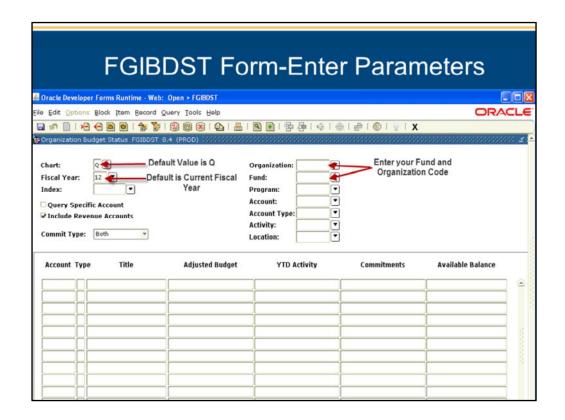# Training Objectives

This training will provide an explanation of how to open and use the information provided by the following Banner Finance Inquiry Forms:

- **FGIBDST** – Organization Budget Status
- **FGIBSUM** – Organization Budget Summary
- **FGIOENC** – Organizational Encumbrance List
- **FGIENCD** – Encumbrance Detail Activity
- **FGITRND** – Transaction Detail Activity
- **FGIDOCR** – Detail Document Data
- **FGIBDSR** – Executive Summary (Operating Budget and Actual)
- **FGITBSR** – Trial Balance (General Ledger Balance Sheet)

FGIBDST – Organization Budget Status Form: Enter Query Parameters

The FGIBDST form displays budget, YTD activity, *commitments* and budget availability for a specified FOAP(AL) sorted by account.

To access the FGIBDST form go to the General Menu form (GUAGMNU) and type "FGIBDST" in **Go To . . .** Field and press enter or tab

The FGIBDST form will open.

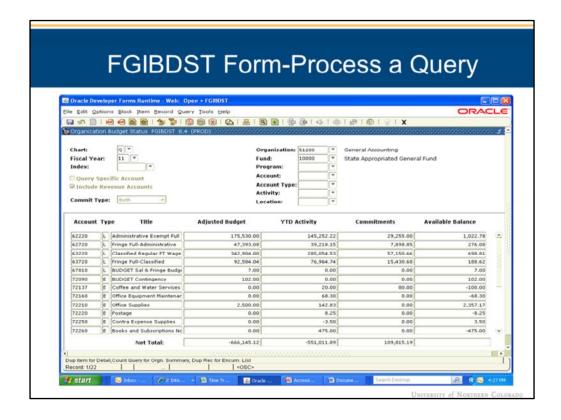To query financial information using the FGIBDST Form enter:
1. The chart field will default to Q.
2. The Fiscal Year will default to the current fiscal year.
   - The period from July 1 to June 30 is the fiscal year at the University of Northern Colorado.
   - Fiscal year 13 would be the period from July 1, 2012 to June 30, 2013.
   - If you want to check previous fiscal year information enter a different two digit year in this field.
3. The **Index** field is not used at this time.
4. If you are querying a Fund that does not report Revenues within each Org, it is important to unmark the "Include Revenue Box" by clicking on this box.
   - The most commonly used fund that does not report revenues within each Org is the 10000 General Fund.
   - Removing the checkmark in the "Include Revenue Accounts" box for funds that do not report revenues within Orgs allows the total budgeted available balance to be reported by the FGIBDST form using the correct positive or negative sign
   - Unless you are certain that the fund you are querying reports revenues and expenses within the same fund and org combination, and you are only interested in reviewing Expenditures -- it is generally a good practice to simply unmark this box.
   - If you need to review Revenues – this box will need to be marked.
5. The 5 digit FUND and/or ORG code.
   - If you are querying a FUND that uses more than one ORG, the ORG field can be left blank. The financial information provided will include all transactions charged to the particular FUND regardless of what ORG was tied to the transaction. *If you are most interested in retrieving ALL transactions related to a Fund – it is best to leave the ORG field blank. This will make it easier to identify transactions that have been coded using an incorrect Org Code.*

   - If you are querying an ORG that uses more than one FUND, the FUND field can be left blank. The financial information provided will include all transactions charged to the particular ORG regardless of what FUND was tied to the transaction. *Data retrieved based upon ORG only can be very misleading - as many different types of FUNDS (Grants, Bonds, Extended Studies) may be included.*

6. It is generally best to leave the PROGRAM code field blank so that information related to any PROGRAM code is returned. This will also make it easier to identify program coding errors.

7. It is also generally best to leave the **Account** field blank so that all accounts are displayed. If you type in an Account number that account and all successive accounts will be displayed.

Tips and Hints:

Sometimes the FUND, ORG and PROGRAM codes are populated automatically by "default" codes.

- o Check that these "default" codes are correct before continuing.
- o If the default codes are not what you want to query– replace the "default" codes with the codes you want to query before continuing.
- o If you believe the "default" codes appearing in Banner are incorrect – contact your fund accountant.
    - Default program codes are generally based upon the Org requested rather than the Fund. This may be causing the problem for your query but generally cannot be permanently changed within the Banner System.
    - If a self-supporting Fund has an inappropriate default Org – this problem should be changed within the Banner System – Call your Fund accountant to let them know the problem.
- o Remember - If a NonData enterable, higher level "Roll Up" level FUND or ORG is queried, the FGIBDST form will provide summary financial data; however, detailed transaction information cannot be retrieved using higher, "Roll Up" FUND or ORG levels.

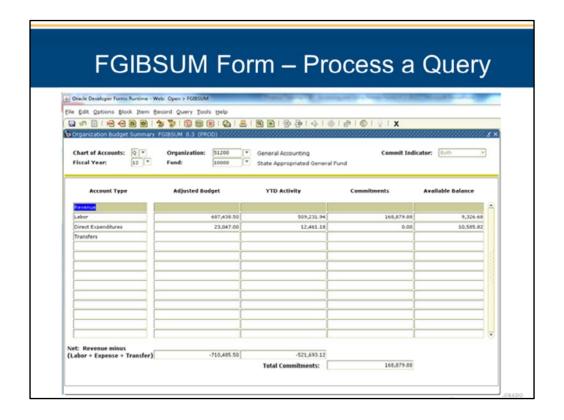**FGIBDST – Organization Budget Status Form: Process a Query**
Next, click on the "Next Block" icon in the tool bar or press the smart keys "Control/Page Down."

The bottom part of the FGIBDST form will be populated and you will get summary information for each account code for the FUND and ORG you entered.

- The amounts under "Adjusted Budget" are summary BUDGET totals for each account.
- The amounts under "YTD Activity" are summary ACTUAL Year-To-Date Transaction totals for each account.
- The amounts under "Commitments" are summary UNPAID, encumbered Expenditures for each account.
- The amounts under "Available Balance" equals the net total of "Adjusted Budget" minus "YTD Activity" minus "Commitments."

The Options tab in the tool bar provides links to the following forms that provide more information:

1) FGIBSUM "Organization Budget Summary." This form provides a summary snapshot of the information at the account type summary level: Revenue, Personnel, Other Expenses, and Transfers. To access FGIBSUM from FGIBDST:
- Go to the tool bar and click on Options.
- Click on the first option "Budget Summary Information" (FGIBSUM)
- FGIBSUM is discussed in detail in the next section.

2) FGIOENC "Organizational Encumbrance List." This form provides a listing of unpaid commitments (encumbrances) for the Fund/Org queried by account code. To access FGIOENC from FGIBDST:
- Go to the tool bar and click on Options.
- Click on the first option "Organizational Encumbrance List" (FGIOENC)
- FGIOENC is discussed in detail later in this presentation.

3) FGITRND "Transaction Detail Information." This form provides detailed transaction information at the account level by fiscal year for Budget Entries, Actual   Paid Transactions and Committed Unpaid Encumbrances. To access FGITRND from FGIBDST:
- Go to the tool bar and click on Options.
- Click on the first option "Transaction Detail Information (FGITRND)
- FGITRND is discussed in detail later in this presentation.

FGIBSUM – Finance General Ledger Inquiry Form Organizational Budget Summary

The FGIBSUM "Organization Budget Summary" form provides a summary snapshot of the information provided in the FGIBDST form at the account type summary level: Revenue, Personnel (Labor), Other Expenses (Direct Expenditures), and Transfers.
If you accessed this form from the Options menu of the FGIBDST form, the parameters you were querying will appear in the first block. If you accessed this from directly from the General Menu Screen (GUAGMNU), you will need to enter the query parameters yourself.

Click on the "Next Block" icon in the tool bar or press the smart keys "Control/Page Down." The second block will be populated with the information you are querying.

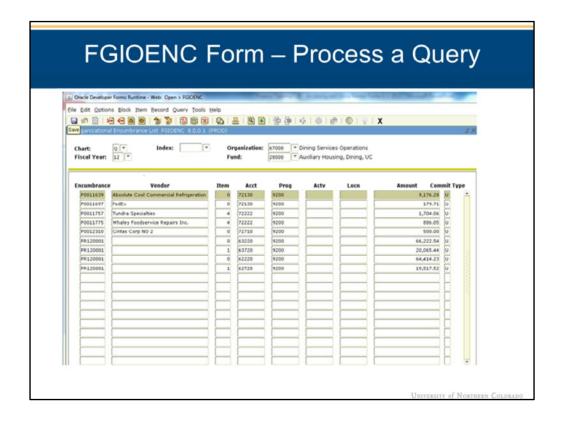Totals for **Account Type** are displayed in the second block.
The **Net Revenue** total equals total **Revenue** less **Labor** and **Expenditures** and **Transfers.**

1. An amount appears in the Revenue line on the FGIBSUM only if the FUND earns revenues. Revenue account codes have five numeric digits beginning with a 5xxxxx. This Fund/Org combination does not show any Revenues because it does not have any Revenues recorded in 5xxxx account codes. This is because it is for the 10000 fund and is for an ORG with a code number less than 90000. The 10000 fund accounts for its Centralized Revenues and Centralized Expenses in 9xxxx ORGS.
2. Labor expenses include all salary and fringe expenses. Labor expense account codes have five numeric digits beginning with a 6xxxx.
3. Direct expenses are all other non-labor expenses. These expenses include cost of sales, supplies, travel, utilities, etc. Direct expense account codes have five numeric digits beginning with 7xxxxx.
4. Most Funds will not have Transfers. Transfers are carefully monitored by the Budget and Finance Office. Transfer account codes have five numeric digits beginning with a 9xxxxx.

Options Tab - FGIBSUM Organizational Budget Summary

The Options tab in the FGIBSUM tool bar provides only a link back to the FGIBDST Organization Budget Status Form.

If you accessed FGIBDSUM from the FGIBDST Options tab, you can also go back to the FGIBDST form simply by clicking the "X" in the top right hand corner of the form. All Banner Inquiry forms have an "X" just above the menu bar in the top right hand corner of the form that - when clicked on – will take you to the last screen you were using.

FGIOENC-Finance General Ledger Inquiry Form Organizational Encumbrance List

Form FGIOENC Organizational Encumbrance List displays a list of all *encumbrances* for a specified Organization.

If you accessed this form from the Options menu of the FGIBDST form, the parameters you were querying will appear in the first block. If you accessed this from directly from the General Menu Screen (GUAGMNU), you will need to enter the query parameters yourself.
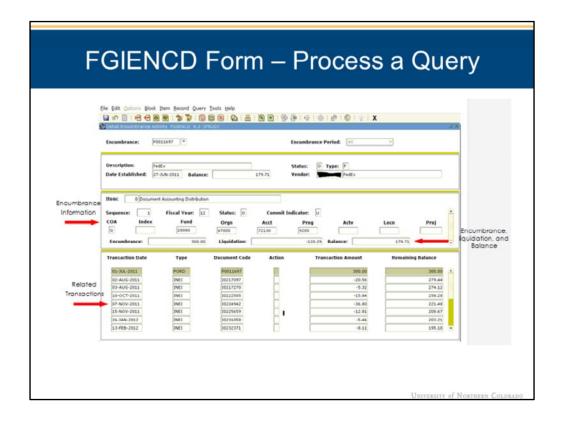
Click on the "Next Block" icon in the tool bar or press the smart keys "Control/Page Down." The second block will be populated with the information you are querying. **Encumbrance** documents, associated **Vendors,** and remaining amounts will be displayed.

This example above is for the 67000 Dining Services Org and 28000 Auxiliary Fund.

1. The Encumbrance column provides the Purchase Order number (POxxxxx) or the Payroll Document number (PRxxxx) for the unpaid commitment (encumbrance).
2. Purchase Order Vendors are identified on this form in the Vendor Column.
3. Payroll commitments are not identified by employee name for privacy and other reasons.
4. The Item column information is not very useful and additional queries cannot be made on this information.
5. The Acct column stands for Account code and identifies which account the encumbrance is charged to. The Prog Column identifies the Program code, and the Actv Column identifies the Activity code. The University does not use Locn or Location codes.
6. The Amount column provides the remaining amount of the Encumbrance.
7. The "U" in Commit Type means the encumbrance is unpaid. This column is also not very useful.

Options Tab - FGIOENC Organizational Encumbrance List

The Options tab in the FGIOENC tool bar provides a link to the FGIENCD Detail Encumbrance Activity form. This form displays detailed transaction activity for a selected original encumbrance entry as well as all transaction activity against the encumbrance and is described on the following slide.

FGIENCD-Finance General Ledger Inquiry Form Detail Encumbrance Activity

The FGIENCD Finance General Ledger Inquiry Form Detail Encumbrance Activity displays detailed transaction activity for a selected original encumbrance entry as well as all transaction activity against the encumbrance.

If you accessed this form from the Options menu of the FGIBDST form, the parameters you were querying will appear in the first block. If you accessed this from directly from the General Menu Screen (GUAGMNU), you will need to enter the query parameters yourself.

Much information is provided by the FGIENCD Encumbrance Detail form.
Personally Identifiable Information (PII) such as Bear Numbers can be accessed from this form.
It is vitally important that you understand the rules and requirements for protecting this information.
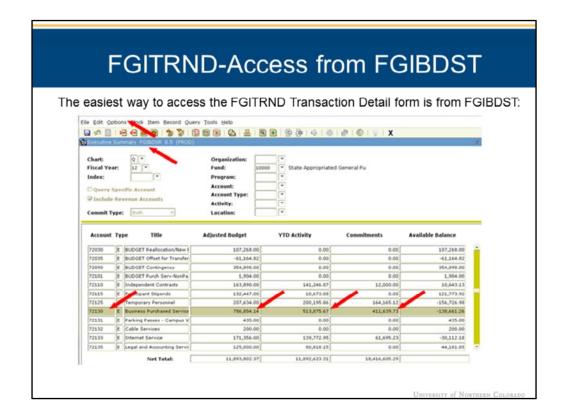
The FGIENCD Encumbrance Detail form is a very complicated form.
Additional Information regarding the proper use of this form is provided by the Purchasing and Accounts Payable Office.
Please refer to their training or contact the Purchasing/Accounts Payable office if you have questions.

In the FGIENCD Detail Encumbrance Activity example above, PO11697 was clicked on from within form FGIOENC - before clicking FGIENCD in the Options Tab.
The detail related to this Fed Ex Purchase order then appeared in the FGIENCD form.

FGITRND-Finance General Ledger Inquiry Form Detail Transaction Activity

The FGITRND Transactions Detail Activity form displays detailed transaction activity for specified FOAP(Al) elements sorted by account.
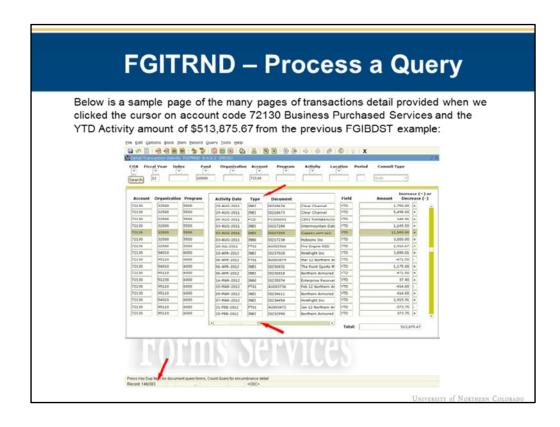
FGITRND can be accessed from the General Menu GUAGMNU. Follow the same directions as provided for FGIBDST, except substitute FGITRND in the "Go To" box.
If accessing FGITRND from the General Menu, you will need to carefully and manually enter your query parameters.

As noted in the FGIBDST section, FGITRND can also be easily accessed from the FGIBDST Options Menu. FGIBDST allows you to view detailed transaction information in FGITRND from the FGIBDST "Account", "Adjusted Budget", "YTD Activity" or "Commitment" columns.

FGIBDST allows you to view detailed transaction information in FGITRND from the FGIBDST "Account", "Adjusted Budget", "YTD Activity" or "Commitment" columns.

1) The type of transaction detail retrieved depends upon where your cursor is clicked on FGIBDST before you open the FGIBDST Options menu and click to open the FGITRND Detail transaction Form.

- If your cursor is on an "Account Code" in FGIBDST, all transactions for that account code will be displayed in FGITRND: Budget, YTD Actual and Committed Encumbrances.
- If your cursor is on an "Adjusted Budget" amount in FGIBDST, only BUDGET transactions for that account code will be displayed in FGITRND.
- If your cursor is on a "YTD Activity" amount in FGIBDST, only ACTUAL Year-to-Date paid transactions for that account code will be displayed in FGITRND.
- If your cursor is on a "Commitments" amount in FGIBDST, only ENCUMBERED unpaid transactions for that account code will be displayed in FGITRND.

2) Next click on the Options tab in the tool bar at the top of the page. Then Click on "Transaction Detail Information (FGITRND) - This will bring up the detailed transaction information on the Form FGITRND for the original account/amount you chose in 1 above.

9

Understanding a FGITRND Detail Transaction Query

In the example above, we have accessed FGITRND from FGIBDSR for the 10000 fund without querying with an Org.
1.   We clicked the cursor on account code 72130 Business Purchased Services and the YTD Activity amount of $513,875.67.
2.   We then clicked on the Options tab and opened FGITRND.

The sample page above is one of many pages of transactions detail provided.

The information provided by Column is:
1.   Account Code
2.   Organization Code
3.   Program Code
4.   The Activity Date – This is the date the information was entered into Banner. This is not necessarily the same date the information was officially posted into Banner.
5.   The Type Code – A partial listing of transaction Type codes is provided on the next slide. The primary transaction Type codes shown on this example are:
    •   INxx -- Transaction Types that begin with the letters "IN" are Accounts Payable transactions.
    •   PCD -- The PCD Transaction Type is used for Purchase Card Transactions.
    •   FT01 – The FT01 Transaction Type is used for Journal Entry Transactions.
6. Document Code - The unique Document ID code that is used by many forms to identify specific transactions.
7. Transaction Description

Next using the horizontal scroll bar at the bottom of the form, use the cursor to scroll to the right to access additional information related to these transactions.
8.   Fund Code
9. Activity code - None of the transactions in this example use an Activity code, therefore, the column is blank.
10. Location Code - The University does NOT use the Location code column at this time.
11. Transaction Date – The date the transaction was actually posted to the Banner system, i.e. a transaction may be entered into Banner with an Activity date of   April 3, but a Transaction date of March 31. Transaction dates often must be different from Activity dates to ensure that transactions are recorded in the correct reporting period.
12. Field - Designates whether the transaction is a Budget Transaction (xBx), or a Year To Date Actual transaction (YTD) or an Encumbered commitment (ENC).
13. Amount – Provides the transaction dollar amount.
14. Increase (+) or Decrease (-) column - Identifies whether the transaction increased or decreased expenses or revenues

Note: FGITRND can provide many records. You can see in the bottom left hand corner that the highlighted record I0217280 is record number 146 of 383 total records. We will learn in subsequent slides how to query and/or download this information so that it can be more efficiently reviewed.

Transactions Types Used in FGITRND and Many Other Banner Forms

If you have questions about a transaction, it is helpful to understand what the different transaction types are and what they are used for:

- Budget Entries generally begin with a "B"
- Journal Entries generally utilize transaction type FT01
- Payroll Entries begin with an "H."
- INEI or INNI – Invoice with or without an associated encumbrance
- PORD or CORD – A Purchase Order or a Changed Purchase Order
- PCRD – A cancelled Purchase Order
- REQP – A Purchase Requisition
- PCD – A Purchase Card Transaction
- WOS – A Facility Workorder System Transaction
- IMO – An Electronic Internal Purchase Transaction
- MSC – A Departmental Revenue Deposit Transaction

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Understanding a FGITRND Transaction Types

If you have questions about a transaction, it is helpful to understand what the different transaction types are and what they are used for.

The following is a listing of commonly used Banner Transaction Types:

Budget Entries generally begin with a "B"
- BD01 Permanent Adopted Budget
- BD02 Permanent Budget Adjustments
- BD04 One-Time Budget Adjustments

Journal Entries generally utilize transaction type FT01

Payroll Entries begin with an "H." The most common Payroll transaction types are:
- HGNL – Gross payroll expenditures
- HFNL - Fringe Benefit expenditures

Accounts Payable/Purchasing common Transaction Types are:
- INEI or INNI – Invoice with or without an associated encumbrance
- INEC or INNC – Invoice credit memo with or without encumbrance.
- CNEI or CNNI – A cancelled invoice with or without encumbrance.
- PORD or CORD – A established Purchase Order or a Changed Purchase Order
- PCRD – A cancelled Purchase Order
- REQP – A Purchase Requisition
- PCD – A Purchase Card Transaction

Interdepartmental Transactions:
- WOS – A Facility Workorder System Transaction
- IMO – An Electronic Internal Purchase Transaction

MSC - Departmental Revenue Deposits generally use this Miscellaneous Receipts transaction type.

FGITRND – Execute a Specific Query

FGITRND and other forms often provide more information than can be easily reviewed. Queries can be easily processed on specific parameters in FGITRND and in other forms.

Using the example provided above, if we want to review all Journal Entries (FT01) that have been charged to Fund 10000 and account 72130, we would:

1) Go to the tool bar and click on the Question Mark icon "Enter query" or we could use the F7 smart key. This will clear the form.
2) Then in the "Type" Column, we would enter FT01, which is the Journal entry Transaction Type code.
3) Next we would click on the Execute Query icon in the tool bar or use the F8 Smart Key.
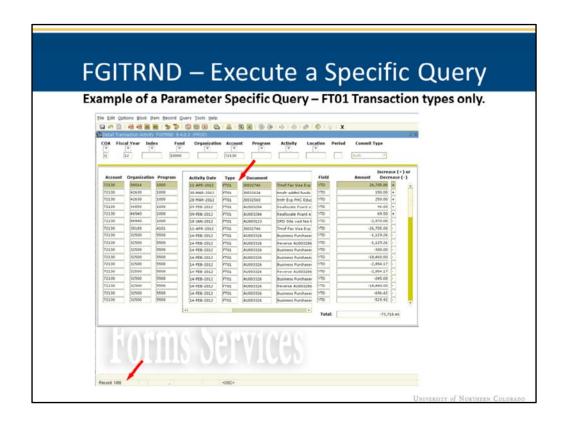4) The FGITRND form would return information for Journal Entries only.

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Executing a Query Using Specific Parameters in FGITRND

FGITRND and other forms often provide more information than can be easily reviewed. Queries can be easily processed on specific parameters in FGITRND and in other forms.

Using the example provided on the previous slide, if we want to review all Journal Entries (FT01) that have been charged to Fund 10000 and account 72130, we would:
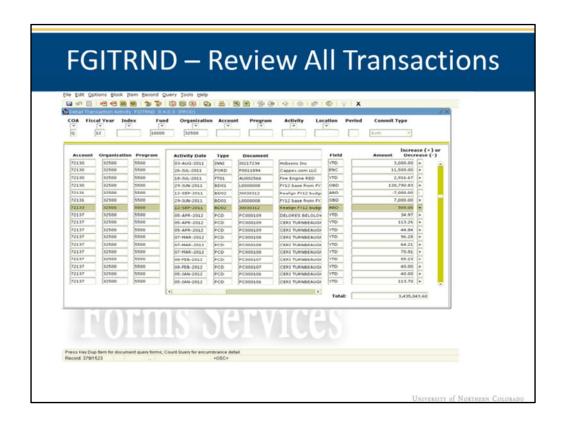
1) Go to the tool bar and click on the Question Mark icon "Enter query" or we could use the F7 smart key. This will clear the form.
2) Then in the "Type" Column, we would enter FT01, which is the Journal entry Transaction Type code.
3) Next we would click on the Execute Query icon in the tool bar or use the F8 Smart Key.
4) The FGITRND form would return information for Journal Entries only.

Example of an Executed Query Using Specific Parameters in FGITRND

The above example, this query shows only FT01 journal Entries recorded in Fund 10000 and account 72130.

You can see in the bottom left hand corner that the highlighted Journal Entry Document number J0032746 it the first of 66 journal entries recorded in this fund and account. While this does reduce the number of transactions to be reviewed – it may still be difficult to review this many transactions efficiently. We will continue to identify different and possibly more efficient methods of reviewing detailed transaction information in the following slides.

Executing an FGITRND Query to review ALL transactions in a Fund and Org

Sometimes you may need to review all of actual transactions for a FUND and ORG combination.
It would be tedious and inefficient to review FGITRND for each account listed in FGIBDST.

You can query all Year-to-Date (YTD) Actual transactions for a FUND/ORG combination by going directly to FGITRND from the Banner Menu Screen (GUAGMNU).
1. Go to the Banner Menu Screen GUAGMNU, enter FGITRND in the Go To box and Press enter.
2. Enter the Fund and Org you wish to query in the first block.
    • For this type of query it is important that you enter both a Fund and an Org.
    • Queries for ALL transactions based only on a Fund or on an Org can return so much data that the queries can be very slow or could potentially "lock up" Banner and would require you to log out of Banner and start over.
3. Go to the Next Block by clicking on the Next Block Icon in the tool bar or pressing the smart keys: Control, Page Down.
4. Finally, click on the Execute Query Icon in the tool bar or press the smart key F8.
    • Do <u>NOT</u> click on the Question Mark Enter Query Icon or press the smart key F7.
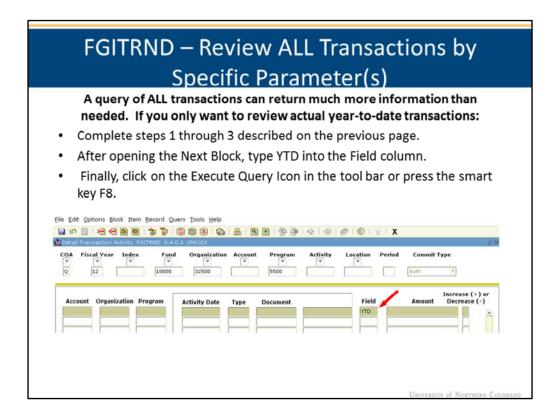   • These queries often return a significant amount of data and the query may run slowly.

In the example above, you can see a query completed in FGITRND using the parameters for Fund 10000 and Org 32500.
This example returned transaction data for all account codes and program codes used by this Fund/Org combination.
After scrolling to the bottom of all the records, you can see that a total of 1,523 records were returned.

In the sample page copied below, you can see:
• Transactions charged to account codes 72130, 72131, 72133 and 72137.
• Many different transaction types including Budget Entries (Bxxx), Purchase Order Encumbrances (PORD), Journal Entries (FT01) and Purchase Card Expenses
• Each type of Field code: YTD=Year to Date actual expenses, xBx=Budget Entries and ENC = Committed Encumbrances.
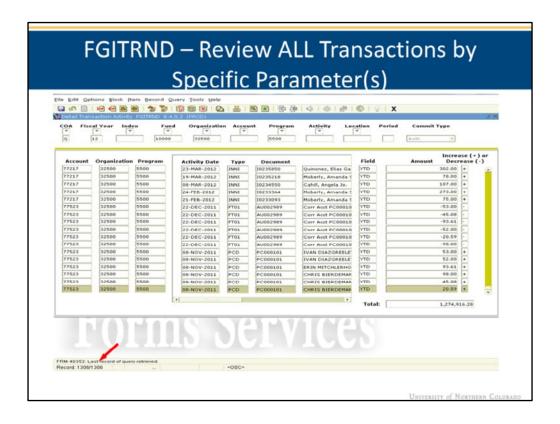
FGITRND – Review ALL Transactions by Specific Parameter(s)

A query of ALL transactions can return much more information than needed. If you only want to review actual year-to-date transactions:
- Complete steps 1 through 3 described on the previous page.
- After opening the Next Block, type YTD into the Field column.
- Finally, click on the Execute Query Icon in the tool bar or press the smart key F8.

Executing an FGITRND Query to review ALL transactions in a Fund and Org by Field or Other Specific Parameter

This type of query can return much more information than needed. If you only want to review actual year-to-date transactions:
1. Complete steps 1 through 3 described on the previous page.
2. After opening the Next Block, type YTD into the Field column.
3. Finally, click on the Execute Query Icon in the tool bar or press the smart key F8.
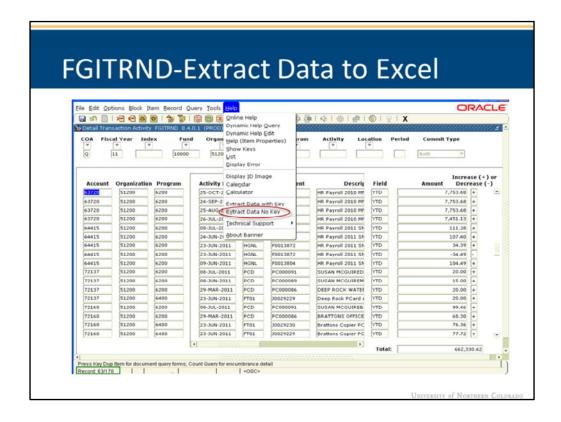
In this example we are using a specific parameter in the Field column; however, you can make your query specific to any column field(s) in the FGITRND form.

Executing an FGITRND Query to review ALL transactions in a Fund and Org by Field or Other Specific Parameter – Example

As shown in the example above, querying on YTD Field transactions only, reduces the number of transactions returned to 1,306.

- All of these transactions are Year-to-Date Actual transactions.
- No budget or encumbrance transactions are included in this query.
- In this example we are using a specific parameter in the Field column; however, you can make your query specific to any column field(s) in the FGITRND form.

Extracting a FGITRND Query to an Excel File

As noted in the last several slides, the detail information provided by the FGITRND form can of provide too much information to effectively review within the Banner System. Scrolling though all the records and manually reviewing them can be tedious, inefficient and result in errors.

In these cases, the data from FGITRND can be downloaded to an Excel file where it can more easily be reviewed and reconciled.

The records returned in FGITRND can be extracted into an EXCEL Data file using the following process:
1. You must have your pop-up blocker turned off in Windows Explorer for this function to work.
2. Click on the "Help" Tab in the Tool bar.
3. Click on "Extract Data No Key"
4. If you get a popup that says "Note Some of the data being extracted contains embedded double quotes. This may cause the data to format incorrectly." <u>Don't be concerned about this message.</u> Simply click on "OK"
5. A popup screen will appear that asks "Do you want to open or save this file?" – Click on "Open"
6. Make sure all other screens on your desktop are closed or made small. The Excel File will often appear to be "hiding" behind any other screens you have open.
7. An Excel file named "Gokoutd" will appear. This Excel file will have all the data available from the FGITRND form related to the journal entry you are querying.
8. Save the file to Excel using a different name, and manipulate this data as you would in any other Excel file.

Example of a Query of ALL Year-To-Date Actual Transactions Recorded in a Fund/Org Combination with a YTD Field Code Downloaded to Excel using the "Extract Data No Key" Function:

Data extracted from FGITND to an Excel File looks like this.
- You can use extract data files to reconcile/subtotal/identify errors in EXCEL without having to type data in manually.
- Data Files extracted to EXCEL are automatically named GOKOUTD.
- Be sure to save the file to your computer or shared drive using a different name.

If the file you extract does not include column headings, please refer to Finance Training 1.10 Accessing Banner Finance and Basic Navigation.
- Under the section "Checking Your Banner Display Options," you will find how to update your Banner Setting so that Extracted Data will have column headings.
- Go to the General Menu (GUAGMNU) and type GUAUPRF
- All Display Options in the left hand column should be checked.
- Under "Data Extract" the box beside the words "Include Header Row in Data Extract" should be checked off.
- If this box or any other box is NOT checked off – the user should mark the box(s) and **then press the save icon.**

FGIDOCR-Finance General Ledger Inquiry Document Retrieval

FGIDOCR provides the accounting information for each line of a Transactions

FGIDOCR can be accessed from the General Menu GUAGMNU.
- Follow the same directions as provided for FGIBDST, except substitute FGIDOCR in the "Go To" box.
- If accessing FGIDOCR from the General Menu, you will need to manually enter the Transaction Document identification number.

FGIDOCR can also be accessed from the FGITRND Options Menu.
- Place your cursor on the Transaction listed in FGITRND that you want to query and click on any parameter for that transaction.
- Click on the FGITRND Options icon in the tool bar.
- Click on QUERY DOCUMENT (By Type)
- Form FGIDOCR will open up, but only the document number will be listed.
- Click on the Next Block icon in the Tool Bar or press the smart keys "Control, Page Down"
- The form will be populated with the details of the transaction.

Use the scroll bar on the right side to scroll down through the details of the entire document.
You will only be able to see two lines per page.
Reviewing this information this way can be inefficient and tedious – extract the data to Excel to view these details easily.

Data Extract From FGIDOCR

Example of a Journal Entry FT01 Excel File extracted from FGIDOCR:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Sub Numb	Item	Sequence	Journal Ty	Descriptic	Amount	Sign	Currency	Document	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
2	0	0	1	FT01	Fix Fund -	1365	C			Q		10000	32500	72940	5500				N		
3	0	0	2	FT01	Fix Fund -	500	C			Q		10000	32500	72940	5500				N		
4	0	0	3	FT01	Fix Fund -	67	C			Q		10000	32500	72940	5500				N		
5	0	0	4	FT01	Fix Fund -	168.55	C			Q		10000	32500	72940	5500				N		
6	0	0	5	FT01	Fix Fund -	58	C			Q		10000	32500	72940	5500				N		
7	0	0	6	FT01	Fix Fund -	106	C			Q		10000	32500	72940	5500				N		
8	0	0	7	FT01	Fix Fund -	67	C			Q		10000	32500	72940	5500				N		
9	0	0	8	FT01	Correctior	2331.55	D			Q		10800	32500	72940	5500				N		
10																					

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Extracting Detailed Document Information Related to a Transaction to Excel

Each Transaction reported in FGITRND can have many details that are reported in FGIDOCR.

Within the FGIDOC form, you can only see two lines of detail per page. To see all the transaction detail you must use the scroll bar on the right side of the form to scroll down through all the records. This can make reviewing a complicated document inefficient and prone to errors.

Using the same process as described under **Extracting an FGITRND Query to an Excel File,** you can extract detail document information from a FGIDOCR form:
• Click on the "Help" Icon in the Tool bar.
• Click on "Extract Data No Key"
• Follow the same directions described under **Extracting an FGITRND Query to an Excel File**

An excel file like the example above will be created.
You will be able to subtotal, query, sort this data just like you can in any other Excel File.

FGIBDSR – Executive Budget Summary

Executive Summary FGIBDSR 8.5 (PROD)

Chart: Q
Fiscal Year: 11
Index:
☐ Query Specific Account
☑ Include Revenue Accounts
Commit Type: Both

Organization: 510FIN   Financial Services
Fund:
Program:
Account:
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72140	E	Advertising	2,454.00	1,800.00	0.00	654.00
72145	E	Public Relations	6,945.00	5,609.38	0.00	1,335.62
72150	E	Purchased Medical Services	15,000.00	43,328.55	0.00	-28,328.55
72155	E	Printing	49,977.68	32,561.82	0.00	17,415.86
72160	E	Office Equipment Maintenar	0.00	1,203.69	0.00	-1,203.69
72201	E	BUDGET Supplies	1,000.00	0.00	0.00	1,000.00
72210	E	Office Supplies	70,003.00	65,397.77	0.00	4,605.23
72219	E	Recruitment Supplies	0.00	4,000.00	0.00	-4,000.00
72220	E	Postage	38,465.00	104.95	0.00	38,360.05
72230	E	P-Card Supply/Othr Clrng-F	1,153.00	6,071.07	0.00	-4,918.07
72240	E	Computer Supplies	0.00	41.44	0.00	-41.44
72245	E	Computer Software/Softwa	0.00	170.00	0.00	-170.00
		Net Total:	-1,644,221.14	-1,484,346.88	13,025.00	

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Reviewing the Parameters for an FGIBDSR Executive Summary Query

The FGIBDSR Executive Summary 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.

FGIBDSR can be accessed from the General Menu GUAGMNU. Follow the same directions as provided for FGIBDST, except substitute FGIBDSR in the "Go To" box. Use the same parameter entry instructions as used for form FGIBDST.

The Options icon in the FGIBDSR tool bar only allows you to access the FGITRND Transaction Detail Information Form.
- It is important to note that detailed information will only be returned in FGITRND from FGIBDSR if the FUND, ORG, ACCOUNT, and/or PROGRAM codes are ALL data enterable.
- If you enter a query based upon a non-data enterable higher level rollup Fund, Org, Account, or Program code, FGITRND will NOT return ANY information.

In the example above, we have entered the higher, "Roll-up" level ORG 510FIN – Financial services in the Organization field.
This returns summarized financial information for ALL ORGS that "Roll up" to 510FIN.

FGITBSR – Balance Sheet Query

File Edit Options Block Item Record Query Tools Help

Trial Balance Summary FGITBSR 8.4 (PROD)

COA: Q University of Northern Colorado Fiscal Year: 12
Fund: 61100 Auxiliary Facilities Projects OR Fund Type:
Account: OR Acct Type:

Acct Type	Account	Description	Beginning Balance	Debit/ Credit	*	Current Balance	Debit/ Credit	*
11	11090	Interfund Claim on Cash	2,394,565.60	Debit		1,742,579.17	Debit	
21	21000	Accounts Payable System	0.00	Credit		0.00	Credit	
21	21015	Accounts Payable FRS	0.00	Credit		0.00	Credit	
31	31215	Original Budget Non-Pers Exp Contro	0.00	Credit		2,394,565.60	Credit	
31	31225	Base Adjst Non-Pers Expense Control	0.00	Credit		1,081,351.06	Credit	
31	31240	Budgeted Transfer Control	0.00	Credit		1,081,351.06	Debit	*
31	31310	Budgeted Change to Fund Balance	0.00	Credit		2,394,565.60	Debit	*
31	35300	Actual Non Personnel Exp Control	0.00	Debit		1,733,337.49	Debit	
31	35900	Actual Transfers Control	0.00	Debit		1,081,351.06	Credit	*
41	43100	Restricted Auxiliary - Expendable	2,394,565.60	Credit		2,394,565.60	Credit	
41	45000	Unrestricted Net Assets	0.00	Credit		0.00	Credit	

* - denotes amount is opposite of Normal Balance

Total: ALL ACCOUNTS 0.00 0.00

Current Fund Balance: 1,742,579.17 Credit

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Reviewing the Parameters for an FGITBSR Trial Balance Summary

If you are responsible for a Fund that has a separate cash balance, you may need to access form FGITBSR – Trial Balance Summary Form.
• This form helps you identify your current cash balance in ACCOUNT 11090 Interfund Claim on Cash. This number can generally be found in the first line of the form.
• The Fund's Current Fund Balance is found in the bottom right hand corner.
• If there is an asterisk in the box to the right of the Current Fund Balance debit/credit box, the Fund has a deficit balance.
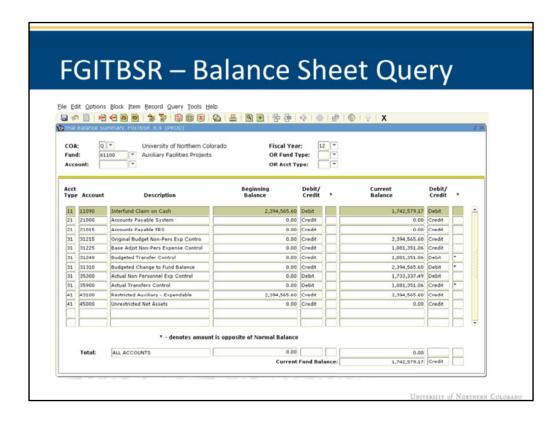
FGITBSR can be accessed from the General Menu GUAGMNU.
• Follow the same directions as provided for FGIBDST, except substitute FGITBSR in the "Go To" box.
• Enter the Fund code in the Fund Field and leave the Account code blank in the Account field.

The FGITBSR Trial Balance Summary form provides Balance Sheet information.
• Balance Sheet information includes accounts such as Cash, Accounts Payable, and Net Assets.
• Balance Sheet information is only available at the FUND and ACCOUNT level.
• Balance Sheet information CANNOT be provided at the ORG or PROGRAM level.

If you are responsible for a group of FUNDS that are grouped under a higher, "Roll Up" hierarchy level, the form FGITBSR can be used to retrieve summary information for groups of FUNDS at specified "Roll Up" levels.

The Options icon in the FGITBSR tool bar only allows you to access the FGIGLAC Query General Ledger Activity Information Form.
• This form looks like and is used in same way as form FGITRND Transaction Detail Information Form.
• It is important to note that detailed information will only be returned in form FGIGLAC from FGITBSR if the FUND and ACCOUNT codes queried are ALL data enterable.
• If you enter a query based upon a non-data enterable higher level rollup FUND or ACCOUNT, FGIGLAC will NOT return ANY information.

Most university employees do not have a need to regularly review Fund Balance Sheet information. FGITBSR is generally only used by employees with significant financial responsibilities. If you have questions regarding form FGITBSR – Contact your fund accountant.

In the example provided, we are querying the Data-Enterable FUND 61100 – Auxiliary Facilities Projects.
• The cash balance in account 11090 is $1.742M
• This fund does not have any Accounts Payable or Accounts Receivable Balances.
• The account codes that start with a 3xxxx are meaningful to advanced accounting staff employees, but do not need to be reviewed by other employees.
• The Fund's net fund balance from June 30th of the prior year is referred to its net assets and is reported in an account code that starts with 4xxxx.
• The Fund's current Fund Balance as of today is shown in the bottom right hand corner.
• In this case this fund's current fund balance is $1,742,579.17.
• This equals its cash balance because this fund does not have any assets or liabilities other than cash.
• This fund does NOT have an asterisk because its only asset is cash and its cash balance is positive.