ACCOUNTING SERVICES
BANNER FINANCE TRAINING MANUAL

COURSE OBJECTIVES:

1. BANNER FINANCE TERMINOLOGY
2. BANNER FINANCE NAVIGATION TIPS
3. BANNER FINANCE FORMS
    a. FGIBDST - Budget Status
    b. FGIBDSR - Executive Budget Summary
    c. FGITBAL - General Ledger Trial Balance
    d. FGITRND - Transaction Detail Activity
    e. FGIOENC – Organizational Encumbrance List
    f. FGIENCD - Encumbrance Detail Activity
    g. FAIVNDH - Vendor Detail History Form
    h. NHIDIST - Labor Distribution Data Inquiry Form
4. BANNER FINANCE REPORT VIEWING, PRINTING AND SAVING TIPS
    a. BANNER FINANCE REPORTS
        i. FGRBDSC - Budget Status
        ii. FGRODTA - Org Detail Activity
        iii. FGRPDTA - Program Detail Activity

BANNER FINANCE TERMINOLOGY

<u>Banner:</u> A software system that processes, retrieves, and reports information as an integrated database. Banner integrates student, financial, human resources and financial aid information.

<u>FOAPAL:</u> The Banner System's Chart of Accounts (COA) is the account structure used to track department transactions and is made up of the following:

F	O	A	P	A	L
FUND	ORGANIZATION (ORG)	ACCOUNT	PROGRAM	ACTVITY	LOCATION

You can review our FOAPAL Training for more information.
http://www.msudenver.edu/controller/resources/training/foapaltraining/

<u>Data Entry:</u> In Banner, each Fund, Org, Account, and Program is identified as either data-enterable or not by a "Y" or "N". Only use the items identified as "Y"

<u>Status:</u> In Banner, each Fund, Org, Account, and Program is identified as either "A" for active or "I" for inactive. Only use the items identified as "A"

<u>Encumbrance (Budget Reservations):</u> An account used to record the estimated amount of purchase orders, contracts, and salaries. The account is credited when goods or services are received. Banner refers to Encumbrances as Commitments.

<u>Form:</u> A document in which information is entered and retrieved from in Banner. Forms are also referred to as objects.

<u>Query:</u> Operation performed on specific screens to obtain specific detailed information. Information cannot be updated while in a query mode.

<u>Fiscal Year</u>: A 12-month period of time to which the annual budget applies. MSU Denver's fiscal year is July 1st to June 30th.

<u>WebXtender (Xtender):</u> Banner's document imaging system. Xtender provides imaging, document management, data capture, storage management, output capture and report management capabilities.

<u>Transaction Type:</u> Banner rule code that is used to classify documents by type.

<u>Block:</u> Banner forms/screens are broken into sections referred to as blocks.

BANNER RULE CODES

BUDGET ENTRIES:
- BD01 Permanent Adopted Budget
- BD02 Permanent Budget Adjustments

CASH RECEIPT ENTRIES:
- CR05 Cash Receipts-Cashiers
- CR06 Cash Receipts Adjustments

JOURNAL ENTRIES:
- FT01 Journal Entry
- FTEN Encumbrance Liquidation

PAYROLL ENTRIES:
- HFNL Fringe Benefits Chargebacks
- HGNL Gross Payroll Expenditures without Encumbrance
- HGRS Gross Payroll Expenditures with Encumbrance
- HEEL Employee Liabilities
- HERL Employer Liabilities
- HFEX Actual Fringe Benefits Distribution

ACCOUNTS PAYABLE/PURCHASING:
- INNI Invoice without Encumbrance
- INNC Credit Memo without Encumbrance
- INEI Invoice with Encumbrance
- INEC Credit Memo with Encumbrance
- CN__ Cancelled Invoice
- PORD Establish Purchase Order Encumbrance
- CORD Changes on Purchase Order
- POAD Additional Charges on Purchase Order
- PCRD Canceled Purchase Order
- REQP Purchase Requisition
- PLIB Corporate Card (previously Procurement Card)
- TLIB Event Card & Ghost Card (Ended FY17)

GRANTS AND CONTRACTS ENTRIES:
- GRIC Grants-Indirect Cost Charge
- GRIR Grants-Indirect Cost Recovery
- GRRV Grants-Accrued Revenue

ACCOUNTS PAYABLE INFORMATION

Accounts Payable Document Numbering for Vendor Payments

Example: 17CA0123

- The <u>first and second digit</u> of the document # is the fiscal year
    - 17=2016-2017 fiscal year
- The <u>third digit</u> of the document # is the accounting technician responsible for that particular transaction. Please contact accounting services if you need this information. It is primarily for internal use.
- The <u>fourth through sixth digit</u> of the document # is the date the item is entered into the system:
    - A01 means the item was entered on July 1st.

A	July		G	January
B	August		H	February
C	September		I	March
D	October		J	April
E	November		K	May
F	December		L	June

- The <u>seventh and eighth digits</u> of the Document # are a sequential listing of that technician's payments for the day—letters are substituted for the seventh digit if the technician exceeds 99 payments:
    - 23 = the 23rd payment by the technician
        - Example: 17CA01A1 (A1 = the 101st payment by the technician)

Grants Document Numbering

Example: C17A2305

Since we are trying to keep grant payments separate from all other types of payments and because their fund varies by fiscal year, we use the following letter/number combination:

- For all grant payments, the <u>first digit</u> of the Document # is A/P Technician.
- The <u>second and third digit</u> of the Document # is the fiscal year.
- The rest of the sequence will follow the previous guidelines.
- The example shows the 5th grant transaction on July 23, 2016.

The grant invoices have a sequential system separate from the non-grant payments.

Creating a Banner Account:

- Requesting a Banner Account:
  - o In order for an individual to acquire a Banner account, they must go to the following webpage. https://www.msudenver.edu/banneraccount/
  - o On that page, they will acknowledge/sign the FERPA agreement, identify their supervisor and request a Banner account.
  - o A helpdesk ticket will be created and an email will be sent to the individual's supervisor asking that they approve this employee's request for a Banner Account
  - o A Banner account will then be created for that individual
- Accessing Banner Finance Forms:
  - o Once an account is created, you will need to obtain access to the Finance Forms. Please fill out the Banner Security Request form (http://msudenver.edu/controller/training/) and submit it to Accounting Services (acctsvcs@msudenver.edu).

Logging into Banner:

- Go to www.msudenver.edu and enter the Faculty & Staff Hub. Under the section "Employee Systems, Services & Reporting," select Internet Native Banner.
- Please note: you may not access banner unless you are connected to the network drive.

Setting up My Banner:

- My Banner is useful for quick access to the forms you most commonly use, and is simple to set up.
- At the General Menu, double click on My Banner to open the folder.
- Click on Organize My Banner under My Banner to open the form. (You may also simply type "GUAPMNU" in the Go To . . . field at the General Menu.
- In GUAPMNU, you can identify forms from the left side of the screen and add them to your personal menu by:
  - o Identifying and then clicking on the form you want to add.
  - o Clicking on the arrow key to add the form to your menu.
- Be sure to click on the "Save" icon to save your personal menu

Common Objects — these are used for all of the forms covered in training

Star Over Icon: Clears all information in a form and returns you to an enterable field in the key block.

Exit Icon: If you are in query mode, the first click cancels the query; the second click exits the form. If you are not in query mode, a single click will return you to the previous screen.

Search Icon: Moves to a called form to search for values for the related field.

Retrieve Image: Allows you to view a document that has been indexed into the system using Application Xtender.

Next Block/Query: Enters the query and moves you to the next block.

Search/Query Tips:

%: This is the wild card in Banner.

><: Used in a query to produce results before or after a stated criterion.

Quick Keys:

Alt-PgDn:	Next Block
Alt-PgUp:	Previous Block
F7:	Clears Query - clears the screen so a query can be entered
F8:	Execute Query
Shift-F7:	Rollback
Shift-F8:	Print Screen
Ctrl-Q:	Exit

Extracting Data:

Data from forms such as FGITRND or FGIBDST can be downloaded to an Excel file where it can more easily be reviewed and reconciled. To continue with an extract, use the following process.

- Click on the "Tools" button in the top right corner.
- Click on "Export"
- An excel file will be downloaded in your browser. The name of the file will be the name of the Banner form you are exporting from. Click to open.

- Save this file to your computer/network drive. If you do not, it will be in your computer's download folder.
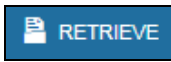

This is an example of the download of selected exported data:

Viewing Invoices in Application Xtender:
Search for the transaction in FGITRND. Select the correct line you wish to view. Once highlighted, select the Retrieve button in the top right corner. This will open Application Extender in a different search bar. An invoice should load & from here, you can view different pages, extract the documents, or print.

Viewing Corporate Card Statements in Application Xtender: Search for the transaction in FGITRND. As a reminder, the transaction will have either a PLIB type. Select the correct line you wish to view. Once highlighted, select the Retrieve button in the upper right corner. This will open Application Extender in a different search bar. You should automatically receive a pop up that says "No Document Found." Select "OK" You may now select the Application List Icon.

The new menu lists the documents available on Application Xtender. Double click on B-Z-PRO-CARD – FINANCE AP PRO CARD – A new query screen opens up.

On the new screen, type in the Doc ID# (Corporate Card = F00XXXXX, type in the FUND (ex: 1000), type in the ORG (ex. AFACSR). All three are required for a successful search. Click "Submit." If the document has already been scanned, the document will open in Application Xtender.

If you do not have access to imaging, please work with IT to request access.

Tool Menu:

In every form of Banner, there is a "TOOLS" button on the top right hand side. For the most part, this Tools menu will contain the following options at your disposale:

- Refresh: This will re-submit your form for real-time data, as it updates.
- Export: This will allow you to export form data into Excel (see page 4).
- Print: This will allow you to print your current Banner screen onto paper, or PDF.
- Clear Record: Clear your data to restart your input.
- Clear Data: Clear the current form's date for additional query input.
- Item Properties: Shows detail information on the Banner query, regarding the line of data selected.
- Display ID Image: A feature not used by MSU Denver.
- Exit Quickflow: A feature not used by MSU Denver
- About Banner: A feature not accessible by most users.
- Retrieve Documents: This will allow you to see the scanned image of the transaction you have selected (see page 5) via WebXtender
- Count Matched Documents: This option runs a query to determine whether supporting documents exist for the current Banner record.
- Add Documents: This option opens WebXtender to create a new indexed document from data that is listed in Banner
- Expanded/Compact: This option changes the view layout of your Banner. Expanded shows more information and takes more room, Compact condenses your information.
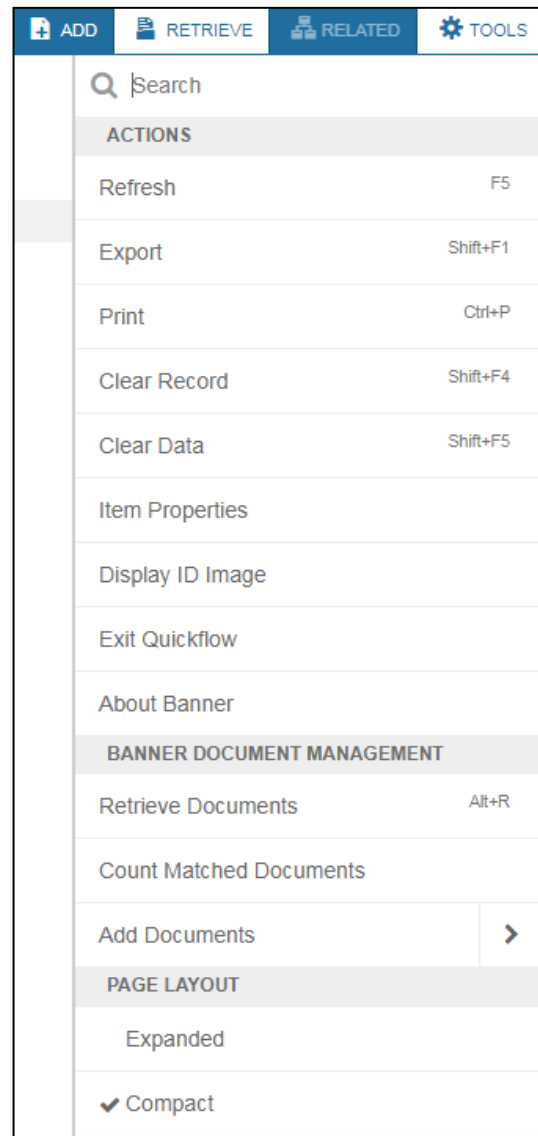
Note: Depending on the form that you are in, more or less options may be available in this menu.

Contacts:

Banner Questions:

> Accounting Services: 303-615-0039 or **acctsvcs@msudenver.edu**

Vendor Payments/Travel Questions:

> Accounts Payable: 303-615-0039 or **accountspayable@msudenver.edu**

Corporate Card Questions:

> Accounting Services: 303-615-0039 or **corporatecard@msudenver.edu**

Budget related Questions:

> Budget Office: 303-605-5312

Payroll related Questions:

> Payroll: 303-615-0039 or **payroll@msudenver.edu**
> Human Resources: 303-615-0999

Trainings:

FOAPAL Training: http://www.msudenver.edu/controller/resources/training/foapaltraining/

Fiscal Year End Training: http://msudenver.edu/controller/resources/training/fiscalyearendtraining/

Corporate Card Training: http://msudenver.edu/controller/resources/training/corporatecard/

Purchasing Training: http://msudenver.edu/controller/resources/training/purchasing/

Travel Training: http://msudenver.edu/controller/resources/training/travel/

BANNER FINANCE FORMS (most commonly used)

FGIBDST - Budget Status

FGIBDSR - Executive Budget Summary (Used by Budget)

FGITBAL - General Ledger Trial Balance

FGIOENC - Organizational Encumbrance List

FGIENCD - Encumbrance Detail Activity

FGITRND - Transaction Detail Activity

FAIVNDH - Vendor Detail History Form

NHIDIST - Labor Distribution Data Inquiry Form

FGRBDSC - Budget Status

FGRODTA - Org Detail Activity

FGRPDTA - Program Detail Activity

Financial General Inquiry Budget Status Form
FGIBDST
ORGANIZATIONAL BUDGET STATUS FORM

Executive Summary FGIBDSR 9.3.7 (TEST)			ADD	RETRIEVE	RELATED	TOOLS

Chart: * M   Fiscal Year: * 19   Go

Index: Query Specific: * ☐ Account

Include Revenue: ☑ Accounts   Commit Type: Both

Organization: AFACSR   Fund: 1000

Accounting Services   CUF-General Non-Exempt

Program: Account:

Account Type: Activity:

Location:

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.

Executive Summary FGIBDSR 9.3.7 (TEST)			ADD	RETRIEVE	RELATED	TOOLS

Chart: M   Fiscal Year: 19   Index: Query Specific Account: ☐   Include Revenue Accounts: ☑   Commit Type: Both   Start Over

Organization: AFACSR Accounting Services   Fund: 1000 CUF-General Non-Exempt   Program: Account: Account Type: Activity: Location:

EXECUTIVE SUMMARY   Insert   Delete   Copy   Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6100	L	Salaries-Budget Only	42,879.00	0.00	0.00	42,879.00
6145	L	ES-Full Time	527,152.50	0.00	0.00	527,152.50
6151	L	ES-Temporary	69,748.00	0.00	0.00	69,748.00
6165	L	CS-Full-Time	56,364.90	0.00	0.00	56,364.90
62011	L	Admin fringe benefits	173,698.05	0.00	0.00	173,698.05
62012	L	Classified fringe benefits	20,291.36	0.00	0.00	20,291.36
6500	E	Gen, Admin, & Cap-Budget Only	75,000.00	0.00	0.00	75,000.00
6532	E	Exp-Long Distance	0.00	0.00	15,992.50	-15,992.50
6593	E	Exp-Copier	0.00	16.50	0.00	-16.50
6618	E	Exp-Dues & Memberships-Prof Org	0.00	570.00	0.00	-570.00
6619	E	Exp-Dues & Memberships-Non-Prof Org	0.00	484.00	0.00	-484.00
6622	E	Exp-Subscriptions	0.00	30.00	0.00	-30.00
6623	E	Exp-Advertising	0.00	635.87	0.00	-635.87
6660	E	Services/Contracted Service Expense	0.00	15,600.00	60,000.00	-75,600.00
6666	E	Visiting Lecturer Expense	0.00	20.96	0.00	-20.96
6700	E	Materials/Supplies Expense	0.00	1,341.79	40,000.00	-41,341.79
6710	E	Exp-Office Supplies	0.00	72.94	0.00	-72.94
6752	E	Exp-Lab Supplies	0.00	122.17	0.00	-122.17
6753	E	Exp-Books/Supplies	0.00	660.61	0.00	-660.61
6754	E	Exp-Educational Materials Supplies	0.00	-66.85	0.00	66.85
		Net Total	-973,133.81	-159,664.00	3,340,992.50	

◄ ◄ 1 of 2 ► ►   20 ▼ Per Page   Record 1 of 29

<u>F</u>inancial <u>G</u>eneral <u>I</u>nquiry <u>B</u>udget <u>S</u>tatus Form
FGIBDST

From the home screen of Banner, type in "FGIBDST" in the search bar. The form will open.

- **Chart**: M
- **Fiscal Year**: Current fiscal year is the default. Change year to desired results.
    - **Note**: MSU Denver's fiscal years span July 1 to June 30
    - **IE**: fiscal year 2017 ran from 7/1/16 to 6/30/17)
- **Include Revenue**: Check only if your department has revenue
- **Commit Type**: Both
- **Organization**: Your abbreviation for your organization
- **Fund**: Your fund
- **Program**: Your program
    - It is generally best to leave the program field code blank as so information related to any program code is returned. This will also make it easier to identify program coding errors.
- **Account**: Your account
    - If you choose to type in an account number, Banner will display that account and all successive accounts. If you leave the account field blank, it will bring up all account numbers.
- Alt-Page Down (or click "Go")

Data is displayed by account number for each line item.

"Net Total - Available" equals your available balance, which consists of your total budget less any year-to-date activity. Year-to-date activity includes salaries and other expenditures, less money set-aside for purchase orders.

At Menu Bar select **Related**:
- <u>FGIBSUM</u>: Budget Summary Information will display totals for Revenue, Labor, Direct Expenditures, and Transfers, and a Net Total of all items listed.
- <u>FGIOENC</u>: Organization Encumbrances will display purchase orders and the remaining balances (For additional information see section on FGIENCD).
- <u>FGITRND</u>: Transaction Detail Information will display a brief description of the expenditure that you have highlighted. (For additional information see section on FGITRND).

At Menu Bar, selecting **Tools**, then **Format Display Preferences** will allow you to change the way numbers are presented in this form.

Financial General Inquiry Executive Budget Summary
FGIBDSR
EXECUTIVE BUDGET SUMMARY

✕	Executive Summary FGIBDSR 9.3.7 (TEST)				🖹 ADD	🖹 RETRIEVE	🖧 RELATED ⚙ TOOLS

Chart: *	M	...		Fiscal Year: *	19	...	Go
Index:		...		Query Specific: *	☐		
				Account			
Include Revenue:	☑			Commit Type:	Both	▼	
Accounts							
Organization:	AFACSR	...		Fund:	1000	...	
	Accounting Services				CUF-General Non-Exempt		
Program:		...		Account:		...	
Account Type:		...		Activity:		...	
Location:		...					

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.

✕	Executive Summary FGIBDSR 9.3.7 (TEST)				🖹 ADD	🖹 RETRIEVE	🖧 RELATED ⚙ TOOLS

Chart: M   Fiscal Year: 19   Index: Query Specific Account: ☐   Include Revenue Accounts: ☑   Commit Type: Both   **Start Over**

Organization: AFACSR Accounting Services   Fund: 1000 CUF-General Non-Exempt   Program: Account:

Account Type: Activity: Location:

▼ EXECUTIVE SUMMARY   ➕ Insert ➖ Delete 📋 Copy ⊽ Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6100	L	Salaries-Budget Only	42,879.00	0.00	0.00	42,879.00
6145	L	ES-Full Time	527,152.50	0.00	0.00	527,152.50
6151	L	ES-Temporary	69,748.00	0.00	0.00	69,748.00
6165	L	CS-Full-Time	56,364.90	0.00	0.00	56,364.90
62011	L	Admin fringe benefits	173,698.05	0.00	0.00	173,698.05
62012	L	Classified fringe benefits	20,291.36	0.00	0.00	20,291.36
6500	E	Gen, Admin, & Cap-Budget Only	75,000.00	0.00	0.00	75,000.00
6532	E	Exp-Long Distance	0.00	0.00	15,992.50	-15,992.50
6593	E	Exp-Copier	0.00	16.50	0.00	-16.50
6618	E	Exp-Dues & Memberships-Prof Org	0.00	570.00	0.00	-570.00
6619	E	Exp-Dues & Memberships-Non-Prof...	0.00	484.00	0.00	-484.00
6622	E	Exp-Subscriptions	0.00	30.00	0.00	-30.00
6623	E	Exp-Advertising	0.00	635.87	0.00	-635.87
6660	E	Services/Contracted Service Expense	0.00	15,600.00	60,000.00	-75,600.00
6666	E	Visiting Lecturer Expense	0.00	20.96	0.00	-20.96
6700	E	Materials/Supplies Expense	0.00	1,341.79	40,000.00	-41,341.79
6710	E	Exp-Office Supplies	0.00	72.94	0.00	-72.94
6752	E	Exp-Lab Supplies	0.00	122.17	0.00	-122.17
6753	E	Exp-Books/Supplies	0.00	660.61	0.00	-660.61
6754	E	Exp-Educational Materials Supplies	0.00	-66.85	0.00	66.85
		Net Total	-973,133.81	-159,664.00	3,340,992.50	

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<u>F</u>inancial <u>G</u>eneral <u>I</u>nquiry Executive <u>B</u>udget <u>S</u>ummary
FGIBDSR

*Please note that this Banner form is mainly used by the budget office. For more direct information regarding your FOAPAL, please use FGIBDST

From the home screen of Banner, type in "FGIBDSR" in the search bar. The form will open.
- **Chart:** M
- **Fiscal Year:** Current fiscal year is the default. Change year to desired results.
    - o **Note:** MSU Denver's fiscal years span July 1 to June 30
    - o **IE:** fiscal year 2017 ran from 7/1/16 to 6/30/17
- **Include Revenue:** Check only if you department has revenue
- **Commit Type:** Both
- **Organization:** Your abbreviation for your organization
- **Fund:** Your fund
- **Program:** Your program
    - o It is generally best to leave the program field code blank as so information related to any program code is returned. This will also make it easier to identify program coding errors.
- **Account:** Your account
    - o If you choose to type in an account number, Banner will display that account and all successive accounts. If you leave the account field blank, it will bring up all account numbers.
- Alt-Page Down (or click "Go")

Data is displayed by account number for each line item.

The form provides summary information for FUNDS and ORGS using higher, "Roll Up" level Funds, Orgs, Accounts, and Programs, as well as lower-level, data-enterable Fund, Orgs, Accounts and Programs. If you are responsible for a group of ORGS or FUNDS that are grouped under a higher, "Roll Up" hierarchy level, the form FGIBDSR can be used to retrieve summary information for groups of FUNDS or ORGS at specified "Roll Up" levels.

"Net Total - Available" equals your available balance, which consists of your total budget less any year-to-date activity. Year-to-date activity includes salaries and other expenditures, less money set-aside for purchase orders.

At Menu Bar select **Related:**
- <u>FGITRND</u>: Transaction Detail Information will display a brief description of the expenditure that you have highlighted. (For additional information see section on FGITRND).

At Menu Bar, selecting **Tools**, then **Format Display Preferences** will allow you to change the way numbers are presented in this form.

Financial General Inquiry Trial Balance

FGITBAL

GENERAL LEDGER TRIAL BALANCE

General Ledger Trial Balance FGITBAL 9.3.7 (TEST)			ADD	RETRIEVE	RELATED	TOOLS

Chart: *	M		Fiscal Year: *	19	...		Go
Fund:	1000	...	Account:		...		
	CUF-General Non-Exempt						
Account Type:		...					

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.

General Ledger Trial Balance FGITBAL 9.3.7 (TEST)			ADD	RETRIEVE	RELATED	TOOLS

Chart: M   Fiscal Year: 19   Fund: 1000 CUF-General Non-Exempt   Account: Account Type:

▼ GENERAL LEDGER TRIAL BALANCE   Insert   Delete   Copy   Filter

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
1110	Claim on Cash	50.00	Credit	*	414,903.68	Credit	*
1210	A/R Undis Receipts-Ban	0.00	Debit		147,030.67	Debit	
1230	A/R COF	0.00	Debit		23,633.00	Credit	*
1235	A/R COF-Tuition	0.00	Debit		83,415.98	Credit	*
1245	A/R Tuition-Banner	0.00	Debit		609,378.86	Credit	*
1252	A/R Student Ret'd Checks-Ban	0.00	Debit		1,628.17	Credit	*
12561	Recovery Allowance Account(new)	0.00	Debit		1,542.19	Debit	
1269	A/R Stud Tuit-Allce dbtful Accts	0.00	Debit		2,036,962.45	Debit	
1271	A/R Student Fees-Banner	0.00	Debit		240,870.87	Debit	
1282	A/R Student Appl Fee-Ban	0.00	Debit		1,201.90	Credit	*
1288	Fee/Tuition Forfeiture	0.00	Debit		34,452.03	Debit	
1405	Health Ins.-Fall	0.00	Debit		14,651.59	Credit	*
1410	Health Ins.-Spring	0.00	Debit		31,205.38	Credit	*
1420	Health Insurance Adjustment	0.00	Debit		0.00	Debit	
1842	Collection\Cashier Clearing	0.00	Debit		324.18	Debit	
1843	Pay Direct Clearing	0.00	Debit		538.38	Credit	*
1844	Collection Clearing	0.00	Debit		1,952.07	Credit	*
2110	A/P Vendors-Banner	50.00	Debit	*	22,573.70	Debit	*
2150	Pro-Card Liability	0.00	Credit		12,644.06	Credit	
2151	Single Use Liability	0.00	Credit		21,000.00	Credit	
Total	ALL ACCOUNTS	0.00			0.00		

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* - denotes amount is opposite of Normal Balance

Financial General Inquiry Trial Balance
FGITBAL

From the home screen of Banner, type in "FGIBDSR" in the search bar. The form will open.

- **Chart**: M
- **Fiscal Year**: Current fiscal year is the default. Change year to desired results.
  - **Note**: MSU Denver's fiscal years span July 1 to June 30
  - **IE**: fiscal year 2017 ran from 7/1/16 to 6/30/17
- **Include Revenue**: Check only if you department has revenue
- **Fund**: Your fund
- **Account**: Your account.
  - If you leave the Account field blank it will bring up all account numbers within the Fund. The form does not show expense accounts like 6700, you must search using the Account Type field.
  - You can select which types of accounts you would like to view by using the drop down menu next to Account Type.
  - To view all accounts under a Fund, leave the Account & Account Type field blanks
- Alt-Page Down (or click "Go")

Data is displayed by account number for each line item.

On this form you'll notice that current account balances are shown as debits and credits. Cash should be a debit balance. A credit cash balance indicates a deficit situation. Any accounts that show a credit or debit balance out of the ordinary will have an asterisk next to the field.

At Menu Bar select **Related**:

- FGIGLAC: General Ledger Activity will display all of the activity under the Fund & Account Please refer to the Banner Rule Codes above for information on the type of transaction.

At Menu Bar, selecting **Tools**, then **Format Display Preferences** will allow you to change the way numbers are presented in this form.

Financial General Inquiry Transaction Detail Form
FGITRND
DETAIL TRANSACTION ACTIVITY FORM

✕	Detail Transaction Activity FGITRND 9.3.6 (TEST)			🗋 ADD	🗋 RETRIEVE	🖧 RELATED	⚙ TOOLS

COA:	M	...	Fiscal Year:	19	...		Go
Index:		...	Fund:		...		
Organization:		...	Account:		...		
Program:		...	Activity:		...		
Location:		...	Period:				
Commit Type:	Both	▼					

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.

✕	Detail Transaction Activity FGITRND 9.3.6 (TEST)			🗋 ADD	🗋 RETRIEVE	🖧 RELATED	⚙ TOOLS

COA: M   Fiscal Year: 19   Index: Fund: 1000   Organization: AFACSR   Account: Program: Activity: Location: Period: **Start Over**

Commit Type: Both

▼ DETAIL TRANSACTION ACTIVITY   🗋 Insert   🗑 Delete   📋 Copy   🏷 Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
6100	AFACSR	1500	OBD	21,814.00	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
6100	AFACSR	1600	OBD	21,065.00	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
6145	AFACSR	1600	OBD	527,152.50	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
6151	AFACSR	1600	OBD	69,748.00	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
6165	AFACSR	1600	OBD	56,364.90	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
62011	AFACSR	1600	OBD	173,698.05	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
62012	AFACSR	1600	OBD	20,291.36	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
6500	AFACSR	1600	OBD	57,936.00	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
6500	AFACSR	1700	OBD	17,064.00	+	BD01	L0000028	07/01/2018	06/07/2018	FY19 INITIAL BASI
6532	AFACSR	1600	ENC	-31,985.00	-	CORD	P0000027	09/20/2018	09/20/2018	Home Depot U.S.A
6532	AFACSR	1600	ENC	47,977.50	+	PORD	P0000027	09/20/2018	09/20/2018	Home Depot U.S.A
6593	AFACSR	1600	YTD	16.50	+	PLIB	F0044019	10/18/2018	10/18/2018	RICOH RMS-TI CO
6618	AFACSR	1600	YTD	570.00	+	PLIB	F0043965	09/12/2018	09/13/2018	PAYPAL CIVS MEI
6619	AFACSR	1600	YTD	484.00	+	PLIB	F0043965	09/12/2018	09/13/2018	NATL SOC OF ME
6622	AFACSR	1600	YTD	30.00	+	PLIB	F0044018	10/18/2018	10/18/2018	DENVER CHAPT S
6623	AFACSR	1600	YTD	15.00	+	PLIB	F0043965	09/12/2018	09/13/2018	FACEBK JP3CS IN
6623	AFACSR	1600	YTD	620.87	+	PLIB	F0043958	07/11/2018	07/31/2018	010018498911 MAI
6660	AFACSR	1600	ENC	-5,000.00	-	INEI	TEST913F	09/13/2018	09/14/2018	Ace Express Coach
6660	AFACSR	1600	ENC	-25,000.00	-	INEI	TEST913D	09/13/2018	09/14/2018	Ace Express Coach
6660	AFACSR	1600	YTD	25,000.00	+	INEI	TEST913D	09/13/2018	09/14/2018	Ace Express Coach
			Total	4,473,790.31	+					

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Financial General Inquiry Transaction Detail Form
FGITRND

From the home screen of Banner, type in "FGIBDSR" in the search bar. The form will open.

- **Chart**: M
- **Fiscal Year**: Current fiscal year is the default. Change year to desired results.
  - **Note**: MSU Denver's fiscal years span July 1 to June 30
  - **IE**: fiscal year 2017 ran from 7/1/16 to 6/30/17)
- **Period**: No period is default. Change to desired period results.
  - A period is the month within a fiscal year. The first month of a fiscal year is July, so that is period "01." The last month of a fiscal year is June, so that is period "12."
- **Organization**: Your abbreviation for your organization
- **Fund**: Your fund
- **Program**: Your program
  - It is generally best to leave the program field code blank as so information related to any program code is returned. This will also make it easier to identify program coding errors.
- **Account**: Your account
  - If you choose to type in an account number, Banner will display that account and all successive accounts. If you leave the account field blank, it will bring up all account numbers.
- **Commit Type**: Both
- Alt-Page Down (or click "Go")
- You will be presented with the option to input additional criteria. You may do so, or click "Go" or press F8 to execute query.

The transaction information displays by Account and Org for posted activity. You will see all year-to-date activity such as increases and decreases in encumbrances, budget adjustments, and any journal entries affecting your FOAP. To view program, date, document type, document number, and document description; click on the arrows on the shaded scroll bar located next to the total column.

At Menu Bar, selecting **Tools**, the following tools will be available:
- **Query Total for All Records** will go to the last record listed and display a total of all items listed.
- **Format Display Preferences** will allow you to change the way numbers are presented in this form.

Financial General Inquiry Organizational Encumbrance Form
FGIOENC
ORGANIZATIONAL ENCUMBRANCE LIST

✕	Organizational Encumbrance List FGIOENC 9.3.4 (TEST)		ADD	RETRIEVE	RELATED	TOOLS

Chart: *	M	...	Fiscal Year:	18	...	Go
Index:		...	Organization:	LABIT	...	
Fund:	1000	...				
	CUF-General Non-Exempt					

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.

✕	Organizational Encumbrance List FGIOENC 9.3.4 (TEST)		ADD	RETRIEVE	RELATED	TOOLS

Chart: M   Fiscal Year: 18   Index: Organization: LABIT Learning Spaces   Fund: 1000 CUF-General Non-Exempt   **Start Over**

▼ ORGANIZATIONAL ENCUMBRANCE LIST   Insert   Delete   Copy   Filter

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
V178219R	Wells Fargo Financial Leasing	1	6593	1400			881.04	U
V178220R	Wells Fargo Financial Leasing	1	6593	1400			1,116.74	U
V178221R	Wells Fargo Financial Leasing	1	6593	1400			1,985.89	U
V178222R	Wells Fargo Financial Leasing	1	6593	1400			1,009.31	U
V178223R	Wells Fargo Financial Leasing	1	6593	1400			492.02	U
V178224R	Wells Fargo Financial Leasing	1	6593	1400			4,992.56	U
V178225R	Wells Fargo Financial Leasing	1	6593	1400			4,047.38	U
V178226R	Wells Fargo Financial Leasing	1	6593	1400			229.75	U
V188009A	Office Depot	1	6700	1400			67,680.80	U
V188162	Wells Fargo Financial Leasing	1	6593	1400			572.52	U
V188163	Wells Fargo Financial Leasing	1	6593	1400			572.52	U
V188164	Wells Fargo Financial Leasing	1	6593	1400			572.52	U
V188165	Wells Fargo Financial Leasing	1	6593	1400			572.52	U
V188166	Wells Fargo Financial Leasing	1	6593	1400			480.96	U
V188167	Wells Fargo Financial Leasing	1	6593	1400			480.96	U
V188168	Wells Fargo Financial Leasing	1	6593	1400			721.44	U
V188169	Wells Fargo Financial Leasing	1	6593	1400			764.07	U
V188170	Wells Fargo Financial Leasing	1	6593	1400			631.77	U
W100602A	Auraria Higher Education Center	1	6857	1400			17,875.00	U
W101023	Auraria Higher Education Center	1	6857	1400			195.57	U

|◄ ◄ 1 of 2 ► ►| 20 ▼ Per Page   Record 1 of 36

<u>F</u>inancial <u>G</u>eneral <u>I</u>nquiry <u>O</u>rganizational <u>E</u>ncumbrance Form
FGIOENC

From the home screen of Banner, type in "FGIOENC" in the search bar. The form will open.

- **Chart**: M
- **Fiscal Year**: Current fiscal year is the default. Change year to desired results for list of encumbrances.
    - o **Note**: MSU Denver's fiscal years span July 1 to June 30
    - o **IE**: fiscal year 2017 ran from 7/1/16 to 6/30/17)
- **Organization**: Your abbreviation for your organization that the encumbrances fall under. This can be left blank to query all organizations.
- **Fund**: Your fund that the encumbrances fall under. This can be left blank to query all funds.

If you click the Search button at Organization, you will see the Organization list form, which provides an online summary of all organizations including description and status. Double click the Organization Code you wish to view.

- Alt-Page Down (or click "Go")

The Detail Encumbrance Activity Form displays:
- Encumbrance
- Vendor
- The Account, Program, Activity, and Location codes
- Balance (current balance of purchase order)

For more information, highlight the Encumbrance you want to view in detail (simply select the line) and go to "Tools > Query Detail Encumbrance Info [FGIENCD]" This take you to a more detailed page of the encumbrance.

Financial General Inquiry Encumbrance Detail Form
FGIENCD
DETAIL ENCUMBRANCE ACTIVITY FORM

Financial General Inquiry Encumbrance Detail Form
FGIENCD

From the home screen of Banner, type in "FGIENCD" in the search bar. The form will open.

- **Encumbrance**: Your encumbrance you want to see details of

If you click the Search button at Encumbrance, you will see the encumbrance list form, which provides an online summary of all open encumbrances including encumbrance type, description, current balance and status.

- **Fiscal Year**: Current fiscal year is the default. Change year to desired results for list of encumbrances.
  - o **Note**: MSU Denver's fiscal years span July 1 to June 30
  - o **IE**: fiscal year 2017 ran from 7/1/16 to 6/30/17)
- Alt-Page Down (or click "Go")

The Detail Encumbrance Activity Form displays:
- Vendor
- Banner FOAP
- Encumbrance (beginning balance of purchase order)
- Liquidation (all transactions liquidated against the purchase order)
- Balance (ending balance of purchase order)
- Activity against the PO (Invoices and change orders)

Vendor Detail History
FAIVNDH
VENDOR DETAIL HISTORY FORM

Vendor Detail History FAIVNDH 9.3.6 (TEST)			ADD	RETRIEVE	RELATED	TOOLS

Field	Value		Field	Value	
Vendor:			Vendor Hold:	☐	Go
Selection:	All ▼		Fiscal Year:	19 ...	
Invoice Date From:			Invoice Date To:		

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.

Vendor Detail History FAIVNDH 9.3.6 (TEST)			ADD	RETRIEVE	RELATED	TOOLS

Vendor: CANASS Canter & Associates, LLC   Vendor Hold: ☐   Selection: All   Fiscal Year: 18   Invoice Date From: Invoice Date To: **Start Over**

▼ VENDOR DETAIL HISTORY   Insert   Delete   Copy   Filter

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
1308	18RD0...	Y	N	N	P	N	56,701.82	10/02/2017	10/05/2017	I0286870
1630	18RD0...	Y	N	N	P	N	2,157.40	10/02/2017	10/05/2017	I0286870
2007	18RE0...	Y	N	N	P	N	20,717.55	11/01/2017	11/07/2017	I0288435
1798	18RE0...	Y	N	N	P	N	1,366.34	11/01/2017	11/02/2017	I0288270
2084	18RE1...	Y	N	N	P	N	10,586.00	11/13/2017	11/16/2017	I0288921
2027	18RE1...	Y	N	N	P	N	2,873.00	11/13/2017	11/16/2017	I0288921
2207	18RG1...	Y	N	N	P	N	113,969.02	01/19/2018	01/22/2018	I0297549
1093	18RG2...	Y	N	N	P	N	60,919.20	01/22/2018	02/01/2018	I0299644
2299	18RG2...	Y	N	N	P	N	5,926.90	01/24/2018	02/01/2018	I0299643
2366	18RH2...	Y	N	N	P	N	13,770.96	02/26/2018	03/05/2018	I0301929
2335	18RI2810	Y	N	N	P	N	11,147.30	03/28/2018	03/29/2018	I0302892
2448	18RJ20...	Y	N	N	P	N	6,768.50	04/20/2018	04/24/2018	I0303759
2448X	18RJ27...	Y	N	N	P	N	0.30	04/27/2018	04/30/2018	I0303974
2449	18RK0...	Y	N	N	P	N	16,401.40	05/01/2018	05/02/2018	I0304076
1657	R18E0...	Y	N	N	P	N	26,719.70	11/03/2017	11/10/2017	I0288654
	Total						350,025.39			

|◄ ◄ 1 of 1 ► ►| 30 ▼ Per Page   Record 1 of 15

<u>V</u>endor <u>D</u>etail <u>Hi</u>story
FAIVNDH

From the home screen of Banner, type in "FAIVNDH" in the search bar. The form will open.

- **Vendor**: Enter the vendor code (for example, OFFMAX is the vendor code for Office Max)

<u>If you do not know the vendor code:</u>

i. Click on the search button to select a vendor from the Entity Name/ID Search Form (FTIIDEN).

ii. In the Last Name field, enter a possible spelling of the name you want (note that searches default to case sensitive). If you enter a partial name, use a percent sign (%) as a wild card. For example, you can enter *%kon%* to view all names with the letters 'kon' within the name. Once you have found the vendor, click on the Select icon. To view all names in the Finance Database press F8 without any criteria.

iii. You may also contact Accounting Services and we will be happy to give you the vendor code

- **Selection**: Choose the type of invoice you wish to view from the selection pull down menu. Your options include:
  - o <u>All</u>: All invoices attached to a specified vendor
  - o <u>Credit Memo</u>: Only the credit memo invoices attached to the specified vendor
  - o <u>Open</u>: Only those invoices that have not been paid to the specified vendor
  - o <u>Paid</u>: Only those invoices that have been paid to the specified vendor
- **Fiscal Year**: Current fiscal year is the default.
  - o **Note**: MSU Denver's fiscal years span July 1 to June 30
  - o **IE**: fiscal year 2017 ran from 7/1/16 to 6/30/17)
- Alt-Page Down (or click "Go")

You will see all invoices for the vendor specified which are the type selected (this includes invoices paid by other departments). In this form you will see invoice amounts, due/paid dates, and check numbers. To view due/paid dates and check numbers, click on the arrows on the horizontal scroll bar, located just below the total box. If you click on the button next to Check, you will see all invoices paid on the highlighted check number.

At Menu Bar select **Related**:

- <u>FAIINVE</u>: View Invoice Information will display accounting, commodity, and additional information on the item you have highlighted.
- <u>FOICOMM</u>: Commodity Information will display the commodity description.
- <u>FAIVINV</u>: View Vendor Invoice *most employees do not have access to this form*)

At Menu Bar, selecting **Tools**, then **Query Total for All Records** will go to the last invoice and display the total of all invoices meeting the selection criteria.

Labor Distribution Data Inquiry
NHIDIST
LABOR DISTRIBUTION DATA INQUIRY FORM

| ✕ | Labor Distribution Data Inquiry NHIDIST 9.3.6 (TEST) | | | 🞥 ADD | 🗎 RETRIEVE | 🔗 RELATED | ⚙ TOOLS |

Finance Document: Number			Grant:				Go
COA:	M ...		Fund:	1000 ...	CUF-General Non-Exempt		
Index:	...		Orgn:	AFACSR ...	Accounting Services		
Hierarchy Roll Up:	☐		Account:		...		
From Date:	📅		Program:	...			
To Date:	10/29/2018 📅		Activity:	...			
Category: *	Expenses ▾		Location:	...			

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.

| ✕ | Labor Distribution Data Inquiry NHIDIST 9.3.6 (TEST) | | | 🞥 ADD | 🗎 RETRIEVE | 🔗 RELATED | ⚙ TOOLS |

Finance Document Number: Grant: COA: M   Fund: 1000   CUF-General Non-Exempt   Index: Orgn: AFACSR   Accounting Services   **Start Over**

Hierarchy Roll Up: ☐   Account: From Date: Program: To Date: 10/29/2018   Activity: Category: Expenses   Location:

▾ LABOR DISTRIBUTION DATA INQUIRY   🞥 Insert ⊟ Delete ▣ Copy ▼ Filter

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name
REG		173.33	4,442.75	D	900740513	Eckhardt	Darlene
REG		-173.33	4,442.75	C	900740513	Eckhardt	Darlene
REG		173.33	4,442.75	D	900740513	Eckhardt	Darlene
REG		-173.33	4,442.75	C	900740513	Eckhardt	Darlene
REG		138.66	4,500.00	D	900059819	Thomas	Sita
REG		138.66	4,500.00	D	900059819	Thomas	Sita
REG		138.66	4,500.00	D	900059819	Thomas	Sita
REG		138.66	4,500.00	D	900059819	Thomas	Sita
REG		138.66	4,500.00	D	900059819	Thomas	Sita
REG		138.66	4,500.00	D	900059819	Thomas	Sita
REG		13.90	461.47	D	900059819	Thomas	Sita
REG		138.66	4,602.26	D	900059819	Thomas	Sita
REG		138.66	4,602.26	D	900059819	Thomas	Sita
REG		138.66	4,602.26	D	900059819	Thomas	Sita
REG		138.66	4,602.26	D	900059819	Thomas	Sita
REG		138.66	4,602.26	D	900059819	Thomas	Sita
REG		132.26	4,389.85	D	900059819	Thomas	Sita
VAC		124.76	4,140.79	D	900059819	Thomas	Sita
VAC		6.40	212.42	D	900059819	Thomas	Sita
DSA		1.00	1,000.00	D	900143437	Lari	Jinous
	Net	3,536.88	68,215.83				

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Labor Distribution Data Inquiry
NHIDIST

*Note: This is only necessary if you track Employee payroll. <u>Must have access to your Organization Code. Access given through HR.</u>

From the home screen of Banner, type in "NHIDIST" in the search bar. The form will open.

- **COA**: M
- **Date Ranges**: Time period you want to look at for payroll
- **Category**: Click 'expenses'
- **Organization**: Your abbreviation for your organization
- **Fund**: Your fund
-

We recommend leaving out the account and program codes, unless you are looking to view exact specifics.

- Alt-Page Down (or click "Go")
- You will be presented with the option to input additional criteria. You may do so, or click "Go" or press F8 to execute query.

The payroll data is displayed by Employee ID number and Last Name. To view additional information, click on the small arrows on the horizontal scroll bar located beneath the ID, Last Name, First Name, and Middle Name columns.

<u>Other data displayed</u>:
- <u>Payroll Event</u>: Displays the month and year that salaries and benefits were paid and the type of salaries and benefits paid. Example: MC equals Monthly Classified Salary.
- <u>Position</u>: The position number refers to the position that the employee is currently in.
- <u>Employee Class</u>: Classified, Faculty, Administrator, Student.
- <u>Rule Class</u>: Types of Payroll Expense. Example: HGRS equals Payroll Gross Salary Expense.
- Fund, Org, Account Program, Activity, Location
- <u>Earnings Code</u>: Type of Pay. Example: Regular or Vacation
- <u>Benefit Code</u>: Example: *FC is Fringe Chargeback Benefits, which is a combination of benefits charged to employer.
- Hours
- Amount
- <u>Debit or Credit</u>: Expenses normally have a Debit (D) balance.
- <u>Net</u>: Represents the total hours, salaries and benefits paid. You must be on the last line to get grand total.

Banner Finance Report Viewing, Printing, and Saving

Processing Reports in Banner – General Notes

- All three Reports in this packet run under the same main screen – GJAPCTL – Process Submission Control Form, so they work the same way and have the same commands, BUT DIFFERENT PARAMETERS.
- If you do not narrow the ranges to specific Orgs, Funds, and/or Accounts, you will print information for the whole college, which will make it difficult to separate your own information.
- To make the process easier, you can set the parameters for each report and save them with a name. Later, you type the name into the Parameter Set field at the top of the form and everything will be filled in automatically.
- Change the dates manually each time you run the report. Do not save the dates as part of the parameter list or it will always print with the same dates.
- You MUST do a control-page down between the Parameter Values block and the Submission block before you will be able to click the Save button.

Viewing and Printing Reports in Banner

In Banner, run FGRBDSC/FGRODTA/FGRPDTA according to the directions in this packet.

To view the report online, select DATABASE. To print the report, select your network printer.

Enter your parameters for the Fund & Org you want to view. (note: 11, 12 & 13 should match below)

Number *	Parameters	Values
01	Fiscal Year	18
02	Chart of Accounts	M
03	From Fund Code	1000
04	To Fund Code	1000
05	From Organization Code	HIS
06	To Organization Code	HIS
07	From Account Code	
08	To Account Code	
09	As of Date (DD-MON-YYYY)	10/29/2018
10	Include Accrual Period	Y
11	Print Report Totals	Y
12	Print Net Totals	Y
13	Commitment Type Indicator	B ...
14	Print Zero Amount Lines	N
◄ ◄ 1 of 1 ► ► 20 ▼ Per Page		Record 13 of 14

Check Save Parameters so you do not have to reenter the information each time.

☐ Save Parameter Set as

Run the job by pressing Submit then F10.

The Job will show a value with .log & the same value with .lis (this means the job is running)

Choose <u>Review Output</u> from Options at **Related** menu bar.
When the Review Output screen comes up, the Job Name and Number will show up automatically.

✕ Saved Output Review GJIREVO 9.3.7.1 (TEST)	🖹 ADD	🖹 RETRIEVE	🔳 RELATED	⚙ TOOLS

Process: FGRODTA ... Organization Detail Activity   Number: 9240677 ...   Go
File Name: ... ▢   Beginning Date: 🔲
        Saved

Lines:

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.

If you get a message that says, "ERROR there is no saved output for the Job Name/Number in the database", it means the report has not finished running. Exit the screen and wait a minute, then go back to Review Output to try again. If you forget to limit the parameters, it may take several minutes to run the whole report. You will receive an email from jobsub@pjobsub stating that the job has either run successfully or errored out.

Double click in the File Name: field box, which will display an overlay box.

Available Files   ✕

Criteria 🔍 |

Output File Name	Record Count	Date Saved
[TCLARK58]_fgrodta_9240677.lis	955	11/05/2018 02:30:26 P|
[TCLARK58]_fgrodta_9240677.log	8	11/05/2018 02:30:26 P|

Select the item (.lis) that has the higher record count.

Click OK.

Your report will appear in the screen.

Go Tools at Menu Bar and select Show Document (Save and Print File) a box will pop up. Select Yes.
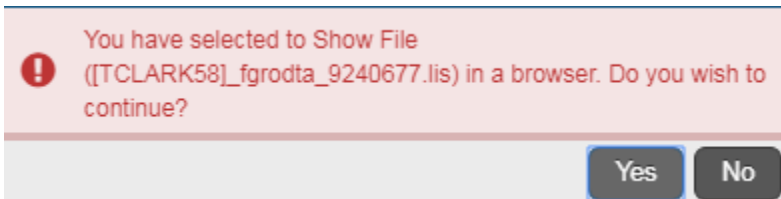
The Document will open in a new tab or window up.

Saving Banner Reports to Microsoft Word

Another way to view and save the report is as a Word document, but you will have to do some reformatting.

Open the file in Microsoft Word.

Go to the menu and choose File, then click on Page Setup.

Change the margins to .5 all the way around, change the layout to landscape, click OK.

Go to the menu and choose Edit, then click on Select All.

Change the font size to 9. Once finished, the report will look and print like it should.

Save the file as a Word document and change the file name to something appropriate, i.e. June_Budget.doc.

NOTE: If you do not change the name of the file, running the report again will automatically over-write the current report.