



UConn Health Center Banner Training Manual

Internet Native Banner (INB) Ledger Inquiries

Banner Reporting Overview

Available Banner Reporting Methodologies

There are several reporting methods available in Banner as listed below. Please see the separate procedure for each one.

1. **INB Inquiries:** Filter Banner forms by specifying criteria such as FOAPAL codes, then drill down to narrow results by additional criteria such as date or transaction type, source document information; extract to Excel.
2. **SSB Queries:** Build queries by specifying criteria such as FOAPAL codes, then drill down to source document information. Add calculated fields; extract to Excel; save queries for future use.
3. **INB Reports:** Filter pre-defined Banner reports by specifying parameters such as date ranges and codes. Extract as a text file for opening in MS Word.
4. **Ad-Hoc Queries (ODS):** Banner data is stored in the Operational Data Store (ODS) and can be queried directly using tools such as Web Focus.
5. **E-Print:** A selection of FRS E-Print reports that have no Banner equivalent will be written by UCHC IT and made available in a new E-Print application.

In addition, detailed Purchasing information be queried in HuskyBuy and exported to Excel.

Banner (INB) Ledger Inquiries

Important Reporting Concepts

Banner Security Controls Reporting Access

Each individual Banner User's security set-up controls the forms and data the user may view.

1. **Form Security:** Banner Users are set up with access to only certain forms
2. **Fund Org Security:** Banner Users are set up with access to only certain Fund and Organizations

Many Forms are Ledger-Specific

1. General (G/L): For Balance Sheet Account inquiries—see number table below
2. Operating (O/L): For Income Statement inquiries--see number table below
3. Grants: For Grants and Project Funds; provides Inception-to-Date amounts
4. Encumbrance

Two Different Transaction Sign Conventions Are Used

Transaction signs are indicated in two ways in Banner:

1. **"D" & "C":** Indicate true accounting Debits or Credits
2. **"+" & "-":** Indicate an Increase ("+") or Decrease ("-") to an account's normal balance; see table below.

Account Types and Signs by Ledger					
Account Type (Acct starts w/ first digit)		Ledger	Normal Balance	Increase ("+")	Decrease ("-")
10	Assets	General	Dr	Dr	Cr
20	Liabilities	General	Cr	Cr	Dr
30	Control Accounts	General	Various	Various	Various
40	Net Assets	General	Cr	Cr	Dr
50	Revenue	Operating	Cr	Cr	Dr
60	Salary Expenses	Operating	Dr	Dr	Cr
70	Operating Expenses	Operating	Dr	Dr	Cr
80	Transfers	Operating	Cr	Cr	Dr
90	Fund Additions	General	Cr	Cr	Dr
95	Fund Deductions	General	Dr	Dr	Cr

Budgets Are Controlled at Certain Levels

1. Only Travel & Expense, and Purchase-Type Documents (those passed from HuskyBuy) are checked for Budget Availability
2. Budgets are controlled at the Fund, Organization, and Pooled Account Levels
3. Only Salary and Operating Expense Accounts are budgeted (those beginning with "6" or "7")

See the Appendix for a summary of Budget Pool Levels.

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Most Forms Display Only Posted (not Pending) Transactions

Two forms do display Pending Transactions

1. Budget Availability, FGIBAVL
2. Suspended Journal Entries, FGAIJCD

Most Forms Display Fiscal Year (Not Inception-to-Date) Data

Use the Grant Form, “FRIGITD” to access Inception-to-Date data (for project Funds, for example)

Most Forms Are Not Period-Specific

1. The Transaction forms (FGITRND, FGIGLAC) have a ‘**Period**’ field that can be filtered, but it is cumulative, e.g., results will include all transactions from the beginning of the Fiscal Year through the specified period.
2. CAUTION: The ‘**Activity Date**’ that appears on many forms is simply a processing date, and does not relate to an accounting period.
3. **Transaction Dates**, which are found at the Document level, DO relate to accounting periods—the month of the Transaction Date is the month of the accounting period.

Financial Statement Reporting Will Be Done in the TM1 (Budget) System

1. Although Financial Statement Reports are available in Banner, UCHC’s official financial reporting will be done in TM1
2. Data between TM1 and Banner will be synched several times per day
3. Reporting roll-ups may differ between the two systems.

Using Inquiries, Queries, and Drill Options to Find Banner Information

How to Perform a Basic Inquiry

An inquiry is used to populate a Banner Form. Filter criteria such as FOAPAL codes are entered in the Key Block, and then a Next Block action is used to populate the data block.

1. Navigate to the Form (see [Key Banner Inquiry Forms](#) section for a sample list).
2. Enter filter criteria in the key block fields. For example, enter a Fund code in the Fund field
 - a. Note: Some fields are optional while others are required; the AutoHint provides guidance
 - b. Use the List of Values (LOV) to search for valid values (click the drop-down box to begin; see query instructions below.)
 - c. Some fields accept both non-data-enterable FOAPAL codes as well as data-enterable codes; e.g., Account “700” vs. Acct “70001”; non-data-enterable codes provide summary-level results.
3. Perform a Next Block action to populate the data block; (some forms also require a Query Execute action to display data; see Autohint line for guidance)

How to Query to Filter Banner Data

A query is used to filter the data fields on a Banner Form. A Query Enter action is used to clear the data on the form, then filter criteria is entered in one of the form’s fields. A Query Execute Action is used to re-populate the data.

1. Perform an inquiry on a form, or access a List of Values (LOV)
2. Query Enter (F7) to clear the form
3. Select the field you wish to filter (ex: the “Title” field on the Account LOV)
4. Enter filter criteria, using wildcards if desired (ex: “%Equip%” to find any titles containing the string “Equip”)
5. Query Execute (F8) to populate the query

NOTE: Most Title and Description fields are *case sensitive* in Banner.

How to Use the Options Menu to Drill for More Detail

The Options menu lists related forms that you can navigate to from the current block or current record on a form. The resulting form will pre-fill with criteria from the current form, such as the key block data or selected record data. (See [Drilling Examples](#) section).

1. Perform an inquiry on a form
2. Navigate to the Block or Record to be researched
 - a. Use Next Block to select a block
 - b. Use Next Record, or click in the left-most column of a record to select it (it will become highlighted)
3. Click the Options menu and select the related forms (Available Options vary by block or record)
4. Perform a Next Block and/or Query Execute on the resulting form to populate it
5. **Most resulting Data can be re-queried/re-drilled**

Note: Other selections available from the Options Menu at times include obtaining a grand total for all records, and viewing a list of codes pertaining to the current form.

Banner (INB) Ledger Inquiries

How to Drill Using Forms That Are Not Available Via the Options Menu

Sometimes a form that would aid the research is not listed as an Option. In this case you can copy a key piece of information to the clipboard, navigate to the desired form, and paste the clipboard contents into the related field.

1. Click in the field containing the key piece of information (e.g., document number), and Edit Copy from the menu
2. Use the F5 key to open the “Go To” block, type in the name of the desired form, and hit “enter”
3. Navigate to the related field (e.g., document number) on the new form, and Edit Paste from the menu
4. Continue with the inquiry/query as described above
5. To return to the original form, click the “X” Exit icon

Monitor the Autohint Line for Helpful Information

The Autohint will display information about the current field, any error situations, and potential short-cuts.

Example: Per the AutoHint line below, clicking Item Duplicate from the menu, or using the keyboard equivalent F3, will navigate to the FGITRND form for detail information.

Dup Item for Detail,Count Query for Orgn. Summary, Dup Rec for Encum. List				
Record: 1/2		...		<OSC>

How to Start a New Inquiry

1. Use Rollback to access the key block and change filter criteria
2. In some cases, Query Cancel must be used before the Rollback action (if Rollback doesn't work, try using Query Cancel first)

How to Extract Inquiry/Query Results to Excel

Note that this option is not yet available on all forms. The Extract options will be grayed-out on the menu if not available).

1. Once the form is populated as desired, click one of the Extract Data Options under the Help menu
 - a. Extract Data with Key will export the selections you have made in the header block in addition the query results
 - b. Extract Data-No Key will export the query results only
2. Click the “Open” button on the resulting File Download message box (note, a “Save” option is also available)
3. A file named “gokoutd.csv” opens in Excel
4. Change the file type to an Excel File Type before saving

Banner (INB) Ledger Inquiries

How to Locate a Finance Inquiry Form

A Matrix that compares Key Inquiry forms is available on the next page. To see the complete list of inquiry forms, enter the following string in the Banner Go To box: 'F_I%'. This will return all Finance forms with the Inquiry Function.

Search Results

Find %

Desc	Code
Check Payment History	FAICHKH
Financial Aid Pell Processing	FAID
Invoice/Credit Memo Query	FAIINVE
Invoice/Credit Memo List	FAIINVL
Receiving/Matching Status Query	FAIIREC
Open Invoices by FOAPAL	FAIOINF
Vendor History Query	FAIVHIS
Vendor Invoice Query	FAIVINV
Vendor Detail History	FAIVNDH
Fixed Asset Adjustment Query	FFIADJF
Fixed Asset Adjustment History	FFIADJH
Fixed Asset Adjustment List	FFIADJL
DTAG Document Listing	FFIDTAG
Fixed Asset List	FFIFALV
Fixed Asset Master Query	FFIMAST
Fixed Asset Procurement Query	FFIPROC
List of Automatic Journal Vouchers	FGIAUTO
Budget Availability Status	FGIBAVL
Executive Summary	FGIBDSR
Organization Budget Status	FGIBDST
Organization Budget Summary	FGIBSUM
Direct Cash Receipt Summary	FGICSUM
Direct Cash Receipt Inquiry	FGIDCSR
Document Retrieval Inquiry	FGIDOCR
Encumbrance List	FGIENCB
Detail Encumbrance Activity	FGIENCD
General Ledger Activity	FGIGLAC
Journal Voucher Summary	FGIJSUM
List of Suspended Journal Vouchers	FGIJVCD
Organizational Encumbrance List	FGIOENC
Reclassification Query	FGIRCLE
General Ledger Trial Balance	FGITBAL
Trial Balance Summary	FGITBSR
Detail Transaction Activity	FGITRND
Approvals Notification	FOIAINP
Approval History	FOIAPHT
Approved Document Query	FOIAPPD
Document Approval History	FOIAPPH

Reminder: Security settings may limit your access to these forms.

Banner (INB) Ledger Inquiries

Key Banner Inquiry Forms

(See a Quick Reference Guide (QRG) with a screen shot for each following this table).

QRG #s	Category	Banner Form	Banner Form Name	Description
1	O/L	FGIBDSR	Executive Summary (Can query on Hi-Level codes)	Budget and Activity data organized by Account; filter by 1 or more FOAPAL elements
2	O/L	FGIBSUM	Trial Balance Summary	Fund balance by Revenue, Labor, Expense, and Transfer categories
3	O/L	FGIBAVL	Budget Availability Status -- INCLUDES PENDING DOCUMENTS	Available budget balance, actuals, and commitments by FOAP at the level of budget control
4	O/L	FGIBDST	Organization Budget Status-- INCLUDES ONLY POSTED DOCUMENTS	Available budget balance, actuals, and commitments by FOAP as entered, rather than as summarized at the level of budget control like in the FGIBAVL form
5	O/L	FRIGITD	Grant Inception to Date (ITD)	ITD budget, actuals, commitment info for any fund type that is a project/has an associated grant code
6	O/L	FGITRND	Detail Transaction Activity	Lists of all documents that affected a particular FOAPAL elements
7	G/L	FGITBSR	Trial Balance Summary (@ High Level)	Beginning balance and current balance for G/L Accts / Fund Balance--can filter by Fund Type
8	G/L	FGITBAL	Trial Balance Summary	Beginning balance and current balance for G/L Accts / Fund Balance
9	G/L	FGIGLAC	General Ledger Activity	Lists documents posted to G/L Fund and/or Account, by fiscal period and/or fiscal year
10	Document	FGIDOCR / >FGIDOCF	Document Retrieval Inquiry Form/ > Option: Postings	Displays all sequences (lines) for a document/ doc type, or description. Drill to FGIDOCF to see system postings e.g., Control Acct entries
11	Encumb.	FGIOENC	Org. Encumbrance List	Lists all encumbrances posted to a particular ORG and/or Fund
12	Encumb.	FGIENC	Detail Encumbrance Activity	Transactions affecting encumbrances (requisitions, purchase orders, general encumbrances, and the payments that liquidate them)
13	Purch	FPIPURR	Purchase/Blanket Order Info	PO and Change order information
14	Purch	FOIDOCH	Document History	Status by Document Type/Document number
15	Purch	FAIINVE	Invoice	Accounting, status, and payment information
16	Purch	FAICHKH	Check Payment	Lists invoices paid by check number
17	O/L	FZMACCI	Account Index	Valid Fund Organization Combination
18	AP	FOAIDEN	Person Identification	Search whether a person exists in Banner
19	AP	FTMVEND	Vendor Maintenance	Search whether a person is a vendor and/or verify remit to address

Banner (INB) Ledger Inquiries

1. FGIBDSR—Executive Summary (Balance by FOAPAL; Can use High-Level Codes)

Oracle Developer Forms Runtime - Web: Open > FGIBDSR

File Edit Options Block Item Record Query Tools Help

Executive Summary FGIBDSR 8.0.0.1 (TRNG)

Chart: U Fiscal Year: 11 Index:

Organization: Fund: 2F MSI Dental Program: Account: Account Type: Activity: Location:

☐ Query Specific Account ☒ Include Revenue Accounts

Commit Type: Both

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
55000	R	Clinical PGM Revenue	-669.00	-16.73	0.00	-652.27
55101	R	Contractual Allowances	-277,460.00	-6,936.50	0.00	-270,523.50
55201	R	Bad Debt	487.00	12.18	0.00	474.82
56501	R	Endowment Income	68,322.00	1,708.05	0.00	66,613.95
57002	R	General Revenue	3,023,919.00	75,597.98	0.00	2,948,321.02
61001	L	Base Earnings	0.00	100,814.46	346,286.23	-447,100.69
61003	L	Sick Leave	0.00	3,407.27	0.00	-3,407.27
61005	L	Vacation Leave	0.00	5,056.14	0.00	-5,056.14
61007	L	Personal Leave	0.00	542.61	0.00	-542.61
61009	L	Compensatory Time Taken	0.00	863.46	0.00	-863.46
61017	L	Furlough Cost Recovery	0.00	-499.71	0.00	499.71
61050	L	Salary Adj Manual	1,279,748.00	31,993.71	0.00	1,247,754.29
Net Total:			-18,720.00	-165,815.82	528,500.03	

FGIBDSR	G/L Trial Balance Summary (Displays Fund Balance)
Required Entries	Chart, Fiscal Year, Index or one or more FOAPAL elements. Orgn and Fund can be high-level codes.
Account	Leave blank to display all account codes within the organization or enter a desired code. It will display all subsequent account codes.
Acct Type	Leave blank to display all account types within the organization or enter a desired code. (Level 1 or Level 2 account types. See <i>Account Types</i>).
Other Criteria	
Query Specific Account	If a specific account code is entered in Account, screen will display that account, and all subsequent accounts, unless 'Query Specific Account' is selected.
Include Revenue Accounts	Should be unchecked for available balance queries, since Banner will subtract total expenses from revenues when checked.
Commit Type	Specify uncommitted, committed, or both types of encumbrances
Other Fields	Type: Revenue Labor Expense Transfer
Drill Options	
FGITRND	Transaction Detail

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3. FGIBAVL - Budget Availability Status--INCLUDING Pending (not yet posted) Documents

Oracle Developer Forms Runtime - Web: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.0.0.1 (TRNG)

Chart: U Fund: 100034 Ire Salary Support
 Fiscal Year: 11 Organization: 10300 Orthopaedic Surgery
 Index: Account: 6100 Regular Earnings
 Commit Type: Both Program: 10 Instruction

Control Keys ---> Fund: 100034 Organization: 10300 Account: 6100 Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6100	Regular Earnings	0.00	4,196.44	12,798.61	-16,995.05
6500	Fringe Expenses	0.00	1,749.87	3,636.57	-5,386.44
Total:		0.00	5,946.31	16,435.18	-22,381.49

Account Code.
 Record: 1/2 | | | | | <OSC>

FGIBAVL	O/L Budget Availability INCLUDING PENDING DOCUMENTS
Required Entries	Chart, Fiscal Year, Index or one or more FOAPAL elements. Budgeted Account must be entered.
Account	Budgeted Accounts begin with a "6" or "7". Only pool-level accounts will display regardless of Account level entered. All subsequent account codes will display.
Other Criteria	
Commit Type	Specify uncommitted, committed, or both types of encumbrances
Control Keys	Auto-populates. Indicates the fields that the budget is controlled on.
Drill Options	None

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4. FGIBDST--Organization Budget Status --Includes Only Posted Documents

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.3 (TRNG)

Chart: U
Fiscal Year: 11
Index:
☐ Query Specific Account
☒ Include Revenue Accounts
Commit Type: Both

Organization: 10300 Orthopaedic Surgery
Fund: 100034 Ire Salary Support
Program: 10 Instruction
Account: 6100 Regular Earnings
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61001	L	Base Earnings	0.00	4,219.32	12,798.61	-17,017.93
61017	L	Furlough Cost Recovery	0.00	-22.88	0.00	22.88
65032	L	Fringe Percentage Chargeb	0.00	1,749.87	3,636.57	-5,386.44
Net Total:			0.00	-5,946.31	16,435.18	

FGIBDST	O/L Organizational Budget Status
Required Entries	Chart, Fiscal Year, Index or one or more FOAPAL elements
Account (optional)	Leave blank to display all account codes within the organization, or enter a desired code. See Query Specific Account below.
Acct Type (optional)	Leave blank to display all account types within the organization, or enter a desired Level 2 account type code (50, 60 or 70). To see ALL Operating Expenses only, enter "70"
Other Criteria	
Query Specific Account	If a specific account code is entered in Account, screen will display that account, and all subsequent accounts, unless 'Query Specific Account' is selected.
Include Revenue Accounts	Should be unchecked for available balance queries, since Banner will subtract total expenses from revenues when checked. Check to Include Revenue e Accounts if the Fund has both Revenue and Expense and you wish to display a net balance.
Commit Type	Specify uncommitted, committed, or both types of encumbrances
Drill Options	FGIBSUM, FGIOENC, FGITRND—(select record first)

Banner (INB) Ledger Inquiries

6. FGITRND --G/L Detail Transaction Activity

Oracle Developer Forms Runtime - Web: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.0.0.1 (TRNG)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

U 11 211900 110010 20160 10

Period is Cumulativ

CAUTION: "Amount" represents an inc/dec to the Acct's normal balance. NOT

Use Scroll Bar to Access Additional Fields:

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
61001	20160	10	06-MAY-2011	HGRS	F0000008	HR Payroll 2011 Bv	YTD	13,355.74
61001	20160	10	02-MAY-2011	HGRS	F0000007	HR Payroll 2011 Bv	YTD	1,466.16
61001	20160	10	02-MAY-2011	HGRS	F0000007	HR Payroll 2011 Bv	YTD	-1,563.90
61001	20160	10	02-MAY-2011	HGRS	F0000005	HR Payroll 2011 Bv	YTD	13,279.06
61001	20160	10	29-APR-2011	HENA	F0000004	Encumbrance Salai	ENC	-26,900.60
61001	20160	10	28-APR-2011	HGRS	F0000002	HR Payroll 2011 Bv	YTD	13,037.56
61001	20160	10	26-APR-2011	HENC	F0000001	Encumbrance Salai	ENC	149,298.30
61003	20160	10	06-MAY-2011	HGRS	F0000008	HR Payroll 2011 Bv	YTD	94.55
61003	20160	10	02-MAY-2011	HGRS	F0000005	HR Payroll 2011 Bv	YTD	141.12
61003	20160	10	28-APR-2011	HGRS	F0000002	HR Payroll 2011 Bv	YTD	35.28
61005	20160	10	28-APR-2011	HGRS	F0000002	HR Payroll 2011 Bv	YTD	327.88
61007	20160	10	02-MAY-2011	HGRS	F0000005	HR Payroll 2011 Bv	YTD	30.11
61009	20160	10	28-APR-2011	HGRS	F0000002	HR Payroll 2011 Bv	YTD	49.57
61017	20160	10	06-MAY-2011	HGRS	F0000008	HR Payroll 2011 Bv	YTD	-132.70
61017	20160	10	02-MAY-2011	HGRS	F0000007	HR Payroll 2011 Bv	YTD	-18.04
61017	20160	10	02-MAY-2011	HGRS	F0000007	HR Payroll 2011 Bv	YTD	18.04
61017	20160	10	28-APR-2011	HGRS	F0000002	HR Payroll 2011 Bv	YTD	-132.71
Total:								162,385.42

Total is for Current Record set only—see Options menu to obtain grand total.

This form requires a Query Execute action to populate it

FGITRND	O/L Detail Transaction Activity
Required Entries	Chart, Fiscal Year, Index or one or more FOAPAL elements, OPTIONAL: Enter criteria in the Next Block with or without FOAPAL elements specified in the Key Block.
Account	Blank for all, or enter specific account code. (Q must = S)
Period	Blank for all, or enter specific period ("01"=July, "12" = June).
Query Type	Enter R (relative starting point to include subsequent accts) or S (specific account)
Commit Type	Leave blank for both types of encumbrances, or Specify U (uncommitted) or C (committed)
Drill Options	FGIENCD
Query Options	
(Document) Type	See appendix for list. Ex.: "IN%" returns Invoices; "J%" returns JE's.
Document (number)	
Amount	
Field (transaction type)	ABD=Adj Budget; OBD=Orig. Budget; YTD=Actual Activity; ENC=Encumbrance
Total Field	Displays the total for the current record set only. Select Query Total for All Records from the Options menu to display the last record and to display the total for all records.

Banner (INB) Ledger Inquiries

7. FGITBSR – Trial Balance Summary Form

Oracle Developer Forms Runtime - Web: Open > FGITBSR

File Edit Options Block Item Record Query Tools Help

Trial Balance Summary FGITBSR 8.0.0.1 (TRNG)

COA: UConn Health Center
Fund: Lab Medicine - Clinical Laboratory
Account:
Fiscal Year:
OR Fund Type:
OR Acct Type:

Acct Type	Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*
1A	10599	Claim On Cash	0.00	D		205,322.06	C	*
1E	12501	Receivables	0.00	D		24,129.35	D	
2A	21007	Accr Exp/Other Paybl	0.00	C		91,087.70	C	
3A	30101	Cur Year Actual Revenue Control Ac	0.00	C		20,127.97	C	
3A	30102	Cur Yr Act Expenses Control Acct	0.00	D		292,408.38	D	
3B	30301	Cur Yr Budget Revenue Budget	0.00	D		689,449.00	D	
3B	30302	Cur Yr Budgeted Expense Contr	0.00	C		2,602,456.00	C	
3B	30304	Curr Year Change To Fund Bal Budget	0.00	D		1,913,007.00	D	
3C	30501	Curr Year Reserve For Encumbrances	0.00	C		642,453.77	C	
3C	30502	Current Year Encumbrance Control	0.00	D		642,453.77	D	

* - denotes amount is opposite of Normal Balance

Total:

Current Fund Balance:

FGITBSR	Trial Balance Summary Form--High Level Reporting Available
Required Entries	Chart, Fiscal Year, Fund or Fund Type
Account or Acct Type	Optional
Acct Type	Optional
Other Criteria	
Drill Options	FGIBSUM, FGIOENC, FGITRND

Banner (INB) Ledger Inquiries

9. FGIGLAC--General Ledger Transaction Activity

Oracle Developer Forms Runtime - Web: Open > FGIGLAC

File Edit Options Block Item Record Query Tools Help

General Ledger Activity FGIGLAC 8.0.0.1 (TRNG)

Chart: U Fund: 100002 Period: Fiscal Year: 11 Index: Account:

Account	Transaction Date	Type	Document	Description	Amount	D/C	
10599	25-MAR-2011	HZFC	F0000009	HR Payroll 2011 BW 20 0	2,353.23	C	
10599	25-MAR-2011	HZFC	F0000009	HR Payroll 2011 BW 20 0	469.13	D	
10599	25-MAR-2011	HFRD	F0000009	HR Payroll 2011 BW 20 0	9,834.82	C	
10599	25-MAR-2011	HFRD	F0000009	HR Payroll 2011 BW 20 0	102.69	D	
10599	25-MAR-2011	HGRS	F0000008	HR Payroll 2011 BW 20 0	38,629.75	C	
10599	25-MAR-2011	HGRS	F0000008	HR Payroll 2011 BW 20 0	418.99	D	
10599	11-MAR-2011	HZFC	F0000005	HR Payroll 2011 BW 19 0	2,232.47	C	
10599	11-MAR-2011	HZFC	F0000005	HR Payroll 2011 BW 19 0	560.91	D	
10599	11-MAR-2011	HGRS	F0000005	HR Payroll 2011 BW 19 0	38,167.02	C	
10599	11-MAR-2011	HGRS	F0000005	HR Payroll 2011 BW 19 0	462.72	C	
10599	11-MAR-2011	HFRD	F0000005	HR Payroll 2011 BW 19 0	10,021.77	C	
10599	25-FEB-2011	HZFC	F0000003	HR Payroll 2011 BW 18 0	2,353.26	C	
10599	25-FEB-2011	HZFC	F0000003	HR Payroll 2011 BW 18 0	469.12	D	
10599	25-FEB-2011	HFRD	F0000003	HR Payroll 2011 BW 18 0	9,834.82	C	
10599	25-FEB-2011	HFRD	F0000003	HR Payroll 2011 BW 18 0	102.69	D	
10599	25-FEB-2011	HGRS	F0000002	HR Payroll 2011 BW 18 0	38,629.75	C	
10599	25-FEB-2011	HGRS	F0000002	HR Payroll 2011 BW 18 0	418.99	D	
Total for Current Record set only—see Options menu					Total:	149,977.09	C

FGIGLAC	General Ledger Transaction Activity
Required Entries	Chart Fiscal Year Index or Fund
Period	Blank for all or enter desired period
Account	Blank for all or enter desired General Ledger account
Drill Options	"Transactions Source Info" navigates to FGIDOCR
Query Options	Use Enter Query/Execute Query to filter on displayed fields including those listed below.
(Document) Type	See appendix for list. Ex.: "IN%" returns Invoices; "J%" returns JE's.
Document (number)	
Amount	
D/C	
Total Field	Displays the total of the positive and negative amounts for the current record set only. Select Query Total for All Records from the Options menu to display the last record and to display the total for all records.

Banner (INB) Ledger Inquiries

10. FGIDOCR - Document Retrieval (Inset FGIDOCF—Document Postings)

Oracle Developer Forms Runtime - Web: Open > FGIDOCR

File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry FGIDOCR 8.0 (TRNG)

Document: 30000003 Submission Number: 0 Document Type: JV

Header Information

Transaction Date: 28-APR-2011 Fiscal Year: 11 Fiscal Period: 10 Items: 2 Commit Type: U Text Exists: N

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	1	JE16	P_COA52A_Test	7,500.00	D		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
U		224000	61033	59910	60				N	04	

Options Block Item Record Query To

Document Text [FOATEXT]

Access Document Postings [FGQDOCP]

Document Postings FGQDOCP 8.0 (TRNG)

Document Number	Document Type	Item Number	Sequence Number	Rule Class	Transaction Date	Fiscal Year	Posting Period
30000003	JV	0	1	JE16	28-APR-2011	11	10

Process Code	Ledger Type	Field	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
0020	G	U	CR	U	224000	61033	10599	60		
					Transaction Amount:		7,500.00			
							Debit/Credit:	C		
0030	G	U	DR	U	224000	61033	30101	60		
					Transaction Amount:		7,500.00			
							Debit/Credit:	D		
0030	O	U	YTD	U	224000	61033	59910	60		
					Transaction Amount:		-7,500.00			
							Debit/Credit:	-		

FGIDOCR	Document Retrieval (completed documents only)
Required Entries	Enter or search for a document number, Fiscal Year
Query Options	Use Enter Query/Execute Query to filter on displayed fields including those listed below.
Amount	
Document Reference	
Description	Case sensitive; can use wildcards to filter
Drill Options	
FGIDOCF (only way to access this form!)	Document posting (e.g. Control Accounts) <i>for selected record</i>
FOATEXT	Free-form text narrative

Banner (INB) Ledger Inquiries

12. FGIENCD--Detail Encumbrance Activity / Remaining Balance

Oracle Developer Forms Runtime - Web: Open > FGIENCD

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.3 (TRNG)

Encumbrance: P0990011 Encumbrance Period: All

Description: Siemens Medical Solutions Usa Status: O Type: P
 Date Established: 27-APR-2011 Balance: 0.00 Vendor: B00025068 Siemens Medical Solutions Usa

Item: 1 PAP_544 L1-X-Ray Repair

Sequence: 1 Fiscal Year: 11 Status: O Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj
 U 201122 10740 72511 70

Encumbrance: 1,000.00 Liquidation: -1,000.00 Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
27-APR-2011	PORD	P0990011		1,000.00	1,000.00
29-APR-2011	INEI	I2000106		-1,000.00	0.00

Press Next Record or Previous Record to scroll accounting/transaction details
 Record: 1/1 ... <OSC>

Java Applet Window

FGIENCD	Detail Encumbrance Activity
Required Entries	Enter PO or Encumbrance number or search.
Other Fields--(several blocks)	
Encumbrance Period	This field pertains to multi-year encumbrances, which UCHC doesn't use.
Status	(O)pen or (C)losed
Type	See Appendix for list of Rule Class (Transaction Type) Codes
Action	(P)artial payment, (F)inal payment, (T)otal Liquidation

Banner (INB) Ledger Inquiries

13. FPIPURR-Purchase/Blanket Order Inquiry

Oracle Developer Forms Runtime - Web: Open > FPIPURR mun2-fin-3202.uchc.net

File Edit Options Block Item Record Query Tools Help

Purchase/Blanket Order Inquiry: Document Information FPIPURR 8.3 (TRNG)

Purchase Order: P0994286 Blanket Order: Change Sequence Number:

Order Date: 06-MAY-2011 Transaction Date: 06-MAY-2011 ☐ In Suspense

Delivery Date: 07-MAY-2011 Comments: ☐ Document Text

Commodity Total: 898.00 Accounting Total: 898.00

☒ Complete ☒ Approved

Print Date: Cancel Date: Closed Date:

Activity Date: 06-MAY-2011 User ID: SQPOCONV Type: Regular

Cancel Reason:

☐ Purchase Order Created from Requisition

Requisition Document Text:

Buyer Code: HB HuskyBuy

Blanket Order Termination Date:

☐ Rush Order ☐ NSF Checking ☐ Deferred Editing

Purchase Order Copied From:

Origin: EPROCUREMENT

Reference Number: 15330793

Record: 1/1 | | ... | | | <OSC>

FPIPURR	Purchase Order/Change Orders
Required Entries	Enter PO number or search by vendor
Drill Options	
Document Information	
Requestor/Delivery Information	
Vendor Information	
Commodity/Accounting Information	
View Items in Suspense	
EDI Information	
Document Text	

Banner (INB) Ledger Inquiries

14. FOIDoch-Document History

Document Type: INV Invoice

Document Code: 10000001

Requisition Status

Bid Status

Purchase Order Status

Issues Status

Invoice Status

Check Status

Return Status

Receiver Status

Asset Tag Status

Asset Adjustment Status

Record: 1/1

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

FOIDoch	Document History
Required Entries	Doc Type: INV for invoice, PO for purchase order, CHK for check
Doc Code	Enter the document number or search.
Other Fields	
Status	Select "View Status Indicators" on the Options menu to decode.
Query Options	Use Enter Query/Execute Query to filter on displayed fields, which will vary depending on the type of document being researched.
Drill Options	View Invoice Information - Displays invoice for highlighted record
FAINVE	Invoices
FAICKH	Checks
FPIPURR	Purchase Orders

Banner (INB) Ledger Inquiries

Appendix A

Banner Account Pooling Levels				
Type 1	Type 2	Level 1	Level 2	Pool
70 Operating Expenses				
7A Internal Contractual Support				
	700	Internal Contractual Support	7000	Internal Contractual Support 7000
7B Medical/Dental House Staff				
	705	Internal Contractual Support	7050	Internal Contractual Support 7050
7C Purchased Services				
	709	Purchased Services	7090	Purchased Services 7090
	710	Medical Contractual Support	7100	Medical Contractual Support 7090
	715	Outside Agency Per Diems	7150	Outside Agency Per Diems 7090
	720	Utilities	7200	Utilities 7090
	725	Services	7250	Purchased Services 7090
	730	Insurance	7300	Insurance 7090
	735	Repair Maintenance	7350	Repair Maintenance 7090
7D Outside & Other Purchased Services - Grants				
	740	Services - Grants	7400	Clin. Space - Grants 7400
7E Grants Travel Budget				
	742	Grants Travel Budget	7420	Grants Travel Budget 7420
7F Supplies & Other Supplies & Other				
	745	Supplies	7450	Supplies 7450
	750	Drugs	7500	Drugs 7450
	755	Medical Supplies	7550	Medical Supplies 7450
	760	Other Supplies	7600	Other Supplies 7450
	765	Other Expenses - Misc.	7650	Other Expenses - Misc. 7450
7G Grants Stipends and Fees				
	770	Grants Stipends and Fees	7700	Grants Stipends and Fees 7700
	775	Debt Services	7750	Debt Services 7450
	780	Non Grant Sub Contracts	7800	Non Grant Sub Contracts 7450
7H Grant Sub Contracts				
	785	Grant Sub Contracts	7850	Grant Sub Contracts 7850
7I Grants Close Out Exp. Adj.				
	790	Grants Close Out Exp. Adj.	7900	Adj. 7900
7J Indirect Cost				
	795	Indirect Cost	7950	Indirect Cost 7950
7K Depreciation Depreciation				
	796	Depreciation	7960	Depreciation 7960
7L Capital Expenditures Capital Expenditures				
	797	Capital Expenses	7970	Capital Expenditures 7970

Banner (INB) Ledger Inquiries

Appendix B

Banner Rule Class Codes

REQUISITION AND PURCHASE ORDER

REQP	Requisition – reservation
RCQP	Cancel Requisition
PORD	Establish purchase order
POLQ	Purchase order liquidation
PCLQ	Cancel purchase order
E100	Establish general encumbrance

ACCOUNTS PAYABLE

DNNI	
DNNC	Check payment without encumbrance – Credit memo transaction
DNEI	Check payment with encumbrance
DNEC	Check payment with encumbrance – Credit memo transaction
CNNI	Cancel check without encumbrance
CNNC	Cancel check without encumbrance – Credit memo transaction
CNEI	Cancel check with encumbrance
CNEC	Cancel check with encumbrance – Credit memo transaction
INNI	Accounts Payable invoice without encumbrance
INNC	Credit memo without encumbrance
INEI	Accounts Payable invoice with encumbrance
INEC	Credit memo with encumbrance
ICNI	Cancel invoice without encumbrance
ICNC	Cancel credit memo without encumbrance
ICEI	Cancel invoice with encumbrance
ICEC	Cancel credit memo with encumbrance

BUDGET

BD01	Permanent adopted budget
BD02	Permanent budget adjustments
BD03	Temporary adopted budget
BD04	Temporary Budget Adjustment

GENERAL LEDGER

CRO5	Cash receipt entry
BTA	Bank Transfer between banks on same chart (Inter-Fund)
BTI	Bank Transfer between Banks on different charts (Inter-Chart)
CRG	Direct Charge
DCSR	Direct cash receipt
DEC	Department Error Correction
ITV	Internal Transaction Voucher
JE15	Intra-fund general journal entry (debit and credit Fund numbers must be the same)
JE16	Inter-fund general journal entry
FT01	Inter-fund transfer

PAYROLL

HEEL	Payroll employee liability
HERL	Payroll employer liability
HFNL	Payroll Fringe chargeback
HNET	Payroll net pay

CONTRACT & GRANT

GRAR	Accrued Accounts Receivable
GRRV	Accrued Revenue
GRIC	Indirect cost Charge
GRIR	Indirect cost Recovery
ITD	Project-to-Date Balance Load from FRS

Banner (INB) Ledger Inquiries

Accessing e~Print

University of Connecticut Health Center
KNOW BETTER CARE

Welcome Mr Normand Genest
You are currently logged in.

Home Finance

Personal Announcements
There are no announcements

My Banner
A SQL exception has occurred.ORA-28150:
proxy not authorized to connect as client

My Workflow Alerts
The user is not authorized for the request.

My Worklist
The user is not authorized for the request.

Internet Native Banner
• [Internet Native Banner](#)
Single Sign-on direct link to Internet Native Banner

Self Service Banner
• [Self Service Banner](#)
Single Sign-on direct link to Self Service Banner

EPAF/AA Work List
A SQL exception has occurred.ORA-28150:
proxy not authorized to connect as client

HR Quick Links
• [Kronos Time Report](#)
[SABA](#)

Finance Quick Links
• [Crosswalk Look Up](#)
[PO Look Up](#)
[FAMIS](#)
[Husky Buy \(Sci-Quest\)](#)
[Husky Bid](#)
[TM1 Budget System](#)
[Signature Authorization \(SA\) System](#)
[Contracts](#)
[FRS \(view only\)](#)
[Person Lookup](#)
[ePrint](#)

Banner ePrint

Select Report from Repository Banner Finance

Banner Finance Repository ngenest

About Banner ePrint | FAQ | My ePrint

Change Repository | Help | Logout

Repository Message is Available
Message updated: 02/26/13 9:50 AM

Banner Finance

Report	Description	Latest Date
	Budget Status	Budget Status
	G/L Transaction Activity	G/L Transaction Activity

Click the pdf icon to view the latest version of the report

Click the text icon to download the output file to Excel

Click the drill to drill into multiple versions of the report

By drilling into previous saved versions of a report, the pdf and text options, if available, should appear on the next screen.

Travelling through the screens is allowed in the normal browser process.

To close the session, simply close the browser.