Logging into BANNER

Open Internet Browser (Internet Explorer, Google, etc.)
In address box type - Banner.uco.edu, Press enter
Click On "Banner Production INB - JPI"
Logging into BANNER

Enter Username and Password, then click connect or press enter

NOTE: If a JAVA screen pops up - click on NO.

The General Menu screen will open after successful Log In
Use the “Go To” field to enter the screen name you would like to access

Use the General Menu ‘Go To’ field to navigate to forms in Banner

Enter seven digit screen name you want to access in the “Go To” field
Banner Finance System

Banner is an integrated online database with multiple systems/modules that can access information that exist on any of the other integrated systems. The Banner Finance System provides financial information as well as Financial Management tools.

The Banner Finance System has both the functionality and flexibility to serve multiple users through a common database of financial information.

The Banner Finance system provides a comprehensive, integrated financial management system that enables you to track, maintain, and process all of your relevant financial data.
# BANNER Naming Conventions

A seven-character name is associated with all Banner forms, reports and processes. Each letter corresponds to information related to the form, report or process.

Example - Banner Form Name FGIBDST

**Position 1:** Primary system owning the report:

<table>
<thead>
<tr>
<th>F</th>
<th>G</th>
<th>I</th>
<th>B</th>
<th>D</th>
<th>S</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

- **A =** Advancement
- **B =** Property Tax
- **C =** Courts
- **D =** Cash Drawer
- **F = Finance**
- **G = General**
- **K =** Work Management
- **L =** Occupational Tax
- **M =** MICRO-FAIDS
- **N =** Position Control
- **O =** Customer Contact
- **P =** Human Resources/Payroll
- **Q =** Electronic Work
- **R = Financial Aid**
- **S = Student**
- **T =** Accounts Receivable
- **U = Utilities**
- **V =** Voice Response

**Position 2:** Application module owning the report.

<table>
<thead>
<tr>
<th>F</th>
<th>G</th>
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<th>B</th>
<th>D</th>
<th>S</th>
<th>T</th>
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<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

- **A =** Accounts Payable
- **B =** Budget Development
- **C =** Cost Accounting
- **F =** Fixed Assets
- **G = General Ledger**
- **I =** Investment Management
- **O =** Operations
- **P =** Purchasing & Procurement
- **R = Research Accounting**
- **S = Stores Inventory**
- **T = Table**
- **U =** Utilities

**Position 3:** Type of report

<table>
<thead>
<tr>
<th>F</th>
<th>G</th>
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<th>D</th>
<th>S</th>
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<td>1</td>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

- **A =** Application, input, update
- **B =** Base table
- **I = Inquiry form**
- **M =** Maintenance Form
- **Q =** Query form fr/another form
- **P =** Process
- **R = Rule/Repeating table**
- **R = Report or process**
- **V = Validation table view**

**Positions 4 - 7:** Unique four-character abbreviation of the form/report/process name.

For example, naming convention for FGIBDST is the following:

- **F = Finance**
- **G = General Ledger**
- **I = Inquiry**
- **BDST = Budget Status**
Source of Funds

Organization (ORG) number
Unique set of six numeric and/or alpha characters that identify the department/program. There are various types of Orgs, which distinguished by the funding source.

Source of funds
The term “source of funds” refers to how ORG’s are funded. There are different types of funding sources.

E&G (Educational & General)
Course Fees
Student Activity Fees
Auxiliary
Grants
Foundation
Bonds
Section 13 and Section 13 Offset (Capital Funds)

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Org</th>
<th>Fund</th>
<th>Fund Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G</td>
<td>01xxx</td>
<td>100000</td>
<td>Education &amp; General funds from State Appropriations &amp; Tuition Must be spent in the year budgeted</td>
</tr>
<tr>
<td>Course Fee</td>
<td>01xxx</td>
<td>101080</td>
<td>Fee charged for specific courses for special instruction, equipment use, or special materials</td>
</tr>
<tr>
<td>Cash</td>
<td>02xxx</td>
<td>31xxxx</td>
<td>Revenue. Balances roll forward at year end.</td>
</tr>
<tr>
<td>Hospitality (Cash)</td>
<td>02xxx</td>
<td>12xxxx</td>
<td>Vending Commission Revenue</td>
</tr>
<tr>
<td>Development (Cash)</td>
<td>02xxx</td>
<td>31xxxx</td>
<td>Donations, Fundraisers</td>
</tr>
<tr>
<td>Grant (Cash)</td>
<td>02xxx</td>
<td>32xxxx</td>
<td>Federal, State and Private funding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>34xxxx</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>35xxxx</td>
<td></td>
</tr>
<tr>
<td>Auxiliary (Cash)</td>
<td>02xxx</td>
<td>2xxxxx</td>
<td>Revenue from goods and services</td>
</tr>
<tr>
<td>Agency (Cash)</td>
<td>A2xxx</td>
<td>8xxxxx</td>
<td>Student club membership dues or fundraisers</td>
</tr>
<tr>
<td>Student Activity (Cash)</td>
<td>S2xxx</td>
<td>14xxxx</td>
<td>Student Activity Fee collected from students per credit hour</td>
</tr>
</tbody>
</table>
FGiBDST
Provides a view of an Organization’s account details, displayed by account code, for the Adjusted Budget, YTD Expenses, Commitments, and Available Balances.

Chart of Accounts
Required field. Default value is “1”.

Query Specific Account
To query/lookup accounting details for specific account line.
Check Query Specific Account box
Fill in the account code to be viewed in the account field, then Control Page Down
Default setting - Box is unchecked.

Include Revenue
Checked box to include revenue account details
(Revenue account codes begin with “5”)
Unchecked box omits any revenue totals from view on FGiBDST
Default setting - Box is checked

Commit Indicator
Both - Includes both Uncommitted and Committed account details
Committed - View of account details for previous year open encumbrances
Uncommitted - View of account details for Current Year Expenses
Default setting - View of both committed and uncommitted accounting details

FGiBDST - Query
Query a specific account line or a related group of account codes

Query single account line
Press F7 Function key to initiate query
Enter query (i.e. 611160 to query student wage budget and expenses)
Press F8 Function key to execute query
To return to full list of account details, enter F7 & F8

Query related group of account codes
Press F7 Function key to initiate query
Enter first three number of related account codes, followed by wildcard % (i.e. 741%)
Press F8 Function key to execute query
Query will return budget and expense details for Furniture & Equipment
To return to full list of account details, enter F7 & F8
**FGITRND** - The transaction detail screen provides itemized details about each transaction posted to the ORG. You can DRILL DOWN to access transaction detail information from the Budget Status screen, FGIBDST. Place the cursor in the column you want to retrieve details (Adjusted Budget, YTD or Commitments), **Press function key F3** to go to Transaction Detail screen.
Data Extraction
Go to Help on Menu Toolbar
Select Extract Data No Key
Windows box will pop-up “What do you want to do with gokoutd.csv?
Select Open, To Open Excel file with extracted data
In order to save extracted data you will need to change the file type in the
“Save as Type” field of the Save as screen from CSV to Excel before naming
and saving file
Query all Adjusted Budget account lines that begin with “7”
Go to FGIBDST
Place cursor in the Adjusted Budget (or YTD) column, on any account line
Press F3 to go to the transaction detail screen
You will be directed to the first line of transaction details
Select the Rollback icon from menu tool bar, or select the Block tab> previous block
You will be redirected to the top block
Tab to Account field, use space bar to delete the account code from the account field
Removing content of field automatically initiates Query
Control Page, back down to next block
Fields will be blank until after parameter is set or query is executed using F8
Enter 7% in the Account field to retrieve Adjusted Budget details for all account codes
that begin with “7”, then press F8 to execute query
Adjusted Budget Transaction details will return for all account codes beginning with “7”

NOTE: Pay attention to helpful messages in the lower left bottom of the screen
Query all Adjusted Budget account lines that begin with “7”
FGIBDST > FGITRND
From the Transaction Detail screen
Select the Rollback icon from menu tool bar, or select the Block tab> previous block
You will be redirected to the top block
Tab to Account field, use space bar to delete the account code from the account field
Removing content of field automatically initiates Query
Control Page, back down to next block
Fields will be blank until after parameter is set or query is executed using F8
Tab over to Description Field
Enter the following query; %Beginning Budget%
Press F8 to execute query
Beginning Budget data will be returned

Transaction Detail Screen - FGITRND > QUERY document for additional details
For additional details on documents found on the Transaction Detail screen, place cursor
on the same line of the document (Invoice, Purchase Order, Requisition, etc.),
Press F3, you will be redirected to the documents details (Invoice screen, Purchase
Order Screen, etc.)
PURCHASE ORDERS

What happens to the remaining balances on PO’s at year end?
There may be PO’s for the current fiscal year and possibly previous year's open PO’s.

Current fiscal year PO’s will remain open and roll into the next fiscal year. PO’s will only roll one time into a new fiscal year. At the end of the current fiscal year if there is any amount remaining on a purchase order, it will automatically roll into the new fiscal year. The remaining funds will also be put into your adjusted budget as funds committed specifically for the previous year PO. (NOTE: If you determine the funds do not need to rollover into the new year, contact your Buyer in the Purchasing Office to close out the PO. The funds will go back into your available balance)

Previous year purchase order will be closed and the remaining funds will go into the University's General Carryover Fund.

IMPORTANT - Frequently monitor your PO’s, verifying everything has been billed and paid. You can release any of the remaining current FY’s funds back into your ORG and use them.

How do you close a PO?
Email your Buyer with the PO number telling them all invoices have been paid and you want to release the PO. The remaining funds automatically increase your available budget - IF it is in the year the PO was created. REMINDER: Be sure all invoices have been processed and paid before you tell your buyer to close the PO.

How do you identify your rolled PO’s?
Go to FGIBDST, enter your Org information, then control page down
Go to Options > Organizational Encumbrances
Rollover/Previous Year Purchases are noted with the last two number of the fiscal year in the document code in the Encumbrance column.

Current fiscal year purchase orders with a balance at year end will automatically roll to a second year. PO’s will only “roll” one year. At the end of the second year, Purchasing will close all rollover PO’s.
FOIDOCH - Document History Screen (Review History of Purchase)

FOIDOCH can be used to **Review the History of Purchase** from the requisition, to the purchase order, to the invoices, to the check.

Enter Document Type that you have document number in Document Type field

- **REQ** = Requisition
- **PO** = Purchase Order
- **INV** = Invoice

Tab to Document Code field, **enter Document Code**
Control + Page Down
Tab to any document number listed in any of the fields,
Click on Option in the menu toolbar to query the document

The history of this document indicates a purchase order has been created from the requisition, five invoices have been processed against the encumbrance and one check has been paid.
List of Purchase Orders by Vendor

VENDORS

To find a list of invoices paid to a vendor.

You need to know or know how to locate the “Vendor Code.” The vendor code is necessary to pull up the actual name of the vendor. (retrieves a previous document to the vendor - PO, Requisition, Invoice to retrieve the vendor code)

FPIOPOV - Purchase Orders by Vendor

![Purchase Orders by Vendor screenshot]

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Commodity</th>
<th>Date</th>
<th>U/M</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>1.00</td>
<td>100.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.01</td>
<td>0.02</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.10</td>
<td>10.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.20</td>
<td>20.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.30</td>
<td>30.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.40</td>
<td>40.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.50</td>
<td>50.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.60</td>
<td>60.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.70</td>
<td>70.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.80</td>
<td>80.00</td>
</tr>
<tr>
<td>P600021</td>
<td>0013</td>
<td>05-JUL-2015</td>
<td>DLR</td>
<td>0.90</td>
<td>90.00</td>
</tr>
</tbody>
</table>

Record: 1/1
List of Invoices Paid by Vendor

VENDORS

To find a list of Invoices paid to a vendor.
You need to know or know how to locate the “Vendor Code.” The vendor code is necessary to pull up the actual name of the vendor. (retrieve a previous document to the vendor - PO, Requisition, Invoice to retrieve the vendor code)

FAIVNHD shows you the invoice amount, check date and check number. Please remember the vendor invoice listed in Banner is NOT the invoice number on your invoice. Hopefully the dollar amount will indicate what invoice has been paid.
FGIENCD - Detail Encumbrance Activity/Remaining balance

FGIENCD can be used to view the details of an encumbrance and find the remaining balance.

- Go To FGIENCD
- Enter Purchase Order
- Control Page Down
- The cursor will be in the Accounting Distribution block
- Check the vertical scroll bar for more than one Org or more than one Account line of encumbrance information
Details for Prior Year Encumbrances
Go to FGIBDST
Change Committ Type to Committed
Tab to Org field, enter Org number
Control Page Down
Move cursor to Commitments field
Go to Options > Transaction Detail
Highlight encumbrance to review
Go to Options > Detail Encumbrance Info
Approval Process for NSF Requisition

- NOTE: Cash Org almost always deliver an NSF error message because Banner is searching for Budget and cannot find any budget. Banner does not verify for available cash only available budget by Org not by account line.
- Submit the following information in an email to the Budget Office
  - Requisition Number
  - Fund Number (Not the Org Number, Enter Org # in FGIBDST to get FUND#)
  - Buyer for your area
- Budget Office will review Org for sufficient funds and notify the Buyer if there is sufficient funds to override the NSF.
How to Find Your ORG’s Available Balance (for “01” and “S2” Orgs)

Go to FGIBDST screen. Change the Commit Indicator to “Uncommitted”. Tab over to Organization field and enter ORG Number. Fund and Program Code will automatically populate when enter or tab to fund field.

Control page down to populate ORGs Adjusted Budget and Expense numbers. Go to the Options Tab. Click on Budget Summary Information to view the Available Balance summary for Revenue, Labor and Operating Budget/Direct Expenditures.

Commit Indicator is located at the top right of the Budget Summary screen. It automatically has “Both” in it. There are 3 choices. They are:

- **Uncommitted** - Amount which is available.
- **Committed** - Funds given at the beginning of the FY to cover PO’s which rolled into the new FY.
  - **Both** - Includes both committed and uncommitted funds.
How to find available balance for a “02” cash Org

Cash Org begin with “02xxxx”

They are different in many ways from “01xxxx E&G/Course Fee and Student Activity Fee Orgs. Cash Org generate income from sell of good/services, donations, fees, etc. Cash Orgs are not given a budget, their operating funds are derived from their income.

To see the cash balance in “02” cash ORGs, go to FGITBDST > enter Org number in the Org field in the field found in the top right > after you enter the Org number the fund and program number will populate > close FGITBDST screen > go to FGITBAL and enter in the FUND number retrieved from FGITBDST > Control page down.

The current balance can be found on the first line, account 10510 Cash - Interfund, in the “Current Balance” column. Next look in the Debit/Credit column, if it has DEBIT in the field your cash on hand. If it says CREDIT the cash Org has a deficit.
Why do we do them?
There are occasions when funds need to be moved around from one account line to another in the same Org or from one Org to another. If a transfer of funds is needed, use the Request to Transfer Funds form found on the Budget Office website.

- Funds may be transferred Temporarily for the current fiscal year only or
- Funds may be transferred Permanently. Be sure to indicate preference.

Where can form be found?
The transfer form is found at the UCO Website. Administration/Finance > Budget > Budget Forms. Click on the Transfer Request Form to retrieve the PDF file. It is an interactive PDF, so you can fill it in online. Complete, print, get appropriate signatures before you send it over to Accounting/Budget.

Rules of transferring funds
Transfers should be between “like ORG”s. Transfers are permitted To/From Org that have the same second number, from 01 to a 01 and a 02 to a 02, or S2 to S2. Transfers are not permitted from a 01 to a 02 or visa versa.

Where does the completed form go?
Once all signatures are obtained, Director/Supervisor and Vice President it will go to BUDGET OFFICE. If the transfer form is for a 01 ORG
FINANCIAL SERVICES (Accounting Office). If the transfer is for a 02 ORG

![Image of Request to Transfer Funds Form]

- Obtain all signatures
- Indicate if transfer is Permanent/Temporary
- Include Account Line transferring from/to
- Verify funds are available to transfer
Customize Banner General Menu Start Up screen with frequently used screen names

Banner Tip - My Banner Maintenance GUAPMNU
Set up a personalized listing of Banner forms you frequently access.

Go to GUAPMNU in the “GO TO” box from the General Menu screen to create a shortcut to access Banner screens you frequent. You will be directed to the My Banner Maintenance form.

- Place cursor in Object or Description field on the far left of form, press F7 to Initiate query which will clear screen of all data.
- Enter Banner form/screen name you frequently use. Press F8 to retrieve description.
- The Banner form you queried and the description will populate on the left of the screen.
- Use single right arrows button in the middle of the FUAPMNU screen to direct your selection to the right side of the screen, which is your “My Banner” list.
- The Banner form you entered should now be on the right side of the screen.
- Repeat process until you have created your list of frequently used Banner screens.
- Save changes, exit GUAPMNU, to return to General Menu.
The Labor Distribution screen (NHIDIST) is used to query salary, wage, and benefit information on individuals or query for a specific pay periods.

NHIDIST is a query form, you can query almost every field in the form. (Note you are limited to search and view the Orgs which you have security access).

Fields to Populate in the Upper Block (optional, you can enter all info in lower block)
- Finance Document Number (Retrieved from FGTRND form)
- And/or organization number and account number

Control Page Down. The form will not return any information once you control page down it is still in query mode. You may populate any field in the second block to filter for information. Use horizontal scroll bar for more fields.

Fields to Populate after you control page down to bottom block of form
- If you have limited information, at minimum include the Org# and Fiscal Year as a filter otherwise Banner will search and retrieve records as far back as FY2002.

F8 to populate

To start over rollback to top block, clear out or modify any information, then control page down again. Filter any information in second block, then press F8 to populate.

To cancel the query, press Control “Q”
NHIDIST (con’t)  EARN TYPES in Earning s Code Column

- (ABS) Excused Absence. (ex. President closes University-weather)
- (ADL) Additional Payment. Payment for duties preformed in addition to your normal job duties. (Payroll use only) Requires an Authorization To Pay form.
- (COR) Correspondence Pay. (Payroll Use Only)
- (CTT) Comp Time Taken. Time used to fill in the normal work week. Employee must have time in the comp-time balance.
- (DOC) Docked Pay. Used when an employee does not work all hours scheduled to be paid during the current pay period. Leave without payment.
- (CWS) College Work Study. Used for students who participate in the Federal Work-study Program. Labor Distribution will show a 75/25 split.
- (FNL) Funeral Leave. Time used to attend funerals as allowed in the Employee Handbook.
- (HOL) Holiday Pay. (Automatically inserted on the time card)
- (MLP) Military Pay. Employee must submit documentation. Allowed 20 day per calendar year (October 1 – September 30). See Employee Handbook
- (OT) Overtime Pay. Employee must have time in the comp-time available balance. Request To Pay Form must be submitted with the current time card.
- (OTP) Overtime Paid Current at 1 ½ times the regular pay rate. Requires a Request To Pay form to accompany current time card.
- (OTS) Overtime Paid Current at the regular pay rate Requires a Request To Pay form to accompany current time card.
- (PER) Personal Leave. Employee must have sick balance to use personal leave. Limited to 40 hours per year. See Employee Handbook.
- (REG) Regular Hours Worked.
- (RET) Retro Pay. Hours to be paid for a previous payroll period.
- (RSA) Retro Salary Adjustment. (Payroll Use Only.)
- (SIC) Sick Pay. Employee must have a sufficient balance available to use on PEALEAV.
- (TRP) Teacher Residency Pay. (Payroll Use Only.)
- (VAC) Vacation Pay. Employee must have a sufficient balance available on PEALEAV.
- (VPO) Vacation Pay Off. (Payroll Use Only.)
# ADVANCE BANNER FINANCE

## Banner Finance Forms

<table>
<thead>
<tr>
<th>Banner Screen</th>
<th>Screen Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGIBDST</td>
<td>Budget Status Screen</td>
<td>View an online query of the budget availability by Organization. Financial Data is displayed by account code for the Adjusted Budget, YTD Expenses, Commitments, and Available Balances.</td>
</tr>
</tbody>
</table>
| FGITRND       | Detail Transaction Activity | View of itemized, detail listing of each transaction - by date for each Account Code  
**To Access** - FGIBDST>>Options>>FGITRND |
| FGIOENC       | Organization Encumbrances | View list of Open Encumbrances (Requisitions, Purchase Orders, etc.)  
**To Access** - FGIBDST>>Options>>FGIOENC |
| FGIENCD       | Detail Encumbrance Info | Details transaction activity for the encumbrance (date encumbered, invoice payments, etc.)  
**To Access** - FGIBDST>>Options>>FGIOENC>Options>FGIENCD |
| FOIDOCH       | Document History | View of processing history and status of purchasing and payment documents by document type. (Requisition, Purchase Order or Invoice  
Document Type - REQ, PO, or INV)  
**Direct Access** - FOIDOCH |
**Direct Access** - FGRBDSC |
| FGIDOCR       | Document Retrieval | Retrieval of documents by document code. (View details of Journal Entry Documents) |
| NHIDIST       | Labor Distribution Data Inquiry | Detail list of each person and amount they were paid from Org  
**Direct Access** - NHIDIST |
| FGITBAL       | General Ledger Trial Balance | View of cash balances; Need Fund Number to access available balance. Fund number can be found by enter Org number in FGIBDST  
**Direct Access** - FGITBAL |
| FPIOPOV       | Purchase Order by Vendor | Listing of Purchase Orders by Vendor  
**Direct Access** - FPIOPOV |
| FPIPURR       | Purchase Order Query | View of Purchase Order details  
**Direct Access** - FPIPURR |
| FTMORGN       | Organization Code | Org Manager, Fund and Program Code Look Up  
**Direct Access** - FTMORGN |
Terms and Definitions

**FOAPAL**
The FOAPAL is made up of the Fund (F), Organization (O), Account (A), Program (P), Activity (A), and Location (L) codes.

The Fund, Organization, Account and Program codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting.

The Activity and Location codes are used to provide more specific performance-related detail for transactions. These codes are not designed to accommodate budgeting purposes.

A detailed description of each FOAPAL element follows:

- **The Fund Code** is the numeric designation for a funding source
- **The Organization Code** is the alphabetic/numeric designation for departmental/budgetary subdivisions within the larger entity
- **The Account Code** is the numeric designation for individual asset, liability, equity, revenue, expenditure and/or transfer account classifications.
- **The Program Code** is the numeric designation for group activities, operations or other units directed to attaining specific purposes or objectives. Examples - Academic Support, 2700 - Student Services, 8100 - Research, etc.
- **The Activity Code** is the alphabetic/numeric designation for subsidiary functional classifications, or short duration projects. Examples of Activity Codes are: 3215 - Repair to Student Union Lobby Floor,

**JOURNAL**
A chronological record of transactions. Journals show the debits and credits entered in specific ledger accounts for each and every transaction.

**EXTRACTION**
A process which allows you to export information out of Banner and put it into an Excel spreadsheet.

<table>
<thead>
<tr>
<th><strong>Expense Budget</strong></th>
<th>Budget for paying expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Budget</strong></td>
<td>Budget for expected revenue collection</td>
</tr>
<tr>
<td><strong>Deficit</strong></td>
<td>Negative balance</td>
</tr>
<tr>
<td><strong>Direct Access</strong></td>
<td>Allows you to navigate to a screen/form by typing in the form/screen name.</td>
</tr>
<tr>
<td><strong>%</strong></td>
<td>Wildcat key</td>
</tr>
<tr>
<td><strong>Adjusted Budget</strong></td>
<td>Original budget plus adjustments made to increase/decrease original budget</td>
</tr>
<tr>
<td><strong>YTD Activity</strong></td>
<td>Expenses paid to date</td>
</tr>
<tr>
<td><strong>Commitments</strong></td>
<td>Funds committed/reserved to pay for payroll, goods or services</td>
</tr>
<tr>
<td><strong>Document Type Code</strong></td>
<td>Abbreviated code related to of Type of Document/Transaction (PRO = ProCard, BD04 = Temporary Budget Adjustment)</td>
</tr>
<tr>
<td><strong>Transaction Date</strong></td>
<td>Date Transaction initiated</td>
</tr>
<tr>
<td><strong>Activity Date</strong></td>
<td>Date Transaction posted to ledger</td>
</tr>
</tbody>
</table>
## SHORT CUT Key Strokes

<table>
<thead>
<tr>
<th>Function Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>F3</td>
<td>From Cursor Location, Redirected To Query next level of information for Document</td>
</tr>
<tr>
<td>F4</td>
<td>From Any field in FGIBDST, Redirect to Organization Encumbrance List of Open Encumbrances</td>
</tr>
<tr>
<td>F5</td>
<td>Pop Up Direct Access “Go To” Window</td>
</tr>
<tr>
<td>F7</td>
<td>Initiate and Enter Query</td>
</tr>
<tr>
<td>F8</td>
<td>Execute Query</td>
</tr>
<tr>
<td>F9</td>
<td>Retrieve List of Values for field</td>
</tr>
<tr>
<td>Shift + F7</td>
<td>Rollback to Previous Block</td>
</tr>
<tr>
<td>Ctrl + Page Down</td>
<td>Next Block</td>
</tr>
<tr>
<td>Ctrl + Q</td>
<td>Exit</td>
</tr>
</tbody>
</table>

## FGITRND Screen - Codes in ‘Field’ Column

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD</td>
<td>Year to Date</td>
</tr>
<tr>
<td>ENC</td>
<td>Encumbrance</td>
</tr>
<tr>
<td>OBD</td>
<td>Original Budget</td>
</tr>
<tr>
<td>ABD</td>
<td>Adjusted Budget</td>
</tr>
<tr>
<td>RSV</td>
<td>Reservation/Reserve Funds</td>
</tr>
</tbody>
</table>

## FGITRND Screen - Codes in ‘Type’ column

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD01</td>
<td>Original Adopted Budget</td>
</tr>
<tr>
<td>BD02</td>
<td>Permanent Budget Adjustment</td>
</tr>
<tr>
<td>BD04</td>
<td>Temporary Budget Adjustment</td>
</tr>
<tr>
<td>JE15</td>
<td>General Journal Entry</td>
</tr>
<tr>
<td>JE16</td>
<td>General Journal Entry</td>
</tr>
<tr>
<td>E090</td>
<td>Year-End Encumbrance Roll</td>
</tr>
<tr>
<td>DNxx</td>
<td>Check Payment</td>
</tr>
<tr>
<td>INNI</td>
<td>Invoice without Encumbrance</td>
</tr>
<tr>
<td>INEI</td>
<td>Invoice with Encumbrance</td>
</tr>
<tr>
<td>PRO</td>
<td>ProCard Posting</td>
</tr>
<tr>
<td>PORD</td>
<td>Establish Purchase Order</td>
</tr>
<tr>
<td>REQP</td>
<td>Requisition - Reserve Funds</td>
</tr>
</tbody>
</table>