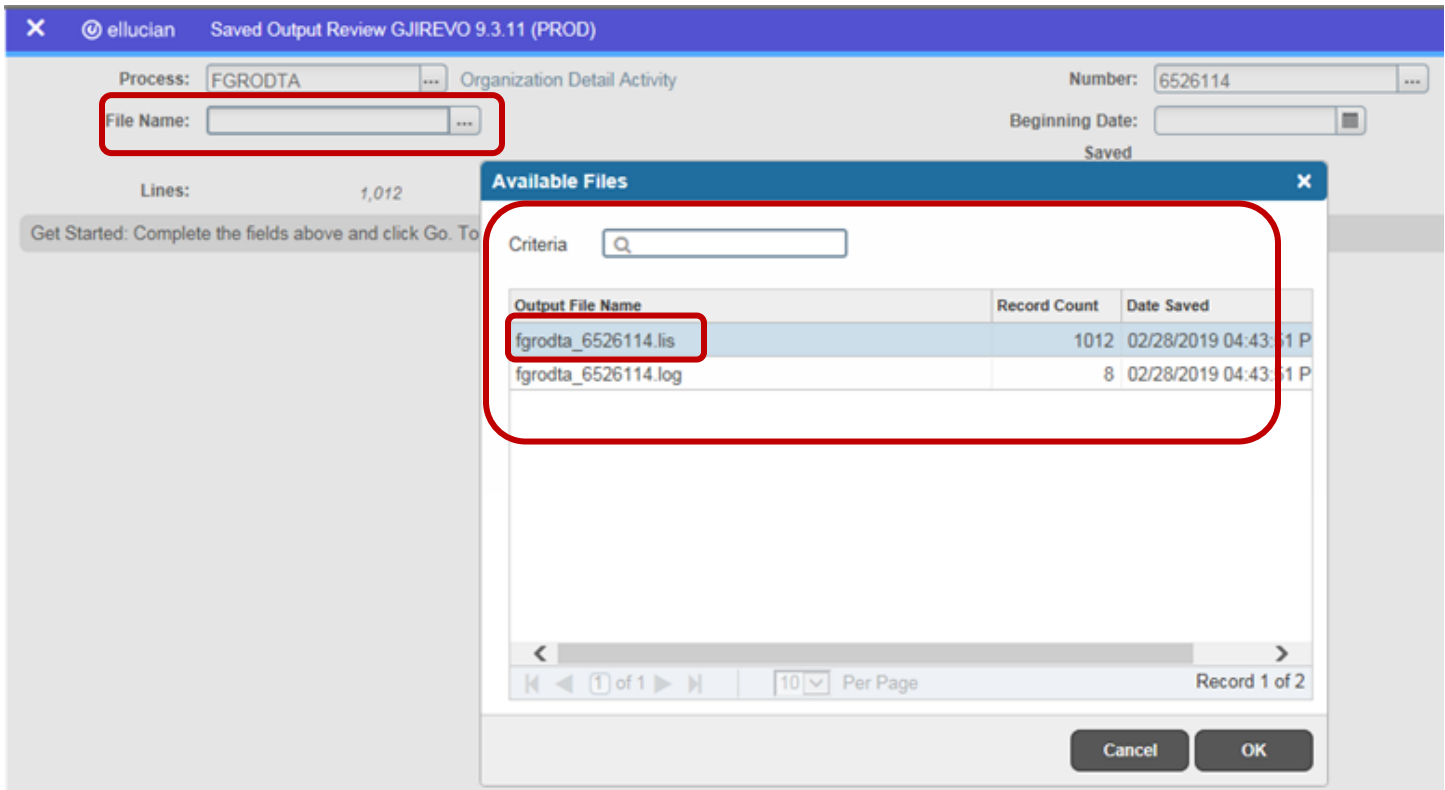
SAVE

➤ If a printed report was selected the report will print at the designated printer. No further steps are necessary.

8. If a database report was selected, click **Related** in the menu bar. Select the **Review Output** option.

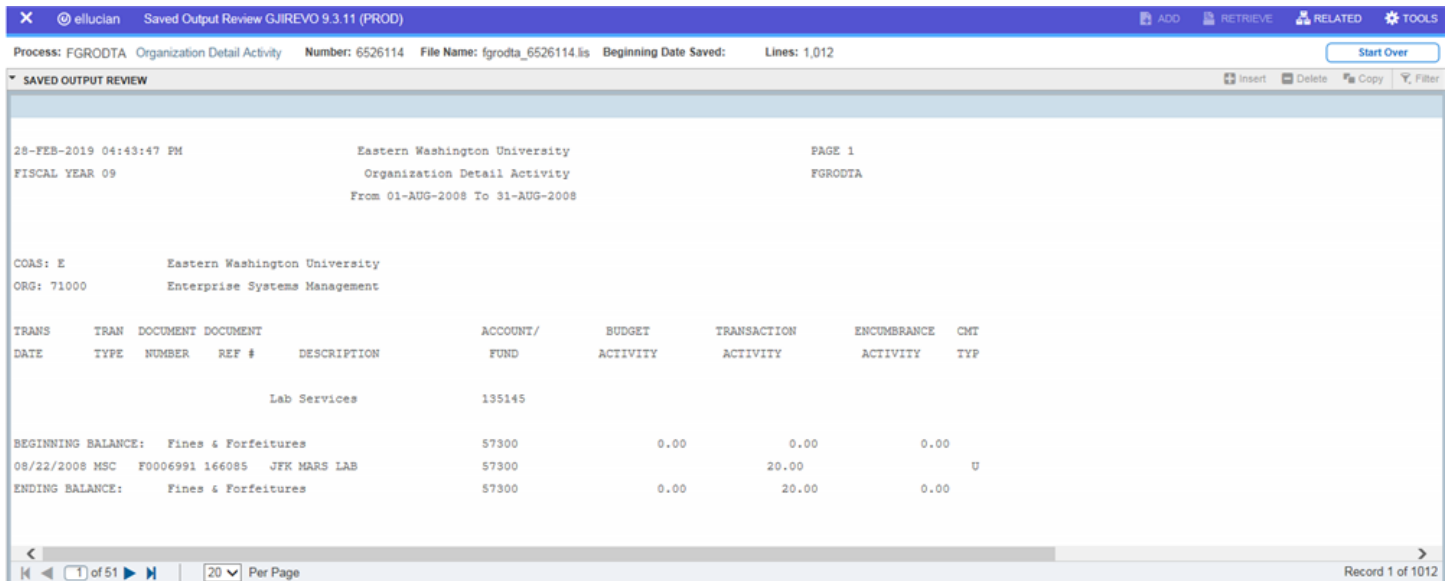
RETRIEVE	RELATED	TOOLS	1
Q			
Review Output [GJIREVO]			
Delete Multiple Saved Output [GJIREVD]			
Upload File [GUAUPLP]			
Upload file [GJAJFLU]			
Review PDF/plain text output [GJAJLIS]			

9. The **Saved Output Review** page displays. Double click in the **File Name** field. The **Available Files** dialog box displays.



10. Double click the file name with the .lis file extension in the list displayed.

11. The view output displays.

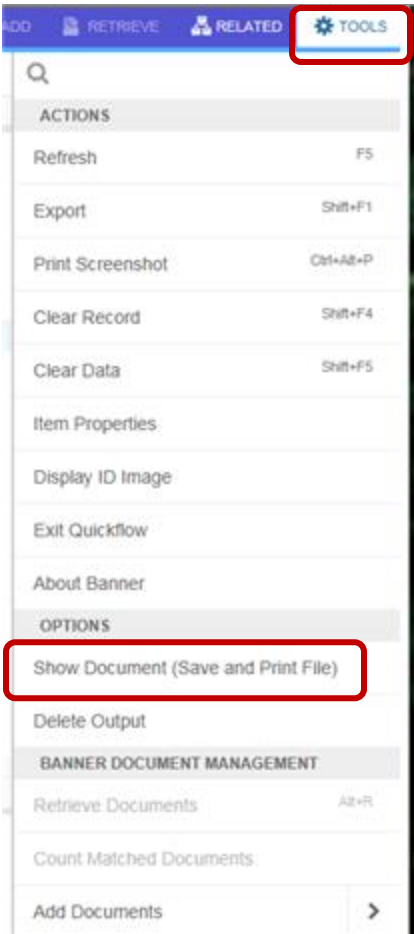


**Note:** Use the pagination controls at the bottom of the page to view additional report data:

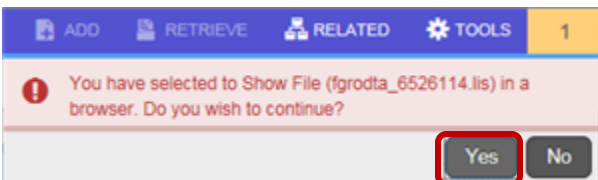


12. The electronic file displayed may be saved. The following steps pertain to saving an electronic file.

13. Click **Tools** in the menu bar and select **Show Document (Save and Print File)**.



14. A system message displays in the **Notification Center**. Click **Yes**.



15. A new browser window displays with the output data.

01-MAR-2019 04:59:58 PM Eastern Washington University PAGE 1  
FISCAL YEAR 09 Organization Detail Activity FGRODTA  
From 01-AUG-2008 To 31-AUG-2008

COAS: E Eastern Washington University  
ORG: 71000 Enterprise Systems Management

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Lab Services					135145				
BEGINNING BALANCE: Fines & Forfeitures					57300	0.00	0.00	0.00	
08/22/2008	MSC	F0006991	166085	JFK MARS LAB	57300		20.00		U
ENDING BALANCE: Fines & Forfeitures					57300	0.00	20.00	0.00	
BEGINNING BALANCE: Library-Lost Book Fine					57312	0.00	-0.65	0.00	
ENDING BALANCE: Library-Lost Book Fine					57312	0.00	-0.65	0.00	
BEGINNING BALANCE: Recharges					580	26,312.00	0.00	0.00	
ENDING BALANCE: Recharges					580	26,312.00	0.00	0.00	
BEGINNING BALANCE: Recharge Centers					58100	0.00	69.60	0.00	
08/30/2008	JEL6	J0002558		AUG 08 UNIFRINT TRANSFERS	58100		41.30		U
ENDING BALANCE: Recharge Centers					58100	0.00	110.90	0.00	
BEGINNING BALANCE: Direct Expense					700	28,944.00	0.00	0.00	
ENDING BALANCE: Direct Expense					700	28,944.00	0.00	0.00	
BEGINNING BALANCE: Purchased Services-General					71213	0.00	0.00	0.00	
ENDING BALANCE: Purchased Services-General					71213	0.00	0.00	0.00	
BEGINNING BALANCE: Supplies					71400	0.00	4,204.02	0.00	
08/31/2008	SJVJ	FN000015		TONERBOSSL	71400		185.97		U
08/31/2008	SJVJ	FN000015		TONERBOSSL	71400		15.99		U

01-MAR-2019 04:59:58 PM Eastern Washington University PAGE 2  
FISCAL YEAR 09 Organization Detail Activity FGRODTA  
From 01-AUG-2008 To 31-AUG-2008

16. Bookmark the page to save as a web page, or save the file as a text file:

- Depending on the browser used, steps to save the output will be different. For Firefox click the **Open Menu** icon:

Select **Save page as**. For Chrome select the **Customize and Control Google Chrome** icon: . Select **More Tools** then select **Save page as**.

- Follow normal steps to name and save the report as a text file.

## TRACKING DEPARTMENT BUDGETS

The following pages are used to track budget information.

- **FGIBAVL** - The Budget Availability Status page provides current information for adjusted budget, and year-to-date activity. This page is used to ensure an adequate balance for transaction processing.
- **FGIBDST** - The Organization Budget Status page provides budget availability information by organization (or department).

## THE BUDGET AVAILABILITY STATUS PAGE

- 1 From the Banner landing page (or using the Search icon ) , enter **FGIBAVL** in the **Search** field. Click the page name.

fgibavl

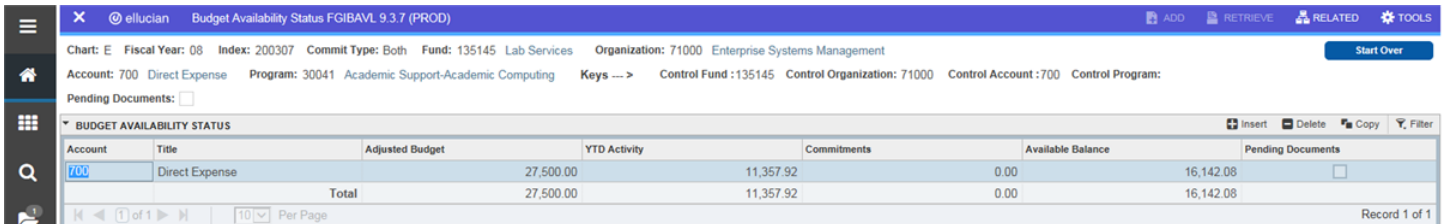
Budget Availability Status (FGIBAVL)

2. The **Budget Availability Status** page displays. Enter the following in the key block:

- **Chart of Accounts:** Enter capital letter **E** (for Eastern Washington University's chart of accounts). This field is case sensitive.
- **Fiscal Year:** Enter the two-digit current fiscal year (for example enter **18** for the fiscal year beginning July 2017)
- **Index:** Enter the applicable six-digit Index Code (the Fund, Organization, and Program code values default when the Index Code is entered).
- **Account:** An Account code value must be entered. Enter the desired Account code (for example; 700 for Direct Expenses).




3. Click **Go** to view the data.



Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
700	Direct Expense	27,500.00	11,357.92	11,357.92	0.00	16,142.08
	<b>Total</b>	27,500.00	11,357.92		0.00	16,142.08

## THE ORGANIZATION BUDGET STATUS PAGE

1. From the Banner landing page (or using the Search icon ) , enter **FGIBDST** in the **Search** field. Click the page name.



**Organization Budget Status**  
(FGIBDST)

2. The **Organization Budget Status** page displays. Enter the following in the key block:

- **Chart of Accounts:** Enter capital letter **E** (for Eastern Washington University's chart of accounts). This field is case sensitive.
- **Fiscal Year:** Enter the two-digit current fiscal year (for example enter **18** for the fiscal year beginning July 2017)
- **Index:** Enter the applicable six-digit Index Code (the Fund, Organization, and Program code values default when the Index Code is entered).
- **Include Revenue Accounts:** Deselect the check-box unless the fund receives revenue.

Chart: E Fiscal Year: 08 Index: 200307 Query Specific: [ ] Account: [ ] Commit Type: Both Organization: 71000 Program: 30041 Account Type: [ ] Location: [ ] Fund: 135145 Account: 700 Activity: [ ]

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.

3. Click **Go** to view the data.
4. To view additional detailed activity, double click on the desired record (for example; Account 71400).
5. Click **Related** in the menu bar, and select **Transaction Detail Information**.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
700	E	Direct Expense	27,500.00	0.00	0.00
71210	E	Purchased Services-Maintenance	0.00	0.00	0.00
71400	E	Supplies	0.00	7,203.45	
71410	E	Printing	0.00	-48.00	
71651	E	IT Equipment, non-capitalized	0.00	4,202.47	
Net Total			27,500.00	11,357.92	

6. The **FGITRND - Detail Transaction Activity** page displays. The query returns data displayed based on the record selected.


Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Loc
71400	71000	30100	ENC	0.00	-	POBC	*0000051	05/05/2008	05/05/2008	Batch Close PO P0005685	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000051	05/05/2008	05/05/2008	Batch Close PO P0005258	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000050	05/05/2008	05/05/2008	Batch Close PO P0003362	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000050	05/05/2008	05/05/2008	Batch Close PO P0003360	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000050	05/05/2008	05/05/2008	Batch Close PO P0003191	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000050	05/05/2008	05/05/2008	Batch Close PO P0003190	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000049	05/05/2008	05/05/2008	Batch Close PO P0002859	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000049	05/05/2008	05/05/2008	Batch Close PO P0002453	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000049	05/05/2008	05/05/2008	Batch Close PO P0002453	U	135145		
71400	71000	30100	ENC	0.00	-	POBC	*0000049	05/05/2008	05/05/2008	Batch Close PO P0002453	U	135145		

## GRANT INFORMATION

The following provides instructions on grant activity. For detailed grant transaction activity, use the **FGITRND – Detail Transaction Activity** page. Refer to the *Tracking Financial Transactions* section in this Guide for instructions.

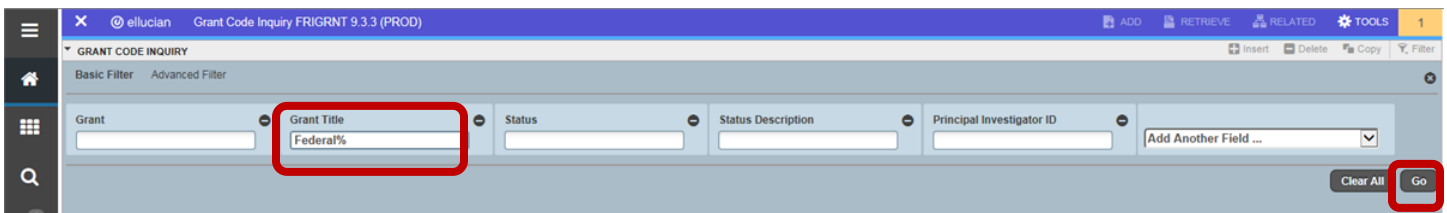
### OBTAINING GRANT NUMBERS

In order to generate a grant report, the grant number must be obtained. The following provides information on obtaining a grant code.

1. From the Banner landing page (or using the Search icon ) , enter **FRIGRNT** in the **Search** field. Click the page name.



2. The **Grant Code Inquiry** page displays. Enter the grant name or a partial name (using wild card characters if applicable) in the **Grant Title** field. **Note:** Other fields may be used to query. Press F8 to execute or **Go**.



3. Depending on the search criteria entered, a list matching the search criteria displays. *Use the pagination controls at the bottom of the page to scroll through the results.* Note the applicable grant number in the results.




Grant	Status
ACG FY09	Federal - Academic Compet FY 08-09

### VIEWING GRANT ACTIVITY

To view detailed grant activity, use the **Detail Transaction Activity** page (**FGITRND**). Refer to the *Tracking Financial Transactions* section in this Guide for instructions on using this page.

The **FRIGITD - Grant Inception to Date** page provides account type information, including adjusted budgets, inception-to-date actual activity, encumbrance, and available balance amounts. The following provides instructions on using this page.

1. From the Banner landing page (or using the Search icon ) , enter **FRIGITD** in the **Search** field. Click the page name.

frigitd
✕

**Grant Inception to Date (FRIGITD)**

2. The **Grant Inception to Date** page displays. Enter the following in the key block:

- **Grant:** Enter the desired grant number.
- **Index:** Enter the applicable Index Code.

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.


3. Click **Go** to display the data in the information block.

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
61100	L	Administrative	942,337.00	858,416.52	0.00	83,920.48
63100	L	Classified-Regular	0.00	21,176.00	0.00	-21,176.00
64110	L	Sick Leave Buy Out-Administrative	0.00	0.00	0.00	0.00
64210	L	Terminal Leave-Administrative	0.00	0.00	0.00	0.00
650	L	Benefits - Regular	456,302.00	0.00	0.00	456,302.00
65100	L	OASI	0.00	51,367.29	0.00	-51,367.29
65110	L	Medicare	0.00	12,013.36	0.00	-12,013.36
65200	L	Retirement	0.00	74,515.18	0.00	-74,515.18
65300	L	Medical Aid/Industrial Insurance	0.00	10,567.24	0.00	-10,567.24
65400	L	Health, Life & Disability Insurance	0.00	236,352.63	0.00	-236,352.63
65500	L	Unemployment Compensation	0.00	960.40	0.00	-960.40
66100	L	Non-Student Wages	19,465.00	25,630.44	0.00	-6,165.44
66500	L	Overtime-Classified	0.00	650.33	0.00	-650.33
66520	L	Overtime-Non-student	0.00	453.99	0.00	-453.99
66530	L	Overtime-Administrative	0.00	848.02	0.00	-848.02
66600	L	Additional Hours-Classified	0.00	791.05	0.00	-791.05
67100	L	OASI	1,850.00	1,617.25	0.00	232.75
67110	L	Medicare	0.00	378.22	0.00	-378.22
67300	L	Medical Aid/Industrial Insurance	0.00	436.48	0.00	-436.48
67400	L	Health, Life & Disability Insurance	0.00	0.00	0.00	0.00
<b>NET TOTAL</b>			<b>Adjusted Budget</b>	<b>Activity</b>	<b>Commitments</b>	<b>Available Balance</b>
			1,938,762.00	1,949,682.86	0.00	-10,920.86

## GENERATING GRANT REPORTS

The **FRRGITD** page is used to produce a printed report or electronic file of the grant data. This report provides inception to date grant information across fiscal years (if applicable). The following provides instructions on producing a printed report and electronic copy of the report.

**Note:** It is recommended that the browser pop-up option be disabled before attempting to generate a printed or electronic report.

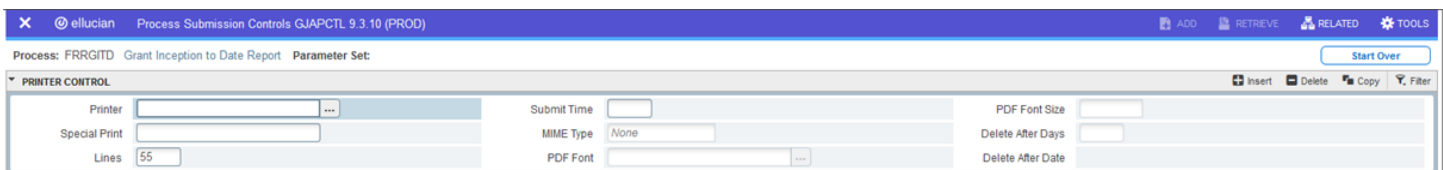
1. From the Banner landing page (or using the Search icon ) , enter **FRRGITD** in the **Search** field. Click the page name.



2. The **Process Submission Controls** page displays. Click **Go**.

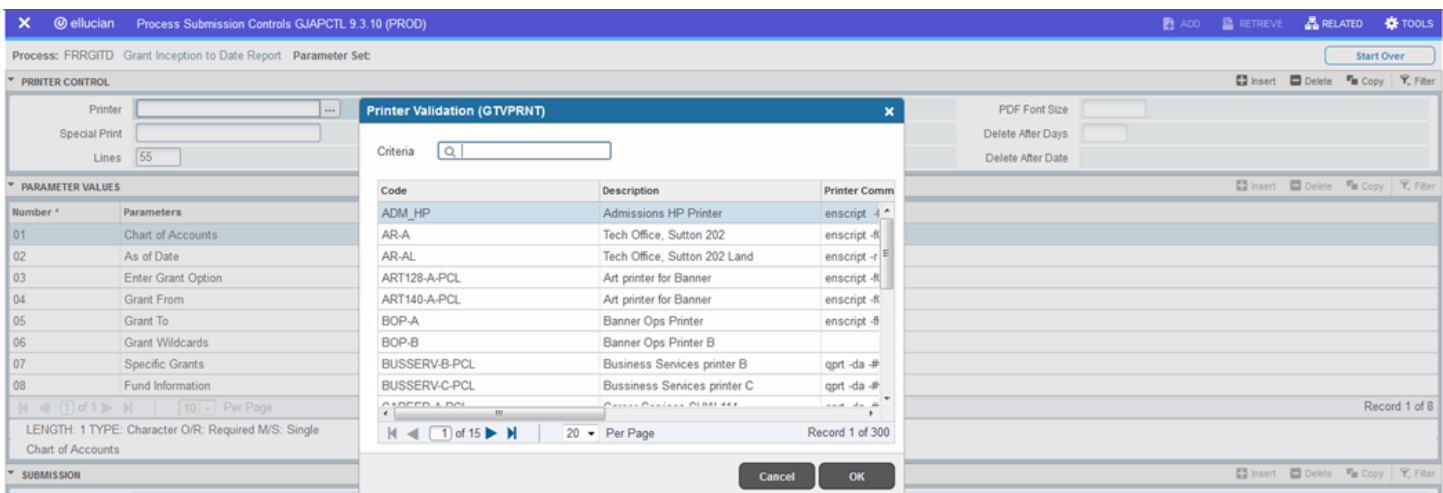


3. Enter the following in the **Printer Control** section of the page to generate a printed report:



- **Printer:** Select the applicable department printer from the look up list:

Printer



Code	Description	Printer Comm
ADM_HP	Admissions HP Printer	encrypt -f
AR-A	Tech Office, Sutton 202	encrypt -f
AR-AL	Tech Office, Sutton 202 Land	encrypt -r
ART128-A-PCL	Art printer for Banner	encrypt -f
ART140-A-PCL	Art printer for Banner	encrypt -f
BOP-A	Banner Ops Printer	encrypt -f
BOP-B	Banner Ops Printer B	
BUSSERV-B-PCL	Business Services printer B	qprt -da -#
BUSSERV-C-PCL	Business Services printer C	qprt -da -#

- **Lines:** Enter **44** in order for data on the report to print properly.

**Note:** To generate and save an electronic version rather than a printed copy of the report, enter the following:

- **Printer:** Enter **DATABASE**.

- **Lines:** Enter **55**.
4. Enter the following in the **Values** fields in the **Parameter Values** section of the page. **Note:** Use the down arrow key on the keyboard to move from field to field.
- **Chart of Accounts:** Enter capital **E** (for Eastern Washington University's chart of accounts). This field is case sensitive.
  - **As of Date:** The grant inception date is required to obtain prior fiscal year information. Enter the applicable date using the following format; MM/DD/YY (for example 07/01/18).
  - **Enter Grant Option:** Enter **R** for a range of grants or **S** for a specific grant.
  - **Grant From:** If **R** is entered in the **Enter Grant Option** field, enter the starting grant number.
  - **Grant To:** If **R** is entered in the **Enter Grant Option** field, enter the ending grant number.
  - **Specific Grants:** If **S** is entered in the **Enter Grant Option** field, enter the desired grant number.

PARAMETER VALUES		
Number	Parameters	Values
01	Chart of Accounts	E
02	As of Date	06/30/2018
03	Enter Grant Option	S
04	Grant From	
05	Grant To	
06	Grant Wildcards	
07	Specific Grants	G18000036
08	Fund Information	Y

Record 1 of 8

LENGTH: 1 TYPE: Character O/R: Required M/S: Single  
Chart of Accounts

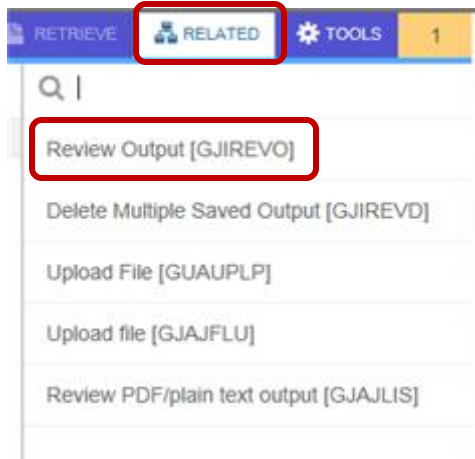
5. If desired, the parameters selected can be saved for future retrieval in the **Submission** section of the page. Select the **Save Parameter Set as** check-box, enter a unique name (such as July Budget Summary) in the **Name** field, and a description of the report in the **Description** field (such as your department name).

**Note:** Entering data in this section is optional, however, you must click one of the fields in this section prior to saving.

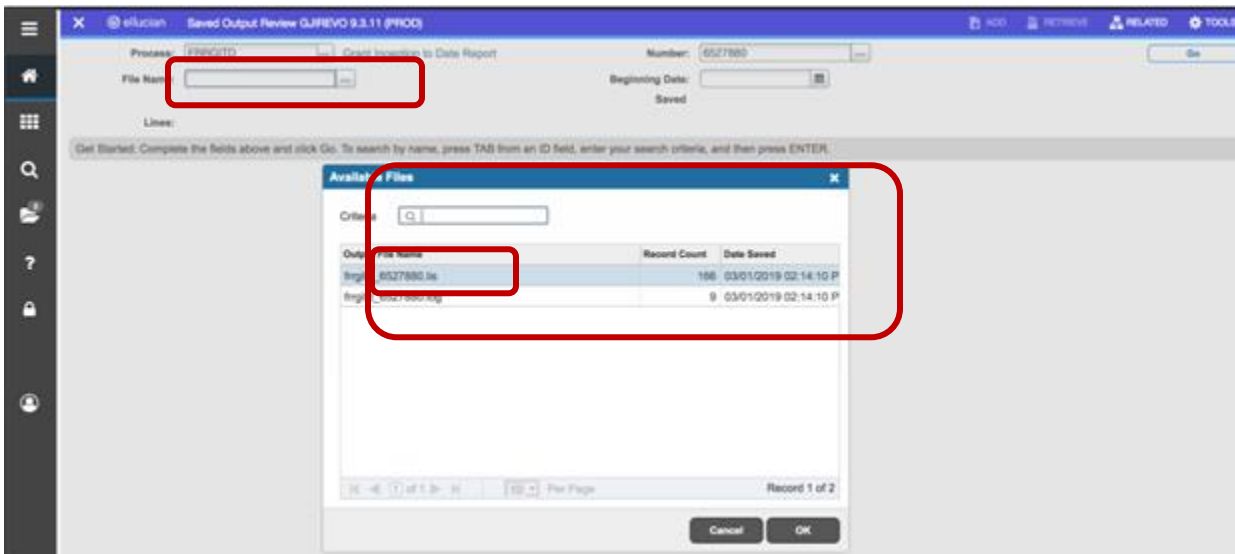
SUBMISSION	
<input type="checkbox"/> Save Parameter Set as	Hold / Submit <input type="radio"/> Hold <input checked="" type="radio"/> Submit
Name <input type="text"/>	Description <input type="text"/>

**SAVE**

6. Click the **Save** icon in the bottom right-hand corner:
- If a printed report was selected the report will print at the designated printer. No further steps are necessary.
7. If a database report was selected, click **Related** in the menu bar. Select the **Review Output** option.



- 8. The **Saved Output Review** page displays. Double click in the **File Name** field. The **Available Files** dialog page displays.
- 9. Double click the applicable file name with the **.lis** file extension in the list displayed.



## 10. The view output displays.

Process: FRRGITD Grant Inception to Date Report Number: 6527880 File Name: frgld\_6527880.ls Beginning Date Saved: AS OF 30-JUN-2018 Lines: 166

02:14:09 PM Eastern Washington University PAGE 1  
Grant Inception to Date Report  
AS OF 30-JUN-2018

CHART: E Eastern Washington University GRANT: G1800036  
PROJECT PERIOD:

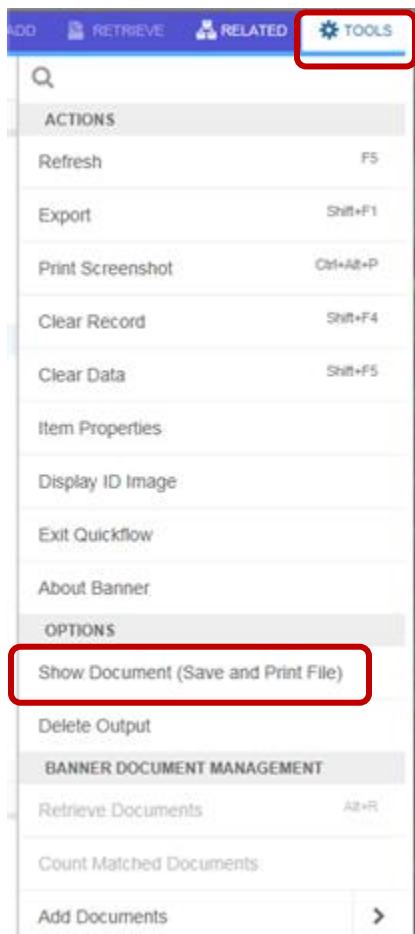
PI/MANAGER:  
AGENCY:  
FUND:

ORGN	ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	INCEPTION TO DATE ACTV.	COMMITMENTS	AVAILABLE BALANCE
31015	52017	Department of Education	.00	31,260.02	153,212.43	.00	-153,212.43

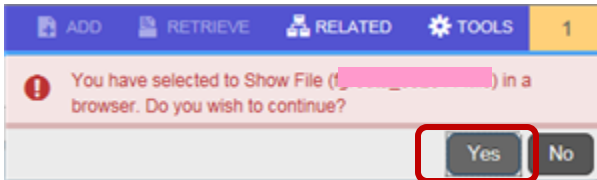
1 of 9 20 Per Page Record 1 of 166

11. The electronic file displayed may be saved. The following steps pertain to saving an electronic file.

12. Click **Tools** in the menu bar and select **Show Document (Save and Print File)**.



13. A system message displays in the **Notification Center**. Click **Yes**.



14. A new browser window displays with the output data.

ORGN	ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	INCEPTION TO DATE ACTV.	COMMITMENTS	AVAILABLE BALANCE
31015	52017	Department of Education	.00	31,260.02	153,212.43	.00	-153,212.43
	<b>TOTAL</b>	<b>Grants and Contracts</b>	.00	31,260.02	153,212.43	.00	-153,212.43
31015	61100	Administrative	109,285.00	13,631.33	77,993.01	.00	31,291.99
31015	62300	Faculty-Temporary Partti	1,000.00	.00	.00	.00	1,000.00
	<b>TOTAL</b>	<b>Salaries</b>	110,285.00	13,631.33	77,993.01	.00	32,291.99
31015	650	Benefits - Regular	49,258.00	.00	.00	.00	49,258.00
31015	65100	OASI	.00	845.14	4,813.81	.00	-4,813.81
31015	65110	Medicare	.00	197.65	1,125.79	.00	-1,125.79
31015	65200	Retirement	.00	1,266.17	7,198.56	.00	-7,198.56
31015	65300	Medical Aid/Industrial I	.00	108.73	641.11	.00	-641.11
31015	65400	Health, Life & Disabilit	.00	1,597.75	13,580.87	.00	-13,580.87
31015	65500	Unemployment Compensatio	.00	13.63	77.97	.00	-77.97
	<b>TOTAL</b>	<b>Benefits</b>	49,258.00	4,029.07	27,438.11	.00	21,819.89
31015	66100	Non-Student Wages	.00	261.60	261.60	.00	-261.60
31015	66200	Student Wages	.00	.00	.00	.00	.00
31015	67100	OASI	.00	16.22	16.22	.00	-16.22
31015	67110	Medicare	.00	3.79	3.79	.00	-3.79
31015	67300	Medical Aid/Industrial I	.00	5.18	5.18	.00	-5.18

15. Bookmark the page to save as a web page, or save the file as a text file:

- Depending on the browser used, steps to save the output will be different. For Firefox click the **Open Menu** icon: . Select **Save page as**. For Chrome select the **Customize and Control Google Chrome** icon: . Select **More Tools** then select **Save page as**.
- Follow normal steps to name and save the report as a text file.

## TRACKING FINANCIAL TRANSACTIONS


Various financial transactions can be identified by the Account code associated with the transaction. The following provides description of Account codes that may be used to identify specific financial transactions. For a complete list of Banner Account codes, use the **FTVACCT** – Account Code Validation page.

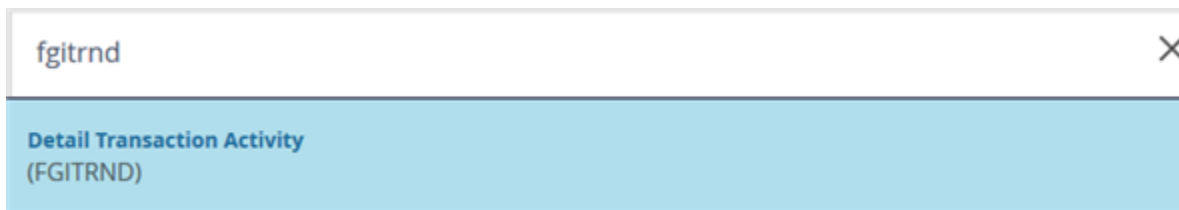
Banner Account Code	Description
71210	Purchased Services - Maintenance
71221	Purchased Services – Software Maint
71400	Supplies

71410	Printing
71411	Printing - Copier
71420	Telephone
71600	Equipment, Small and Attractive
71710	Interstate Per Diem
71730	Private Auto Mileage

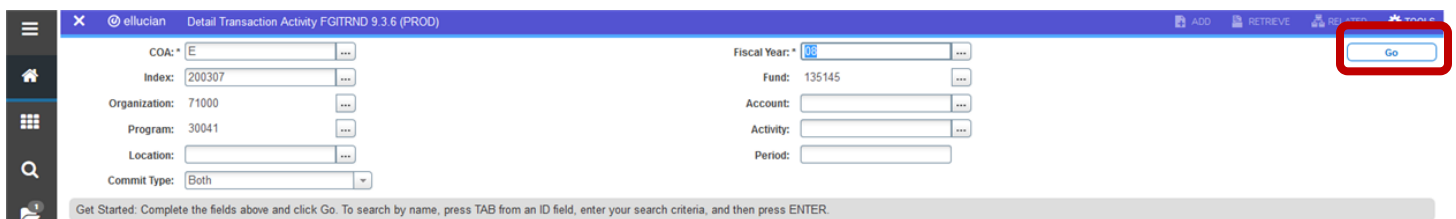
## VIEWING DETAILED TRANSACTION ACTIVITY

To view specific transactions, use the **FGITRND – Detail Transaction Activity** page.

- From the Banner landing page (or using the Search icon ) , enter **FGITRND** in the **Search** field. Click the page name.



- Enter the following in the key block.
  - **COA:** Enter capital letter **E**. This field is case sensitive.
  - **Fiscal Year:** Enter the applicable fiscal year (for example; 18 for fiscal year beginning July 1, 2017).
  - **Index:** Enter the applicable six-digit Index Code.
  - **Account:** Enter the desired Account code (for example **71400** for supplies), otherwise leave blank for all Accounts.
  - **Period:** To view specified transactions for a specific month (period), enter the desired period (for example; 1 = July, 2 = August, 3 = September, etc.). If the **Period** field is left blank, all specified transactions for the entire fiscal year will display.
- Click **Go**



- The **Basic Filter** section displays. If desired, enter data (or partial data and the wildcard %) in the field(s) displayed to further filter the query. For example; 71400 in the **Account** field.

COA: E Fiscal Year: 08 Index: 200307 Fund: 135145 Organization: 71000 Account: Program: 30100 Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Organization Program Field Amount Add Another Field ...

Clear All Go

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
---------	--------------	---------	-------	--------	------------------------------	------	------------	--------------------	-----------------	-------------	-------------	--------	----------	----------

5. Click **Go** or F8 to execute the query and display transactions.

COA: E Fiscal Year: 08 Index: 200307 Fund: 135145 Organization: 71000 Account: Program: 30100 Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
52300	71000	30100	YTD	10.00	+	EA1	F0000043	07/11/2007	07/20/2007	Alumni Matte Finish	U	135145		
570	71000	30100	OBD	25,160.00	+	BD01	L0000001	07/01/2007	07/05/2007	FY2008 Original Budget	U	135145		
57300	71000	30100	YTD	23.00	+	MSC	F0006646	06/27/2008	06/27/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	28.00	+	MSC	F0006494	06/17/2008	06/17/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	16.00	+	MSC	F0005763	04/07/2008	04/07/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	8.00	+	EA1	F0005024	03/24/2008	03/24/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	12.00	+	EA1	F0004915	03/17/2008	03/18/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	30.00	+	EA1	F0004381	02/25/2008	02/25/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	18.00	+	EA1	F0004315	02/12/2008	02/12/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	18.00	+	EA1	F0004238	02/01/2008	02/01/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	10.00	+	EA1	F0003181	12/17/2007	12/18/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	36.00	+	EA1	F0002632	11/29/2007	11/29/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	13.00	+	EA1	F0002485	11/01/2007	11/01/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	5.00	+	EA1	F0002398	10/22/2007	10/24/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	21.00	+	EA1	F0002330	10/12/2007	10/12/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	22.00	+	EA1	F0002076	10/01/2007	10/02/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	4.00	+	EA1	F0000283	08/24/2007	08/24/2007	JFK MARS LAB	U	135145		
58100	71000	30100	YTD	300.00	+	JE16	J0001557	06/30/2008	07/25/2008	Money loaded to EE Print Card	U	135145		
58100	71000	30100	YTD	2,452.68	+	JE16	J0002235	06/30/2008	07/25/2008	Reimburse EagleCard chip activity	U	135145		
58100	71000	30100	YTD	1,184.93	+	JE16	J0002025	06/30/2008	07/10/2008	TR JUN 08 UNIPRINT	U	135145		
			Total	89,840.62	+									

Record 20 of 172

- Use the pagination controls at the bottom of the page to view additional lines of data.

Record 20 of 172

6. If desired, once the query has been executed, a new query (by Account) can be entered.

7. Click **Filter**. The **Basic Filter** section displays. If desired, enter data (or partial data and the wildcard %) in the field(s) displayed to further filter the query.

COA: E Fiscal Year: 08 Index: 200307 Fund: 135145 Organization: 71000 Account: Program: 30100 Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Organization Program Field Amount Add Another Field ...

Clear All Go

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
---------	--------------	---------	-------	--------	------------------------------	------	------------	--------------------	-----------------	-------------	-------------	--------	----------	----------

8. Click **Go** or F8 to execute the query and display transactions.

## PURCHASE ORDER INFORMATION

The following section provides various information and tools for viewing, tracking and reconciling purchasing transactions.

### REQUISITION/PURCHASE ORDER LIFE-CYCLE

In order to reconcile purchase orders, it is important to understand the “life-cycle” of a requisition. The “life-cycle” describes what happens to a requisition from start to finish. The following is an example of a requisition’s life-cycle.

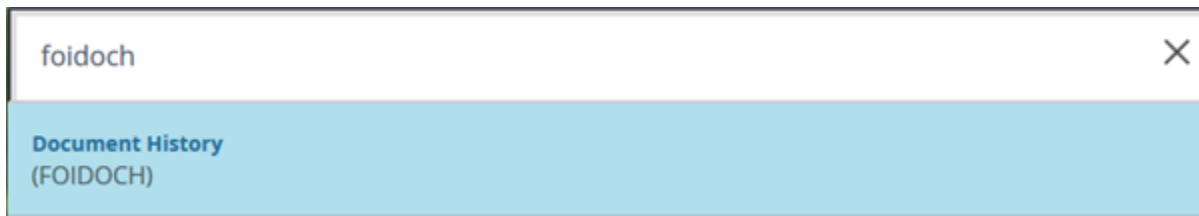
- A department creates an online requisition for a new computer.

- After the requisition is created, saved, sent to the Approver, and approved, it creates a “reserve” against the Index entered on the requisition.
- A Buyer in the Purchasing department converts the approved requisition into a purchase order. This process liquidates the reserve and creates an encumbrance for the amount of the purchase order (which may be a different amount than the amount of the requisition due to shipping and handling charges, taxes, special discounts applied, or sale prices, etc.).
- After the purchase order is sent to the vendor, and the order is filled and received, the vendor invoices the University. The Accounts Payable department receives the vendor invoice and enters the invoice into Banner Finance. This transaction liquidates the encumbrance.
- A check is issued to the vendor.


## VIEWING DOCUMENT HISTORY INFORMATION

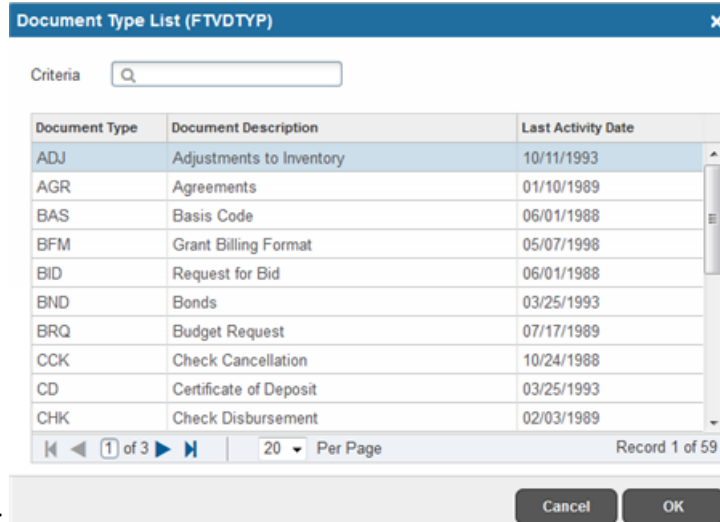
The **FOIDOCH – Document History** page provides additional access to the source documents (purchase orders, invoices, checks, etc.) that display in the page. The following provides instructions on viewing additional source document information in the **FOIDOCH – Document History** page.

1. From the Banner landing page (or using the Search icon ) , enter **FOIDOCH** in the **Search** field. Click the page name.



2. The **Document History** page displays. Enter the following data:

- **Document Type:** Enter the applicable document type (for example: PO for purchase order, REQ for requisition), or use the look-up list by clicking on the look-up icon at the end of the field: **Document Type:**   and



searching the **Document Type** list:

- **Document Code:** Enter the applicable document code. The **FGITRND - Detail Transaction Activity** page can be used to obtain document codes, or use the look-up list by clicking on the look-up icon at the end of the field.

3. Click **Go** to view the data.

Document Type	Document Number	Status	Status Description
Requisition	R0000059	A	Approved
Purchase Order	P0008338	A	Approved
Invoice	I0054044	P	Paid
Check Disbursement	A1027573	F	Final Reconciliation
Receiving Documents	Y0003644	C	Completed

- To view additional information on a specific document type, click in the desired document number field (for example; the requisition document type or invoice document type).
- Click **Related** in the menu bar and select the applicable option from the list. For requisition information select **Requisition Info**. For all other document types, select **Query Document**.

Document Type	Document Number	Status	Status Description
Requisition	R0000059	A	Approved
Purchase Order	P0008338	A	Approved
Invoice	I0054044	P	Paid
Check Disbursement	A1027573	F	Final Reconciliation
Receiving Documents	Y0003644	C	Completed

- The corresponding page displays. Click **Go** to display the source document information.

- Use the pagination controls on each page to view all data/information.

## VIEWING ENCUMBRANCES

To view all existing encumbrances, by department, use the **FGIOENC – Organizational Encumbrance List** page.

- From the Banner landing page (or using the Search icon ) , enter **FGIOENC** in the **Search** field. Click the page name.

- The **Organizational Encumbrance List** page displays. Enter the following data in the key block:

- **COA:** Enter **E**. This field is case sensitive.
- **Fiscal Year:** Enter the applicable fiscal year (for example; 18 for fiscal year beginning July 1, 2017).
- **Index:** Enter the applicable six-digit Index Code.

- Click **Go** to view data. Use the pagination controls on the page to view all data

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
C0006872	Klundt Hosmer Design	0	71103	30041			42,680.00	U
C0006876	Microsoft Corp	0	71103	30041				U
P0000134	Ricoh USA Inc	0	71400	30041			500.00	U

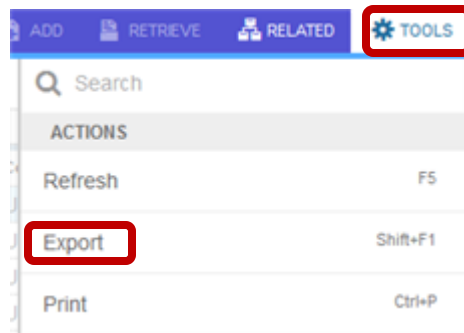
## DOWNLOADING FINANCE DATA TO EXCEL

Financial data in various Banner pages can be downloaded into Microsoft Excel spreadsheets. This allows data to be sorted and saved and assists in reconciling department financial transactions. The following provides instructions on downloading Banner Finance data to Excel.

1. Access the desired Banner page. For example the **FGITRND - Detail Transaction Activity** page.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
52300	71000	30100	YTD	10.00	+	EA1	F0000043	07/11/2007	07/20/2007	Alumni Matte Finish	U	135145		
570	71000	30100	OBD	25,160.00	+	BD01	L0000001	07/01/2007	07/05/2007	FY2008 Original Budget	U	135145		
57300	71000	30100	YTD	23.00	+	MSC	F0006646	06/27/2008	06/27/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	28.00	+	MSC	F0006494	06/17/2008	06/17/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	16.00	+	MSC	F0005763	04/07/2008	04/07/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	8.00	+	EA1	F0005024	03/24/2008	03/24/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	12.00	+	EA1	F0004915	03/17/2008	03/18/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	30.00	+	EA1	F0004381	02/25/2008	02/25/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	18.00	+	EA1	F0004315	02/12/2008	02/12/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	18.00	+	EA1	F0004238	02/01/2008	02/01/2008	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	10.00	+	EA1	F0003181	12/17/2007	12/18/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	36.00	+	EA1	F0002632	11/29/2007	11/29/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	13.00	+	EA1	F0002485	11/01/2007	11/01/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	5.00	+	EA1	F0002398	10/22/2007	10/24/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	21.00	+	EA1	F0002330	10/12/2007	10/12/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	22.00	+	EA1	F0002076	10/01/2007	10/02/2007	JFK MARS LAB	U	135145		
57300	71000	30100	YTD	4.00	+	EA1	F0000283	08/24/2007	08/24/2007	JFK MARS LAB	U	135145		
58100	71000	30100	YTD	300.00	+	JE16	J0001557	06/30/2008	07/25/2008	Money loaded to EE Print Card	U	135145		
58100	71000	30100	YTD	2,452.68	+	JE16	J0002235	06/30/2008	07/25/2008	Reimburse EagleCard chip activity	U	135145		
58100	71000	30100	YTD	1,184.93	+	JE16	J0002025	06/30/2008	07/10/2008	TR JUN 08 UNIPRINT	U	135145		
<b>Total</b>				89,840.62	+									

2. Click the **Tools** menu option. Select **Export**.



- Depending on the browser used, the Excel file may display in the system tray, or a file download dialog box may display.

3. Financial data from the selected page displays in an Excel file. **Note:** When saving the Excel file, the file type defaults to CSV (comma delimited). Be sure to save the files as an Excel Workbook.

FGTRND [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Tell me what you want to do...

Clipboard Font Alignment Number Styles

Normal Bad Good

Check Cell Explanatory... Input

A1 : X ✓ fx 'COA'

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	'COA'	'Fiscal Yea	'Index'	'Fund'	'Organizat	'Account'	'Program'	'Activity'	'Location'	'Period'	'Commit Type'						
2	E	8	200307	135145	71000		30100										
3	'Account'	'Organizat	'Program'	'Activity Date'	'Type'	'Documen	'Descripti	'Commit T	'Fund'	'Activity'	'Location'	'Transaction Date'	'Field'	'Amount'	'Increase (+) or Decrease (-)'		
4	52300	71000	30100	7/20/2007 9:02	EA1	F0000043	Alumni M U		135145			7/11/2007 23:59	YTD	10	+		
5	570	71000	30100	7/5/2007 9:54	BD01	L0000001	FY2008 Or U		135145			7/1/2007	OBD	25160	+		
6	57300	71000	30100	6/27/2008 14:32	MSC	F0006646	JFK MARS U		135145			6/27/2008 23:59	YTD	23	+		
7	57300	71000	30100	6/17/2008 9:32	MSC	F0006494	JFK MARS U		135145			6/17/2008 23:59	YTD	28	+		
8	57300	71000	30100	4/7/2008 10:14	MSC	F0005763	JFK MARS U		135145			4/7/2008 23:59	YTD	16	+		
9	57300	71000	30100	3/24/2008 10:59	EA1	F0005024	JFK MARS U		135145			3/24/2008 23:59	YTD	8	+		
10	57300	71000	30100	3/18/2008 13:43	EA1	F0004915	JFK MARS U		135145			3/17/2008 23:59	YTD	12	+		
11	57300	71000	30100	2/25/2008 12:41	EA1	F0004381	JFK MARS U		135145			2/25/2008 23:59	YTD	30	+		
12	57300	71000	30100	2/12/2008 9:01	EA1	F0004315	JFK MARS U		135145			2/12/2008 23:59	YTD	18	+		
13	57300	71000	30100	2/1/2008 12:20	EA1	F0004238	JFK MARS U		135145			2/1/2008 23:59	YTD	18	+		
14	57300	71000	30100	12/18/2007 10:43	EA1	F0003181	JFK MARS U		135145			12/17/2007 23:59	YTD	10	+		

## FINANCIAL TRANSACTION QUICK REFERENCE

The following provides a quick reference for looking up various financial transactions and information.

<b>How to . . .</b>	<b>Banner Finance Page</b>
How much are my expenses to date and available budget?	<b>FGIBDST</b> – Organization Budget Status page.
How do I find detailed transactions posted to my budget?	<b>FGITRND</b> – Detail Transaction Activity page
How do I find the budget status of my grant?	<b>FGIBDST</b> – Organization Budget Status page
How do I find encumbrance information on my grant?	<b>FGIOENC</b> – Organizational Encumbrance List page
How do I find transaction detail for my grant?	<b>FGITRND</b> – Detail Transaction Activity page
How do I find a summary of the inception to date information for my grant?	<b>FRRGITD</b> – Grant Inception to Date report
How do I find out if my purchase order encumbrance has cleared?	<b>FGIOENC</b> – Organizational Encumbrance List page
Has my purchase order or MOA been paid?	<b>FGITRND</b> – Detail Transaction Activity page
How do I find my purchase order information?	<b>FGITRND</b> – Detail Transaction Activity page and <b>FOIDOCH</b> – Document History
How do I know which expense or revenue account should be used for a particular transaction?	<b>FTVACCT</b> – Account Code Validation page