

Banner Finance Transaction & Balance Queries

A. Operating Ledger ('1', '2', '3', and '6' accounts in FRS)

Detail Transaction Report (Equivalent to FBM 091 in FRS)

Banner Admin:

- 1) FGITRND
- 2) Input: Chart of Accounts letter, Fiscal Year, Organization Code
 - For a specific time period, enter any element of the FOAP and period
- 3) Perform 'Next Block'
- 4) Perform 'Execute Query'
 - Query will display all transactional data for the fiscal year or if querying for a specific time period, data for that period in time will be displayed
- 5) Download data to an Excel Spreadsheet
 - Select 'Help' from Menu
 - Select 'Extract Data No Key' (you may need to hold down the Control key at the same time)
 - You will get a prompt to Open, Save, or Cancel – choose 'Open'
 - Note, the data will be extracted but not the header information
 - Save output as a Microsoft Excel Worksheet in order to format the data as you would like including adding header information

Summary Transaction Report (Equivalent to FBM 090 in FRS)

Banner Admin:

- 1) FGIBDST
- 2) Input: Chart of Accounts letter, Fiscal Year, Organization Code, check to include Revenue **only if** you have Revenue activity
 - For a specific time period, enter any element of the FOAP and period
- 3) Perform 'Next Block'
 - Query will display summary data fiscal year to date or if querying for a specific time period, data for that period in time will be displayed.
- 4) Download data to an Excel Spreadsheet
 - Select 'Help' from Menu
 - Select 'Extract Data No Key' (you may need to hold down the Control key at the same time)
 - You will get a prompt to Open, Save, or Cancel – choose 'Open'
 - Note, the data will be extracted but not the header information
 - Save output as a Microsoft Excel Worksheet in order to format the data as you would like including adding header information

OR

Self Service:

- 1) Select 'Budget Queries' from the Self Service menu
- 2) Select 'Budget Query by Account'
- 3) Select columns 'Adjusted Budget', 'Year to Date', 'Commitments', 'Available Balance' then 'Continue' (other columns may be selected as needed)
- 4) Input: Fiscal Year, Fiscal Period (Period 14 will bring back all data for the year), Chart of Accounts letter, Organization Code then 'Submit Query' *
 - Query will display summary data fiscal year to date
- 5) Download data to an Excel spreadsheet
 - Select 'Download Selected Ledger Columns'
 - Open File
 - Save output as a Microsoft Excel Worksheet in order to format the data as you would like

B. General Ledger ('0-xxxxx' accounts in FRS)

Detail Transaction Report (Equivalent to FBM 091 in FRS)

Banner Admin:

- 1) FGIGLAC
- 2) Input: Chart of Accounts letter, Fiscal Year, Fund Code
- 3) Perform 'Next Block'
- 4) Perform 'Execute Query'
 - Query will display all transactional data for the fiscal year
- 5) Download data to an Excel Spreadsheet
 - Select 'Help' from Menu
 - Select 'Extract Data No Key' (you may need to hold down the Control key at the same time)
 - You will get a prompt to Open, Save, or Cancel – choose 'Open'
 - Note, the data will be extracted but not the header information
 - Save output as a Microsoft Excel Worksheet in order to format the data as you would like including adding header information
- 6) For additional account detail
 - Highlight account code
 - Select 'Options'
 - Select 'Query General Ledger Activity Info'
 - Select 'Rollback Icon'
 - Input Period
 - Perform 'Next Block'
 - Select 'Options'
 - Select 'Query Total for All Records' - Query will display all activity for the period selected including the account's current balance.

Summary Transaction Report (Equivalent to FBM 090 in FRS)

Banner Admin:

- 1) FGITBAL
- 2) Input: Chart of Accounts letter, Fiscal Year, Fund Code
- 3) Perform 'Next Block'
 - Query will display summary data fiscal year to date
- 4) Download data to an Excel Spreadsheet
 - Select 'Help' from Menu
 - Select 'Extract Data No Key' (you may need to hold down the Control key at the same time)
 - You will get a prompt to Open, Save, or Cancel – choose 'Open'
 - Note, the data will be extracted but not the header information
 - Save output as a Microsoft Excel Worksheet in order to format the data as you would like including adding header information

C. Grants Ledger ('4-xxxxx' and '5-xxxxx' accounts in FRS)

Detail Transaction Report (FBM 091)

Banner Admin:

- 1) FRIGTRD
- 2) Input: Chart of Accounts letter, Grant Number *
- 3) Perform 'Next Block'
- 4) Perform 'Execute Query'
 - Query will display transactional data for the project period
- 5) Download data to an Excel Spreadsheet
 - Select 'Help' from Menu
 - Select 'Extract Data No Key' (you may need to hold down the Control key at the same time)
 - You will get a prompt to Open, Save, or Cancel – choose 'Open'
 - Note, the data will be extracted but not the header information
 - Save output as a Microsoft Excel Worksheet in order to format the data as you would like including adding header information

Summary Transaction Report (Equivalent to FBM 090 in FRS)

Banner Admin:

- 1) FRIGITD
- 2) Input: Chart of Accounts letter, Grant Number *
- 3) Perform 'Next Block'
 - Query will display summary data project year to date
- 4) Download data to an Excel Spreadsheet
 - Select 'Help' from Menu
 - Select 'Extract Data No Key' (you may need to hold down the Control key at the same time)
 - You will get a prompt to Open, Save, or Cancel – choose 'Open'
 - Note, the data will be extracted but not the header information
 - Save output as a Microsoft Excel Worksheet in order to format the data as you would like including adding header information

* Please note that additional search criteria can be input in the first block of the Banner form to narrow the query results. The instructions provided above will bring back all transactions processed since October 2005.