


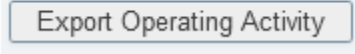
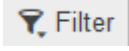


FGIOPAL: Reviewing & Exporting Budget Detail Information

General Information

The **Operating Activity Query & Export [FGIOPAL]** form allows for users to review and export detail budget level data as Excel file (CSV) and report detail for budgets, actuals and encumbrances. This will enable users to choose certain parameters, such as fiscal period, subaccount category, etc. so that data can be manipulated according to users' needs. As always, Banner questions may be sent to bannerhotline@odu.edu

How to view Transaction History and Details:

Actions and Steps	Helpful Tips & Tricks
1. Access the Operating Activity Query & Export Form [FGIOPAL] .	Type FGIOPAL in the Search Block field on the Old Dominion University Home Screen and press Enter .
2. The Operating Activity Query & Export Form [FGIOPAL] contains one block to initiate a search which auto-populates: <ul style="list-style-type: none"> ◆ Chart of Accounts: Defaults to "U" 	This will allow you to access all Budget accounts stored in the Banner system. You will be able to narrow your query search after executing the search and further accessing the form. See Step 4.
3. Click the Go Button to load all the information about the Document. <ul style="list-style-type: none"> ◆ The form allows users to narrow their search parameters within each information block and export the data into an Excel spreadsheet. You may do this by selecting the Filter Button. <p>In the middle section of the form, the "Operating Activity," users may filter their search by the following criteria:</p> <ul style="list-style-type: none"> ◆ Fiscal Year ◆ Fiscal Period* ◆ Activity Settings/Account Category ◆ Organization Budget Code ◆ Excel or CSV Export options <p>Simply click the Filter Button in this section to access and enter your preferred search criteria, as listed above.</p>	Go Button or Down Arrow may be used.  The Filter Button may be used to narrow your search in this form. Filter Button:  *The Fiscal Period field tells you which accounting period the transaction posted to. (i.e.: Fiscal Year July – FP01 – June, FP12 with Accrual, FP14). <i>This form is a query search form and allows flexibility with search criteria. After selecting preferred search criteria, users may export the data into an Excel or CSV document and save or print the document.</i>
4. After entering your search criteria (for example, Organization Budget Code and Fiscal Year), click the Filter Go Button . Your search will execute.	Filter Go Button: 
5. If you prefer to export this data after executing the above search, Select your Export Format (Excel or CSV) Radio Button you prefer and click the Export Operating Activity Button . After doing so, a pop-up window will display, select the OK Button and the spreadsheet in your chosen format will automatically display. You may Save or Print this spreadsheet.	Export Format Radio Buttons and Export Operating Activity Button: Export Format <input checked="" type="radio"/> Excel <input type="radio"/> CSV 
6. If you wish to perform research with different search criteria, click the Filter button. This will allow you to re-enter search parameters.	Filter Button: 
7. Remember to log out of Banner when you leave your desk.	Click the ODU Home Screen button on the toolbar.

FGIOPAL Sample Screenshot:

Chart of Accounts: U Old Dominion University

FISCAL PERIODS

Chart * U Old Dominion University
 Fiscal Year * 23 06/30/2023 Year Ending
 Fiscal Period All Periods and Accrual Period
 Start Date 07/01/2022
 Periods 12
 Accrual Period Not Open
 Period Status

OPERATING ACTIVITY FORMAT FOR QUERY AND EXPORT

Data Columns All Exclude Titles
 Filter Action Include Operating Totals Do Not Total
 Activity Year to Date (Cumulative) Net Period Both

REVENUES
 PERSONAL SERVICES
 NON-PERSONAL SERVICES
 TRANSFERS

Export Format Excel CSV
 Export Operating Activity

OPERATING ACTIVITY

COA	Fiscal Year	Commit Type	Account Type	Fund	Organiza...	Account	Program	Activity	Location	Duration (YTD)	Adjusted Budget (YTD)	Fiscal Period	Adopted Budget (YTD)	Budget Adjustments (YTD)	Temporary Bud
Total															

Filter Options Screenshot:

Chart of Accounts: U Old Dominion University

FISCAL PERIODS

Chart * U Old Dominion University
 Fiscal Year * 23 06/30/2023 Year Ending
 Fiscal Period All Periods and Accrual Period
 Start Date 07/01/2022
 Periods 12
 Accrual Period Not Open
 Period Status

OPERATING ACTIVITY FORMAT FOR QUERY AND EXPORT

Data Columns All Exclude Titles
 Filter Action Include Operating Totals Do Not Total
 Activity Year to Date (Cumulative) Net Period Both

REVENUES
 PERSONAL SERVICES
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Export Format Excel CSV
 Export Operating Activity

OPERATING ACTIVITY

Basic Filter Advanced Filter

COA Fiscal Year Commit Type Account Type Fund Organization Account Program
 Activity Location Duration (YTD) Adjusted Budget (YTD) Fiscal Period
 Add Another Field ...

Clear All Go

COA	Fiscal Year	Commit Type	Account Type	Fund	Organiza...	Account	Program	Activity	Location	Duration (YTD)	Adjusted Budget (YTD)	Fiscal Period	Adopted Budget (YTD)	Budget Adjustments (YTD)	Temporary Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Reservation (YTD)	Fund Type Level 1	Fund Type
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Helpful Tips & Tricks:

- ◆ This form is a filter-only form – you may filter most any of the fields displayed in the Filter section!
- ◆ Remember to refer to the Office of Finance Directory on the website at: <https://www.odu.edu/finance/directory>.