

Eastern Washington University  
Office of Controller – General Accounting

**RE: Generating Banner Finance month end budget status reports**

Overview

The following describes how to produce hard copy Banner Finance month end budget status reports for both summary information and detailed transactions. These instructions were prepared by General Accounting, a section within the Office of Controller which is responsible for managing Banner Finance system operations.

<u>Report Name</u>	<u>Report Description</u>
FGRBDSC	Sorted by fund for each organization, this summary report displays the adjusted budget, current and fiscal year-to-date activity, budget reservations and the available balance for each budget unit.
FGRODTA	Produces a transaction detail report for a user-selected fiscal period (e.g., month). This report can be used to select multiple organizations and/or funds for selected fiscal periods. For each organization, the report shows by fund and account: budget activity, transaction activity, and encumbrance activity.
FRRGITD	Produces a report by grant/contract showing adjusted budget, current period activity, inception-to-date activity (revenues and expenses), and open commitments (encumbrances). This report is intended for those persons who are responsible for managing or monitoring grants/contracts for which transactions may span more than one fiscal year.

There are alternatives to producing hard copy budget status reports. Budget status can be viewed at any time on-screen in Banner Finance using the FGIBDST form. You may also generate and save an electronic file of your budget status report as described later in this section. In the near future, authorized users will also have access to Self-Service Banner (SSB), an easy-to-use Web-based query tool that provides the same budgetary information as shown in the hard copy reports.

Prerequisites

To run the budget status reports list above, you will need access to Banner Finance. Obtain the authorization form from the General Accounting website.

You should have attended Basic Navigation (Banner 100) and Banner Finance Introduction (FIN 201). You should have a basic understanding of the Banner FOAP (chart of accounts) and know your assigned Banner organization code(s). If you manage grants/contracts, you should also know Banner grant number(s). If you do not know your Banner codes, please review the [Banner FAQs](#) on our website.

To print hardcopy reports, you must have a Banner-capable printer. Instructions for setting up a Banner-capable printer are shown on the [General Accounting website](#). As described in the next section, you may generate month end budget status reports on-screen and save an electronic copy without setting up a Banner-capable printer.

When to Run Banner Finance Reports

Although the above listed reports may be run at any time during a given month, there could be additional transactions posted until the fiscal month is closed by General Accounting. Typically, each month will be closed within a few business days after the end of the month. The Banner Finance month end closing schedule is posted to the [General Accounting website](#). Changes cannot be made after a fiscal month is closed; however, any necessary adjusting entries can be posted in the following month until fiscal year end.

When producing a month end budget status report, select the last calendar day of the month to be reported. For example, if it is August 15<sup>th</sup> and the fiscal month of July has been closed in Banner Finance, you would select 31-JUL-2007 for your “As of date” in the report parameters selection box as described next.

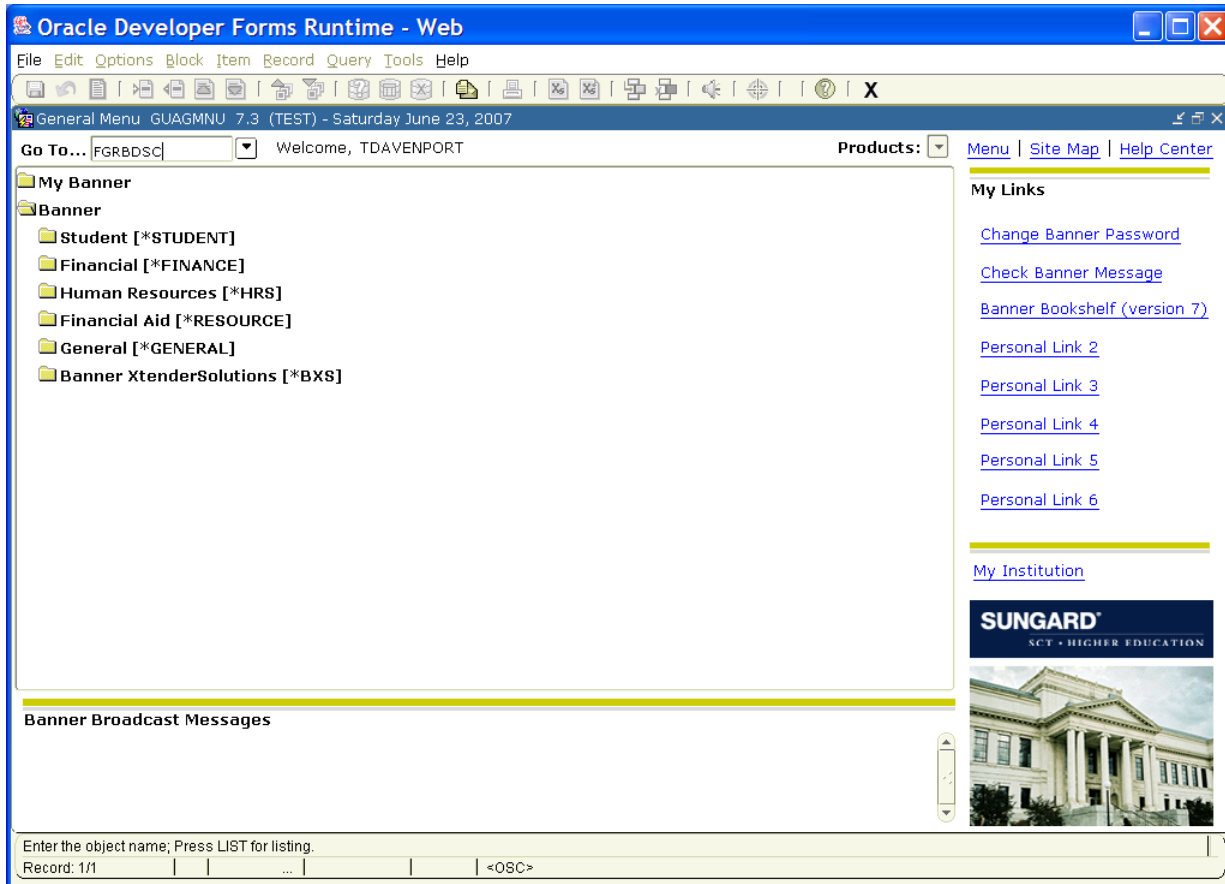
### Generating a Summary-level Budget Status Report (FGRBDSC)

You can generate (and print hardcopy, if needed) a summary level budget status report using Banner Finance as follows:

1. Log on to Banner Finance by connecting to <http://web.ewu.edu/banner/secure/links/>

Note: If you do not yet have security access, you may obtain the authorization form from the Office of Controller – [General Accounting website](#).

2. In the “Go To ...” box, enter FGRBDSC (as shown below) and press Enter on your keyboard.





**Process:** FGRBDSC Budget Status (Current Period) **Parameter Set:**

**Printer Control**  
**Printer:** DATABASE **Special Print:** **Lines:** 55 **Submit Time:**

**Parameter Values**

Number	Parameters	Values
01	Fiscal Year	08
02	Chart of Accounts	E
03	From Fund Code	
04	To Fund Code	
05	From Organization Code	43101
06	To Organization Code	
07	From Account Code	
08	To Account Code	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
 Enter "From" Organization Code.

**Submission**  
 Save Parameter Set as **Name:** **Description:**  Hold  Submit

Record: 5/? ... List of Valu... <OSC>

Note: A test instance of Banner was used to create these instructions. Your report must be prepared in the PROD (production) instance.

- Press the Next Block button to navigate to the Parameter Values block, then tab to enter the last two digits of the fiscal year (e.g., 08) in the values box for Parameter Values Number 01 as shown above.

Note: The EWU fiscal year runs July 1<sup>st</sup> through June 30<sup>th</sup>. Examples are shown below.

<u>Fiscal Year</u>	<u>Calendar Dates</u>	<u>Parameter for Value Number 01</u>
2008	7/1/07 – 6/30/08	08
2009	7/1/08 – 6/30/09	09

- Arrow down to Parameter Values Number 02 and enter E (use capital letter, not lower case) for the Chart of Accounts. The “E” represents the chart for Eastern Washington University.
- Unless you want to select a specific fund or a range of funds, leave the fund code blank in Parameter Values Number 03 and 04.
- Arrow down to Parameter Values Number 05 and enter your organization code. If you do not know your organization code, use the FRS account converter tool available on the General Accounting website.

- Arrow down to Parameter Values Number 09 and enter the “As of Date” as shown below.

Note: Unless you want to select particular account(s), leave Account Code blank in Parameter Values Number 07 and 08).

Note: There are a variety of ways the date format may be entered but it will be converted to the format shown below after moving the cursor to the next field.

Note: For a month end budget status report, enter the last calendar day of the month for the fiscal period you want to select. For example, if it is August 15<sup>th</sup> and the fiscal month of July has been closed in Banner Finance, you would select 31-JUL-2007 for your “As of date” in the report parameters selection box as shown below.

Save button

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

Printer Control  
Printer: DATABASE Special Print: Lines: 55 Submit Time:

Number	Parameters	Values
06	To Organization Code	
07	From Account Code	
08	To Account Code	
09	As of Date (DD-MON-YYYY)	31-JUL-2007
10	Include Accrual Period	Y
11	Print Report Totals	Y
12	Print Net Totals	Y
13	Commitment Type Indicator	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single  
Enter "U" for Uncommitted; "C" for Committed; Blank for all commitment types.

Submission  
 Save Parameter Set as Name: GEN ACCTG Description: GA Budget Status Rpt  Hold  Submit

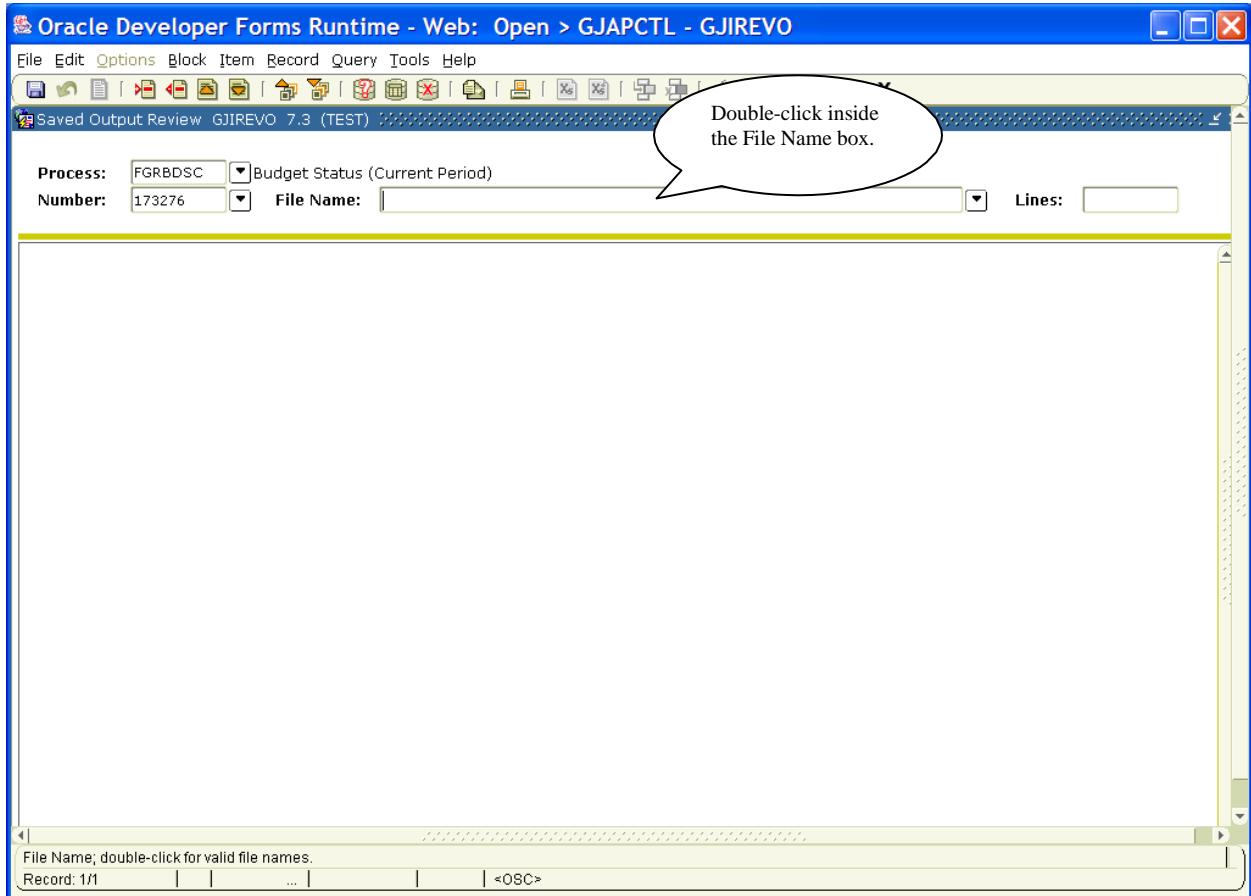
Parameter Set Description; long description associated with the Parameter Set Name.  
Record: 1/1

- Leave “Y” as your value for Parameter Values Number 10, 11 and 12 and leave 13 blank. Press the Next Block button to navigate to the Submission block. Next, press the Save button (located in the upper left-hand corner as caption above). Your hard copy report should start to print within a few seconds after you press the Save button.

Note: You can save your parameters for future use by giving your report a unique name and description in the Submission block. Next, click the checkbox entitled “Save Parameter Set as” and then press the Save button located in the upper left-hand corner of the screen. The next time you want to use this report, select it by name from the “Parameter Set” drop-down box in the Process block (be sure to update the “As of date” if you saved it in your parameter set).

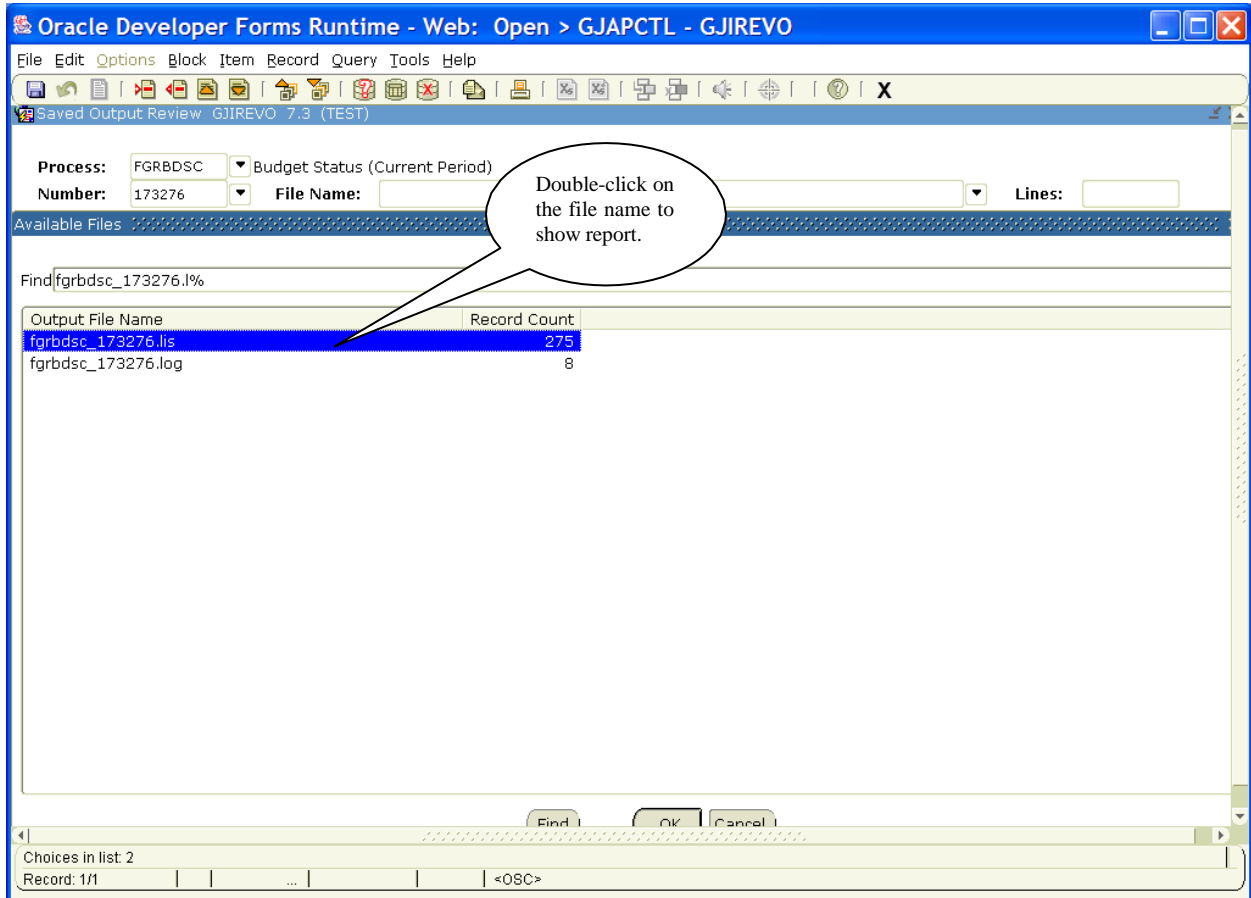
10. If you entered "DATABASE" as your printer, continue with these instructions to see your on-screen report.

From the Options Menu, select Review Output. You should then see the following screen (as shown below). Wait a few seconds to allow your report to be generated, then double-click inside the "File Name" box as captioned below.



Note: If you do not wait a few seconds for the report to generate before trying to view output, then previously generated reports might be displayed instead. If that happens, press the Cancel button and again double-click inside the "File Name" box until only one report is listed. You can verify that the correct report is displayed by comparing the process number (173276 in this example above) to the file output (as shown in the next exhibit).

11. Next, double-click the file with the .lis extension to view your on-screen report.



The on-screen report is shown below.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJIREVO

File Edit Options Block Item Record Query Tools Help

Process: FGRBDSC Budget Status (Current Period)  
 Number: 173276 File Name: fgrbdsc\_173276.lis Lines: 275

REPORT FGRBDSC \*\*\* TEST \*\*\* RUN DATE: 06/23/2007  
 FISCAL YEAR: 07 Budget Status (Current Period) TIME: 12:23 PM  
 AS OF 23-JUN-2007 PAGE: 3

COAS: E Eastern Washington University  
 FUND: 120149 Local Operating  
 PRED ORG: 431A Office of Controller  
 ORG: 43101 General Accounting

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
62500	Faculty-LTD	.00	.00	.00	.00	.00	.00 U
630	Classified	145,086.00	.00	.00	.00	145,086.00	U
TOTAL	Salaries	145,086.00	.00	.00	.00	145,086.00	
650	Benefits - Regular	49,740.00	.00	.00	.00	49,740.00	U
TOTAL	Benefits	49,740.00	.00	.00	.00	49,740.00	

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.  
 Record: 69/? ... <OSC>

Note: You may have noticed the report date above does not match the selected parameters. These instructions were created prior to go live (7/1/07) and therefore test data was used for demonstration purposes. Your report date should match your selected parameters.

12. If you wish to save an electronic copy of this report or view it in a browser for easier navigation and/or searching, select "Show Document (Save and Print File)" from the Options Menu. You will see a confirmation box asking if you want to display the report in a browser – click the "Yes" box to continue. You may also get a browser security confirmation box – if so, click "Yes" to continue. Sample browser output is shown below. To save the file in electronic format (HTML), select "Save As" from the File menu, give it a name, and press the "Save" button.

Address: https://eaglebak.ewu.edu:9070/pls/test/gokoutp.P\_ShowReq?pipe\_name=ORA\$PIPE\$003015190001&sess\_id=589478&user\_name=TDA' Go Links

FISCAL YEAR: 07 Budget Status (Current Period) AS OF 23-JUN-2007 TIME: 12:42 PAGE: 3

COAS: E Eastern Washington University  
 FUND: 120149 Local Operating  
 PRED ORG: 431A Office of Controller  
 ORG: 43101 General Accounting

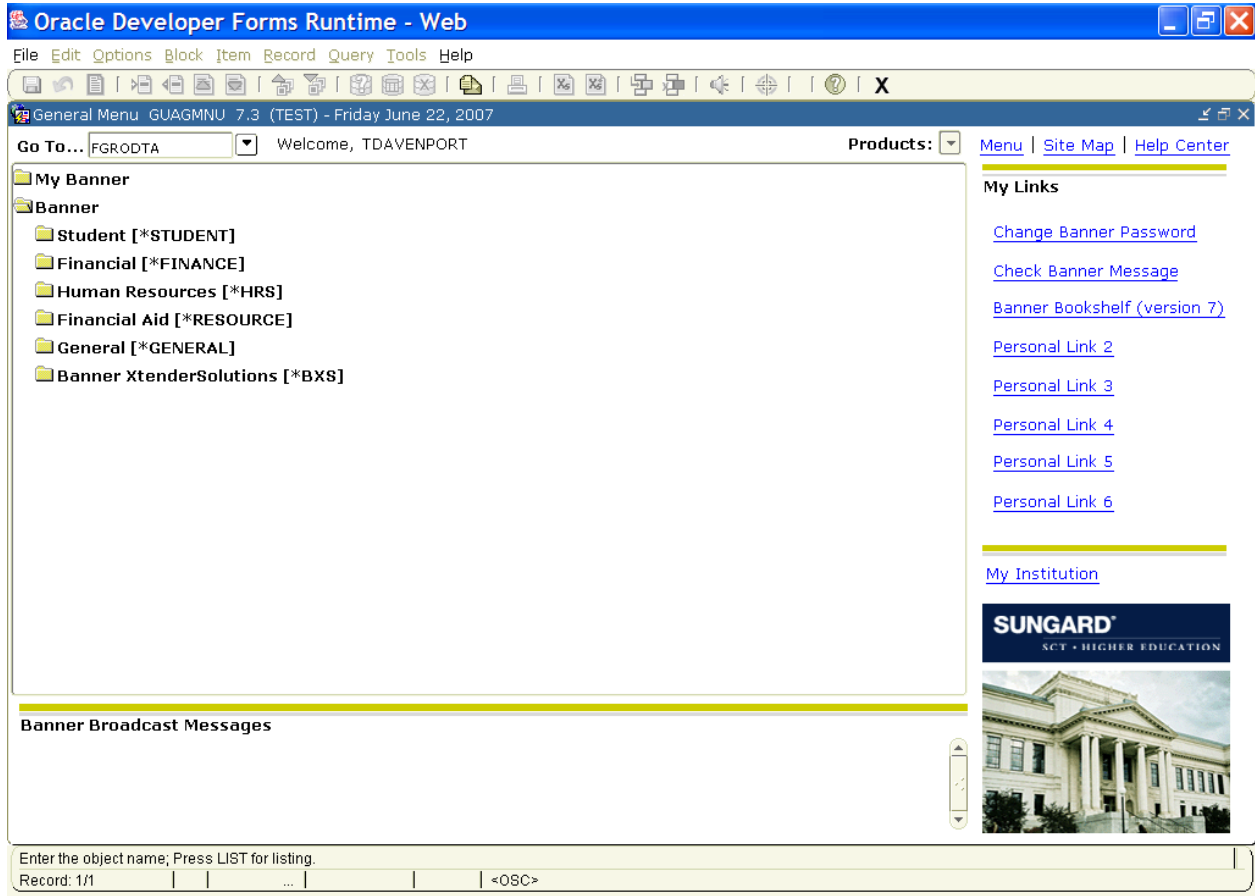
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABL BALANCE
62500	Faculty-LTD	.00	.00	.00	.00	
630	Classified	145,086.00	.00	.00	.00	145,0
TOTAL	Salaries	145,086.00	.00	.00	.00	145,0
650	Benefits - Regular	49,740.00	.00	.00	.00	49,7
TOTAL	Benefits	49,740.00	.00	.00	.00	49,7
660	Wages & Benefits	6,300.00	.00	.00	.00	6,3
66300	Federal Workstudy Wages	.00	475.00	475.00	.00	-4
TOTAL	Wages & Benefits	6,300.00	475.00	475.00	.00	5,8
700	Direct Expense	6,958.00	.00	.00	.00	6,9
71000	Books	.00	5.00	5.00	.00	
71200	Contract Services-General	.00	-10.00	-10.00	.00	
71300	Electricity	.00	10.00	10.00	.00	
71720	Out-of-State Per Diem	.00	375.00	375.00	1,500.00	-1,8
TOTAL	Direct Expense	6,958.00	380.00	380.00	1,500.00	5,0
TOTAL ORGANIZATION						

Done Internet

### Generating a Transaction Detail Report in Banner (FGRODTA)

You can generate (and print, if needed) a detailed transaction report in Banner Finance as follows:

1. Log on to Banner Finance by connecting to <http://web.ewu.edu/banner/secure/links/>
2. Enter FGRODTA in the “Go To ...” box and press Enter on your keyboard. An example is shown below.



Note: A test instance of Banner Finance was used to create these instructions. For your report, the General Menu bar should display PROD (production instance).

- Click the Next Block button to navigate to the Printer Control block. Select your Banner-capable printer from the “Printer:” drop-down box and enter 44 in the “Lines” box.

Note: In the example below, we have entered “DATABASE” and left 55 in the Lines box so that the report will be displayed on-screen.

The screenshot shows the Oracle Developer Forms Runtime interface. At the top, the title bar reads "Oracle Developer Forms Runtime - Web: Open > GJAPCTL". Below the title bar is a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". A toolbar with various icons is visible below the menu bar. The main content area is divided into several sections:

- Process:** FGRODTA, Organization Detail Activity
- Parameter Set:** (empty)
- Printer Control:**
  - Printer: DATABASE
  - Special Print: (empty)
  - Lines: 55
  - Submit Time: (empty)
- Parameter Values:**

Number	Parameters	Values
01	Fiscal Year	07
02	Chart of Accounts	E
03	From Organization Code	43101
04	To Organization Code	43101
05	From Fund Code	
06	To Fund Code	
07	From Account Code	
08	To Account Code	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
Enter beginning range of Funds to be reported.
- Submission:**
  - Save Parameter Set as
  - Name: (empty)
  - Description: (empty)
  - Hold
  - Submit

At the bottom of the window, there is a status bar showing "Record: 5/?" and a navigation bar with "List of Valu..." and "<OSC>" buttons.

- Click the Next Block button to navigate to the Parameter Values block, then tab to enter the last two digits of the fiscal year (e.g., 08) in the values box for Parameter Values Number 01.

Note: The EWU fiscal year runs July 1<sup>st</sup> through June 30<sup>th</sup>. Examples are shown below.

<u>Fiscal Year</u>	<u>Calendar Dates</u>	<u>Parameter for Value Number 01</u>
2008	7/1/07 – 6/30/08	08
2009	7/1/08 – 6/30/09	09

- Arrow down to Parameter Values Number 02 and enter E (use capital letter, not lower case) for the Chart of Accounts. The “E” represents the chart for Eastern Washington University.
- Arrow down to enter your organization code in both Parameter Values Number 03 and 04. If you do not know your organization code, use the FRS account converter tool available on the General Accounting website.
- Leave Parameter Values Number 05 through 08 blank unless you are selecting a range of organization codes, or certain funds or accounts.

- Arrow down to Parameter Values Number 09 and enter the first calendar day of the month you wish to select.

Note: There are a variety of ways the date format may be entered but it will be converted to the format shown below after moving the cursor to the next field.

- Arrow down to Parameter Values Number 10 and enter the last calendar day of the month you wish to select.

Note: Transactions may continue to be posted in the current fiscal month until closed by General Accounting staff. The month end closing schedule is posted to the General Accounting website.

- Enter the values shown in Parameter Values Number 11 through 13 as shown below.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process: FGRODTA Organization Detail Activity Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-JUL-2007
10	To date (DD-MON-YYYY)	31-JUL-2007
11	Include Accrual for Last Prd	Y
12	Print Organization Totals	Y
13	Commitment Type	U

Submission

Save Parameter Set as Name: Description:  Hold  Submit

Parameter Number, press SEARCH for valid parameters.

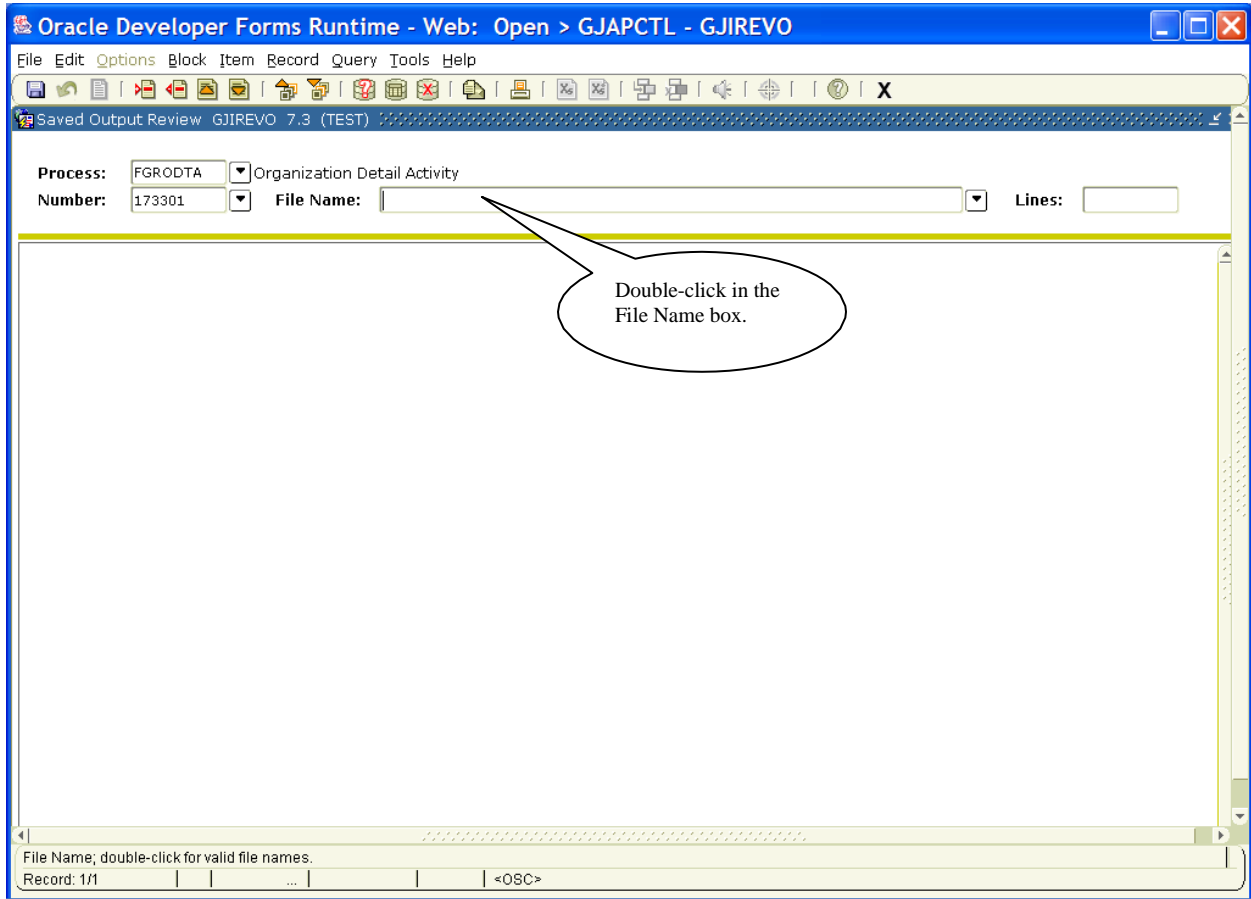
Record: 14/14 <OSC>

- Click the Next Block button to navigate to the Submission block, then click the Save button in the upper left-hand corner. Your hard copy report should start to print within a few seconds.

Note: You can save your parameters for future use by giving your report a unique name and description in the Submission block. Next, click the checkbox entitled “Save Parameter Set as” and then press the Save button located in the upper left-hand corner of the screen. The next time you want to use this report, select it by name from the “Parameter Set” drop-down box in the Process block (be sure to update the “As of date” if you saved it in your parameter set).

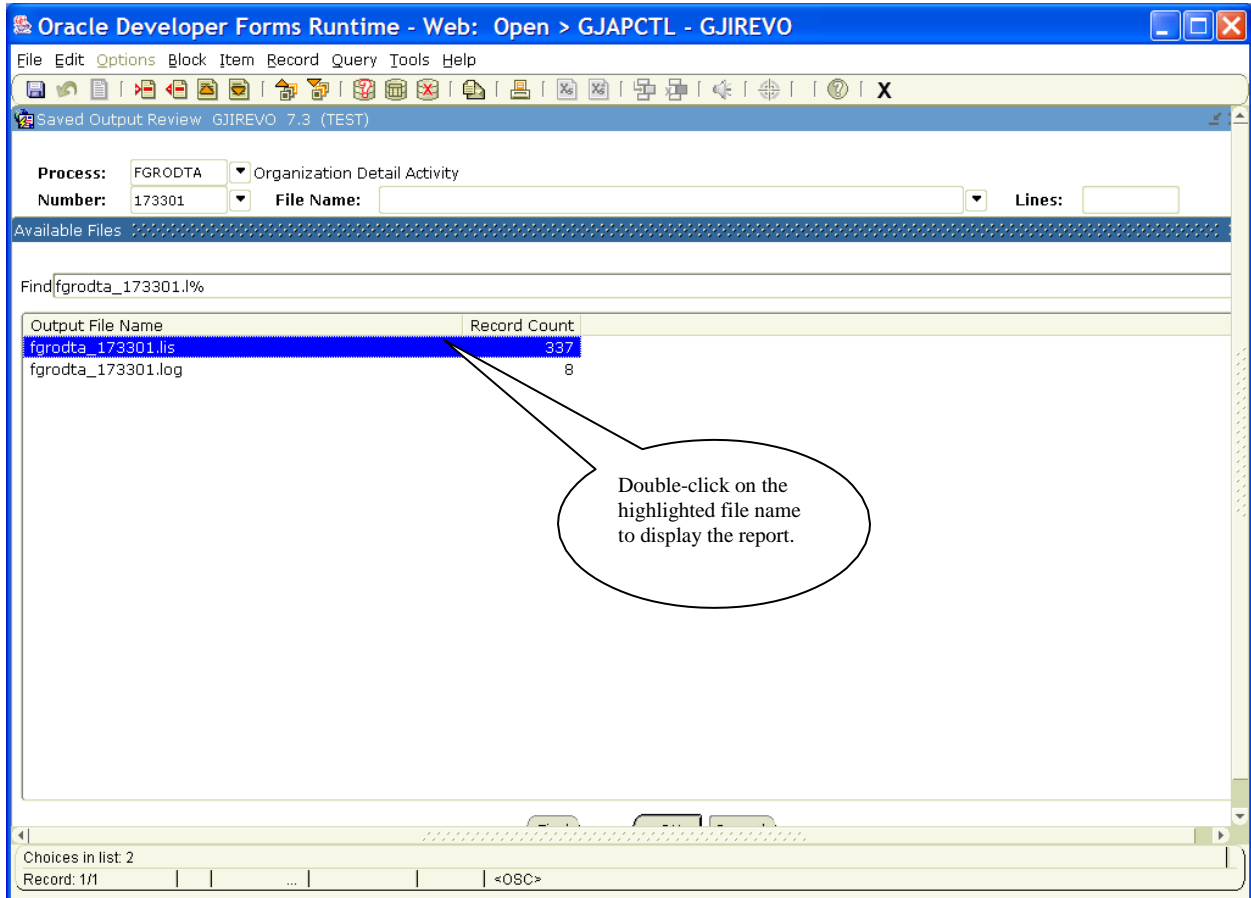
Note: If you entered “DATABASE” as your printer, continue with these instructions to see your on-screen report.

12. From the Options Menu, select Review Output. Next, double-click on the “File Name:” box as captioned below.



Note: If you do not wait a few seconds for the report to generate before trying to view output, then previously generated reports might be displayed instead. If that happens, press the Cancel button and again double-click inside the “File Name” box until only one report is listed. You can verify that the correct report is displayed by comparing the process number (173301 in this example above) to the file output (as shown in the next exhibit).

13. Next, double-click the file with the .lis extension to view your on-screen report.



The on-screen report is shown below.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJIREVO

File Edit Options Block Item Record Query Tools Help

Process: FGRODTA Organization Detail Activity  
 Number: 173301 File Name: fgrodta\_173301.lis Lines: 337

23-JUN-2007 16:54:03 \*\*\* TEST \*\*\* PAGE 1  
 FISCAL YEAR 07 Organization Detail Activity FGRODTA  
 From 01-JUN-2007 To 22-JUN-2007

COAS: E Eastern Washington University  
 ORG: 43101 General Accounting

TRANS DATE	TRAM TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				State Appropriation SA2	110016				
BEGINNING:				Federal Workstudy Wages	66300				
06/18/2007	JE16	J0000098		test FUSNP cost share dist c	66300		-200.00		U
ENDING:				Federal Workstudy Wages	66300				
BEGINNING:				Supplies	71400				

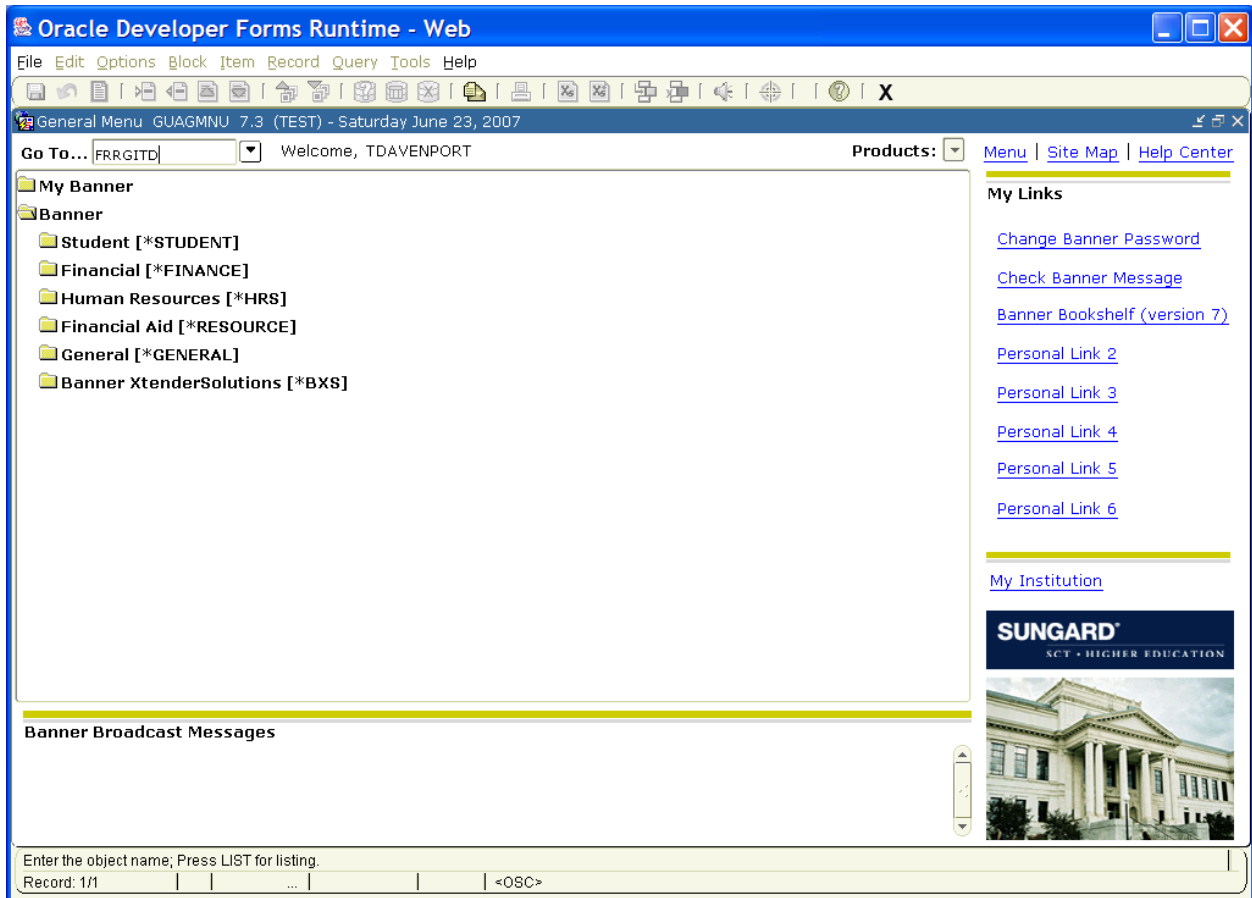
Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.  
 Record: 1/?

- If you wish to save an electronic copy of this report or view it in a browser for easier navigation and/or searching, select “Show Document (Save and Print File)” from the Options Menu. You will see a confirmation box asking if you want to display the report in a browser – click the “Yes” box to continue. You may also get a browser security confirmation box – if so, click “Yes” to continue. To save the file in electronic format (HTML), select “Save As” from the File menu, give it a name, and press the “Save” button.

### Generating an Inception-to-Date Activity Report in Banner (FRRGITD)

You can generate a Banner report showing adjusted budget, current period activity, inception to-date activity, and open commitments (encumbrances) for a grant/contract (or range of grants/contracts). This report is intended for grants and contracts that span more than one fiscal year; it can be printed as hardcopy, generated on-screen, or saved as an electronic file.

1. Log on to Banner Finance by connecting to <http://web.ewu.edu/banner/secure/links/>
2. Enter FRRGITD in the “Go To ...” box as shown below and press Enter on your keyboard.



Note: A test instance of Banner Finance was used to create these instructions. For your report, the General Menu bar should display PROD (production instance).

3. Click the Next Block button to navigate to the Printer Control block. Select your Banner-capable printer from the “Printer:” drop-down box and enter 44 in the “Lines” box. For this example, we have entered “DATABASE” and left 55 in the Lines box so that the report will be displayed on-screen.
4. Click the Next Block button to navigate to the Parameter Values block, then tab to the Parameter Number 01 value box and enter E (use capital letter, not lower case) as shown below. The “E” represents the chart of accounts for Eastern Washington University.
5. Arrow down to Parameter Values Number 02 and enter the “As of Date”.
6. Arrow down to Parameter Values Number 03 and enter R for a range of grants or S for a specific grant.
7. Arrow down to Parameter Values Number 07 and enter a specific grant number if you entered S in Parameter Values Number 03. If you entered R in Parameter Values Number 03, enter the starting and ending grant numbers in Parameter Values Number 04 and 05, respectively. For this example, a specific grant was selected as shown below.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 7.3 (TEST)

Process: FRRGITD Grant Inception to Date Report Parameter Set:

**Printer Control**

Printer: DATABASE Special Print: Lines: 55 Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Chart of Accounts	E
02	As of Date	23-JUN-2007
03	Enter Grant Option	S
04	Grant From	
05	Grant To	
06	Grant Wildcards	
07	Specific Grants	G07000020
08	Fund Information	

LENGTH: 10 TYPE: Character O/R: Optional M/S: Multiple  
Specific grant codes

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

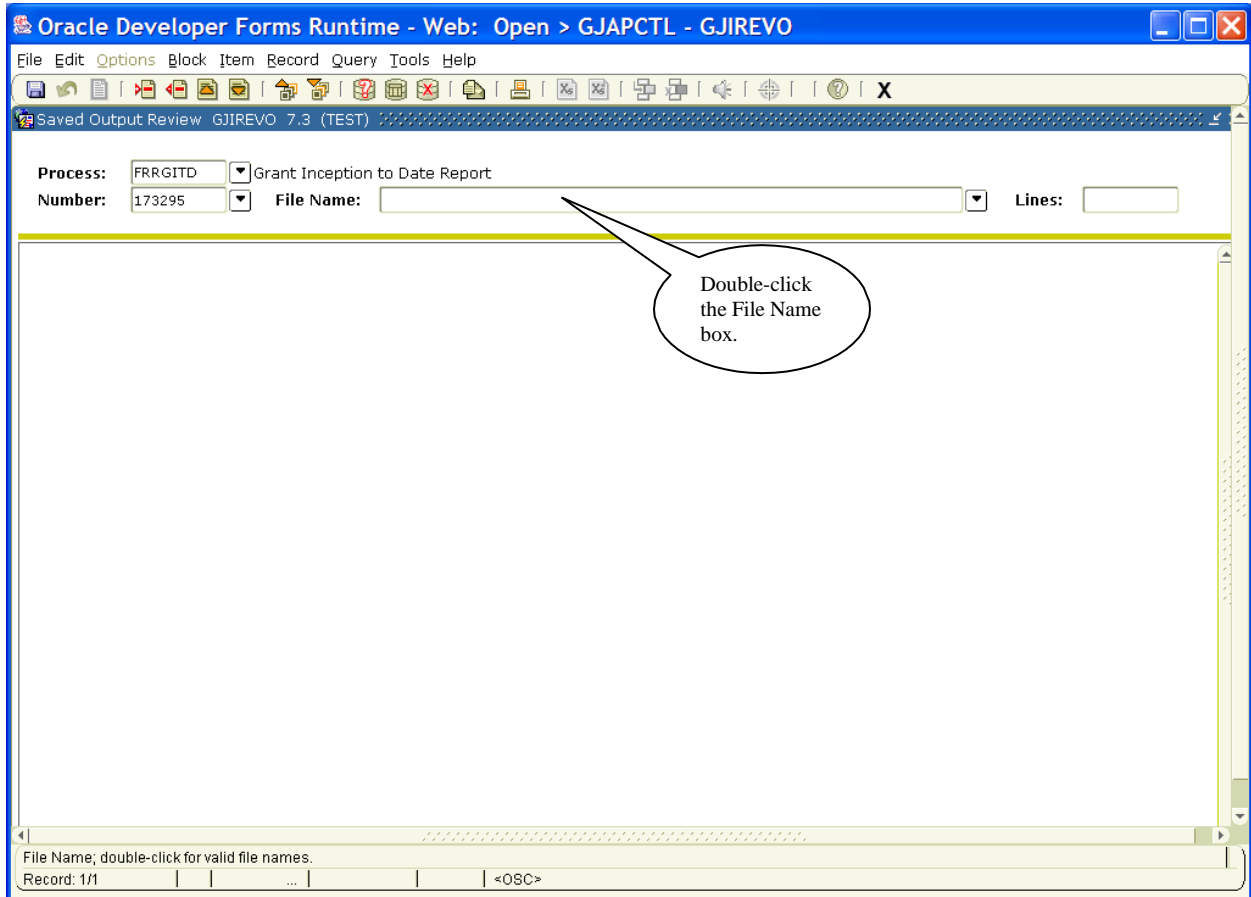
Record: 7/8 ... List of Valu... <OSC>

8. Click the Next Block button to navigate to the Submission block, then click the Save button in the upper left-hand corner. Your hard copy report should start to print within a few seconds.

Note: You can save your parameters for future use by giving your report a unique name and description within the Submission block. Next, click the checkbox entitled “Save Parameter Set as” and then press the Save button located in the upper left-hand corner of the screen (report will print). The next time you want to use this report, select it by name from the “Parameter Set” drop-down box in the Process block (be sure to update the “As of date” if you saved it in your parameter set).

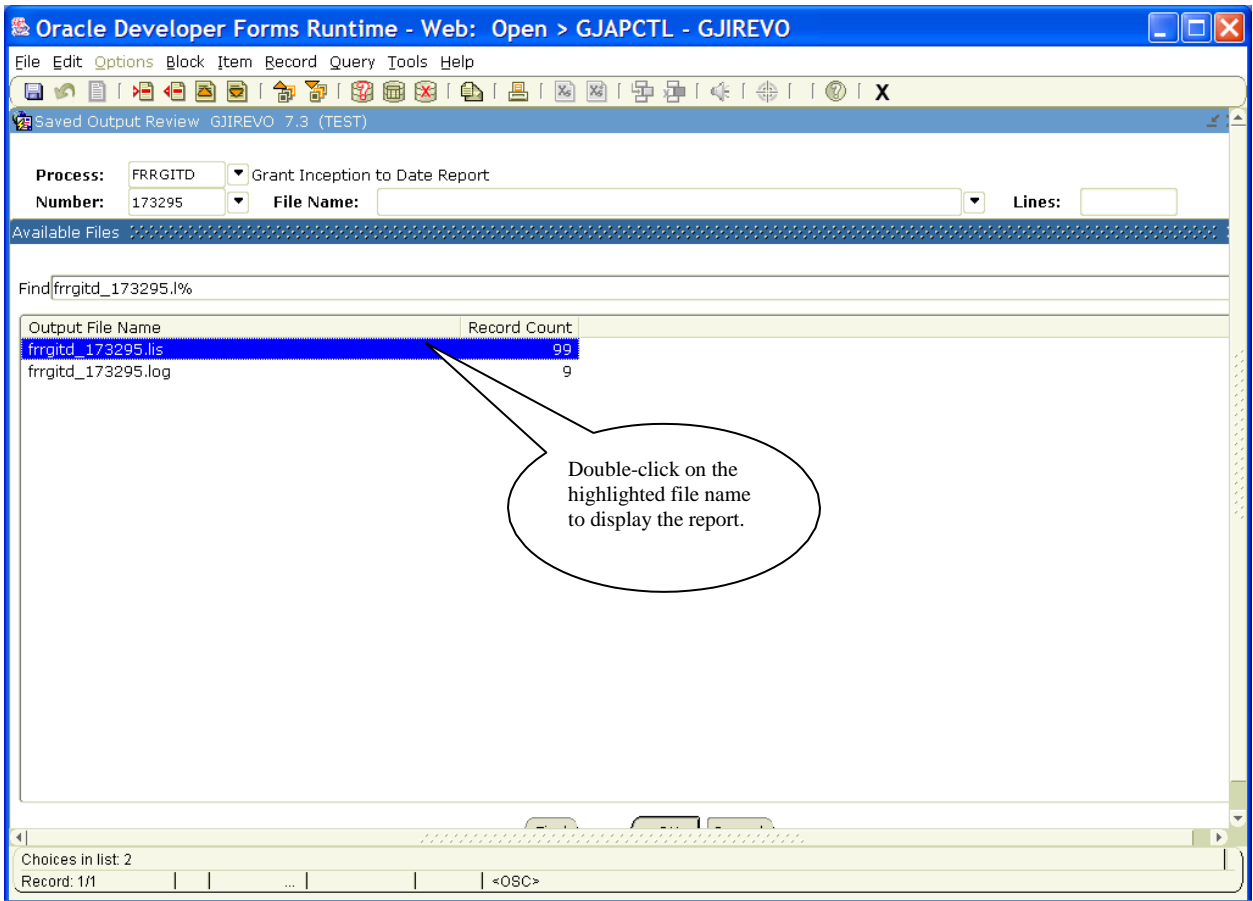
Note: If you entered “DATABASE” as your printer, continue with these instructions to see your on-screen report.

9. From the Options Menu, select Review Output. Wait a few seconds to allow your report to be generated, then double-click inside the “File Name” box as captioned below.



Note: If you do not wait a few seconds for the report to generate before trying to view output, then previously generated reports might be displayed instead. If that happens, press the Cancel button and then again double-click inside the “File Name” box until only one report is listed. You can verify that the correct report is displayed by comparing the process number (173295 in this example above) to the file output (as shown in the next exhibit).

10. Next, double-click the file with the .lis extension to view your on-screen report.



The report will be displayed on screen as shown below.

Process: FRRGITD Grant Inception to Date Report  
 Number: 173295 File Name: frrgitd\_173295.lis Lines: 99

23-JUN-2007 15:57:29 \*\*\* TEST \*\*\* PAGE 1  
 Grant Inception to Date Report FRRGITD  
 AS OF 23-JUN-2007

CHART: E Eastern Washington University GRANT: G07000020 Research Corporation - Earthworms  
 PROJECT PERIOD: 15-MAY-2006 - 31-MAY-2008

PI/MANAGER:  
 AGENCY:

ORGN	ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	INCEPTION TO DATE ACTV.	COMMITMENTS	AVAILABLE BALANCE
26200	52300	Private Contributions an	.00	31,806.00	31,806.00	.00	-31,806.00
TOTAL		Grants and Contracts	.00	31,806.00	31,806.00	.00	-31,806.00
26200	61100	Administrative	.00	100.00	100.00	.00	-100.00

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.  
 Record: 1/?

Note: If you wish to save an electronic copy of this report or view it in a browser for easier navigation and/or searching, select “Show Document (Save and Print File)” from the Options Menu again. You will see a confirmation box asking if you want to display the report in a browser – click the “Yes” box to continue. You may also get a browser security confirmation box – if so, click “Yes” to continue. To save the file in electronic format (HTML), select “Save As” from the File menu, give it a name, and press the “Save” button.