Tips and Tricks for Banner FGIBDST

Here are some pointers that will help in your navigation around the FGIBDST form.

1) When you enter an **Index code** in the Index field, Banner will automatically fill in the Fund, Org and Program codes.

2) Consider manually removing the **Program code** when using an Index, to see all activity associated with that Fund-Org combination. Revenue or expenses can sometimes be applied to the wrong Program code accidentally....errors which you will see only if you remove the program code.

3) A shortcut for **Next Block** (to move from the top of FGIBDST to the bottom Account screen): hit the right-hand Control key and then the PageDown key. This is the keyboard way to do “Next Block,” instead of clicking the Next Block icon with the mouse.

4) A shortcut for **Rollback** (to move from the bottom Account screen back up to the top): hit the Shift key and then the F7 key. This is the keyboard way to do “Rollback,” instead of clicking on the curly Arrow icon with the mouse.

5) **Account codes** follow standard accounting naming conventions.
   - If it begins with a ‘5’.....it reflects a Revenue account
   - If it begins with a ‘6’......it reflects a Labor account
   - If it begins with a ‘7’......it reflects an Expense account

6) When we say “**FOAPAL,”** that correctly refers to the Fund-Org-Account-Program-Activity-Location code string. Activity codes are very beneficial for defining events or special programs for analysis and reporting purposes, and are widely used; location codes refer to specific buildings.

7) **“Commitments”** are purchase orders/requisitions that have been entered into the system but have not yet been received and paid for. Once the PO/requisition is paid and closed, the amount moves from the Commitments column to the YTD Activity column.
8) In an area where there is no revenue, the **Net Total** at the bottom of the screen will show budgets and YTD activity totals as a negative amount. This is natural. Banner is taking the "Revenue minus Expense = Balance" approach. Absence of revenue creates a negative balance.

9) If you don't see Revenue associated with the FOAPAL and you feel that it is *missing*, check to see if the box "**Include Revenue Accounts**" is checked. It is best to leave this box checked.
10) Be sure to click on an amount in either the Adjusted Budget column or the YTD Activity column to see the transaction details behind that amount.

For example: to see Transaction Details behind a YTD Activity amount, click *in the column*, and on the dollar amount* where you want the details. The number becomes highlighted. Then click on the drop-down menu in the top toolbar “Options” and select “Transaction Detail Information.”

This will bring you to the Transaction Detail screen. Here are some pointers for that screen.

11) You will need to use the scroll bar at the bottom in order to see the Transaction Description.
In the **Document column**, there are some hints about the kind of entry that has been made. If the document number begins with a **J**, it was a manually entered journal entry. If it begins with a **JS**, it was entered by the journal upload process. If it begins with **I**, it is from an Invoice. If it begins with **CC**, it is activity from a Credit Card.

12) You must drag the scroll bar further to the right to see if an **Activity Code** has been used.

13) When looking at the Transaction Detail behind budget numbers, the *original* budget entered for the current year will be named **“Approved Budget”**. Any budget adjustments for that account will show in additional lines. The term **“Accounted Budget”** means Approved Budget minus adjustments.

14) FGIBDST has some good **“Look-Up” features** in the FOAPAL fields. You can look up an Org, a Fund, etc. by clicking on the **down arrow** next to the field.

A new screen appears filled with system values. You can scroll down to find something numerically.
Or, to search in the name field, click on the F7 key first to blank out the screen of values. Make sure that ‘1’ appears in the Chart of Accounts (COAS) field, and enter part of the title that you know surrounded by % signs. Example: entering %Budget% will search for the Budget Office’s org.

Now hit the F8 key to populate the screen. What appears will be everything that has the word “Budget” in its title. Remembering FGIBDST’s Fund-Org security, you will only gain financial details to what you have been given Banner access to.

Note that the Data Entry column contains N & Y values. You should select where this column has Yes for data enterable; the N = Non-data enterable. You can also determine if the Status is A (Active) or I (Inactive), and view the Effective Date or the date of Termination.

Double-click on your selection in the COAS column and you’ll automatically return to FGIBDST, with that choice entered in the correct field.

15) FGIBDST has a good memory! If you leave FGIBDST and then return later, Banner will populate the fields with what you were last looking at. Be aware of this if you are changing fiscal years!

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