


Basic Banner Finance

Finance Training

My Banner

My Banner Maintenance-GUAPMNU

Allows users to save and quickly access frequently used banner forms.

Once screens are added in GUAPMNU you can access saved forms by clicking on the applications button  and then select "My Banner".

Under Object Selection is a list of commonly used screens for all finance users. To add new screen(s) click in the object field on the right hand side and type the screen name (FGIBDSR), arrow down, type the next name, etc... Once done click save in lower right corner.

Access Form FGIBDSR – Executive Summary.
To broaden your search in FGIBDSR always delete the program code from your query.
You can use the account type field to narrow your query.

- Revenue – 50 – Will only show revenue accounts.
- Wages 62 – Will only show you hourly wages.
- Expenses 70 – Will only show expenses,

The screenshot shows the FGIBDSR Executive Summary search interface. At the top, the browser title is "Executive Summary - FGIBDSR 9.3.7 (PROP)". The search form includes several fields: "Query Specific:" with a dropdown menu, "Index:" set to "BOFEES", "Fund:" set to "011010" with a dropdown arrow and the text "Business Office Fees", "Account:" with an empty dropdown menu, "Include Revenue:" with a checked checkbox, "Accounts:" with a dropdown menu, "Organization:" set to "66000" with a dropdown arrow and the text "Controller", "Program:" set to "60", "Account Type:" with an empty dropdown menu, and "Activity:" with an empty dropdown menu. At the bottom, there is a "Go" button and a help message: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field." The browser's address bar shows "http://www.wv.gov/fgibdsr/".

How much money do I have available to budget in a non-appropriated fund?

Fiscal Year: * 19 Go COA: * Southern
OR Fund Type: Fund: 011010
OR Acct Type: Account:

Trial Balance Summary FGITBSR 9.0 (PROD)


Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	Acct Type
11020	Claim on Cash	11,553.97	Debit		10,836.97	Debit	11
11	1365 AVR Other	0.00	Debit		0.00	Debit	0.00
21	2100 Accounts Payable	0.00	Credit		0.00	Credit	0.00
11,553.97	Credit		11,553.97	Credit	31	3100	Current Unrestricted
0.00	Credit		0.00	Credit	31	3130	Auxiliary
0.00	Credit		105.00	Credit	41	4100	Revenue Control
0.00	Debit		0.00	Debit	41	4100	Revenue Control
Current Fund Balance		10,836.97	Credit				

* - denotes amount is opposite of Normal Balance

Access form FGITBSR – Trial Balance Summary - list the fund number you wish to query and click **Go** Bottom right hand corner shows the current fund balance. This is the money you have to spend. Balances in non-appropriated funds roll forward to next fiscal year. This screen is not going to give you useful information for the appropriated fund (000100.) An asterisk next to the fund balance means that you have overspent and have a deficit fund balance.

How much available budget do I have to spend?
I Cannot Submit a P.O. or travel due to insufficient budget.

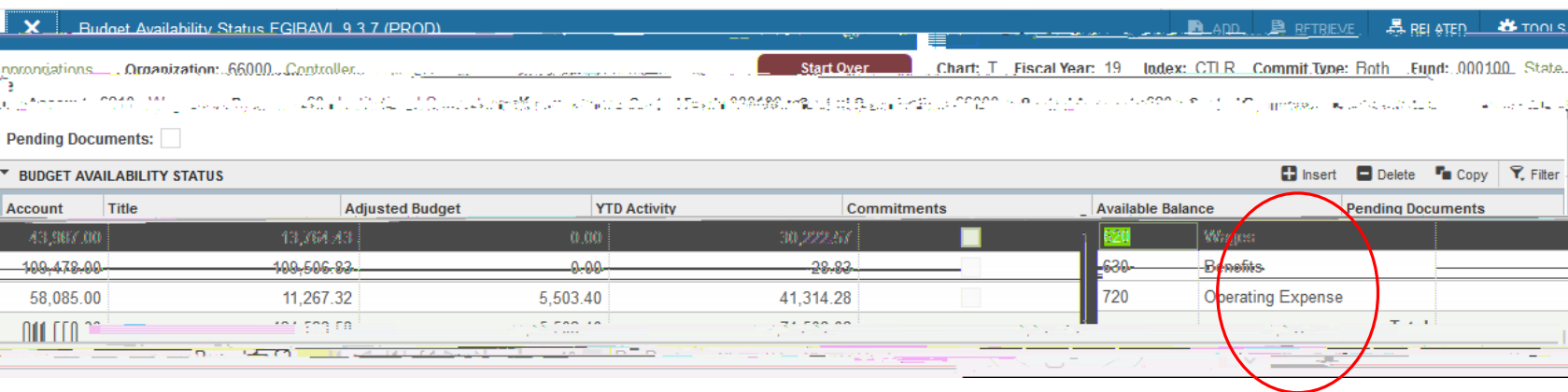
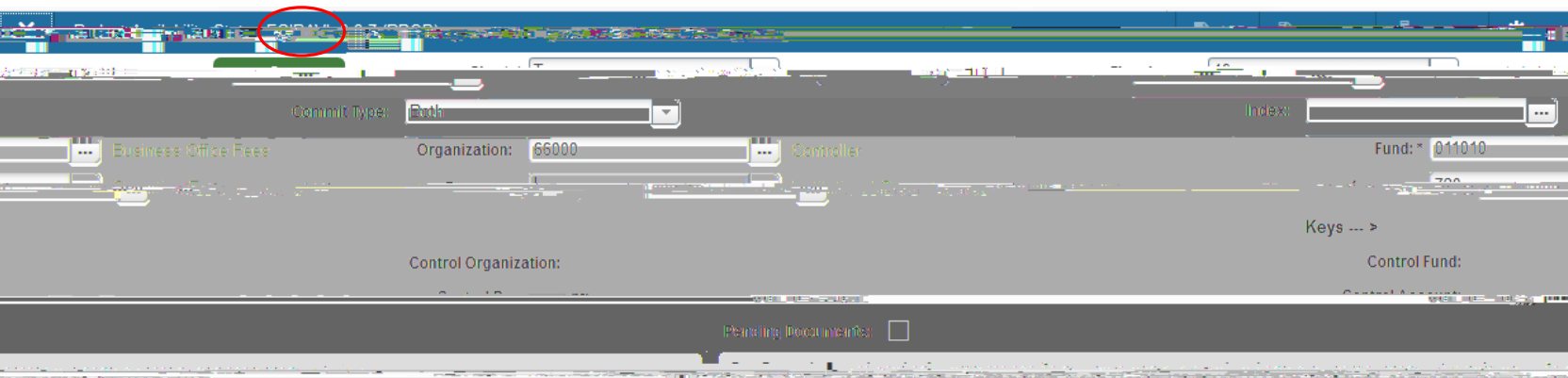
Access Form FGIBAVL –
Budget Availability Status

Input FOAP to query in key
block and click 
Input must include account
code.

- 620 – Wages
- 720 – Operating Expense
- 750 – Travel

Right hand column shows the
available (or overspent)
balance for each expense
type.

The travel and purchasing
systems look here for budget
availability before allowing
you to submit a requisition.



This screenshot shows the 'BUDGET AVAILABILITY STATUS' table. A red circle highlights the 'Available Balance' column, which contains values for 'Wages' (620), 'Benefits' (630), and 'Operating Expense' (720). The table has columns for Account, Title, Adjusted Budget, YTD Activity, Commitments, Available Balance, and Pending Documents.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
43,987.00		13,764.43	0.00	30,222.57	620	Wages
100,478.00		100,506.83	0.00	28.83	630	Benefits
58,085.00		11,267.32	5,503.40	41,314.28	720	Operating Expense

FGIOENC – Organizational
Encumbrance - allows you
to see all outstanding

Selection: All Fiscal Year: 19 Invoice Date From: Invoice Date To: Start Over Vendor: 00000000 Len Olson Community Vendor Hold:

Insert Delete Copy Filter VENDOR DETAIL HISTORY

Y/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number	Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open
	N	944.00	07/12/2018	07/12/2018	10105110	P1900248	10336854	Y	N	N	P
	N	1,202.00	07/25/2018	07/31/2018	10105473	EA794138	10337429	Y	N	N	P
0	Y				3,079.20	08/13/2018			EA798853		1033818
4	Y				696.01	10/05/2018	10/05/2018		EA808104		1034128
5	Y				381.19	10/05/2018	10/05/2018		EA807586		1034128
		357.47	10/15/2018	10/15/2018	10111152	EA808686	10341824	Y	N	N	P
		697.93	10/11/2018	10/11/2018	10111070	EA11132	10341980	Y	N	N	P
										7,722.61	Total

Record 1 of 10 11 of 1 10 Per Page

FAIVNDH - Vendor Detail History - will show you what has been processed (1146 invoices) (7230 checks) (7230 checks)

Useful Querying Information

Most everything in banner is searchable

Press F7 within any form to enter Query Mode

Use the dropdown menu to select field(s) you want to query

After each field you can use the search following operators

- Contains

- Like

- Starts / Ends With

- Equals / Not Equal

- Not Equal or is NULL

- Is NULL / Is not NULL

Press F8 to execute query and provide results

Banner Admin Shortcuts

F3 – Drill down to transaction detail (Grant screens use F4)

F4 – Copy previous record

F5 – “Start Over” – Back to key block of current form.

F6 – Insert new record

Shift+F6 – Delete Record

F7 – Enter Query