Tips and Tricks for Banner Forms in Chart V
Trina Mahoney – August 23, 2018 (as presented at FIG meeting)

FGIBDST:

Did you know that any field in the top section of the BDST form that is left blank when you page down tells Banner that you want **all data** that matches the fields that aren't blank, no matter what is in the blank field(s)? The fields you enter parameters into in the top section act as filters for what Banner returns when you page down, so a blank field says "don't filter by this field". This means that if you have multiple indexes which share the same FOAPAL information with the exception that some have activity codes and some do not, entering one of the indexes with no activity code in the top of BDST will return data for all transactions that match the fund/org/program code combination, regardless of the activity code.

Example: Indexes 609992, 609994 and 609998 are all General Education indexes for org 609 with the following FOAPALs:
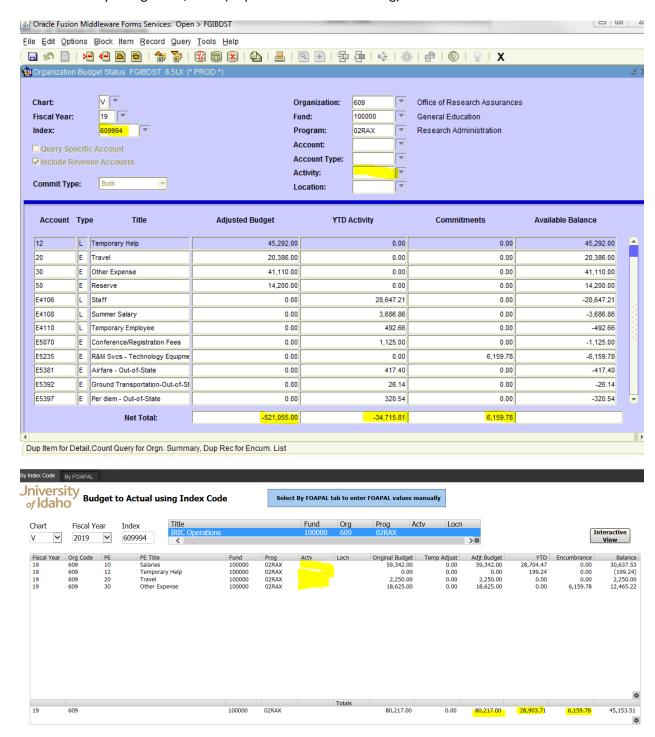
Index	Fund	Org	Program	Activity
609992	10-0000	609	02RAX	609RAA
609994	10-0000	609	02RAX	
609998	10-0000	609	02RAX	609COM

If you type index 609994 into the Index field in FGIBDST and hit page down, you will get results for all three of the above indexes, or any other data that has posted to fund 100000, org 609, program 02RAX. This is because the activity code field is blank, which Banner interprets to mean that you want results that match the fund, org and program but with any (or no) activity code.

If you type index 609992 or 609998 into the Index field, you will only get results that have "609RAA" or "609COM", respectively, in the activity code field.

What this means to you:

If you want to be able to see data for only 609994 in FGIBDST, you need to have something unique about it. Since it already shares Fund, Org and Prog with 609992 and 609998, one solution is to add a unique activity code to it. So, in the above if Activity Code 609YAY was added to index 609994, you would then be able to view data for just this index in FGIBDST because now it has an element of its FOAPAL that is unique. Note that another solution is to use Argos as it does not treat a blank in the same manner as Banner (if activity code is blank, Argos only returns data where the activity code is blank).

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5UI (* PROD *)

Chart:	V
Fiscal Year:	19
Index:	609994

☐ Query Specific Account
☑ Include Revenue Accounts

Commit Type: Both

Organization:	609	Office of Research Assurances
Fund:	100000	General Education
Program:	02RAX	Research Administration
Account:		
Account Type:		
Activity:		
Location:		

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
12	L	Temporary Help	45,292.00	0.00	0.00	45,292.00
20	E	Travel	20,386.00	0.00	0.00	20,386.00
30	E	Other Expense	41,110.00	0.00	0.00	41,110.00
50	E	Reserve	14,200.00	0.00	0.00	14,200.00
E4106	L	Staff	0.00	28,647.21	0.00	-28,647.21
E4108	L	Summer Salary	0.00	3,686.86	0.00	-3,686.86
E4110	L	Temporary Employee	0.00	492.66	0.00	-492.66
E5070	E	Conference/Registration Fees	0.00	1,125.00	0.00	-1,125.00
E5235	E	R&M Svcs - Technology Equipme	0.00	0.00	6,159.78	-6,159.78
E5381	E	Airfare - Out-of-State	0.00	417.40	0.00	-417.40
E5392	E	Ground Transportation-Out-of-St	0.00	26.14	0.00	-26.14
E5397	E	Per diem - Out-of-State	0.00	320.54	0.00	-320.54
		Net Total:	-521,055.00	-34,715.81	6,159.78	

Dup Item for Detail,Count Query for Orgn. Summary, Dup Rec for Encum. List

By Index Code   By FOAPAL

University of Idaho   **Budget to Actual using Index Code**   Select By FOAPAL tab to enter FOAPAL values manually

Chart	Fiscal Year	Index
V	2019	609994

Title	Fund	Org	Prog	Actv	Locn
IRIC Operations	100000	609	02RAX		

Interactive View

Fiscal Year	Org Code	PE	PE Title	Fund	Prog	Actv	Locn	Original Budget	Temp Adjust	Adjt Budget	YTD	Encumbrance	Balance
19	609	10	Salaries	100000	02RAX			59,342.00	0.00	59,342.00	28,704.47	0.00	30,637.53
19	609	12	Temporary Help	100000	02RAX			0.00	0.00	0.00	199.24	0.00	(199.24)
19	609	20	Travel	100000	02RAX			2,250.00	0.00	2,250.00	0.00	0.00	2,250.00
19	609	30	Other Expense	100000	02RAX			18,625.00	0.00	18,625.00	0.00	6,159.78	12,465.22

						Totals							
19	609			100000	02RAX			80,217.00	0.00	80,217.00	28,903.71	6,159.78	45,153.51

ANOTHER FGIBDST TRICK – HOW MUCH REVENUE DO I HAVE???:

I have gotten quite a few questions regarding the best way to see the total revenue for an index or any element of the FOAPAL (or combination of elements). As you know, if you just type in an index and hit page down, it will list all types of transactions and the total at the bottom of the form will reflect everything. If you want to see a total for just revenue you have two options:

1. In the top section of BDST, enter your index (or fund, org, etc. depending on what you want to see revenue for) and then type RV into the Account Type field. When you then page down, you will get only revenue including a total YTD Activity amount for just revenue.

2. In the top section of BDST, enter your index, etc. and hit page down. Then hit F7 to start a search and type R% in the Account field in the lower section. Hit F8 to execute the query and you will see everything with an account code that starts with "R" (so all revenue).
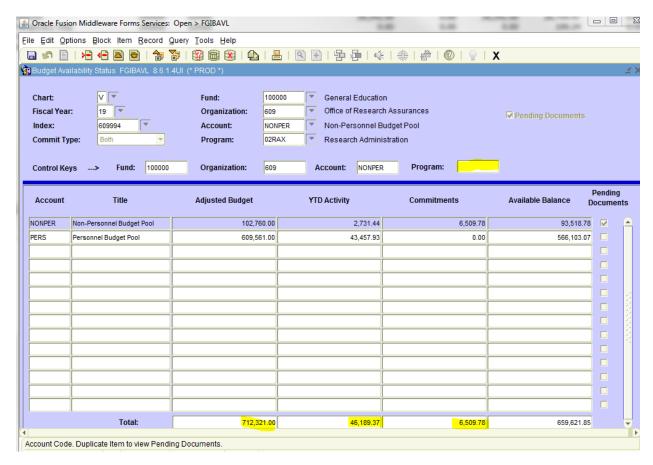
As is the case in other forms, you can opt to download this data into Excel using the Data Extract – No Key option in the Help menu on the top of the form.

FGIBAVL:

When you use FGIBAVL, you enter your index – so that means the resulting information will only be what has **all** of the FOAPAL elements attached to that index, right? Not quite. First, note that Activity Code isn't anywhere on the BAVL screen. This is because **Banner does not check budget availability using Activity code**. Also, note when you page down Banner also populates fields on the "Control Keys" line of the form. This tells you what Banner is really looking at for NSF checking and therefore shows you in the BAVL screen (BAVL sole purpose in life is to show you what Banner is looking at when it determines whether a transaction is NSF, so it will always reflect our NSF set-up). We have NSF/BAVL set up to look at Fund, Org and Account (**we use pools here** – NONPER, OVERHD, PERS, SUBCTR). This means that when you enter an index and account (pool) into the top section and page down, Banner populates the Control Keys line with the fund, org and **pool** and these are then what it filters the data by. Again, Activity Code is **not** a field on the Control Keys line, which means that even though an activity code is attached to your index, Banner is not filtering by activity code when it returns results. And because we have NSF set-up to look at **pools** (NONPER, etc.) and not Primary Expense codes (10, 20, 30, etc.), BAVL will always return results using pools (see above sole purpose in life).

What this means to you: If you have multiple indexes for a department's General Education funding, for example, that all share the same fund and org but have different activity codes, Banner is going to combine these in the results it returns in FGIBAVL. It will return all data for the fund, org and pool(s) combination. But what if you want to see data specific to your full FOAPAL, including activity code? This is when you should use the Argos Budget to Actual query. Remember, **BAVL is designed simply to reflect what the NSF process is looking at.**

Example: Using the above indexes, if you put index 609994 into the Index in Banner, it will flood in all of the FOAPAL information **except Activity Code**. Then, after you enter the desired pool and hit page down Banner populates the Control Keys to show you that what it is looking at is Fund 100000, Org 609, Account NONPER (and any pools below NONPER). **NOTE:** The totals don't match FGIBDST above. This can be due to pending documents (box is checked) but could also indicate that there is other activity out there with a different program code since BAVL does not filter by program (note it is blank in the Control Type fields). To match BDST to BAVL you need to use all of the same parameters in BDST as Banner is using in BAVL.
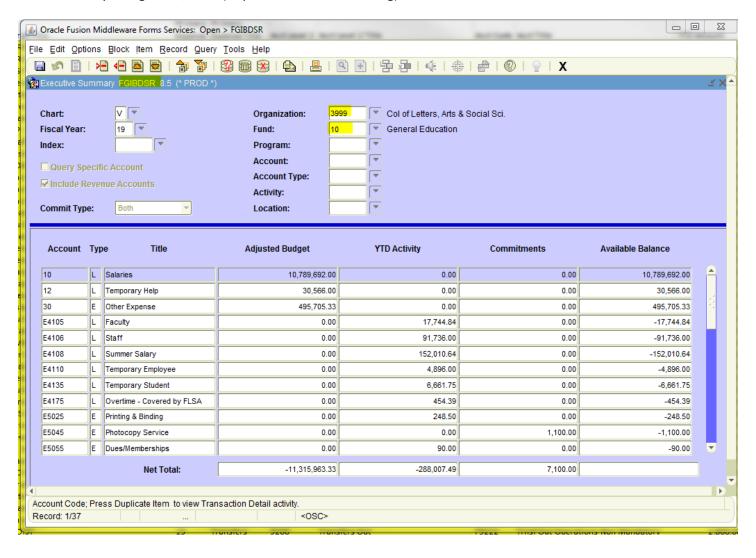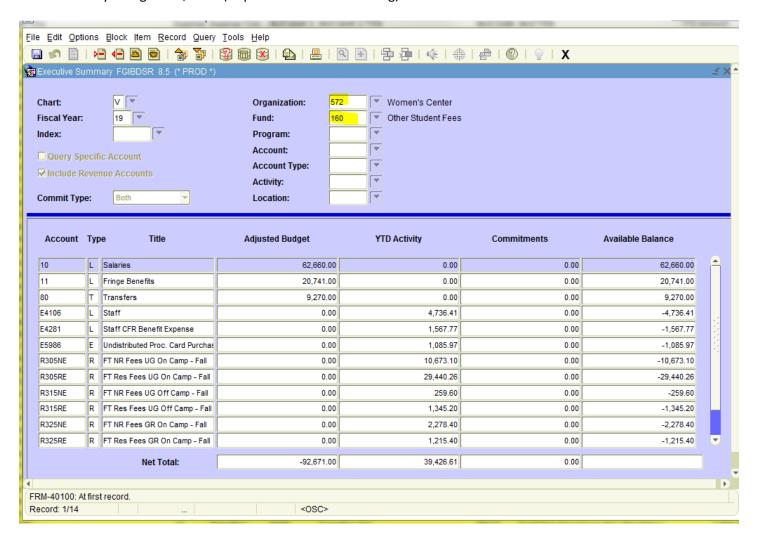
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Reminder: Argos "Budget to Actual" does not indicate/include pending documents but you can still use FGIBAVL for this.

FGIBDSR:

The BDSR form is what Banner refers to as an "Executive Summary" version of FGIBDST. It looks just like FGIBDST, with the same fields in the top section and the same columns in the bottom section. The main difference is that it allows you to pull data using roll-ups. For example, if you wanted to see a summary of all of the General Education activity for your Level 3 you could type your Level 3 into the Organization field and 10 (fund type for Gen Ed) into the Fund field. Using CLASS as an example, in the first snippet below I've input 3999 (CLASS' Level 3 Org) and 10 and Banner returned all Gen Ed activity for the college. In this example I used roll-ups for both the org and the fund, but you can mix and match. For example, you could input just a single org instead of a roll-up but a roll-up fund, such as org 609 and fund type 12 to get all Local Service activity for org 609. You can use other levels of the org and/or fund hierarchy as well. In the second snippet below, I've entered org 572 and fund level 2 160 to see any activity for org 572 within 160 - Other Student Fees. **NOTE:** Unlike BDST, once you page down in BDSR you cannot drill down to the transaction level detail. This form is great for getting summary level data, but for more detailed information for an org and/or fund roll-up Argos is a better data source. Also, while this form is Banner-delivered and has been out there for some time, we've not really utilized it here on campus that I am aware of. Give it a try and do let us know if you run into issues, etc. as we are all learning about the capability of this form.

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<u>F</u>ile <u>E</u>dit <u>O</u>ptions <u>B</u>lock <u>I</u>tem <u>R</u>ecord <u>Q</u>uery <u>T</u>ools <u>H</u>elp

Executive Summary FGIBDSR 8.5 (* PROD *)

Chart:	V	**Organization:**	572		Women's Center
Fiscal Year:	19	**Fund:**	160		Other Student Fees
Index:		**Program:**			
		Account:			
☐ Query Specific Account		**Account Type:**			
☑ Include Revenue Accounts		**Activity:**			
Commit Type:	Both	**Location:**			

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
10	L	Salaries	62,660.00	0.00	0.00	62,660.00
11	L	Fringe Benefits	20,741.00	0.00	0.00	20,741.00
80	T	Transfers	9,270.00	0.00	0.00	9,270.00
E4106	L	Staff	0.00	4,736.41	0.00	-4,736.41
E4281	L	Staff CFR Benefit Expense	0.00	1,567.77	0.00	-1,567.77
E5986	E	Undistributed Proc. Card Purchas	0.00	1,085.97	0.00	-1,085.97
R305NE	R	FT NR Fees UG On Camp - Fall	0.00	10,673.10	0.00	-10,673.10
R305RE	R	FT Res Fees UG On Camp - Fall	0.00	29,440.26	0.00	-29,440.26
R315NE	R	FT NR Fees UG Off Camp - Fall	0.00	259.60	0.00	-259.60
R315RE	R	FT Res Fees UG Off Camp - Fall	0.00	1,345.20	0.00	-1,345.20
R325NE	R	FT NR Fees GR On Camp - Fall	0.00	2,278.40	0.00	-2,278.40
R325RE	R	FT Res Fees GR On Camp - Fall	0.00	1,215.40	0.00	-1,215.40
		Net Total:	-92,671.00	39,426.61	0.00	

FRM-40100: At first record.

Record: 1/14   ...   <OSC>

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FGITRND:

We use this all the time – it is the form you go to from FGIBDST to see the detailed transactions behind a PEC or e-code - but did you know you can go directly to it to pull information by one or more elements of your FOAPAL? For example, if you wanted to pull all of the FY19 transaction detail for org 677, go to FGITRND and enter:

<div align="center">

COA: V   **Fiscal Year: 19**   **Organization: 677**
</div>

Then hit "page down" and F8 to execute the query. This will return all of the data that matches the above parameters. You can also use other elements of the FOAPAL as well as the fiscal period to narrow down your results. So you could hit F3 to go back up to the top of the screen and enter 100000 in the fund and 01 in the period to narrow the data down to July transactions against General Education. Then, as is the case in many Banner forms, you can use the extract data – no key functionality under the "Help" menu at the top of the screen to extract the data into Excel. Note that the data extract will be a combination of budget, actuals and encumbrances so use the "Field" field to sort/pivot:

ABD or OBD:	Budget
ENC or RSV:	Encumbrances/Reservations
YTD:	Actuals