

Banner Internal Financial Reporting: Form Guide

GENERAL INFORMATION

Budget reports are not distributed on a monthly or semi-monthly basis to all users. The following forms in Banner provide the information necessary to monitor departmental budgets. Good internal record-keeping is crucial to matching information in Banner. And as always, Banner problems can be sent to bannerhotline@odu.edu.

This Guide contains the 7-character Banner Form Name, the Descriptive Name, a brief description of what may be found within the particular form, and any additional helpful tips and tricks when using the form.

Banner Form Name	Description	Helpful Tips & Tricks
FGIBAVL	<u>Budget Availability Status Form:</u> This form provides available budget balances for personal services, nonpersonal services, travel, and equipment pools and transfers by organizational budget. It shows the current operating expenditure budget less year-to-date activity and commitments to arrive at the balance. This form is updated as data is entered and will display both approved and unapproved transactions. Detailed expenditure data needs to be obtained through the Organization Budget Status Form [FGIBDST] .	Remember that items in suspense, in process, or entered in error will display in FGIBAVL until cleared, and you will not be able to see the details in FGIBDST until those items are approved and posted. No research can be performed from this form.
FGIBDST	<u>Organization Budget Status Form:</u> This form shows budget, actual activity and encumbrances and shows available balances <i>by line item only</i> . It does not provide a net budget balance. It can also display detailed information on a specific transaction. You can perform detailed research from this form. This form is updated after posting and approval processes are completed. Detailed instructions on how to access this Banner form are available in FGIBDST: Checking Your Budget .	During the original budget load, you will not see any pool accounts listed on FGIBDST since budgets are loaded at the line item level. Budget adjustments are always made in pool account sub-object codes (4999, 6999, 7999, 9899) for benefits, NPS, travel, and equipment.
FGIBSUM	<u>Organizational Budget Summary Form:</u> This form shows a summary of budget information by revenue, total personal and nonpersonal expenditures, and transfers, if applicable, for a specific organization. Can be accessed from the Organizational Budget Status Form [FGIBDST] by clicking in the Budget Summary Information selection from the Related pull-down menu.	When linking from one form to another, click on the X icon on the toolbar to go back to the previous form.
FGITRND	<u>Detail Transaction Activity Form:</u> Provides a detailed transaction listing by sub-account for a specific budget. Can be accessed from the Organization Budget Status Form [FGIBDST] by highlighting a specific line item and clicking on the Transaction Detail Information selection in the Related pull-down menu.	Transactions are shown with the newest information at the top. You can use the horizontal scroll bar to move the window pane to the right to reveal additional information about entries (i.e., description).
FGIDOCR	<u>Document Retrieval Inquiry Form:</u> This form provides detailed information about all transaction types. Can be accessed from the Detail Transaction Activity Form [FGITRND] by clicking on the Query Document selection in the Related pull-down menu.	When you first access FGIDOCR , you must click the GO Button to load all information about the document.

Banner Form Name	Description	Helpful Tips & Tricks
FGQDOCP	<p><u>Document Postings Form:</u> Shows how transactions post into each ledger. Can be accessed from the Document Retrieval Inquiry Form [FGIDOCR] by clicking on the Access Document Postings selection in the Related pull-down menu.</p>	<p>This form <i>cannot</i> be accessed by Direct Access via the ODU Homepage Search Block. Accessed via link.</p>
FOATEXT	<p><u>General Text Entry Form:</u> Shows text description for journal entry type transactions. Can be accessed from the Document Retrieval Inquiry Form [FGIDOCR] by clicking on the Document Text selection in the Related pull-down menu.</p>	<p>Information is available when the Document Text check box contains a check mark.</p>
FGIOENC	<p><u>Organization Encumbrance List Form:</u> Shows detailed information about <i>open</i> encumbrances. Can be accessed from the Organization Budget Status Form [FGIBDST] by clicking on the Organization Encumbrances selection in the Related pull-down menu.</p>	<p>Shows only encumbrances with a remaining balance. Once completed, encumbrance information will <i>not</i> display here. Can be accessed directly. Check at least monthly.</p>
FGIENC	<p><u>Detail Encumbrance Activity Form:</u> Shows detailed information about a specific encumbrance. Accessed from the Organization Encumbrance List form [FGIOENC] by clicking on Query Detail Encumbrance Info in the Options pull-down menu or from the Detail Transaction Activity Form [FGITRND] by clicking on Detail Encumbrance Info in the Related pull-down menu.</p>	<p>Information is displayed from oldest to newest and shows all transactions for the encumbrance (original encumbrance, partial/full payments, and changes). Can be accessed directly. Use this form to see all activity against a purchase order.</p>
FAINVE	<p><u>Invoice/Credit Memo Query Form:</u> This form shows the date an invoice is scheduled to be paid and to what address a check will be mailed. This form can be accessed directly or from the Related pull-down menu wherever invoice information is available. The <i>Document</i> is the Banner-generated invoice number.</p>	<p>If you link to FAINVE from another form, you must click the GO Button to load all information about the document.</p>
FTIIDEN	<p><u>Entity Name/ID Search:</u> This form allows you to see if a vendor is in the University's vendor table.</p>	<p><i>Use ALL CAPS.</i> Unless a sole proprietor, put entire name in Last Name field. Refer to the FTIIDEN: Finding a Vendor Number handout for more information.</p>
FOIDOCH	<p><u>Document History Form:</u> Allows you to see PO#, Banner-generated invoice number, and check number.</p>	<p>Refer to FOIDOCH: Researching an Invoice Using the Banner Invoice Number handout.</p>
FAIVNDH	<p><u>Vendor Detail History Form:</u> Allows you to see payment history for a specific vendor.</p>	<p>Vendor history will be for all payments made by ODU to that vendor. Refer to FAIVNDH: Researching an Invoice Using Vendor History handout.</p>
FGIOPAL	<p><u>Operating Activity Query and Export:</u> Allows for users to review and export detail budget level data as Excel file (CSV) and report detail for budgets, actuals and encumbrances.</p>	<p>This form will enable users to choose certain parameters, such as fiscal period, subaccount category, etc. so that data may be used according to users' needs.</p>