

How to drill down for itemized transactions using Banner Inquiry Screens

If you have a question about a dollar amount in an index when reviewing your BBA9 report or the FGIBAVL screen, please follow the steps below to get to its itemized transactions.

1. Go to FGIBDST screen, only need to enter your index code (Banner will populate other FOPAL elements) then click Go or Alt-Page Down
2. Review your budgets and year-to-date activities on each account. If you have a question about an amount in a specific account,
 - Click on that account
 - Click Related at the upper right corner and select Transaction Detail Information (FGITRND). This will take you to the FGITRND screen which presents all details related to each transaction posted in that account.

Please go to the next page for screenshots and visual illustrations.

FGIBAVL is an expenditure screen, presents a snapshot of expenditures only. No revenue (if any) is provided by this screen.

Chart: C Fiscal Year: 18 Index: ABBACT Commit Type: Both Fund: 10000 Education & General Organization: ABBACT Accounting Account: 60000 Budget-Salaries Program: TBUS Business

Keys ---> Control Fund: 10000 Control Organization: ABBACT Control Account: 60000 Control Program: Pending Documents:

BUDGET AVAILABILITY STATUS +

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60000	Budget-Salaries	496,508.00	445,507.97	0.00	51,000.03
61000	Budget-Hourly-Teaching	126,726.03	126,726.03	0.00	0.00
62000	Budget-Hourly-Non-Teaching	42,240.48	40,298.28	0.00	1,942.20
65000	Budget-Salaried Benefits	250,989.97	250,989.97	0.00	0.00
66000	Budget-Benefits Other	16,896.64	23,869.50	0.00	-6,972.86
70000	Current Expense Budget	13,417.52	9,177.54	0.00	4,239.98
	Total	946,778.64	896,569.29	0.00	50,209.35

Want to know what comprises this \$9,177.54? Have to go to FGIBDST screen, you can't drill down for details using FGIBAVL screen.

Follow the steps on the next page.

Step 1:
Go to FGIBDST screen

Organization Budget Status FGIBDST 9.3.6 (SLCC)

ADD RETRIEVE RELATED TOOLS

Chart: * C Salt Lake Community College

Fiscal Year: * 18

Index:

Query Specific:

Account

Include Revenue:

Commit Type: Both

Accounts

Organization:

Fund:

Program:

Account:

Account Type:

Activity:

Location:

Go

Get Started: Complete the fields above and click Go. To search by name, press the ID field, enter your search criteria, and then press ENTER.

Step 2:
Only need to enter your index
(Banner will populate other FOAP
elements.)

Step 3:
Click Go to advance to the next
screen

Step 4:
Click on the account code to select it

FGIBDST provides line-item amounts in each account. The YTD total of all current expense accounts on this screen should be \$9,177.54 that shown on the FGIBAVL screen.

Organization B... MBDST 9.3.6 (SLCC)

Chart: C Salt Lake College Fiscal Year: 18 Index: ABBACT Accounting Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: ABBA... Fund: 10000 Education & General Program: TBUS Business Account: Account Type: Activity: Location: [Start Over](#)

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
66000	L	Budget-Benefits Other		16,896.64	0.00	0.00	16,896.64
66110	L	Benefits Hourly		0.00	21,461.90	0.00	-21,461.90
66125	L	Summer Hourly Benefits-Odd		0.00	2,407.60	0.00	-2,407.60
70000	E	Current Expense Budget		13,417.52	0.00	0.00	13,417.52
70020	E	Software and Maintenance		0.00	463.99	0.00	-463.99
70240	E	Memberships		0.00	2,627.70	0.00	-2,627.70
70455	E	Luncheon & Refreshments		0.00	446.07	0.00	-446.07
70495	E	Subscriptions		0.00	149.00	0.00	-149.00
70710	E	Refund-Current Expense		0.00	-83.96	0.00	83.96
72010	E	Serv Ctr-Bookstore		0.00	39.69	0.00	-39.69
72050	E	Serv Ctr-Printing Services		0.00	3,021.37	0.00	-3,021.37
72077	E	Serv Ctr-Facilities		0.00	345.07	0.00	-345.07
72190	E	Serv Ctr-ID Cards		0.00	30.00	0.00	-30.00
72195	E	Serv Ctr-Parking Services		0.00	720.00	0.00	-720.00
73070	E	Supplies-Office		0.00	928.61	0.00	-928.61
73510	E	Conference Registration/Fees		0.00	490.00	0.00	-490.00
		Net Total		-946,778.64	-896,569.29	0.00	

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Now if you want to know what comprises this \$2,627.70, continue with Step 4.

Step 5:
Click Related.

Chart: C Salt Lake Community College Fiscal Year: 18 Index: ABBACT Accounting Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: ABBACT Accounting Fund: 10000 Education & General Program: TBUS Business Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
66000	L	Budget-Benefits Other	16,896.64		0.00
66110	L	Benefits Hourly	0.00		21,461.90
66125	L	Summer Hourly Benefits-Odd	0.00		2,407.60
70000	E	Current Expense Budget	13,417.52		0.00
70020	E	Software and Maintenance	0.00		463.99
70240	E	Memberships	0.00		2,627.70
70455	E	Luncheon & Refreshments	0.00		446.07
70495	E	Subscriptions	0.00		149.00
70710	E	Refund-Current Expense	0.00		-83.96
72010	E	Serv Ctr-Bookstore	0.00		39.69
72050	E	Serv Ctr-Printing Services	0.00		3,021.37
72077	E	Serv Ctr-Facilities	0.00		345.07
72190	E	Serv Ctr-ID Cards	0.00		30.00
72195	E	Serv Ctr-Parking Services	0.00		720.00
73070	E	Supplies-Office	0.00		928.61
73510	E	Conference Registration/Fees	0.00		490.00
Net Total			-946,778.64		-896,569.29

Search

- Budget Summary Information [FGIBSUM] Shift+F2
- Organization Encumbrances [FGIOENC] F4
- Transaction Detail Information [FGITRND] F3**

Step 6:
 Select "Transaction Detail Information". This will take you to the FGITRND screen for that specific account as shown on the next page.

FGITRND screen provides line item transactions posted to each account.
(70240 in this case)

Detail Transaction Activity FGITRND 9.3.6 (SLCC)

COA: C Fiscal Year: 18 Index: ABBACT Fund: 10000 Organization: ABBACT Account: 70240 Program: TBUS Activity: Location: Period: Commit Type: Both

Start Over

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity
70240	ABBACT	TBUS	YTD	275.00	+	INNI	64722794	06/26/2018	06/26/2018	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	YTD	14.03	+	INNI	64092292	06/11/2018	06/11/2018	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	YTD	635.12	+	INNI	63700729	06/01/2018	06/01/2018	Neeley, Tammie Jean.	U	10000	
70240	ABBACT	TBUS	ENC	-245.00	-	POCL	*0008174	05/29/2018	05/29/2018	Close PO P1802372	U	10000	
70240	ABBACT	TBUS	YTD	363.77	+	INNI	62810547	05/10/2018	05/10/2018	Gunn, Wendy Owen.	U	10000	
70240	ABBACT	TBUS	YTD	305.00	+	INNI	60805392	03/28/2018	03/29/2018	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	YTD	265.00	+	INNI	57570616	01/02/2018	01/03/2018	Gunn, Wendy Owen.	U	10000	
70240	ABBACT	TBUS	ENC	-0.01	-	POCL	*0007950	12/18/2017	12/18/2017	Close PO P1805060	U	10000	
70240	ABBACT	TBUS	ENC	0.00	-	POBC	*0007853	12/18/2017	12/18/2017	Batch Close PO P1804670	U	10000	
70240	ABBACT	TBUS	ENC	-368.99	-	INEI	55269642	10/24/2017	11/01/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	YTD	368.99	+	INEI	55269642	10/24/2017	11/01/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	-39.99	-	CORD	P1805060	10/24/2017	11/01/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	408.99	+	PORD	P1805060	10/24/2017	10/24/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	-295.00	-	INEI	54896875	10/13/2017	10/19/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	YTD	295.00	+	INEI	54896875	10/13/2017	10/19/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	295.00	+	PORD	P1804670	10/13/2017	10/13/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	0.00	-	POBC	*0007641	10/03/2017	10/03/2017	Batch Close PO P1803415	U	10000	
70240	ABBACT	TBUS	ENC	0.00	-	POBC	*0007639	10/03/2017	10/03/2017	Batch Close PO P1801139	U	10000	
70240	ABBACT	TBUS	ENC	0.00	-	INEI	53931031	09/20/2017	09/29/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	-295.00	-	CORD	P1803415	09/13/2017	09/29/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	295.00	+	PORD	P1803415	09/13/2017	09/20/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	245.00	+	PORD	P1802372	08/31/2017	08/31/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	-105.79	-	INEI	52039371	07/27/2017	07/28/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	YTD	105.79	+	INEI	52039371	07/27/2017	07/28/2017	Paulsen, Paige	U	10000	
70240	ABBACT	TBUS	ENC	105.79	+	PORD	P1801139	07/27/2017	07/27/2017	Paulsen, Paige	U	10000	
			Total	2,627.70	+								

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The details provided in FGITRND screen is similar to that of a FGRODTA report.