



**Banner Guide**

Budget Office

11/17/2023

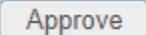
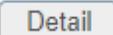
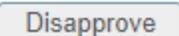
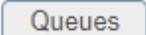
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**Please note:** In order to enter purchase requisitions, you must first be granted access to the Banner Finance Module. If you do not have access, please complete the Data Access Authorization Request Form at this [link](#) and submit to the Budget Office for approval and processing.

## Icons

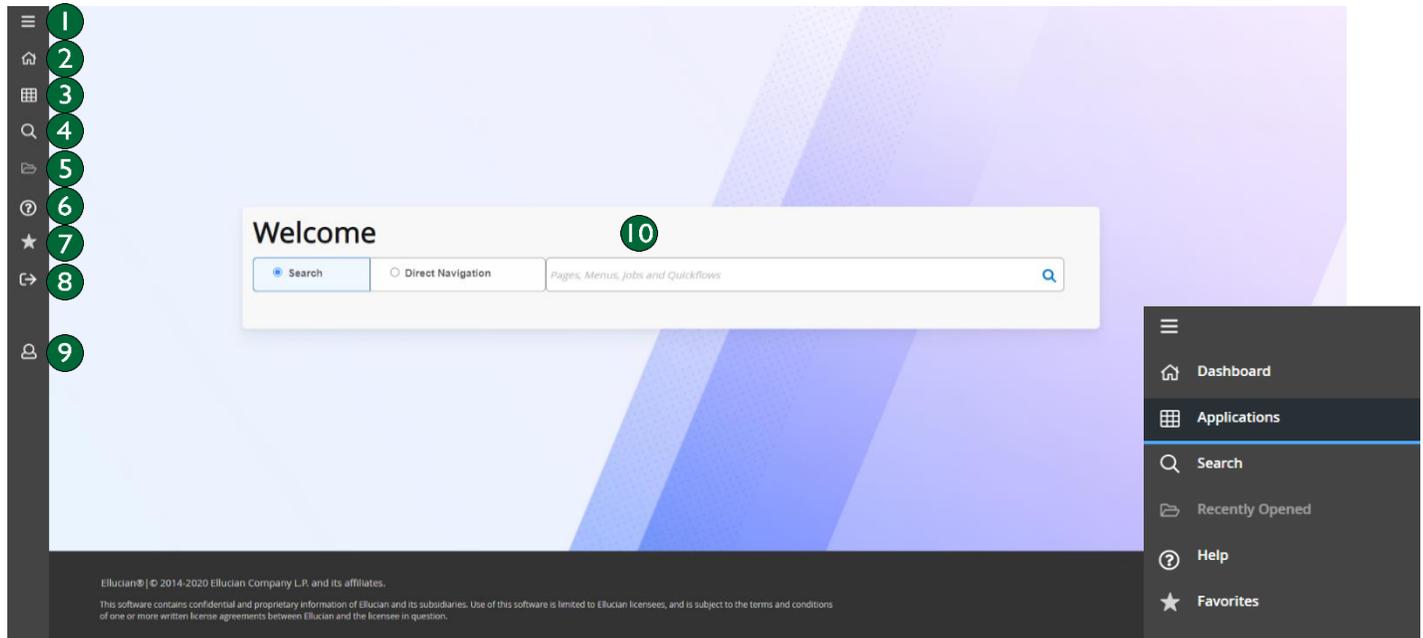
Name	Icon	Location
...		To the right of a field
Add		Right-hand side
Approve		Left-hand side
Copy		Right-hand side
Dashboard		Top left corner
Delete		Right-hand side
Detail		Varies
Disapprove		Varies
Favorites		Left-hand side
Filter		Right-hand side
Go		Bottom right
Help		Left-hand side
Insert		Right-hand side
Menu		Top left
Notifications		Top right
Previous/Next Section		Bottom left
Queues		Varies
Recently Opened		Top left
Related		Top right
Retrieve		Top right
Save		Bottom right
Search		Left-hand side
Search Box		Center of page
Sign Out		Left-hand side
Start Over		Top right
Tools		Top right
X		Top left

## Banner Keyboard Shortcuts

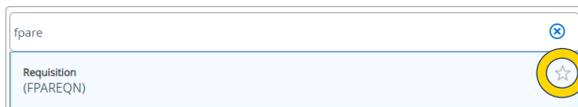
Action	Shortcut
Access Help	CTRL+M
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page or Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-Down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home
Insert/Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field or Item	Tab
Next Page Down	Page Down
Next Section	ALT+Page Down
Open Menu Directly	CTRL+M
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T
Page Tab 1, Page Tab 2 etc.	CTRL+SHIFT+1 CTRL+SHIFT+2 etc.
Previous Field or Item	SHIFT Tab
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print	CTRL+P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	ALT+S
Toggle Multi/Single Records	CTRL+G
Up/Previous Record	Up Arrow

## Navigating Banner

Banner is optimized for Google Chrome, Microsoft Edge, and Firefox. Please avoid using Microsoft Internet Explorer, as functionality will be affected.



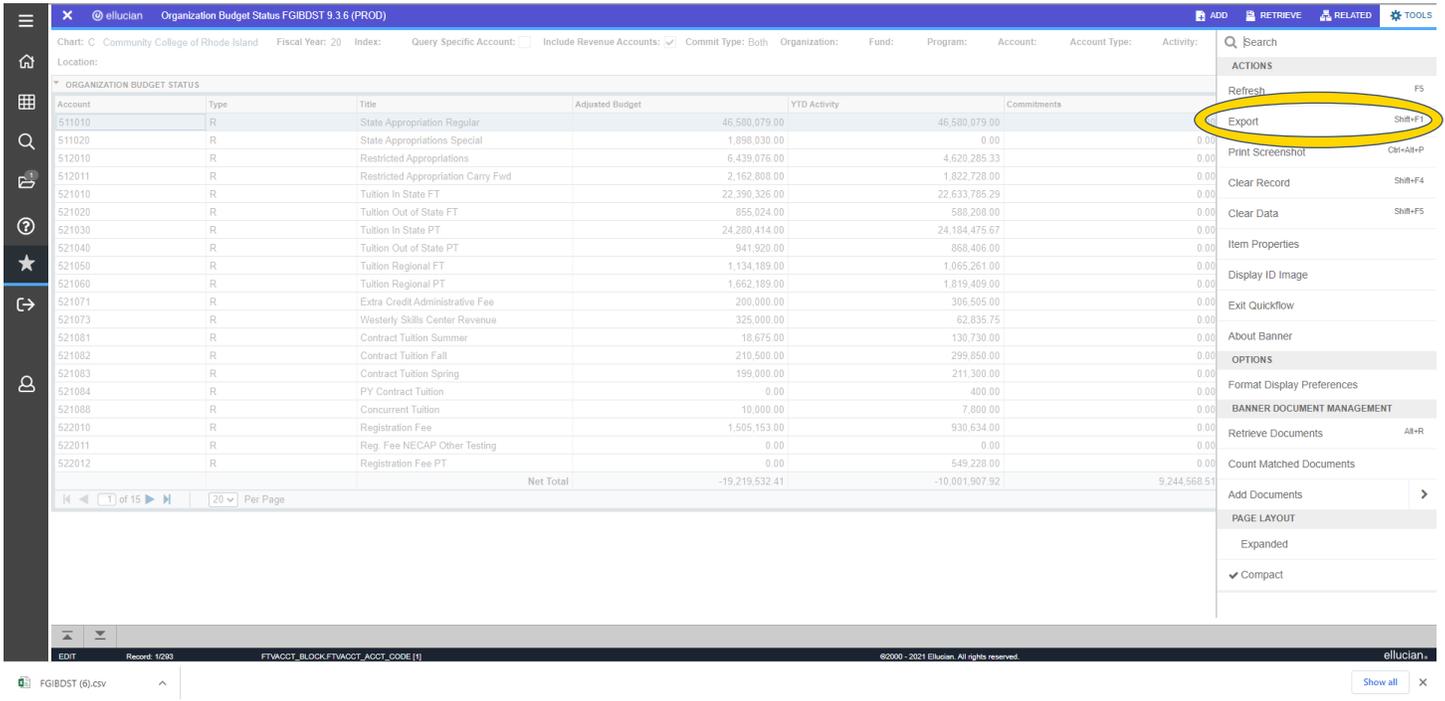
1. **Menu** expands the taskbar to show the title of each button, as shown here →
2. **Dashboard** (CTRL+SHIFT+X) brings you back to the home page from wherever you are.
3. **Applications** (CTRL+M) opens the categories in which banner screens are organized. (i.e. Student, Finance, Human Resources, etc.)
4. **Search** (CTRL+SHIFT+Y) opens a mini search bar. This is especially useful when you are already on a screen and want to search for another, without having to go back to the dashboard.
5. **Recently Opened** (CTRL+Y) displays the pages that you have recently used. Click on the icon to open the list and select a page to access it again.
6. **Help** (CTRL+SHIFT+L) opens a smaller menu where you can retrieve information on the Banner page you are presently working on [Page Help], view keyboard shortcuts [App. Nav. Keyboard Shortcuts], or view the privacy policy [Ellucian Privacy Policy].
7. **Favorites** (CTRL+D) opens a list of pages that you have bookmarked. To favorite a page, click on the star next to the page name in the search bar (either one works).



8. **Sign Out** (CTRL+SHIFT+L) will log you out. Once you are done with your Banner session, it is important to sign out of Banner.
9. **User Name** opens a smaller menu that allows you to check Banner messages, change your preferences, or alter your personal settings.
10. **Search Bar** is located at the center of the page when you log in. It works the same as the one found in the main menu.

## Exporting Data

You can export data from a Banner screen into a comma-separated value (CSV) file that will open in Excel. You can either use the keyboard shortcut Shift+F1 or click on “Export” on the dropdown menu. Depending on your browser and its settings, the file may open automatically, or you need to save it from the bottom of the browser window. Once downloaded and saved, it will open in Excel where you can add in totals, adjust the data, and anything else as needed.



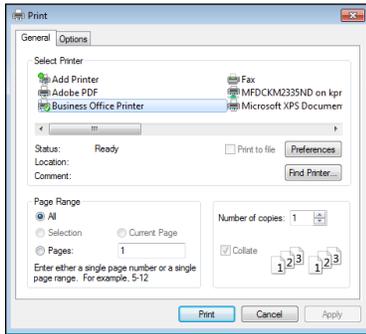
The screenshot shows the Banner 'Organization Budget Status' screen. The 'Export' button in the 'ACTIONS' dropdown menu is highlighted with a yellow circle. Below the table, a file named 'FGIBDST (6).csv' is shown as downloaded.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
511010	R	State Appropriation Regular	46,580,079.00	46,580,079.00	0.00
511020	R	State Appropriations Special	1,898,030.00	0.00	0.00
512010	R	Restricted Appropriations	6,439,076.00	4,620,285.33	0.00
512011	R	Restricted Appropriation Carry Fwd	2,162,808.00	1,822,728.00	0.00
521010	R	Tuition In State FT	22,390,326.00	22,633,785.29	0.00
521020	R	Tuition Out of State FT	855,024.00	588,208.00	0.00
521030	R	Tuition In State PT	24,280,414.00	24,184,475.67	0.00
521040	R	Tuition Out of State PT	941,920.00	868,406.00	0.00
521050	R	Tuition Regional FT	1,134,189.00	1,065,261.00	0.00
521060	R	Tuition Regional PT	1,662,189.00	1,819,409.00	0.00
521071	R	Extra Credit Administrative Fee	200,000.00	306,505.00	0.00
521073	R	Westerly Skills Center Revenue	325,000.00	62,835.75	0.00
521081	R	Contract Tuition Summer	18,675.00	130,730.00	0.00
521082	R	Contract Tuition Fall	210,500.00	299,850.00	0.00
521083	R	Contract Tuition Spring	199,000.00	211,300.00	0.00
521084	R	PY Contract Tuition	0.00	400.00	0.00
521088	R	Concurrent Tuition	10,000.00	7,800.00	0.00
522010	R	Registration Fee	1,505,153.00	930,634.00	0.00
522011	R	Reg. Fee NECAP Other Testing	0.00	0.00	0.00
522012	R	Registration Fee PT	0.00	549,228.00	0.00
Net Total			-19,219,532.41	-10,001,907.92	9,244,568.51

## Printing

In Banner, most screens can be printed by using the “Tools” drop-down menu or the keyboard shortcut Ctrl+Alt+P. Once your browser print window shows, choose your preferred printer or multi-functional device. Then, click “Print” once you have verified that this is your desired screen.

*Note: Depending on your web browser, the Print command window may look different.*



**Print**

Total: 1 sheet of paper

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Destination \\kprintsrv02\MFDBK33...  
\*ID # 13742876 (RICOH M...)

Pages  All  
 e.g. 1-5, 8, 11-13

Copies

Options  Two-sided

Print using system dialog... (Ctrl+Shift+P)

Organization Budget Status FGIBDST 9.3.4 (PRIO)

Chart: C Fiscal Year: 18

Index: Query Specific Account:

Include Reverse Accounts:  Commit Type: both

Organization: Fund

Program: Account: 61030

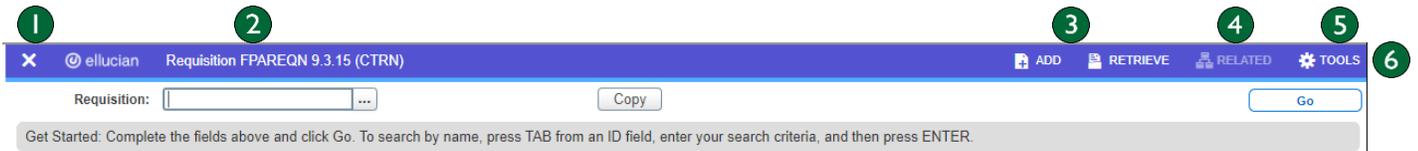
Account Type: Activity:

Location:

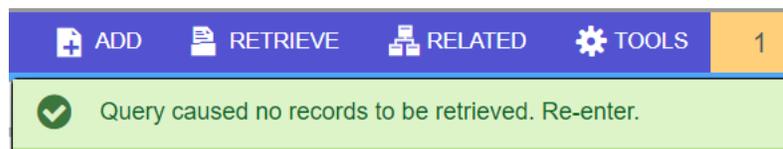
ORGANIZATION BUDGET STATUS						
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
E1030	L	Classified Permanent OT	933,364.80	394,303.97	0.00	539,060.83
E1040	L	Classified Limited	27,688.92	27,688.87	0.00	16,999.05
E1011	L	Faculty	21,391,058.76	18,344,155.49	0.00	10,417,488.27
E1012	L	Staff	8,635,331.00	4,262,962.58	0.00	4,662,368.42
E1013	L	PT Faculty and Staff	36,667.00	31,870.74	0.00	4,536.26
E1014	L	Administration	5,528,177.22	2,702,524.26	0.00	2,825,652.96
E1020	L	Non-Perm OT	32,416.00	14,805.04	0.00	10,869.96
E1033	L	Non-Perm PLUS	2,865,971.61	1,590,919.33	0.00	1,275,052.28
E1041	L	Temporary Faculty	284,473.00	203,170.58	0.00	81,302.42
E1042	L	PT Support Staff	3,614,433.00	1,631,838.11	0.00	1,362,795.49
E1043	L	Day Overhead Lecturers	5,152,103.88	3,137,295.49	0.00	2,014,808.39
E1044	L	Counselors	111,669.00	77,867.90	0.00	33,801.10
E1045	L	Extended Day Lecturers	6,584,327.82	3,387,615.33	0.00	3,196,712.49
E1046	L	Honorariums	171,296.90	167,204.02	0.00	4,372.88
E1047	L	Guidance	192,046.00	162,073.76	0.00	10,262.24
E1048	L	Liaisons	39,000.00	13,549.30	0.00	25,450.70
E1049	L	Lifelong Learning Lect	831,714.12	413,893.58	0.00	417,820.54
E1050	L	Substantial Leave Replacements	36,000.00	0.00	0.00	36,000.00
E1051	L	Drivers Ed Instructors	419,624.00	186,385.20	0.00	233,238.74
E1052	L	Non-Perm Part Time	3,000.00	3,000.00	0.00	0.00
<b>Net Total</b>			<b>-110,413,725.58</b>	<b>-76,494,616.16</b>	<b>28,163,476.48</b>	

1 of 8 20 Per Page Record 1 of 160

## Page Header and Footer



1. **Page Close Icon** – Always use this icon to close the page you are in when you are finished.
2. **Page Title** – Includes description, report title, version, and database.
3. **Add or Retrieve** – These icons are used with Banner Document Management System (BDMS). Clicking on either one will open a new window where you can enable PDF documents to be added to or reviewed from Banner. (An example would be a quote from a vendor for the purchase requisition you have created). You will need to log into the section in order to perform this function.
4. **Related Menu** – Displays a list of related Banner pages which can be accessed to gain further information. (An example of this would be if you are looking at your department’s budget on FGIBDST and want to know the detail behind some of the budget or expense amounts, you can click on “Transaction Detail Information” to see this).
5. **Tools Menu** – This includes refresh, export, print, clear record, clear data, item properties, display ID image, and other options depending on the current screen.
6. **Notifications** – Will be located to the right of the “Tools” icon whenever an action has been completed. It will display information as needed including saves, warnings, error messages, etc. You can click on this yellow box with the number to open or close the notifications.



7. In the Page Footer area, use “Previous Section” or “Next Section” as shown below to navigate through a document you are working on.



## User Approval Notification

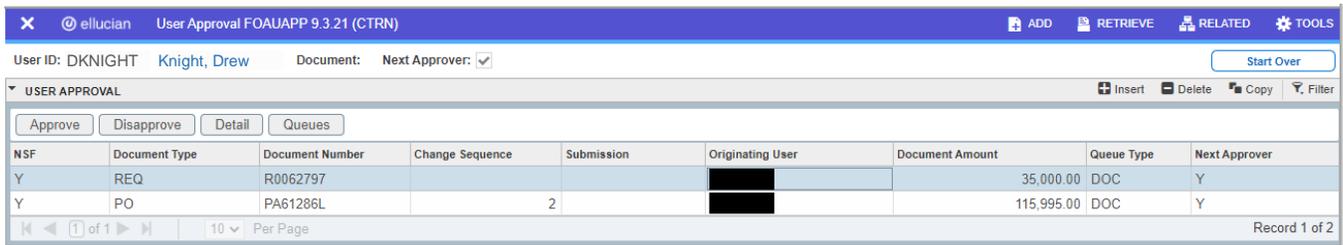
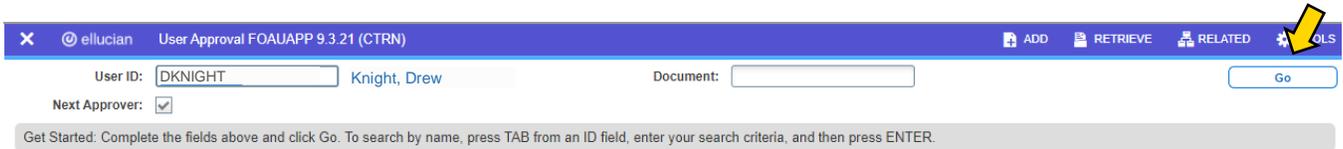
If you are a department purchase requisition approver, FOIAINP will display first, notifying you that documents are waiting for approval.

*Note: If you do not want to review pending requisitions waiting for approval at this time, click on the white “X” in the upper left-hand corner and the FOIAINP screen will close.*

To see the requisitions requiring your attention, click on “Related” and then you will see the FOAUAPP option appear.



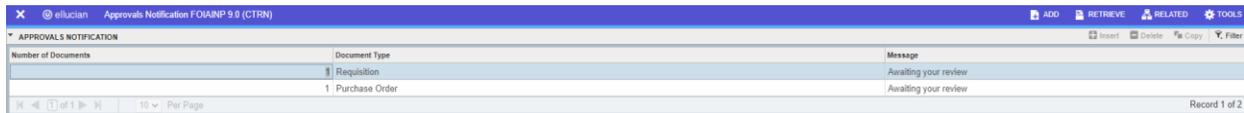
Click on “User Approval [FOAUAPP]” and you will be brought to a Banner screen where you will see your username in the User ID field. Click on the “Go” button and you will see a list of purchase requisitions requiring your attention.



## Banner Messages

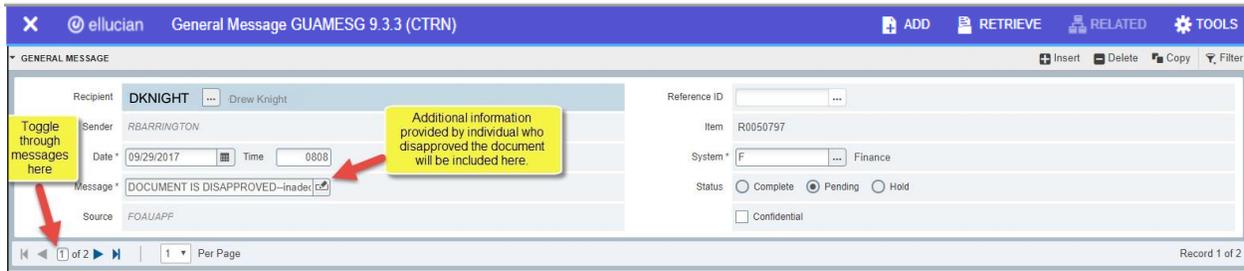
Documents can be disapproved by the department approver, the Budget Office, or Purchasing for various reasons including incorrect vendor information and incorrect FOAPL codes. The requestor must go directly to “GUAMESG” to view any messages sent by the approver.

Search “GUAMESG” in either search bar and select from the menu.



*Note: If you are an approver, form FOIAINP will display, notifying you that documents are waiting for approval. To exit this screen, simply click the “X” icon on the left side of the form.*

Once you have opened the GUAMESG screen, a list of messages will appear. If the message text is too long for the block displayed on this screen, click on the pencil icon at the end of the message box to show the entire message. You can see other messages by using the page arrows at the bottom left of the screen.



Any notes written by the disapprover regarding why a document was disapproved will display. The Budget Office and Purchasing use this message block in conjunction with notes in document text to inform departments as to why a document was disapproved and what required actions need to be taken.

Once you have made any necessary corrections to the requisition (by going into “FAREPQN”), you can clear any related Banner messages by clicking on the radio button circle next to the word “Complete” and then click the “Save” icon on the toolbar. The next time you open your Banner messages only those messages that you have not completed will remain. These remaining messages will have either “Pending,” “Hold,” or “Confidential” radio buttons filled.

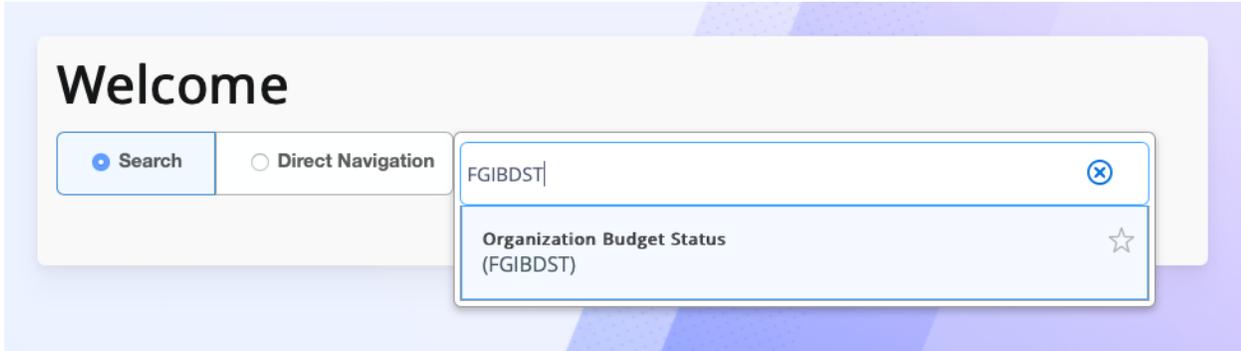
You can use this message feature to help manage your open requisitions, in conjunction with using the “FOIDOCH” screen, in order to track the status of any procurement documents.

When you have finished reviewing “GUAMESG,” click the white “X” at the top left-hand corner to exit.

## Organization Budget Status (FGIBDST)

*This form is used to retrieve information about your department's budget and related expense amounts.*

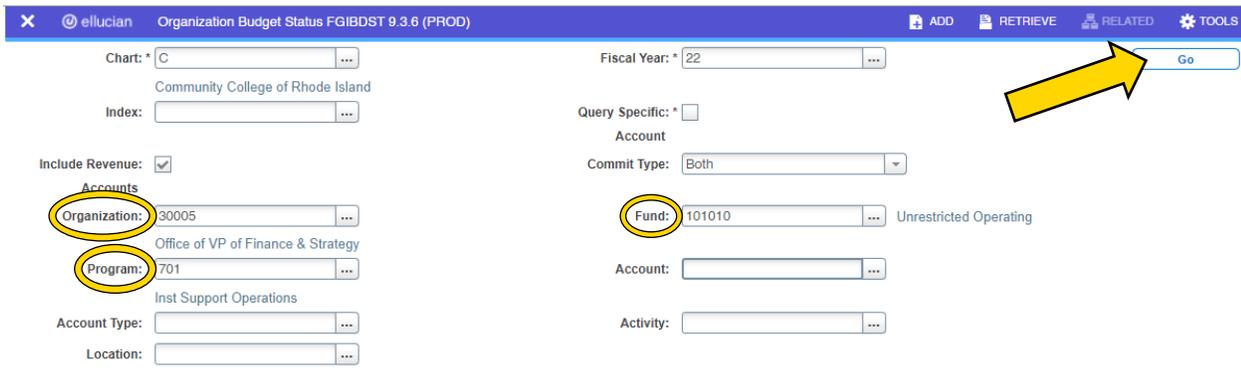
You can access this screen by using the search bar on the dashboard or in the main menu.



*Note: If you are an approver, form FOIAINP will display, notifying you that documents are waiting for approval. To exit this screen, click the "X" icon on the left-hand side of the form.*

Number of Documents	Document Type	Message
1	Requisition	Awaiting your review
1	Purchase Order	Awaiting your review

Once you are in FGIBDST, type in your Organization, Fund, and Program codes, then click "Go."



Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: \* C ...  
Community College of Rhode Island

Index: ...

Include Revenue:

Accounts

Organization: 30005 ...  
Office of VP of Finance & Strategy

Program: 701 ...  
Inst Support Operations

Account Type: ...

Location: ...

Fiscal Year: \* 22 ...

Query Specific: \*

Account

Commit Type: Both

Fund: 101010 ... Unrestricted Operating

Account: ...

Activity: ...

Go

Organization Budget Status FGIBDST 9.3.6 (CTRN)

Chart: C Community College of Rhode Island Fiscal Year: 22 Index: Query Specific Account:  Include Revenue Accounts:  Commit Type: Both

Organization: 30005 Office of VP of Finance & Strategy Fund: Program: Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
702100	E	Operating - General	9,300.00	0.00	0.00	9,300.00
702135	E	Office Expense	0.00	0.00	0.00	0.00
702165	E	Staff Education	0.00	0.00	0.00	0.00
703100	E	Technology Purchases	175,905.00	0.00	0.00	175,905.00
703110	E	Computer Software	0.00	0.00	0.00	0.00
704100	E	Contractual Services	294,000.00	0.00	0.00	294,000.00
704120	E	Lect/Educ/Prof Services	0.00	0.00	0.00	0.00
708100	E	Dues, Memberships and Subscri...	2,440.00	0.00	0.00	2,440.00
708110	E	Dues and Subscriptions	0.00	0.00	0.00	0.00
720100	E	All Other Operating	2,500.00	0.00	0.00	2,500.00
720170	E	Miscellaneous Expense	0.00	0.00	0.00	0.00
720185	E	COVID Vaccine Record Incentives	0.00	0.00	2,000.00	-2,000.00
<b>Net Total</b>			<b>-484,145.00</b>	<b>-2,000.00</b>	<b>0.00</b>	<b>0.00</b>

Record 1 of 12

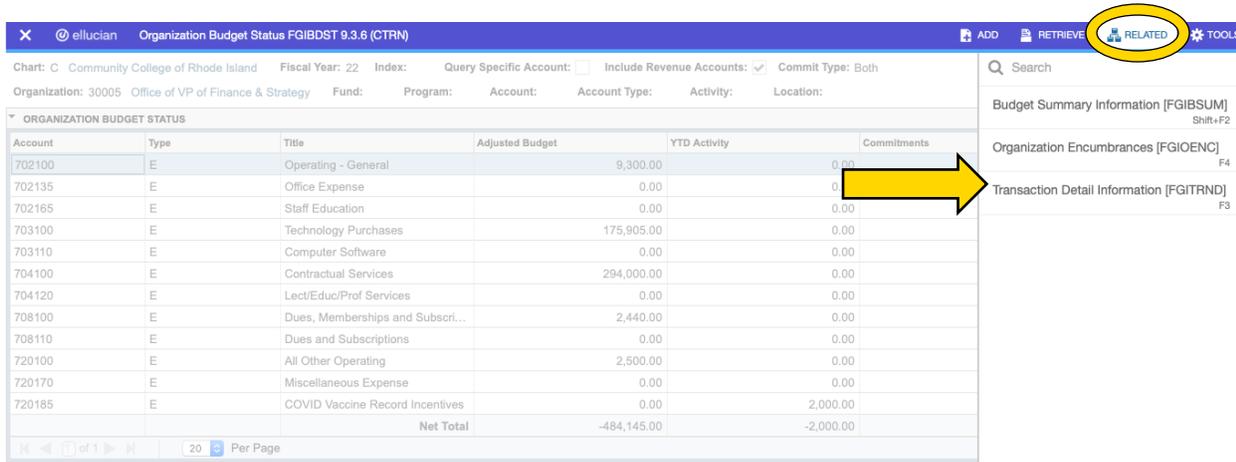
1. Account Code
2. Title of Account
3. Adjusted Budget- this was the amount allocated to that account line
4. Year-to-Date (YTD) Activity- how much money has been spent (your expenses) for that line
5. Commitments- this is the total for any open purchase orders (like blankets) and requisitions that have not been completed
6. Available Balance- how much money is left in that line

You can use arrows at the bottom left of the screen to view the next page and to see other Accounts that are obscured. Additionally, you can change the number of lines per page to see more budget lines above.



If you are interested in seeing what transactions add to a particular amount on FGIBDST, click on the Account code and then click “Related” at the top right of the screen. Click Transaction Detail Information (FGITRND) and the list of transactions will appear with a total at the bottom of the page.

To view transactions on the current page, you can scroll using the arrows on your keyboard. To view additional transactions, use the arrows at the bottom of the window. The number of records/lines per page can also be adjusted.



Organization Budget Status FGIBDST 9.3.6 (CTRN)

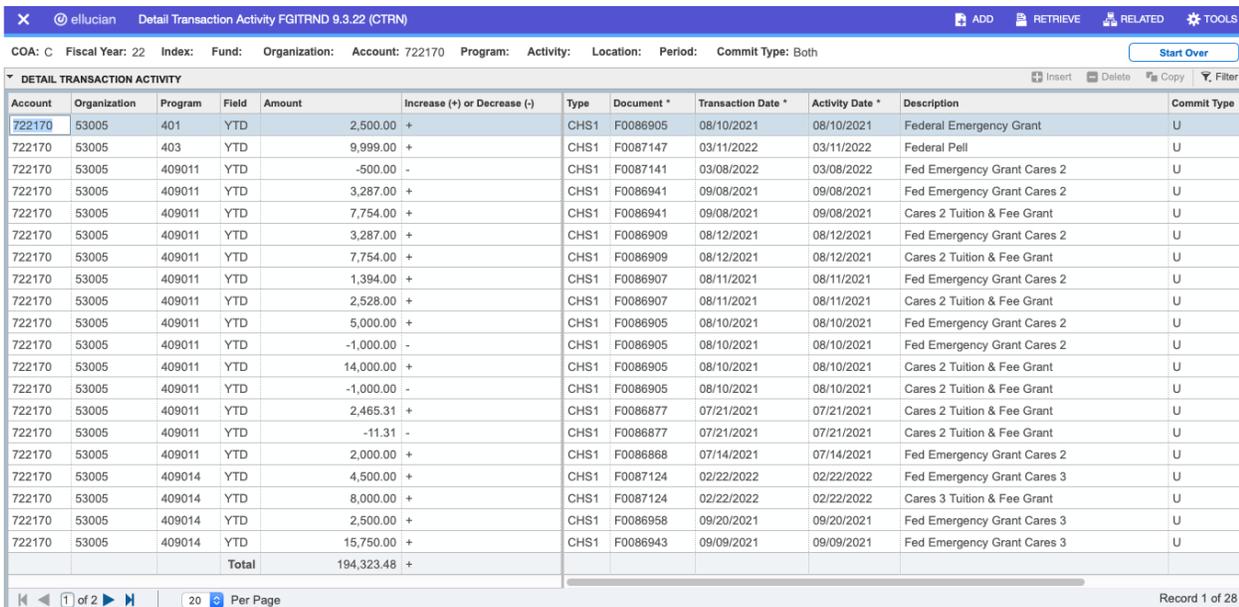
Chart: C Community College of Rhode Island Fiscal Year: 22 Index: Query Specific Account:  Include Revenue Accounts:  Commit Type: Both

Organization: 30005 Office of VP of Finance & Strategy Fund: Program: Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
702100	E	Operating - General	9,300.00	0.00	0.00
702135	E	Office Expense	0.00	0.00	0.00
702165	E	Staff Education	0.00	0.00	0.00
703100	E	Technology Purchases	175,905.00	0.00	0.00
703110	E	Computer Software	0.00	0.00	0.00
704100	E	Contractual Services	294,000.00	0.00	0.00
704120	E	Lect/Educ/Prof Services	0.00	0.00	0.00
708100	E	Dues, Memberships and Subscri...	2,440.00	0.00	0.00
708110	E	Dues and Subscriptions	0.00	0.00	0.00
720100	E	All Other Operating	2,500.00	0.00	0.00
720170	E	Miscellaneous Expense	0.00	0.00	0.00
720185	E	COVID Vaccine Record Incentives	0.00	0.00	2,000.00
Net Total			-484,145.00	-2,000.00	

Navigation: 20 Per Page

In addition to this, using the same procedure as described for YTD Activity amounts, you can also click on an Adjusted Budget amount to see what budget transactions add to that amount. The total amount will reflect the original budget allocation as well as any budget transfers approved and processed by the Budget Office.



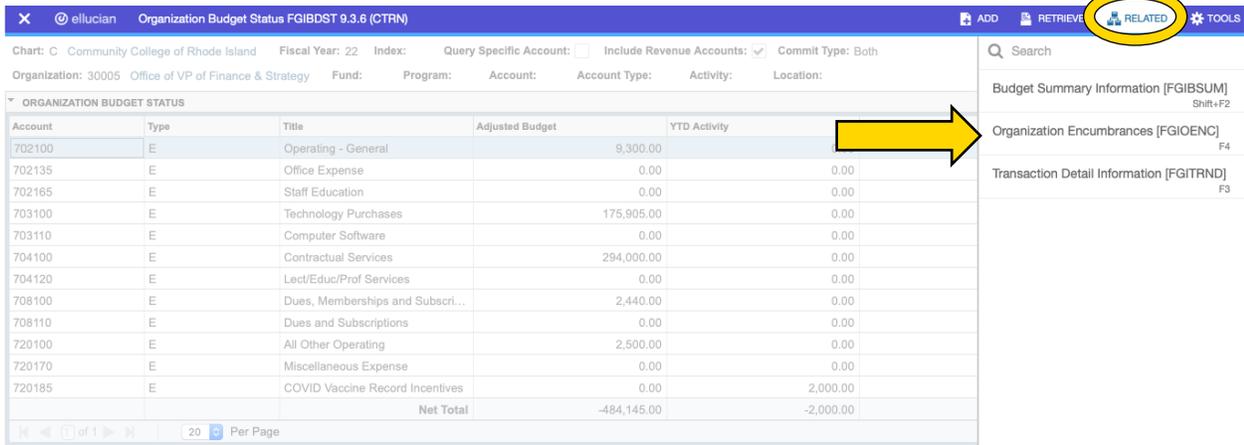
Detail Transaction Activity FGITRND 9.3.22 (CTRN)

COA: C Fiscal Year: 22 Index: Fund: Organization: Account: 722170 Program: Activity: Location: Period: Commit Type: Both

Start Over

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type
722170	53005	401	YTD	2,500.00	+	CHS1	F0086905	08/10/2021	08/10/2021	Federal Emergency Grant	U
722170	53005	403	YTD	9,999.00	+	CHS1	F0087147	03/11/2022	03/11/2022	Federal Pell	U
722170	53005	409011	YTD	-500.00	-	CHS1	F0087141	03/08/2022	03/08/2022	Fed Emergency Grant Cares 2	U
722170	53005	409011	YTD	3,287.00	+	CHS1	F0086941	09/08/2021	09/08/2021	Fed Emergency Grant Cares 2	U
722170	53005	409011	YTD	7,754.00	+	CHS1	F0086941	09/08/2021	09/08/2021	Cares 2 Tuition & Fee Grant	U
722170	53005	409011	YTD	3,287.00	+	CHS1	F0086909	08/12/2021	08/12/2021	Fed Emergency Grant Cares 2	U
722170	53005	409011	YTD	7,754.00	+	CHS1	F0086909	08/12/2021	08/12/2021	Cares 2 Tuition & Fee Grant	U
722170	53005	409011	YTD	1,394.00	+	CHS1	F0086907	08/11/2021	08/11/2021	Fed Emergency Grant Cares 2	U
722170	53005	409011	YTD	2,528.00	+	CHS1	F0086907	08/11/2021	08/11/2021	Cares 2 Tuition & Fee Grant	U
722170	53005	409011	YTD	5,000.00	+	CHS1	F0086905	08/10/2021	08/10/2021	Fed Emergency Grant Cares 2	U
722170	53005	409011	YTD	-1,000.00	-	CHS1	F0086905	08/10/2021	08/10/2021	Fed Emergency Grant Cares 2	U
722170	53005	409011	YTD	14,000.00	+	CHS1	F0086905	08/10/2021	08/10/2021	Cares 2 Tuition & Fee Grant	U
722170	53005	409011	YTD	-1,000.00	-	CHS1	F0086905	08/10/2021	08/10/2021	Cares 2 Tuition & Fee Grant	U
722170	53005	409011	YTD	2,465.31	+	CHS1	F0086877	07/21/2021	07/21/2021	Cares 2 Tuition & Fee Grant	U
722170	53005	409011	YTD	-11.31	-	CHS1	F0086877	07/21/2021	07/21/2021	Cares 2 Tuition & Fee Grant	U
722170	53005	409011	YTD	2,000.00	+	CHS1	F0086868	07/14/2021	07/14/2021	Fed Emergency Grant Cares 2	U
722170	53005	409014	YTD	4,500.00	+	CHS1	F0087124	02/22/2022	02/22/2022	Fed Emergency Grant Cares 3	U
722170	53005	409014	YTD	8,000.00	+	CHS1	F0087124	02/22/2022	02/22/2022	Cares 3 Tuition & Fee Grant	U
722170	53005	409014	YTD	2,500.00	+	CHS1	F0086958	09/20/2021	09/20/2021	Fed Emergency Grant Cares 3	U
722170	53005	409014	YTD	15,750.00	+	CHS1	F0086943	09/09/2021	09/09/2021	Fed Emergency Grant Cares 3	U
Total				194,323.48	+						

Navigation: 20 Per Page Record 1 of 28



Account	Type	Title	Adjusted Budget	YTD Activity
702100	E	Operating - General	9,300.00	
702135	E	Office Expense	0.00	0.00
702165	E	Staff Education	0.00	0.00
703100	E	Technology Purchases	175,905.00	0.00
703110	E	Computer Software	0.00	0.00
704100	E	Contractual Services	294,000.00	0.00
704120	E	Lect/Educ/Prof Services	0.00	0.00
708100	E	Dues, Memberships and Subscri...	2,440.00	0.00
708110	E	Dues and Subscriptions	0.00	0.00
720100	E	All Other Operating	2,500.00	0.00
720170	E	Miscellaneous Expense	0.00	0.00
720185	E	COVID Vaccine Record Incentives	0.00	2,000.00
Net Total			-484,145.00	-2,000.00

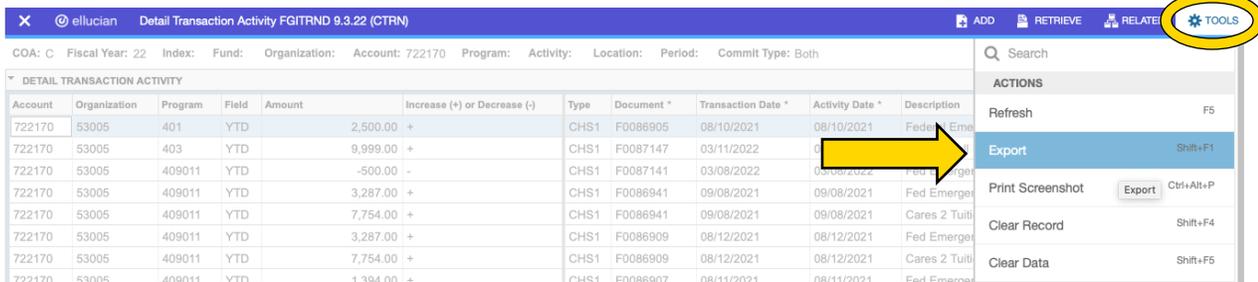
When clicking on an amount under the Commitments column on FGIBDST, instead of choosing FGITRND under the Related menu, you can choose “Organization Encumbrances [FGIOENC].” This will show you all of the present balances of open Commitment amounts (newly approved Requisitions as well as Purchase Orders balances for the Organization and Fund codes you have entered.)

To return to FGIBDST, click the “X” in the upper left-hand corner.

### Exporting Data

Banner Finance users may want to extract information from FGIBDST (or FGITRND) and download data to Excel. This is useful when you want to look at your entire budget (or transactions) without the need to use the page arrows to look at hidden lines.

While in FGIBDST (or FGITRND), go to “Tools” to open the menu and click “Export.”



Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
722170	53005	401	YTD	2,500.00	+	CHS1	F0086905	08/10/2021	08/10/2021	Fed Emerg
722170	53005	403	YTD	9,999.00	+	CHS1	F0087147	03/11/2022		
722170	53005	409011	YTD	-500.00	-	CHS1	F0087141	03/08/2022	03/08/2022	Fed Emerg
722170	53005	409011	YTD	3,287.00	+	CHS1	F0086941	09/08/2021	09/08/2021	Fed Emerget
722170	53005	409011	YTD	7,754.00	+	CHS1	F0086941	09/08/2021	09/08/2021	Cares 2 Tuili
722170	53005	409011	YTD	3,287.00	+	CHS1	F0086909	08/12/2021	08/12/2021	Fed Emerget
722170	53005	409011	YTD	7,754.00	+	CHS1	F0086909	08/12/2021	08/12/2021	Cares 2 Tuili
722170	53005	409011	YTD	1,304.00	-	CHS1	F0086907	08/11/2021	08/11/2021	Fed Emerget

The file will automatically download and appear on the bottom of your web browser window as the .csv file type. (ex: FGITRND.csv)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	C	22				722170									
2	722170	53005	401	#####	CHS1	F0086905	Federal Eme U		209150			#####	YTD	2500	+
3	722170	53005	403	#####	CHS1	F0087147	Federal Pell U		203180			#####	YTD	9999	+
4	722170	53005	409011	#####	CHS1	F0087141	Fed Emerger U		209150			#####	YTD	-500	-
5	722170	53005	409011	#####	CHS1	F0086941	Fed Emerger U		209150			#####	YTD	3287	+
6	722170	53005	409011	#####	CHS1	F0086941	Cares 2 Tuiti U		209150			#####	YTD	7754	+
7	722170	53005	409011	#####	CHS1	F0086909	Fed Emerger U		209150			#####	YTD	3287	+
8	722170	53005	409011	#####	CHS1	F0086909	Cares 2 Tuiti U		209150			#####	YTD	7754	+
9	722170	53005	409011	#####	CHS1	F0086907	Fed Emerger U		209150			#####	YTD	1394	+
10	722170	53005	409011	#####	CHS1	F0086907	Cares 2 Tuiti U		209150			#####	YTD	2528	+
11	722170	53005	409011	#####	CHS1	F0086905	Fed Emerger U		209150			#####	YTD	5000	+
12	722170	53005	409011	#####	CHS1	F0086905	Fed Emerger U		209150			#####	YTD	-1000	-
13	722170	53005	409011	#####	CHS1	F0086905	Cares 2 Tuiti U		209150			#####	YTD	14000	+
14	722170	53005	409011	#####	CHS1	F0086905	Cares 2 Tuiti U		209150			#####	YTD	-1000	-
15	722170	53005	409011	#####	CHS1	F0086877	Cares 2 Tuiti U		209150			#####	YTD	2465.31	+
16	722170	53005	409011	#####	CHS1	F0086877	Cares 2 Tuiti U		209150			#####	YTD	-11.31	-
17	722170	53005	409011	#####	CHS1	F0086868	Fed Emerger U		209150			#####	YTD	2000	+
18	722170	53005	409014	#####	CHS1	F0087124	Fed Emerger U		209150			#####	YTD	4500	+
19	722170	53005	409014	#####	CHS1	F0087124	Cares 3 Tuiti U		209150			#####	YTD	8000	+
20	722170	53005	409014	#####	CHS1	F0086958	Fed Emerger U		209150			#####	YTD	2500	+
21	722170	53005	409014	#####	CHS1	F0086943	Fed Emerger U		209150			#####	YTD	15750	+
22	722170	53005	409014	#####	CHS1	F0086943	Cares 3 Tuiti U		209150			#####	YTD	40415.12	+
23	722170	53005	409014	#####	CHS1	F0086943	Cares 3 Tuiti U		209150			#####	YTD	-9967.2	-
24	722170	53005	409014	#####	CHS1	F0086941	Fed Emerger U		209150			#####	YTD	17250	+
25	722170	53005	409014	#####	CHS1	F0086941	Cares 3 Tuiti U		209150			#####	YTD	46141.74	+
26	722170	53005	409014	#####	CHS1	F0086905	Fed Emerger U		209150			#####	YTD	2750	+
27	722170	53005	409014	#####	CHS1	F0086905	Cares 3 Tuiti U		209150			#####	YTD	7500	+
28	722170	53005	409014	#####	CHS1	F0086899	Fed Emerger U		209150			#####	YTD	-79.99	-
29	722170	53005	409014	#####	CHS1	F0086899	Fed Emerger U		209150			#####	YTD	106.81	+
30															
31															
32															
33															

Click the file and after a few seconds, you will see information appear in an Excel Spreadsheet where you can format, add in totals, etc. as needed. Save the document on your computer and change the file type to “Excel Workbook.”

File name:	FGIBDST
Save as type:	CSV (Comma delimited)
Authors:	Excel Workbook
	Excel Macro-Enabled Workbook
	Excel Binary Workbook
	Excel 97-2003 Workbook
Folders:	CSV UTF-8 (Comma delimited)

## Labor Distribution Data Inquiry (NHIDIST)

### Before Using NHIDIST

The first step to effectively use NHIDIST is to view your department's budget via FGIBDST (Organization Budget Status) and review the latest payroll activity charged to that Fund and Organization code. After entering your Organization and Fund codes, click "Go" to produce results similar to below. More information on FGIBDST can be found in the previous section.

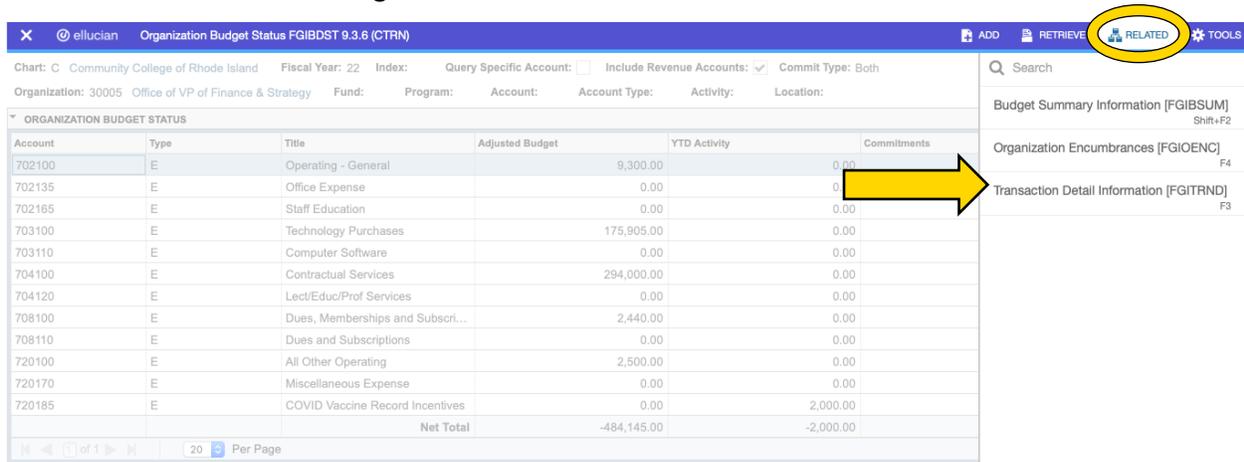
ORGANIZATION BUDGET STATUS							
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
510110	R	Direct Income	-664,847.44	4,444,234.24	0.00	-5,109,081.68	
602105	L	Non-classified Faculty - Full Time	0.00	0.00	0.00	0.00	
602210	L	Classified Permanent	0.00	1,288,257.38	0.00	-1,288,257.38	
602305	L	Non-classified Admin - Full Time	156,465.00	245,799.53	0.00	-89,334.53	
602320	L	Non-classified Part Time	6,000.00	94,356.84	0.00	-88,356.84	
602325	L	Non-classified Staff - Full Time	274,295.00	682,736.72	0.00	-408,441.72	
602405	L	Classified Holiday	0.00	13,445.67	0.00	-13,445.67	
602415	L	Classified Permanent (FT/PT) OT	0.00	149,896.21	0.00	-149,896.21	
602515	L	Stipends	0.00	103,341.27	0.00	-103,341.27	
602805	L	Medical Waiver	0.00	1,001.00	0.00	-1,001.00	
602820	L	Other Personnel Costs	1,001.00	0.00	0.00	1,001.00	
604105	L	Assessed Fringe Benefit Allocat...	17,015.00	94,136.14	0.00	-77,121.14	
604110	L	Employer Cost - BOG Retireme...	10,760.00	19,905.32	0.00	-9,145.32	
604115	L	Employer Cost - Dental Insurance	3,384.00	21,143.36	0.00	-17,759.36	
604116	L	Employer Cost - Medical Insura...	52,254.00	286,634.47	0.00	-234,380.47	
604117	L	Employer Cost - Vision Insurance	530.00	5,340.04	0.00	-4,810.04	
604120	L	ERS Retirement	23,409.00	384,966.81	0.00	-361,557.81	
604121	L	ERS Retirement Health	4,990.00	84,121.41	0.00	-79,131.41	
604140	L	Metlife - 403b	8,280.00	18,841.35	0.00	-10,561.35	
604141	L	TIAA/CREF	22,839.00	45,916.61	0.00	-23,077.61	
<b>Net Total</b>			<b>-980,916.00</b>	<b>-266,180.25</b>	<b>435,064.98</b>		

Next, go to the budget line where you would like to see additional information and click on the Year-to-Date amount on that same line.

ORGANIZATION BUDGET STATUS							
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
604160	L	TIAA Disability	726.00	2931.18	0.00	-2,205.18	



Go to “Related” at the top right corner of the screen and then click on “Transaction Detail Information.” You will be brought to FGITRND where the transactions are listed.

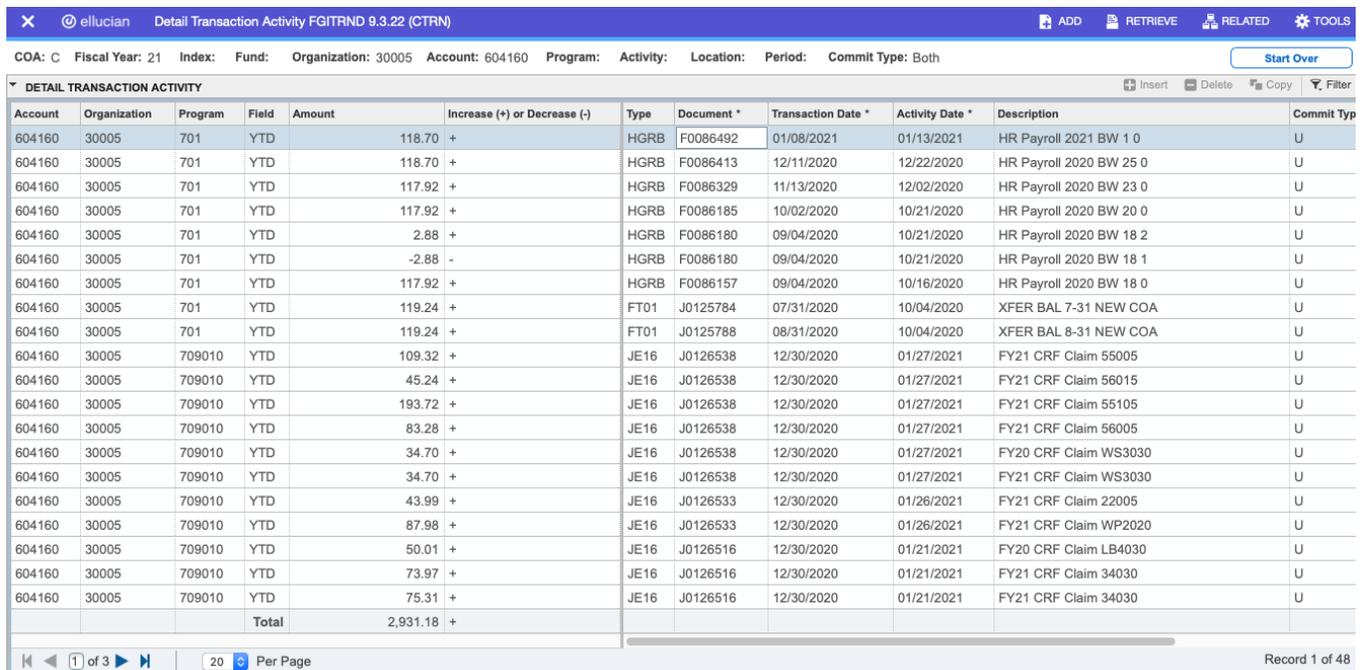


Organization Budget Status FGIBDST 9.3.6 (CTRN)

Chart: C Community College of Rhode Island Fiscal Year: 22 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 30005 Office of VP of Finance & Strategy Fund: Program: Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
702100	E	Operating - General	9,300.00	0.00	0.00
702135	E	Office Expense	0.00	0.00	0.00
702165	E	Staff Education	0.00	0.00	0.00
703100	E	Technology Purchases	175,905.00	0.00	0.00
703110	E	Computer Software	0.00	0.00	0.00
704100	E	Contractual Services	294,000.00	0.00	0.00
704120	E	Lect/Educ/Prof Services	0.00	0.00	0.00
708100	E	Dues, Memberships and Subscri...	2,440.00	0.00	0.00
708110	E	Dues and Subscriptions	0.00	0.00	0.00
720100	E	All Other Operating	2,500.00	0.00	0.00
720170	E	Miscellaneous Expense	0.00	0.00	0.00
720185	E	COVID Vaccine Record Incentives	0.00	0.00	2,000.00
Net Total			-484,145.00	-2,000.00	-2,000.00



Detail Transaction Activity FGITRND 9.3.22 (CTRN)

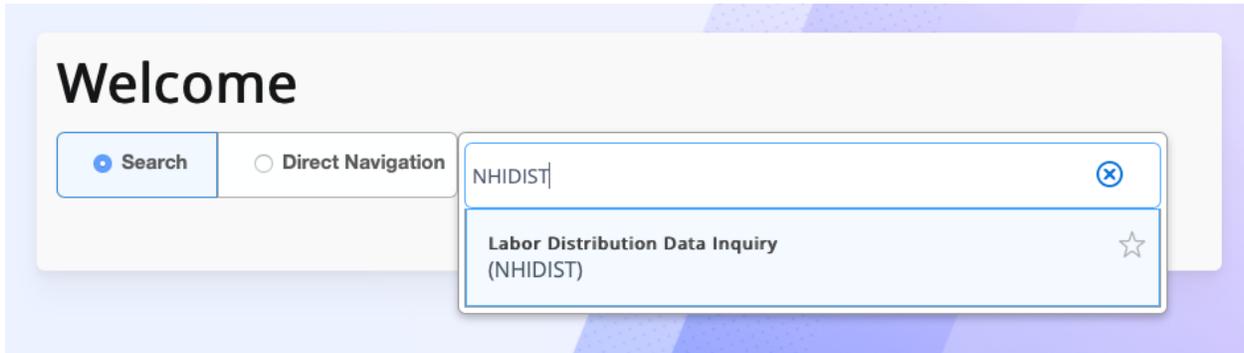
COA: C Fiscal Year: 21 Index: Fund: Organization: 30005 Account: 604160 Program: Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Typ
604160	30005	701	YTD	118.70	+	HGRB	F0086492	01/08/2021	01/13/2021	HR Payroll 2021 BW 1 0	U
604160	30005	701	YTD	118.70	+	HGRB	F0086413	12/11/2020	12/22/2020	HR Payroll 2020 BW 25 0	U
604160	30005	701	YTD	117.92	+	HGRB	F0086329	11/13/2020	12/02/2020	HR Payroll 2020 BW 23 0	U
604160	30005	701	YTD	117.92	+	HGRB	F0086185	10/02/2020	10/21/2020	HR Payroll 2020 BW 20 0	U
604160	30005	701	YTD	2.88	+	HGRB	F0086180	09/04/2020	10/21/2020	HR Payroll 2020 BW 18 2	U
604160	30005	701	YTD	-2.88	-	HGRB	F0086180	09/04/2020	10/21/2020	HR Payroll 2020 BW 18 1	U
604160	30005	701	YTD	117.92	+	HGRB	F0086157	09/04/2020	10/16/2020	HR Payroll 2020 BW 18 0	U
604160	30005	701	YTD	119.24	+	FT01	J0125784	07/31/2020	10/04/2020	XFER BAL 7-31 NEW COA	U
604160	30005	701	YTD	119.24	+	FT01	J0125788	08/31/2020	10/04/2020	XFER BAL 8-31 NEW COA	U
604160	30005	709010	YTD	109.32	+	JE16	J0126538	12/30/2020	01/27/2021	FY21 CRF Claim 55005	U
604160	30005	709010	YTD	45.24	+	JE16	J0126538	12/30/2020	01/27/2021	FY21 CRF Claim 56015	U
604160	30005	709010	YTD	193.72	+	JE16	J0126538	12/30/2020	01/27/2021	FY21 CRF Claim 55105	U
604160	30005	709010	YTD	83.28	+	JE16	J0126538	12/30/2020	01/27/2021	FY21 CRF Claim 56005	U
604160	30005	709010	YTD	34.70	+	JE16	J0126538	12/30/2020	01/27/2021	FY20 CRF Claim WS3030	U
604160	30005	709010	YTD	34.70	+	JE16	J0126538	12/30/2020	01/27/2021	FY21 CRF Claim WS3030	U
604160	30005	709010	YTD	43.99	+	JE16	J0126533	12/30/2020	01/26/2021	FY21 CRF Claim 22005	U
604160	30005	709010	YTD	87.98	+	JE16	J0126533	12/30/2020	01/26/2021	FY21 CRF Claim WP2020	U
604160	30005	709010	YTD	50.01	+	JE16	J0126516	12/30/2020	01/21/2021	FY20 CRF Claim LB4030	U
604160	30005	709010	YTD	73.97	+	JE16	J0126516	12/30/2020	01/21/2021	FY21 CRF Claim 34030	U
604160	30005	709010	YTD	75.31	+	JE16	J0126516	12/30/2020	01/21/2021	FY21 CRF Claim 34030	U
Total				2,931.18	+						

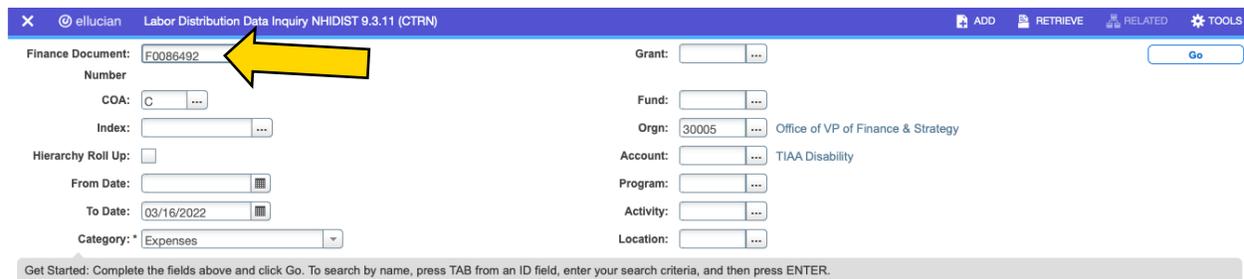
Each transaction will have a date it was posted to Banner as well as a Finance Document Number beginning with the letter F. It is this Document Number that will be used in form NHIDIST to see the employee detail behind the dollar amount posted to this Organization and Account codes. You can copy the Document Number or write it down so that it can be used in NHIDIST. To copy the number, double click on it so it is highlighted, and then on your keyboard, press CTRL and C at the same time.

## Using NHIDIST

Go to NHIDIST by exiting the above screen and going back to the dashboard (the home Banner Finance screen). You can access this screen by using the search bar on the dashboard or in the main menu.

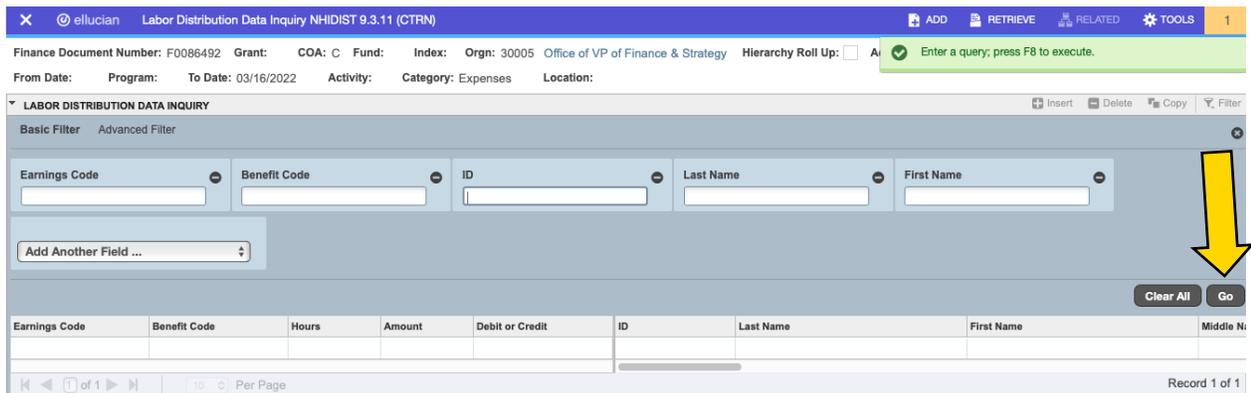


On NHIDIST, click within the Finance Document field and then press Ctrl and V at the same time to paste the previously copied Finance document number from FGITRND.



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

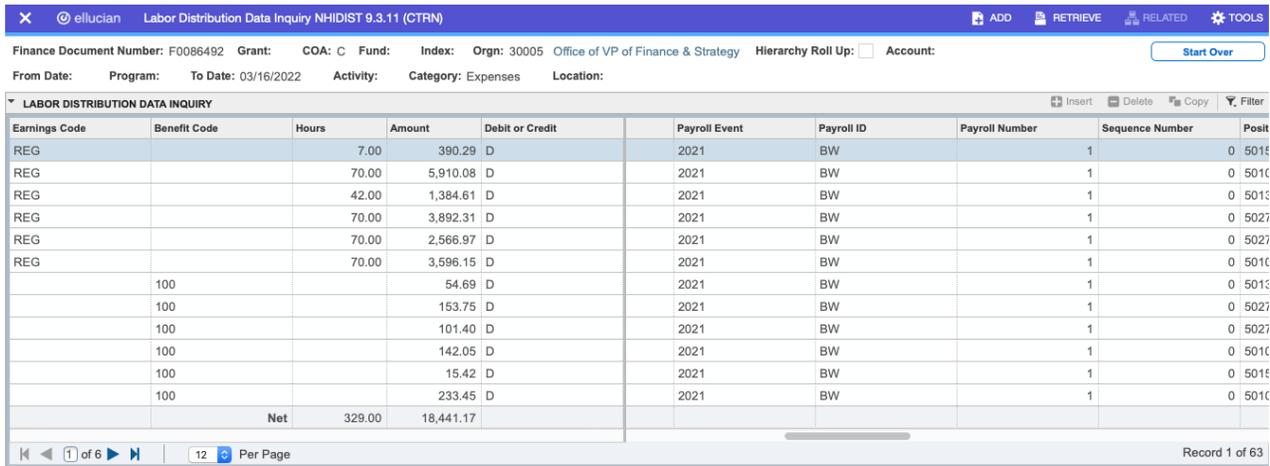
After this, click on “Go” and you will be brought to the Query mode of NHIDIST.



Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name	Middle Ni

Record 1 of 1

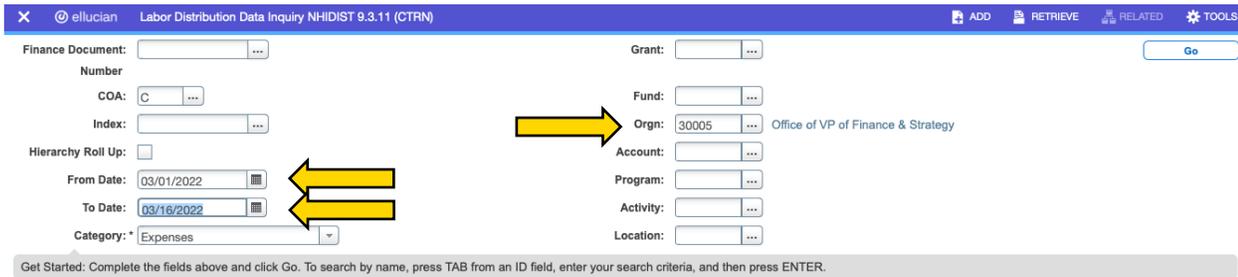
Press the “Go” button on the lower right and the employee payroll data will show.



Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	Payroll Event	Payroll ID	Payroll Number	Sequence Number	Position
REG		7.00	390.29	D	2021	BW		1	0 5013
REG		70.00	5,910.08	D	2021	BW		1	0 5013
REG		42.00	1,384.61	D	2021	BW		1	0 5013
REG		70.00	3,892.31	D	2021	BW		1	0 5027
REG		70.00	2,566.97	D	2021	BW		1	0 5027
REG		70.00	3,596.15	D	2021	BW		1	0 5013
	100		54.69	D	2021	BW		1	0 5013
	100		153.75	D	2021	BW		1	0 5027
	100		101.40	D	2021	BW		1	0 5027
	100		142.05	D	2021	BW		1	0 5013
	100		15.42	D	2021	BW		1	0 5013
	100		233.45	D	2021	BW		1	0 5013
Net		329.00	18,441.17						

At the top of this section, you will see regular earnings followed by fringe expenditures below. In the right section of the screen, use the scroll bar to see additional information.

You can also use NHIDIST without a Finance Document Number. Enter a date range and Organization Code in the appropriate fields.



Finance Document:  Grant:  **Go**

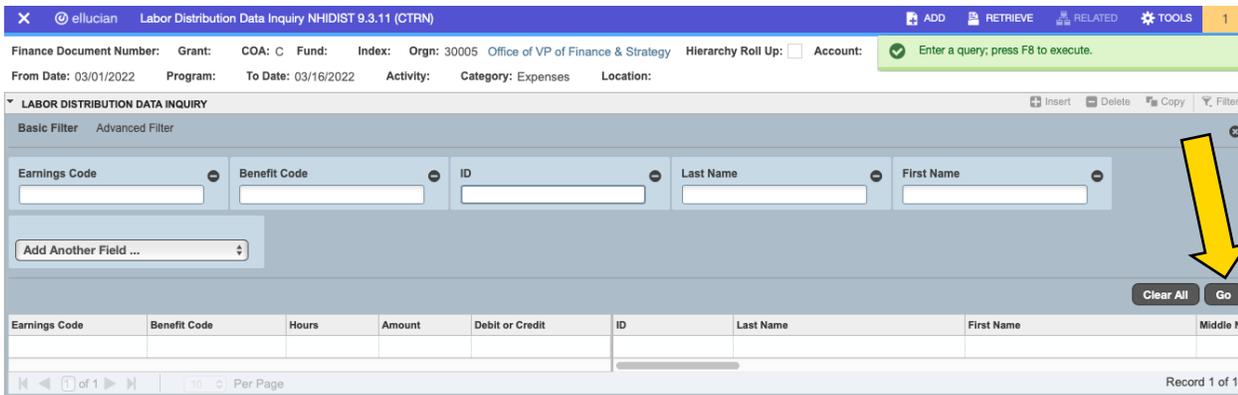
COA: C Fund:  **Orgn:** 30005 Office of VP of Finance & Strategy

From Date: 03/01/2022 To Date: 03/16/2022

Category: Expenses

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

Click “Go” and then “Go” again on the next screen.



Basic Filter Advanced Filter

Earnings Code:  Benefit Code:  ID:  Last Name:  First Name:

Add Another Field ...

**Clear All Go**

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name	Middle N

The results will show the payroll data for the time period you have specified.

ellucian Labor Distribution Data Inquiry NHIDIST 9.3.11 (CTRN)

Finance Document Number: Grant: COA: C Fund: Index: Orgn: 30005 Office of VP of Finance & Strategy Hierarchy Roll Up: Account: Start Over

From Date: 03/01/2021 Program: To Date: 03/16/2022 Activity: Category: Expenses Location:

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	Payroll Event	Payroll ID	Payroll Number	Sequence Number	Pc
REG		7.00	390.29	D	2021	BW		5	0 5C
REG		7.00	390.29	D	2021	BW		6	0 5C
REG		7.00	390.29	D	2021	BW		7	0 5C
REG		7.00	390.29	D	2021	BW		8	0 5C
REG		7.00	390.29	D	2021	BW		9	0 5C
REG		7.00	390.29	D	2021	BW		10	0 5C
REG		7.00	390.29	D	2021	BW		11	0 5C
REG		70.00	5,910.08	D	2021	BW		5	0 5C
REG		70.00	5,910.08	D	2021	BW		6	0 5C
REG		70.00	5,910.08	D	2021	BW		7	0 5C
REG		70.00	5,910.08	D	2021	BW		8	0 5C
REG		70.00	5,910.08	D	2021	BW		9	0 5C
Net		399.00	32,282.43						

Record 1 of 482

For reviewing payroll data by specific Account Code, enter the Account Code you will need data from in the Account field.

ellucian Labor Distribution Data Inquiry NHIDIST 9.3.11 (CTRN)

Finance Document Number: Grant: Go

COA: C Fund: Orgn: 30005 Office of VP of Finance & Strategy

Hierarchy Roll Up: Account: 604160 TIAA Disability

From Date: 03/01/2021 Program: Activity: Location:

To Date: 03/16/2022 Category: Expenses

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

Click "Go" and then "Go" again in the next screen.

ellucian Labor Distribution Data Inquiry NHIDIST 9.3.11 (CTRN)

Finance Document Number: Grant: COA: C Fund: Index: Orgn: 30005 Office of VP of Finance & Strategy Hierarchy Roll Up: Account: 604160 Enter a query; press F8 to execute.

From Date: 03/01/2021 Program: To Date: 03/16/2022 Activity: Category: Expenses Location:

LABOR DISTRIBUTION DATA INQUIRY

Basic Filter Advanced Filter

Earnings Code Benefit Code ID Last Name First Name

Add Another Field ...

Clear All Go

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name	Middle N.

Record 1 of 1

The results should appear similar to below.

ellucian Labor Distribution Data Inquiry NHIDIST 9.3.11 (CTRN) ADD RETRIEVE RELATED TOOLS

Finance Document Number: Grant: COA: C Fund: Index: Orgn: 30005 Office of VP of Finance & Strategy Hierarchy Roll Up: Account: 604160 TIAA Disability Start Over

From Date: 03/01/2021 Program: To Date: 03/16/2022 Activity: Category: Expenses Location:

LABOR DISTRIBUTION DATA INQUIRY Insert Delete Copy Filter

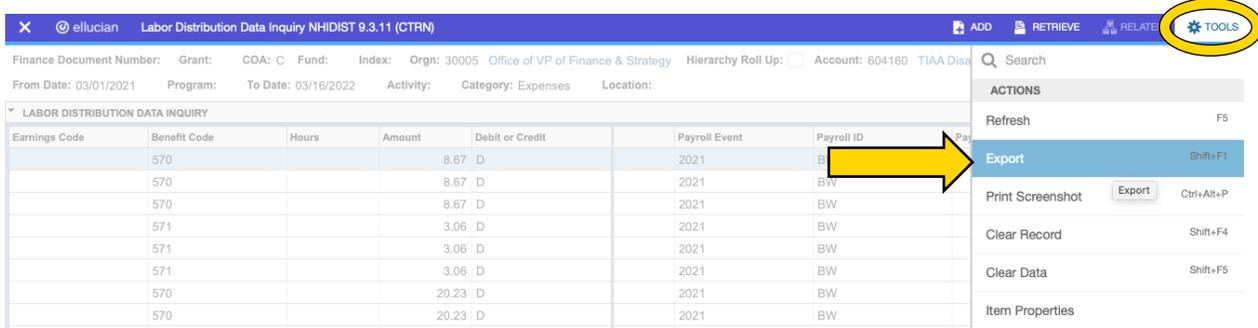
Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	Payroll Event	Payroll ID	Payroll Number	Sequence Number	Pc
	570		8.67	D	2021	BW	5		0.50
	570		8.67	D	2021	BW	7		0.50
	570		8.67	D	2021	BW	10		0.50
	571		3.06	D	2021	BW	5		0.50
	571		3.06	D	2021	BW	7		0.50
	571		3.06	D	2021	BW	10		0.50
	570		20.23	D	2021	BW	5		0.50
	570		20.23	D	2021	BW	7		0.50
	570		20.23	D	2021	BW	10		0.50
	571		8.60	D	2021	BW	5		0.50
	571		8.60	D	2021	BW	7		0.50
	571		8.60	D	2021	BW	10		0.50
	Net	0.00	121.68						

1 of 3 12 Per Page Record 1 of 33

Notice that there are only 3 pages of data as shown in the lower left corner. This is because only the Account Code data (along with Organization Code as shown above) was downloaded and all other payroll data which was not part of the inquiry and will not show. The more specific the input into NHIDIST, the more specific the results.

## Exporting Data from NHIDIST

You can export the data into Excel by going to “Tools” at the top right of the screen and then “Export.”



Finance Document Number: Grant: COA: C Fund: Index: Orgn: 30005 Office of VP of Finance & Strategy Hierarchy Roll Up: Account: 604160 TIAA Disa

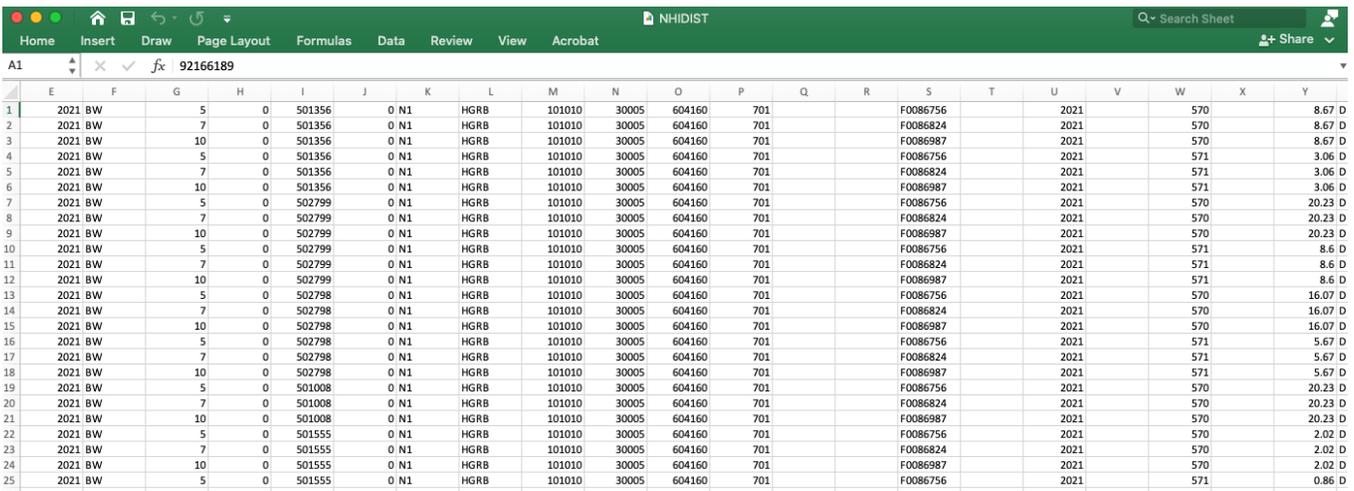
From Date: 03/01/2021 Program: To Date: 03/16/2022 Activity: Category: Expenses Location:

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	Payroll Event	Payroll ID
570			8.67	D	2021	BW
570			8.67	D	2021	BW
570			8.67	D	2021	BW
571			3.06	D	2021	BW
571			3.06	D	2021	BW
571			3.06	D	2021	BW
570			20.23	D	2021	BW
570			20.23	D	2021	BW

In your web browser, you will see the CSV file listed at the bottom of the screen.



Double click the file and after a few seconds, you will see information appear in an Excel Spreadsheet where you can format, add in totals, etc. as needed.



	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	2021	BW	5	0	501356	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		570			8.67 D
2	2021	BW	7	0	501356	0 N1	HGRB	101010	30005	604160	701			F0086824		2021		570			8.67 D
3	2021	BW	10	0	501356	0 N1	HGRB	101010	30005	604160	701			F0086987		2021		570			8.67 D
4	2021	BW	5	0	501356	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		571			3.06 D
5	2021	BW	7	0	501356	0 N1	HGRB	101010	30005	604160	701			F0086824		2021		571			3.06 D
6	2021	BW	10	0	501356	0 N1	HGRB	101010	30005	604160	701			F0086987		2021		571			3.06 D
7	2021	BW	5	0	502799	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		570			20.23 D
8	2021	BW	7	0	502799	0 N1	HGRB	101010	30005	604160	701			F0086824		2021		570			20.23 D
9	2021	BW	10	0	502799	0 N1	HGRB	101010	30005	604160	701			F0086987		2021		570			20.23 D
10	2021	BW	5	0	502799	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		571			8.6 D
11	2021	BW	7	0	502799	0 N1	HGRB	101010	30005	604160	701			F0086824		2021		571			8.6 D
12	2021	BW	10	0	502799	0 N1	HGRB	101010	30005	604160	701			F0086987		2021		571			8.6 D
13	2021	BW	5	0	502798	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		570			16.07 D
14	2021	BW	7	0	502798	0 N1	HGRB	101010	30005	604160	701			F0086824		2021		570			16.07 D
15	2021	BW	10	0	502798	0 N1	HGRB	101010	30005	604160	701			F0086987		2021		570			16.07 D
16	2021	BW	5	0	502798	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		571			5.67 D
17	2021	BW	7	0	502798	0 N1	HGRB	101010	30005	604160	701			F0086824		2021		571			5.67 D
18	2021	BW	10	0	502798	0 N1	HGRB	101010	30005	604160	701			F0086987		2021		571			5.67 D
19	2021	BW	5	0	501008	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		570			20.23 D
20	2021	BW	7	0	501008	0 N1	HGRB	101010	30005	604160	701			F0086824		2021		570			20.23 D
21	2021	BW	10	0	501008	0 N1	HGRB	101010	30005	604160	701			F0086987		2021		570			20.23 D
22	2021	BW	5	0	501555	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		570			2.02 D
23	2021	BW	7	0	501555	0 N1	HGRB	101010	30005	604160	701			F0086824		2021		570			2.02 D
24	2021	BW	10	0	501555	0 N1	HGRB	101010	30005	604160	701			F0086987		2021		570			2.02 D
25	2021	BW	5	0	501555	0 N1	HGRB	101010	30005	604160	701			F0086756		2021		571			0.86 D

Save the document on your computer and change the file type to “Excel Workbook.”



File name: FGIBDST

Save as type: Excel Workbook

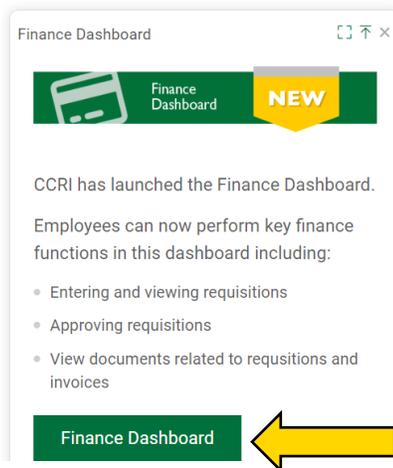
Authors: Excel Macro-Enabled Workbook, Excel Binary Workbook, Excel 97-2003 Workbook

Folders: CSV UTF-8 (Comma delimited)

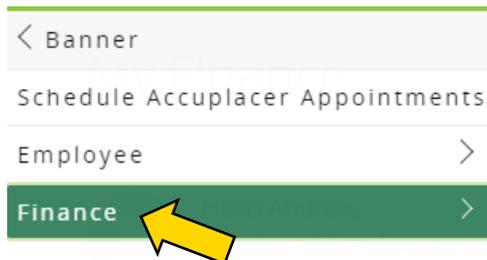
## Budget Queries in Banner Self-Service

The Budget Query functionality can provide detailed information on departmental budgets. A report can be created to show a department’s budget, year-to-date expenditures, encumbrances, and balance available. From this query, the user may “drill down” and review the specific information which makes up the totals in each column.

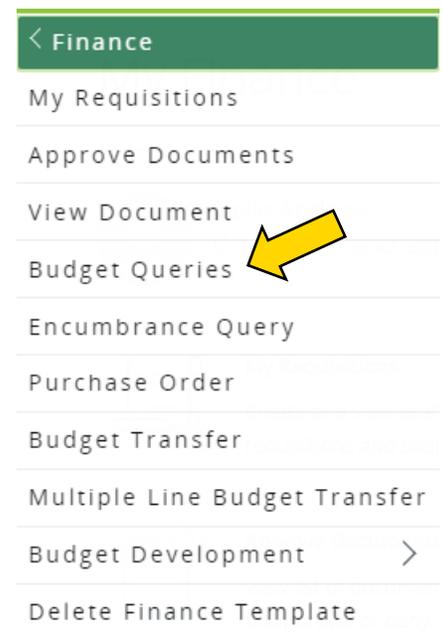
On the “For Finance” tab in MyCCRI, choose “Finance Dashboard.”



Press the four-square icon in the upper left-hand corner to open the menu and select “Banner.”



Select “Finance” and then “Budget Queries”

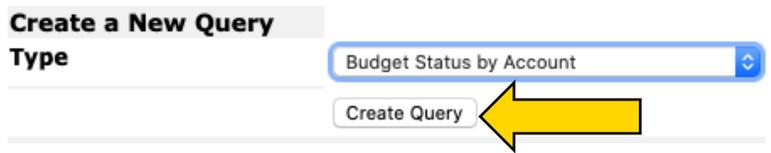


The dropdown for “Create a New Query” has four options are available, all with varying levels of functionality and detail. “Budget Status by Account” is the most commonly used selection.

- ✓ Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query
- Payroll Expense Detail

**Budget Status by Account**

This option allows a user to review detailed budget information by Account Code for a specified period of time. Choose “Budget Status by Account” from the dropdown menu, and click the “Create Query” button. The data retrieved by this query is the same as would result in the FGIBDST (Organization Budget Status) screen in Banner.



Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input type="checkbox"/> Available Balance

Save Query as:

Shared



The next screen details columns for display on the Query report. Select the data columns to be displayed. In order to have the most drill down functionality available in the query results, choose the selections displayed to the left.

A user may also save a query for future use by giving it a name in the blank field. If you click the “Shared” check box, the saved query to be viewed by other Banner Finance users with security access to the department’s Organization Codes. Any saved queries can be retrieved from the main “For Finance” tab by selecting the appropriate query from the “Retrieve Existing Query – Saved Query” option.

When done selecting the columns to be displayed, click the “Continue” button.

**i** If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. For a Budget Query to be successful, a user with Fund/Organization Query access must enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year and Chart of Accounts fields.

**i** You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison fiscal period.

**Fiscal year:** 2022   
**Fiscal period:** 03   
**Comparison Fiscal year:** None   
**Comparison Fiscal period:** None   
**Commitment Type:** All   
 Chart of Accounts  Index   
 Fund  Activity   
 Organization  Location   
 Grant  Fund Type   
 Account  Account Type   
 Program   
 **Include Revenue Accounts**  
**Save Query as:**   
 **Shared**



The next screen allows the user to make identify specific FOAPL to be reported in the query as well as the desired fiscal period/year.

Click “Submit Query” when completed. Sample results are shown below. As shown below, the report will show the Adopted Budget, Year to Date Expenditures, Encumbrances, Reservations, Commitments and Available Balance.

Notice the “View Pending Documents” button at the top right section of the report on the previous page. This is used to show items that have not yet been fully approved and are not yet posted to the department organization budget. When clicking the “View Pending Documents” button, you will see a “Status of Transactions in Process” report.

Note:

- Fiscal Year, Fiscal Period, and Chart of Accounts must be entered. Use fiscal period 12 to retrieve all year-to-date activity.
- A value must be entered for Organization or Grant in order to proceed with the query.
- Grants Only: If the Grant field is populated, the retrieved data will be from grant inception to date. If the Grant field is not populated, all information retrieved is for the specified fiscal year and period only.
- To display all accounts, leave the “Account” field blank. To display information for one account only, enter the appropriate Account Code.

**Report Parameters**

**Organization Budget Status Report**

**By Account**

**Period Ending Jun 30, 2021**

**As of Mar 16, 2022**

Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

[View Pending Documents](#)

✓ No pending documents exist

**Query Results**

Account	Account Title	FY21/PD12 Adopted Budget	FY21/PD12 Year to Date	FY21/PD12 Encumbrances	FY21/PD12 Reservations	FY21/PD12 Available Balance
602210	Classified Permanent	0.00	3,049.50	0.00	0.00	( 3,049.50)
602305	Non-classified Admin - Full Time	156,465.00	172,988.86	0.00	0.00	( 16,523.86)
602320	Non-classified Part Time	6,000.00	12,435.81	0.00	0.00	( 6,435.81)
602325	Non-classified Staff - Full Time	274,295.00	219,016.75	0.00	0.00	55,278.25
602515	Stipends	0.00	1,750.00	0.00	0.00	( 1,750.00)
602805	Medical Waiver	0.00	1,001.00	0.00	0.00	( 1,001.00)
602820	Other Personnel Costs	1,001.00	0.00	0.00	0.00	1,001.00
604105	Assessed Fringe Benefit Allocation	17,015.00	18,843.83	0.00	0.00	( 1,828.83)
604110	Employer Cost - BOG Retirement Med	10,760.00	6,474.75	0.00	0.00	4,285.25
604115	Employer Cost - Dental Insurance	3,384.00	3,002.42	0.00	0.00	381.58

702135	Office Expense	1,300.00	83.19	0.00	0.00	1,216.81
702165	Staff Education	8,000.00	847.00	399.00	0.00	6,754.00
703110	Computer Software	81,381.00	99,904.00	0.00	0.00	( 18,523.00)
704110	Arch/Engr Services	0.00	0.00	0.00	0.00	0.00
704120	Lect/Educ/Prof Services	269,543.00	376,145.00	86,342.50	0.00	( 192,944.50)
708110	Dues and Subscriptions	2,440.00	155,198.00	0.00	0.00	( 152,758.00)
716200	Computer Equip >\$5000	0.00	139.99	0.00	0.00	( 139.99)
720170	Miscellaneous Expense	2,500.00	0.00	0.00	0.00	2,500.00
Report Total (of all records)		980,916.00	1,198,763.00	86,741.50	0.00	( 304,588.50)

Save Query as:

Shared

Select a Document Code link to display details for a specific document. Select the Download option to download transaction data to a Microsoft Excel spreadsheet.

**Report Parameters**

Status of Transactions In Process			
Period Ending Jun 30, 2021			
As of Mar 16, 2022			
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

⚠ Query retrieved no records.

**Budget Control Keys for Non-sufficient Funds (NSF) Checking**

Used in Available Budget Checking	Fund	Organization	Account	Program
-----------------------------------	------	--------------	---------	---------

⚠ Chart and Fund cannot be null.

**Available Balance Summary**

⚠ Query retrieved no records

Another Query

**Pending Document List**

Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item	Seq#	Field Code	Amount	Rule Class Code
Jan 30, 2012	Feb 03, 2012	<a href="#">R0031958</a>	Disapproved	101010	30005	702175	701	W.B. Mason Company, Inc.	0	1	RSV	( 182.38)	REQP
Report Total (of all records)												( 182.38)	

Clicking on the green links will yield more information related to the document you are reviewing. For example, clicking on the link in the status column will show the approval history:

**Document Identification**

Document Number	R0031958	Type	Requisition
Originator:			

✔ There are no approvals required at this time

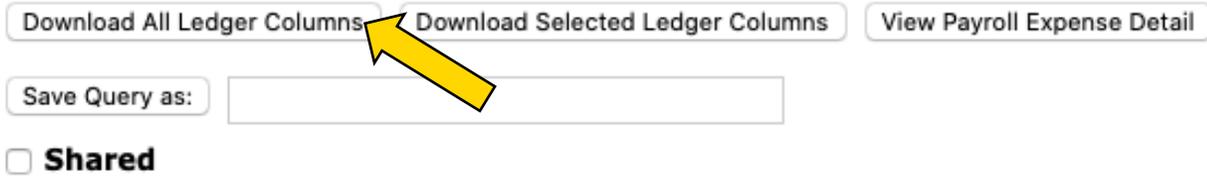
**Approvals recorded**

Queue	Level	Date	User
Q264	1	Jan 30, 2012	
Q264	1	Jan 31, 2012	
DENY	0	Jan 31, 2012	
DENY	0	Feb 03, 2012	

**Note:** If a document is or will be in NSF (Non-Sufficient Funds) status, where there are not enough budgeted dollars to cover the purchase requisition, it will not be included in the pending documents listing. Only documents for which there are sufficient budgeted funds available will be included in "View Pending Documents."

## Downloading Query Results

At the bottom of the Organization Budget Status Report, the user may download the query results into Excel.



Query results can be downloaded by choosing one of the three options available below the output on the screen:

- **Download All Ledger Columns** will show all columns available in the query parameters even if not chosen to display.
- **Download Selected Ledger Columns** will show only the columns seen in the Query results.
- **Payroll Expense Detail** will show payroll detail by person by account. (This is similar to the NHIDIST screen in Banner and is available only to authorized personnel.)

After selecting one of the appropriate options, click “Open” in the dialog box. The result will be a Comma Separated Value (.csv) file showing in an Excel spreadsheet. Save as an Excel file so that adjustments can be made.

Example of file when using “Download Selected Ledger Columns” option:

Fund	Fund Title	Organization	Organization Account	Account Title	Account Type	Account Type	Account Type	Account Type	Program	Program Title	Fiscal Year	Fiscal period	Adopted Bud Year to Date	Encumbrance	Reservations	Available Balance
16		30005	Office of VP	602210	Classified Pe 6B	Salaries and	60	Personnel Services			2021	12	0	3049.5	0	-3049.5
17		30005	Office of VP	602305	Non-classified 6B	Salaries and	60	Personnel Services			2021	12	156465	172988.86	0	-16523.86
19		30005	Office of VP	602320	Non-classified 6B	Salaries and	60	Personnel Services			2021	12	6000	12435.81	0	-6435.81
20		30005	Office of VP	602325	Non-classified 6B	Salaries and	60	Personnel Services			2021	12	274295	219016.75	0	55278.25
21		30005	Office of VP	602515	Stipends 6B	Salaries and	60	Personnel Services			2021	12	0	1750	0	-1750
22		30005	Office of VP	602805	Medical Wai 6B	Salaries and	60	Personnel Services			2021	12	0	1001	0	-1001
23		30005	Office of VP	602820	Other Persor 6B	Salaries and	60	Personnel Services			2021	12	1001	0	0	1001
24		30005	Office of VP	604105	Assessed Fri 6D	Fringe Benef	60	Personnel Services			2021	12	17015	18843.83	0	-1828.83
25		30005	Office of VP	604110	Employer Co 6D	Fringe Benef	60	Personnel Services			2021	12	10760	6474.75	0	4285.25
26		30005	Office of VP	604115	Employer Co 6D	Fringe Benef	60	Personnel Services			2021	12	3384	3002.42	0	381.58
27		30005	Office of VP	604116	Employer Co 6D	Fringe Benef	60	Personnel Services			2021	12	52254	49332.83	0	2921.17
28		30005	Office of VP	604117	Employer Co 6D	Fringe Benef	60	Personnel Services			2021	12	530	467.47	0	62.53
29		30005	Office of VP	604120	ERS Retirem 6D	Fringe Benef	60	Personnel Services			2021	12	23409	13798.42	0	9610.58
30		30005	Office of VP	604121	ERS Retirem 6D	Fringe Benef	60	Personnel Services			2021	12	4990	2737.35	0	2252.65
31		30005	Office of VP	604140	Metlife - 405 6D	Fringe Benef	60	Personnel Services			2021	12	8280	9104.83	0	-824.83
32		30005	Office of VP	604141	TIAA/CREF 6D	Fringe Benef	60	Personnel Services			2021	12	22839	22611.37	0	227.63
33		30005	Office of VP	604145	TIAA - Hybrid 6D	Fringe Benef	60	Personnel Services			2021	12	850	500.27	0	349.73
34		30005	Office of VP	604160	TIAA Disabili 6D	Fringe Benef	60	Personnel Services			2021	12	726	1137.74	0	-411.74
35		30005	Office of VP	604205	FICA Biweek 6D	Fringe Benef	60	Personnel Services			2021	12	32954	27897.23	0	5056.77
36		30005	Office of VP	604210	FICA Lecture 6D	Fringe Benef	60	Personnel Services			2021	12	0	295.39	0	-295.39
37		30005	Office of VP	702135	Office Expen 7B	Operating Gi	70	Operating			2021	12	1300	83.19	0	1216.81
38		30005	Office of VP	702165	Staff Educati 7B	Operating Gi	70	Operating			2021	12	8000	847	399	6754
39		30005	Office of VP	703110	Computer Sc 7C	Technology F	70	Operating			2021	12	81381	99904	0	-18523
40		30005	Office of VP	704110	Arch/Engr 5e 7D	Contractual 5	70	Operating			2021	12	0	0	0	0
41		30005	Office of VP	704120	Lect/Educ/Pr 7D	Contractual 5	70	Operating			2021	12	269543	376145	86342.5	-192944.5
42		30005	Office of VP	708110	Dues and Sul 7H	Dues, Memb	70	Operating			2021	12	2440	155198	0	-152758
43		30005	Office of VP	716200	Computer Eq 7P	Capital Expen	70	Operating			2021	12	0	139.99	0	-139.99
44		30005	Office of VP	720170	Miscellaneous 7T	Other Opera	70	Operating			2021	12	2500	0	0	2500
46													980916	1198763	86741.5	-304588.5

## Drill-Down Functionality

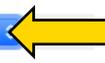
When using the Drill Down feature on the Budget Status by Account, results will show the transactions which make up that total.

**Create a New Query**

Type

---

**Retrieve Existing Query**

Saved Query  

As an example, if you click on the “Encumbrances” amount for Account Code 702135, the results will list transactions in that account.

Report Parameters			
Organization Budget Status Report			
By Account			
Period Ending Sep 30, 2021			
As of Mar 17, 2022			
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

 No pending documents exist

**Query Results**

Account	Account Title	FY22/PD03 Adopted Budget	FY22/PD03 Year to Date	FY22/PD03 Encumbrances	FY22/PD03 Reservations	FY22/PD03 Available Balance
702135	Office Expense	1,300.00	0.00	1,054.59	0.00	245.41

Further drilldown on one of the Purchase Order document codes in green will show you more detail.

**Report Parameters**

<b>Organization Budget Status Detail Report</b>			
<b>Summary Encumbrance Transaction Report</b>			
<b>Period Ending Sep 30, 2021</b>			
<b>As of Mar 17, 2022</b>			
Chart of Accounts:	C Community College of Rhode Island	Commitment Type:	All
Fund:	All	Program:	All
Organization:	30005 Office of VP of Finance & Strategy	Activity:	All
Account:	702135 Office Expense	Location:	All

**Document List**

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 09, 2021	Jul 09, 2021	<a href="#">P063854M</a>	W.B. Mason Company, Inc.	1,000.00	PORD
Aug 10, 2021	Aug 10, 2021	<a href="#">P0039325</a>	W.B. Mason Company, Inc.	54.59	PORD
Report Total (of all records):				1,054.59	

Available Budget Balance: 245.41

Clicking the green link under Document Code will reveal details of that requisition.

**Select Document**

<b>Detail Transaction Report</b>			
Document Type:	Purchase Order	Commitment Type:	All
Document Code:	<a href="#">P063854M</a>	Description:	W.B. Mason Company, Inc.
Transaction Date:	09-Jul-2021		

**Accounting Information**

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
C	101010	30005	702135	701			1,000.00	PORD

Save Query as:

**Shared**

Another Query

**Related Documents**

Transaction Date	Document Type	Document Code	Status Indicator
Jul 01, 2021	Requisition	<a href="#">R0063854</a>	Approved



**Requisition Header**

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0063854	Jul 01, 2021	Jul 01, 2021	Jul 01, 2021		1,000.00
Origin: BANNER					
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:				Date:	
Requestor:		30005	Office of VP of Finance & Strategy		
Phone Number:					
E-mail:					
Accounting:	Document Level				
Ship to: Community College of RI					
400 East Ave					
Warwick, RI 02886					
Attention:					
Contact:					
Phone Number:					
Vendor:	91000801	W.B. Mason Company, Inc.			
	99 Bald Hill Rd				
	Cranston, RI 02920-2648				
Phone Number:	800-657-5834 X 1905				
Fax Number:	800-657-5834				
Document Text: VP of Finance & Strategy - WB Mason FY22					

**Requisition Commodities**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount		
					Disc	Addl	Tax	Cost
1		Office Supplies for VP Finance, Org. 30005	EA	1	1000	1,000.00		
					0.00	0.00	0.00	1,000.00
Total:							1,000.00	

**Requisition Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	C	22		101010	30005	702135	701				N	Y	N	1,000.00
Total of displayed sequences:														1,000.00

**Related Documents**

Transaction Date	Document Type	Document Code	Status Indicator
Jul 09, 2021	Purchase Order	P063854M	Approved

### Adding Calculated Columns to the Report

In addition to being able to download query results, it is possible to create additional columns on the query report which will show the calculation of one column vs. another. Choose needed elements by using the dropdown arrows in each field. A user may add, subtract, multiply, divide or get a percentage of any two columns, choose where to display them, as well as name the results column. After choosing elements from the drop down lists as shown below, click “Perform Computation” to view query report results.

**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
FY22/PD03 Adopted Budget	percent of	FY22/PD03 Adopted Budget	FY22/PD03 Year to Date	

Perform Computation

Another Query

✓ Computation added.

**Report Parameters**

Organization Budget Status Report			
By Account			
Period Ending Sep 30, 2021			
As of Mar 17, 2022			
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

View Pending Documents

✓ No pending documents exist

**Query Results**

Account	Account Title	FY22/PD03 Adopted Budget	FY22/PD03 Year to Date	FY22/PD03 Encumbrances	FY22/PD03 Reservations	FY22/PD03 Available Balance
602210	Classified Permanent	41,730.00	7,864.50	100.00	0.00	35,952.50
602305	Non-classified Admin - Full Time	179,273.00	35,165.01	100.00	0.00	144,107.99
602310	Non-classified Limited - Full Time	36,917.00	0.00	100.00	0.00	( 1,475.00)
602320	Non-classified Part Time	2,500.00	2,091.52	100.00	0.00	408.48
602325	Non-classified Staff - Full Time	378,219.00	56,676.91	100.00	0.00	320,253.09
602515	Stipends	0.00	0.00	0.00	0.00	0.00
602805	Medical Waiver	1,001.00	0.00	100.00	0.00	1,155.00
604105	Assessed Fringe Benefit Allocation	25,473.00	3,938.44	100.00	0.00	19,360.56
604110	Employer Cost - BOG Retirement Med	13,445.00	1,408.26	100.00	0.00	10,952.74
604115	Employer Cost - Dental Insurance	6,090.00	1,056.96	100.00	0.00	4,094.04

Note the percent amounts after the Year-to-Date column above. You can remove the computation without re-running the entire report by clicking the “Remove Computation” button.

### Budget Status by Organizational Hierarchy

This query allows the user to review summary budget information for a specified Organization Code. The results will show in an abbreviated form as compared to the “Budget Status by Account” query report.

Choose the query parameters and click “Continue.”

**Create a New Query**

Type  

<input checked="" type="checkbox"/> <b>Adopted Budget</b>	<input checked="" type="checkbox"/> <b>Year to Date</b>
<input type="checkbox"/> <b>Budget Adjustment</b>	<input checked="" type="checkbox"/> <b>Encumbrances</b>
<input type="checkbox"/> <b>Adjusted Budget</b>	<input type="checkbox"/> <b>Reservations</b>
<input type="checkbox"/> <b>Temporary Budget</b>	<input type="checkbox"/> <b>Commitments</b>
<input type="checkbox"/> <b>Accounted Budget</b>	<input checked="" type="checkbox"/> <b>Available Balance</b>

Save Query as:

**Shared**



Choose the appropriate fiscal year and enter the Fund and Organization codes. Then click “Submit Query.”

Fiscal year:  Fiscal period:

Comparison Fiscal year:  Comparison Fiscal period:

Commitment Type:

Chart of Accounts	<input type="text" value="C"/>	Index	<input type="text"/>
Fund	<input type="text" value="111000"/>	Activity	<input type="text"/>
Organization	<input type="text" value="30005"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		

**Include Revenue Accounts**

Save Query as:

**Shared**



Report Parameters			
Organization Budget Status Report			
By Organization			
Period Ending Sep 30, 2021			
As of Mar 17, 2022			
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	111000 General Funds Regular	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

✔ No pending documents exist

**Query Results**

Organization	Organization Title	FY22/PD03 Adopted Budget	FY22/PD03 Year to Date	FY22/PD03 Encumbrances	FY22/PD03 Available Balance
30005	Office of VP of Finance & Strategy				
30005 Rollup					

Save Query as:

Shared

**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
FY22/PD03 Adopted Budget	percent of	FY22/PD03 Adopted Budget	FY22/PD03 Adopted Budget	<input type="text"/>

Query results will only show summary information; no account level details are displayed. In this example, the user can further drill down on the Organization code on the report. The account detail will be summarized at the account type (i.e. revenues, personnel, operating etc.).

### Budget Quick Query

This option provides budget information by account and is very similar to the display on FGIBDST in Banner. Data is summarized at the account level, but no drill down functionality is available with this query.

The only parameters that need to be identified are fiscal year and fund/organization codes. Columns are pre-set on this report. Enter the appropriate parameters and click “Submit Query.”

**Create a New Query**

Type: Budget Quick Query

Create Query

**Fiscal year:** 2022

Chart of Accounts: C Index:

Fund:  Grant:

Organization: 30005 Account:

Program:  Activity:

Location:  **Commitment Type:** All

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Results for the Budget Quick Query are displayed below:

Report Parameters			
<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2022</b>			
<b>As of Mar 17, 2022</b>			
Chart of Accounts	C Community College of Rhode Island	Commitment Type	All
Fund	All	Program	All
Organization	30005 Office of VP of Finance & Strategy	Activity	All
Account	All	Location	All

View Pending Documents

⚠ Pending documents exist

Query Results					
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
602210	Classified Permanent	43,817.00	12,096.27	0.00	31,720.73
602305	Non-classified Admin - Full Time	179,273.00	67,119.78	0.00	112,153.22
602310	Non-classified Limited - Full Time	( 1,475.00)	0.00	0.00	( 1,475.00)
602320	Non-classified Part Time	2,500.00	9,857.96	0.00	( 7,357.96)
602325	Non-classified Staff - Full Time	376,930.00	229,638.00	0.00	147,292.00
602515	Stipends	0.00	84,562.50	0.00	( 84,562.50)
602805	Medical Waiver	1,155.00	1,155.00	0.00	0.00
604105	Assessed Fringe Benefit Allocation	23,299.00	11,966.51	0.00	11,332.49
604110	Employer Cost - BOG Retirement Med	12,361.00	4,339.42	0.00	8,021.58
604115	Employer Cost - Dental Insurance	5,151.00	3,253.22	0.00	1,897.78
604116	Employer Cost - Medical Insurance	112,896.00	67,062.76	0.00	45,833.24
604117	Employer Cost - Vision Insurance	803.00	510.65	0.00	292.35
604120	ERS Retirement	36,677.00	19,038.70	0.00	17,638.30
604121	ERS Retirement Health	6,914.00	3,588.91	0.00	3,325.09

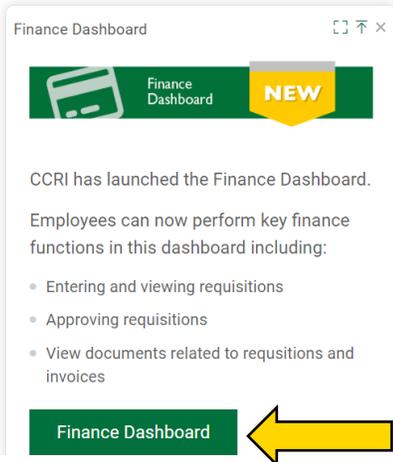
## Budget Transfer Procedures in Banner Self-Service

From time to time, college departments may need to transfer Operating Budget funds from one account to another. This is done in order to cover purchase requisitions that have been entered on an account line which lacks enough funding to cover that requisition, or to cover other expenses or encumbered items already on that budget line.

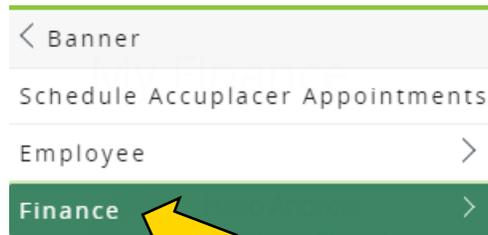
There are a few items to note when considering budget transfers:

1. Budget transfers are only allowed on operating account lines (those that begin with a “7”).
2. The amount you are transferring out of an Account Code cannot exceed the current available balance as shown as FGIBDST.
3. The Account you are transferring funds to does not need to already exist on FGIBDST.
4. The following budget transfer procedures **do not** apply to grant funds. Modifications to grant budgets are reviewed and processed through the Controller’s Office.

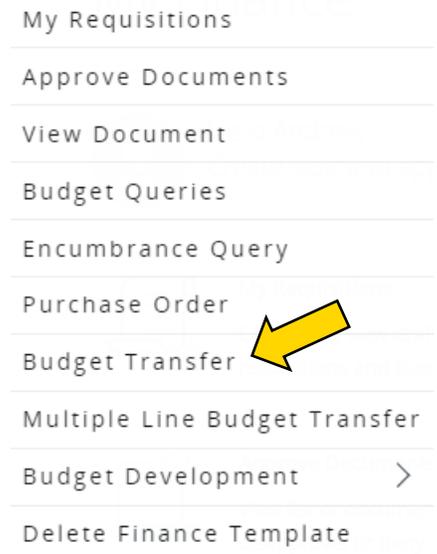
On the “For Finance” tab in MyCCRI, click on “Finance Dashboard.”



Press the four-square icon in the upper left-hand corner to open the menu and select “Banner.”



Select “Finance” and then “Budget Transfer”



 Budget Query by Account allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

**Create a New Query**

Type

**Retrieve Existing Query**

Saved Query



[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) ]

In the lower right corner of the screen, there will be two links which will enable you to begin the transfer procedure.

**| [Budget Transfer](#) | [Multiple Line Budget Transfer](#) |**

## Single Line Budget Transfer

As shown below, the “Budget Transfer” page has two lines that are used to move dollars “From” one budget line “To” another.

### Budget Transfer

 This form does not allow the completion of documents using rule classes that are not self-balancing.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template

**1** Transaction Date

**2** Journal Type

**3** Transfer Amount

Document Amount 0.00 **4**

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
<b>5</b> From	C		111000	30005	123456	60			-
<b>6</b> To			111000	30005	654321	60			+

Description  **7** Budget Period  **8**

Save as Template

Shared

**9** Complete

- 1. Transaction Date** will automatically populate. Leave as is.
- 2. Journal Type** will automatically populate with BT2 (Department Budget Transfers). Leave as is.
- 3. Transfer Amount-** enter whole dollar amounts (such as 100.00 and NOT 99.52) and do not type in a comma (,) to separate thousands or this will result in an error.
- 4. Document Amount** will automatically populate when you have completed the transfer process. This field does not have to be completed by the Banner user.
- 5. From-** where you are withdrawing funds. Enter a capital “C” in the Chart field, skip the Index field and enter the Fund, Organization, Account, Program, and Location (if required) Codes.
- 6. To-** where you are depositing funds. Enter the Fund, Organization, Account, Program, and Location (if required) Codes.
- 7. Description-** enter a short message explaining the transfer. Possible descriptions could be: Transfer for R00XXXXX, Transfer to Cover Shortfall, or Transfer for Upcoming Requisitions. Do not use a number sign (#) in the description field since this may cause an error.
- 8. Budget Period** will automatically populate with “01.” Leave as is.
- 9. Complete-** click once you have reviewed the entries and you want to submit the transfer for approval. *(Note: click the Complete button only once to avoid submitting multiple transfer requests.)* The submitted transfer will be forwarded for review by the Budget Office.

✔ Document J0063673 completed and forwarded to the approval process.

You will see a document number and a confirmation that the budget transfer request has been submitted. If another message shows, you will need to address the problem stated.

Note: there is a “Code Lookup” section that follows the “Complete” button. This can help you locate needed account numbers, for example. Please see the instructions in the last section of this procedure document.

**Code Lookup**

<b>Chart of Accounts Code</b>	<input type="text" value="C"/>
<b>Type</b>	<input type="text" value="account"/>
<b>Code Criteria</b>	<input type="text"/>
<b>Title Criteria</b>	<input type="text"/>
<b>Maximum rows to return</b>	<input type="text" value="10"/>

**Multiple Line Budget Transfer Form**



| [Budget Transfer](#) | [Multiple Line Budget Transfer](#) |

Click on the “Multiple Line Budget Transfer” link and you will be brought to that form where you can request the transfer of budget dollars from one or more budget lines to one or more other budget lines. The “Transaction Date” will default to today’s date. The Journal Type will default to BT2 (Department Budget Transfers).

## Multiple Line Budget Transfer Form

**i** In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

The provided rule class for budget transfer is BT2.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template

**1** Transaction Date

Journal Type  **2**

**3** Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
<b>4</b> 1	<input type="text"/>	- <input type="button" value=""/>								
2	<input type="text"/>	+ <input type="button" value=""/>								
3	<input type="text"/>	+ <input type="button" value=""/>								
<b>5</b> 4	<input type="text"/>	+ <input type="button" value=""/>								
5	<input type="text"/>	+ <input type="button" value=""/>								

**6** Description  Budget Period  **7**

Save as Template

Shared

**8**

- 1. Transaction Date** will automatically populate. Leave as is.
- 2. Journal Type** will automatically populate with BT2 (Department Budget Transfers). Leave as is.
- 3. Document Amount** will automatically populate when you have completed the transfer process. This field does not have to be completed by the Banner user.
- 4. Row #1-** where you are withdrawing funds. Enter a capital "C" in the Chart field, skip the Index field and enter the Fund, Organization, Account, Program, and Location (if required) Codes, along with the amount you are withdrawing. D/C should remain "-" to indicate that funds are being taken out.
- 5. Rows #2-5-** where you are depositing funds. Enter the Fund, Organization, Account, Program, and Location (if required) Codes.
- 6. Description-** enter a short message explaining the transfer. Possible descriptions could be: Transfer for R00XXXXX, Transfer to Cover Shortfall, or Transfer for Upcoming Requisitions. Do not use a number sign (#) in the description field since this may cause an error.
- 7. Budget Period** will automatically populate with "01." Leave as is.
- 8. Complete-** click once you have reviewed the entries to submit the transfer for approval. (*Note: click the Complete button only once to avoid submitting multiple transfer requests.*) The submitted transfer will be forwarded for review by the Budget Office.

The “Document Amount” field will need to be completed with the sum of the amount being transferred and the amount being received in the new account code(s). For example, in the image that follows, \$50 is being transferred from one budget line and \$100 transferred from another budget line. The total of these two amounts is being transferred to two other budget lines (\$75 received on each line). The “Document Amount” will equal \$300 – **the sum of all of the dollars shown in the Amount column.** Remember that budget transfers are to be in whole dollars, no cents are used.

Use template

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	C		111000	30005	123456	60			50.00	-
2	C		111000	30005	234567	60			100.00	-
3	C		111000	30005	345678	60			75.00	+
4	C		111000	30005	456789	60			75.00	+
5										+

Description  Budget Period

Save as Template

Shared

In order to enter the codes and associated amounts as described above, first enter the chart code “C”. This field is case sensitive and must be a capital “C”. Tab over and enter the appropriate Fund, Organization, Account, Program and Location Codes to show where the funds are being moved from. Enter the dollar amount that is being transferred. In the D/C column, leave the value at “-” to show a negative amount (or subtraction) from that budget line. For subsequent lines, you can adjust the D/C (+/-) sign as needed, depending on if the funds are being reduced or increased.

Tab to the next line and enter the Chart, Fund, Organization, Account, Program and Location Codes as well as the dollar amount being transferred to that budget line. If you have more than one line that will receive funds, enter the Fund, etc. as you did above. Note: Budget lines that are receiving funds will have a positive (+) sign in the D/C field.

The last item to be completed is the “Description” field where you will need to enter a short message explaining the transfer. The best description would be, “Transfer for R00XXXXX” referencing the Banner Purchase Requisition number which requires budget funds to cover all of the cost. (Note: you can also create budget transfers to cover shortfalls or to perhaps move dollars in anticipation of future Purchase Requisitions. For items such as these, you can enter a short description such as “Transfer to Cover Shortfall” or “Transfer for Upcoming Requisitions”).

The Budget Period Field is to remain as “01”.

Finally, when you have reviewed all of the entries and you want to submit the transfer for approval, click the “Complete” button. (Note: click the Complete button only once to avoid submitting multiple transfer requests.) The submitted transfer will be forwarded for review and approval (or disapproval, if necessary) by the Business Office.

You will see a document number and a confirmation that the budget transfer request has been submitted. If another message shows, you will need to address the problem stated. (An example of this may be if the dollar amounts being transferred do not net to zero – one or more of the D/C (+ or –) signs will need to be adjusted.)

✔ Document J0059396 completed and forwarded to the approval process.

[Another Transfer](#)

You can click the “Another Transfer” button to begin a new budget transfer. If you do not need to complete a new transfer, you can go to another section or exit Banner Self-Serve.

## Code Lookup

When completing the budget transfer form and you are not sure of a particular code that is needed for the transfer, you can use the “Code Lookup” query at the bottom of the screen. Click on the down arrow next to type to choose the type, and then fill some criteria to begin the search. You may need to increase the number in the “Maximum rows to return” field to ensure good results.

**Code Lookup**

**Chart of Accounts Code**

**Type**  

**Code Criteria**

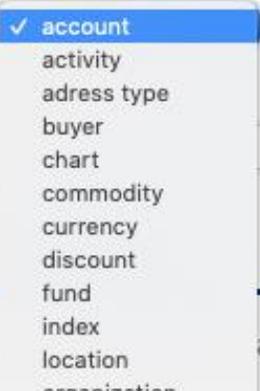
**Title Criteria**

**Maximum rows to return**

Choose the field to query from the dropdown menu.

**Code Lookup**

**Chart of Accounts Code**

**Type**  

**Code Criteria**

**Title Criteria**

**Maximum rows to return**

Enter criteria to limit the search. The “%” sign can be used as a wildcard if you are not sure of how the data is stored in Banner.

**Code Lookup**

**Chart of Accounts Code**

**Type**

**Code Criteria**

**Title Criteria**

**Maximum rows to return**



Click “Execute Query” and results will show near the top of the screen.

**Code lookup results**

<b>Chart C</b>	
<b>Account Code</b>	<b>Title</b>
702135	Office Expense
714030	Office Expense

You can now enter the appropriate code into the budget transfer request.