BANNER FINANCE
Accounting Query Forms
# BANNER ACCOUNTING QUERY
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Introduction

Online Banner Accounting Query Forms. Users can query on their department’s accounting information online by using various Banner Query Forms. These forms are fiscal year, period or date driven --- depending on the form.

Important! Please remember that Banner is an active environment and is continually being updated with new transactions. If online querying on the current* fiscal year or period, keep in mind that balances may change if transactions coded to your Index Code post to Banner. Our posting process occurs in 3 minute intervals.

Monthly Reports: As of October 1, 2009, Banner Reports have been removed from this site and can be accessed on demand using UMDW (UM Data Warehouse). For information and training on UMDW, refer to the Banner Support UMDW Training web page located at http://www.umt.edu/bannersupport/Training.aspx.

** Previous fiscal year or period balances will not change once the year/period has been closed. Refer to Business Services Month End Cutoff schedule which can be found on their website:

The Banner Reports web page is located at http://www.umt.edu/bannersupport/Reports/default.aspx

Important terminology:

- **Fiscal Year**: The University of Montana’s fiscal year = July 1 thru June 30.

- **Fiscal Period**: Each month is considered a fiscal period.

- **Transaction Date**: Date of transaction. User/Process defined. If not specified, the system date is inserted at time of entry. *Important! The transaction date drives which period the transaction will post.*

- **Activity Date**: The date that the transaction posted in the Finance system. This is not related to the fiscal period!
Budget and Operating Ledger Query

JGIBDST Organizational Budget Status Query Form

Purpose: To view adjusted budget, year to date activity (expenses and revenues), encumbrances and available budget balances for a fiscal year. Most UM departments will typically query on their specific Index Codes. However, it is possible to query on any FOAPAL element in the key block.

Important:
- This form does not include Beginning Fund Balance information! If you know your fund had balance forward information that rolled from the previous year, it will not be included in this form. The FGITBSR (Trial Balance Form) will give you complete Fund Balance information.
- The Net Available Balance figure represents the available budget balance not cash balance.
- Do not use this form for Grant Index Codes if you want to find inception to date information. Reason: Grants are typically multi-year rather than fiscal year ---i.e., the life of the grant lasts more than one year. Inception to date information will not show on JGIBDST. Refer to Grants Query Manual for grant-specific forms.

To use this form:
- Type JGIBDST in Go To box.
- Enter key block information:
  - Chart (required): C (Default)
  - Fiscal Year (required current Fiscal Year is default): Enter current Fiscal Year (to get current available balance).
  - Index Code: Enter desired Index Code and press Tab

Important:
Make sure that “Include Revenue Accounts” is unchecked. If this box is left checked, the form will not calculate the Net Total Available Balance amount. If you know you have revenue activity, keep this box checked but it will not calculate the Net Total Amount.

Navigate to Next Block (or Ctrl-PgDn).
To view Transaction Detail Information (navigate to JGITRND via JGIBDST):

1. To view all detail transactions for an account, highlight account field and click on Transaction Detail Information in Options Panel.

2. To view specific transaction by Adj Budget, YTD, Commitments --- click on the dollar amount in the specific field and click Transaction Detail Information in Options Panel.

3. To query on specific accounts, enter query (F7), type in account, execute query (F8).
   - Accounts 61% = Payroll Accounts
   - Accounts 62% = Operating expenses
   - Accounts 63% = Capital expenditures (purchases over $5000)

4. To return to JGIBDST from the JGITRND table, click on the Red Door to Exit.
To view Payroll Information (navigate to NHIDIST via JGIBDST):

- Highlight a payroll account (61%) and click on NHIDIST from Options menu. Refer to Payroll Training and Reference Manual for details on NHIDIST.

Data Extract Feature: “Extract Data No Key” feature is enabled on JGIBDST
Detail Transaction Query

JGITRND  Detail Transaction Activity Query Form

**Purpose:** To view the detail transaction activity for a Fund, Organization, Index, and Program. Queried by Fiscal Year (all Fiscal Periods or specific Fiscal Periods).

To use this form:
- Type JGITRND into the Go To box.
- Enter key block information:
  - **Chart** (required): C (Default)
  - **Index Code:** Enter desired Index Code. (Suggested).
  - **Account Code:** Leave blank if you want to pull up all account codes tied to that Index Code. If you enter a specific Account Code and press tab, ‘S’ will populate the ‘Query Type’ field.
- Navigate to Next Block (or Ctrl + Page Down).
- Press F8 to execute the query.
JGITRND – continued

For additional queries on specific fields:
- If an Account Code was entered in the Header Block, click on the Rollback button in the top menu and remove the Account Code. With the desired index in the Index field, press Ctrl + Page Down and enter desired information in fields (Tab will take you to accessible fields). If a specific Account Code was not entered in the Header Block, simply press F7 while in the lower block to bring up the blank query form.
- Execute the query by pressing F8.
- Remember to click on Query Total for all Records from the Options menu to calculate the Grand Total.

To retrieve details about a specific document (navigate to FGIDOCR via JGITRND):
- Highlight the desired record (must be in a FOAPAL field or Document Type), right click on the canvas and click on “Query Document” in the Options list.
- You will navigate to FGIDOCR (Document Retrieval Inquiry Form) if the document is a JV.
- You will navigate to FAINVE (Invoice/Credit Memo Inquiry Form) if the document is an Invoice.
- To return to JGITRND, click on the X.

Data Extract Feature: “Extract Data No Key” feature is enabled.
JGIDOCR  Document Retrieval Inquiry Form (UM modified form)

Purpose: To view the actual document accounting information and document postings for those lines by document number.

To use this form:
- Type JGIDOCR into Go To box.
- Enter document number in key block.
- If document number is not known, click on search button ▼. You will navigate to JGQDOCN (List of Transaction History Documents Form). JGQDOCN also contains the User_ID field which tells you who originated the document.
  **Note:** JGQDOCN can only be accessed via JGIDOCR. It is not a direct accessed form.
- Navigate to Next Block by pressing Ctrl + Page Down.

To view Document Text:
- If Text Exists (Y), right click on the canvas and click on “Document Text” in Options list.
- You will navigate to FOATEXT. Perform a Next Block command.
- To exit Document Text, click X.
JGIDOCR – continued

To access Document Postings by Sequence Number (Line Number)
- Highlight desired Sequence Line.
- Click on “Access Document Postings” in Options Menu. (Right click canvas)
- Click on X to return to JGIDOCR.

Data Extract Feature: Both “Extract Data with Key” and “No Key” feature is enabled on JGIDOCR.
JGQDOCN (List of Transaction History Documents Form)

**Purpose:** Used for search/query purposes. **Can only be accessed via JGIDOCR.**

**To use this form:**
- Type JGIDOCR into Direct Access Menu.
- Click on search flashlight 🕵️. You will navigate to JGQDOCN.
- Enter search criteria:
  - Any field you can tab to can be queried upon.
  - **Remember that the table behind this form is the Transaction Detail Table which contains millions of records.** The more information you can provide in your query criteria, the faster your results will be returned.
  - **Always end date values with the wildcard “%”**. Banner dates contain a time-stamp which we do not see online. If you do not include the %, Banner will assume a time-stamp does not exist and will return no records.
- Execute Query 📼 (or F8).

**Data Extract Feature:**
“Extract Data No Key” is enabled on JGQDOCN.
General Ledger Query

FGITBSR  Trial Balance Query Form

Purpose:  To view the fund balance for a Fund and the balance for each General Ledger Account Code.

To use this form:
  • Type FGITBSR in the Direct Access field.
  • Enter key block information:
    Chart (required):  C
    Fund (required): Enter desired Fund Code.
    Fiscal Year (required): Enter current Fiscal Year (to get current fund balance)
  • Navigate to Next Block (or Ctrl-PgDn).

IMPORTANT:
  • The asterisk * denotes amount is opposite of Normal Balance.  Example: If Account 1104 had an * in the column, this would mean that fund is cash negative.  Watch for the *!
  • The normal D/C indicator for Fund Balance = “C”.  If the Current Fund Balance indicator shows “D” the Fund Balance is negative.
  • Encumbrances (ENCB) are not included in Current Fund Balance and need to be subtracted to see unobligated Fund Balance.
How is Current Fund Balance calculated?

The following control accounts can be tied back to **YTD activity** on the JGIBDST form.

**FGITBSR Form**

- **BEXP (Budgeted Expenditure Control)**
  - Shows total YTD budget activity for that Fund.
- **ENCB (Encumbrance Control)**
  - Shows total YTD commitments for that Fund.
- **EXP (Actual Expenditure Control)**
  - Shows total YTD expenses for Fund.
- **REV (Revenue Control)**
  - Shows total YTD revenues posted to Fund.

**Do these figures always tie back to revenue/expense totals on JGIBDST?**

Keep in mind that this form pulls information tied to the **FUND**, not the Index Code.
If the fund is tied to only one Index Code, then the Control Accounts will tie back to the YTD activity on the JGIBDST form for that particular Index Code.

If the fund is tied to multiple Index Codes, the figures will not tie back to YTD activity on the JGIBDST (if you are querying by Index Code). The Index Code’s activity would only reflect a portion of that fund’s activity.

If you queried by Fund only (on JGIBDST), then the amounts will tie back to each other.

For detailed instructions about interpreting these amounts, please contact your fund accountant in Business Services.

**Data Extract Feature:** Feature is not available.
FGIGLAC  General Ledger Detail Query Form

Purpose: To view detailed General Ledger Account activity by Fund or Index Code. Provides an online summary. Queried by Fiscal Year (all Fiscal Periods or specific Fiscal Period).

To use this form:

If accessing FGIGLAC via Direct Access Menu:
- Type FGIGLAC in Direct Access Menu.
- Enter key block information:
  Chart (required): C
  Period: If left blank, information will include ALL fiscal periods for specified Fiscal Year.
  Fiscal Year (required): Enter desired Fiscal Year (typically current).
  Index Code: Enter desired Index Code.
  Fund Code: If Index Code is entered, Fund Code will fill in automatically.
  Account Code: Ignore! No matter what account you enter in the Key Block, Banner wipes it out when navigating to the Next Block.

- Navigate to Next Block (or Ctrl-PgDn).
- Execute Query (or F8) to get all General Ledger accounts.

Important: Make sure you right click on the canvas and select “Query Total for all Records” to calculate the Grand Total by account; otherwise the Total amount will only be for the rows visible on your screen. You must be at the last record to get the true Total amount!

To query on specific fields:
- Enter Query (or F7) and enter desired information. Account, Type, Amount, and D/C fields can all be queried on.
- Execute Query (or F8).

To query on specific documents:
- Highlight the desired record.
- Click on Query Transaction Source Info in the Left Options Panel.
- You will navigate to JGIDOCR (JVs), FAIINVE (Invoices) or FAICHKH (Checks).
FGIGLAC – continued

If Navigating from FGITBSR

- Right Click on the canvas to Query General Ledger Activity Info.
- You will navigate to the FGIGLAC (General Ledger Activity Form).
- Key block information will automatically fill in from FGITBSR values.

**Banner Quirk:** When navigating from the FGITBSR form, the FGIGLAC Form will always pull in information for all General Ledger accounts for that fund. You must enter/execute (F7/F8) a new query to find out the detail transactions for the specific Account Code.

To query on specific fields:

- Enter Query (or F7) and enter desired information. Account, Type, Amount, and D/C fields can all be queried on.
- Execute Query (or F8).

Return to FGITBSR by clicking on the black X.

Data Extract Feature: “Extract Data No Key” feature is enabled.
Miscellaneous Query Forms

Human Resource Query Forms

NHIDIST  Labor Distribution Data Inquiry Form
Purpose: To view accounting detail for payroll information by Index Code, dates and expense categories. (Refer to Payroll Training and Reference Manual for details.)

NBAJOBS  Employee Jobs Information
Purpose: To view basic employment information for employees. You will be able to view their current status, grade, hourly or annualized rate and labor distribution. (Refer to Payroll Training and Reference Manual for details.)

Chart of Accounts Query Forms

IMPORTANT: The following are Maintenance Forms (not Query Forms). Because of this, when immediately entering into these forms, the user must put the form in Query Mode by pressing F7 (Enter Query). Next, enter specific criteria and execute the query (F8).

FTMACCI  Index Code Maintenance Form
Purpose: You can query in the Account Index, Account Index Title, Organization or Fund Fields to locate specific Index Codes and other information on the Index Code.

FTMFUND  Fund Code Maintenance Form
Purpose: You can query in the Fund Number field or the Fund Title field to locate Fund numbers and information on the Fund.

FTMORGN  Organization Code Maintenance Form
Purpose: You can query in the Organization Number field or Title field to locate Organization numbers and information on the Org.

FTMACCT  Account Code Maintenance Form
Purpose: You can query in the Account Number or Account Title field to locate Account numbers and information on the Account.

Please note: For reports, visit the UM Data Warehouse web page at https://www.umt.edu/umdw/ for training and handbook information.
Banner Assistance

BANNER HELP LINE 243-2667 (BNNR)
The Banner Help Line can answer your questions. You can also send an e-mail with your
questions to bannerhelp@mso.umt.edu.

BANNER PASSWORD RESETS
Call IT Central at 243-HELP (4357).

BANNER-ANNOUNCE (Banner Announcements):
All Banner users are automatically subscribed to the Banner-Announce listserv. If you have
questions regarding this listserv, please contact the Banner Integrated Systems Officer at 243-
5559.

BSRV-LIST (Business Services Announcements):
All Banner Finance users are automatically subscribed to the BSRV-LIST listserv. If you have
questions regarding this listserv, please contact the Finance Systems Manager at 243-2940.

BANNER SHORT COURSES
Attend additional Banner courses offered by IT and Business Services. Check the IT Short
course website http://www.umt.edu/it/training for class schedules and on-line registration.

BANNER SUPPORT WEBSITE
Banner manuals other support resources are available on a UM secured website.

To log onto the website:
1. Open up your web browser and type: http://www.umt.edu/bannersupport/
2. Click on Manuals.
3. At the UM Login screen, enter your NetID and password. Click Login.
4. Click on the filename of the desired item.
5. If you need assistance accessing this site, please call IT Central at 243-Help (4357).