

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.**"

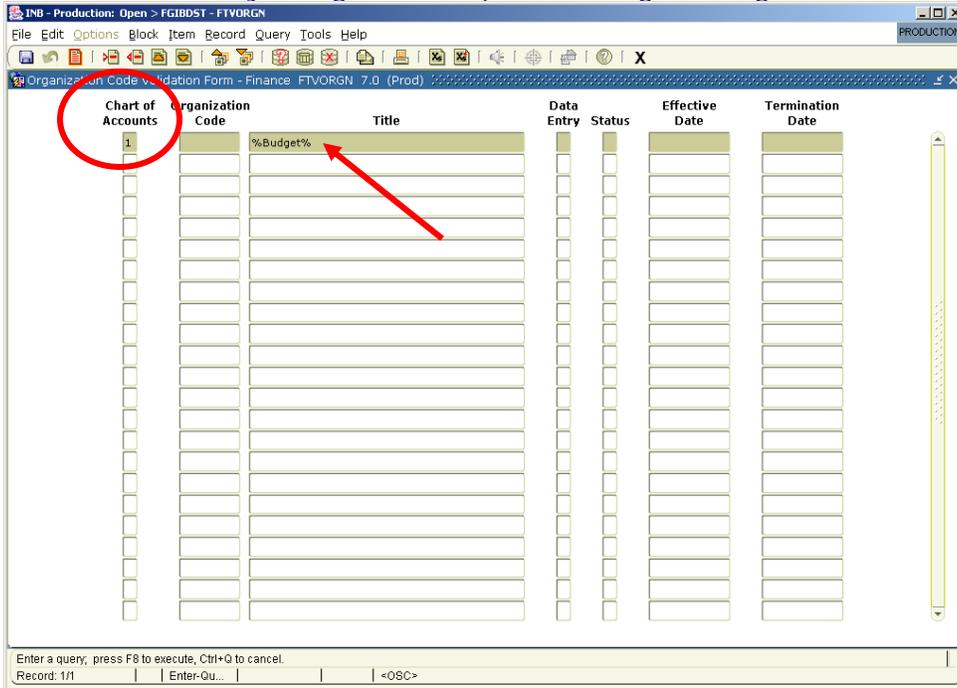
Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
701010	E Electricity Expense	9,237.00	0.00	0.00	9,237.00
701106	E Bio Diesel Fuel	0.00	1,338.17	0.00	-1,338.17
701110	E No. 2 Fuel Oil	8,500.00	0.00	0.00	8,500.00
701320	E Sewage Expense	700.00	216.00	0.00	484.00
703580	E Other Contracted Services	10,000.00	2,610.00	0.00	7,390.00
704012	E Work Order Expense	0.00	9,251.90	0.00	-9,251.90
704015	E Building Supplies Expense	3,000.00	67.42	0.00	2,932.58
707110	E Property Taxes Expense	1,750.00	1,152.64	0.00	597.36
710120	E Furniture Expense	0.00	162.00	0.00	-162.00
Net Total:		-33,187.00	-14,798.13	0.00	

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

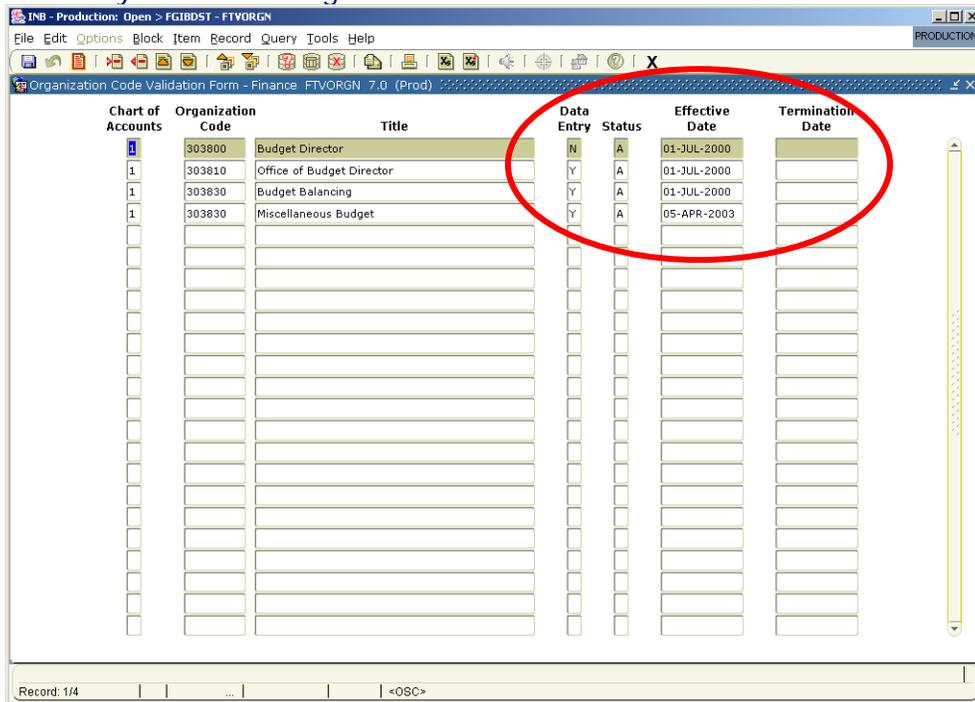
11) You will need to use the **scroll bar** at the bottom in order to see the **Transaction Description**.

Account	Organization	Program	Type	Document	Description	Field	Amount	Increase (+) or Decrease (-)
704015	308310	180	INN	10290083	Countryside Carpet and Paint	YTD	38.47	+
704015	308310	180	INN	10290007	Martin's Hardware	YTD	28.95	+
Total:							67.42	+

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!