



BANNER USER GUIDE
FOR
ACCOUNT BALANCE QUERIES
(STUDENT CLUB ACCOUNTS)

PREPARED BY: MT. SAC FISCAL SERVICES DEPARTMENT

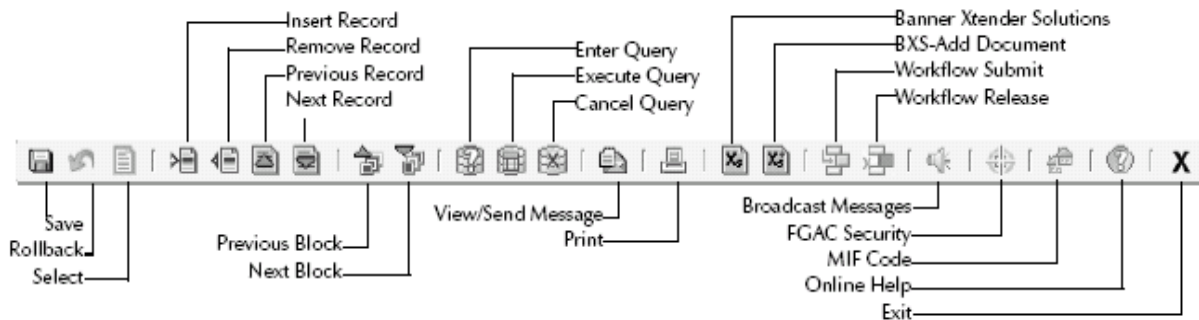
MARCH 2013

BANNER USER GUIDE
FOR
ACCOUNT BALANCE QUERIES

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Banner Tool Bar Icons



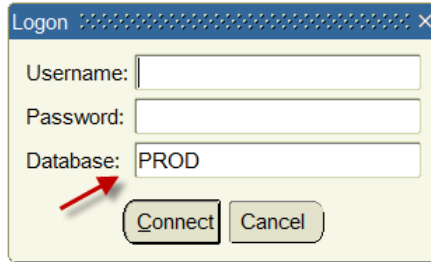
Each icon represents an action that can be processed by clicking the icon, as identified above. Icons are only available for use when the graphic appears in color. If an icon appears in a gray tone, that icon cannot be used within that particular Banner form.

Banner Shortcut Keys

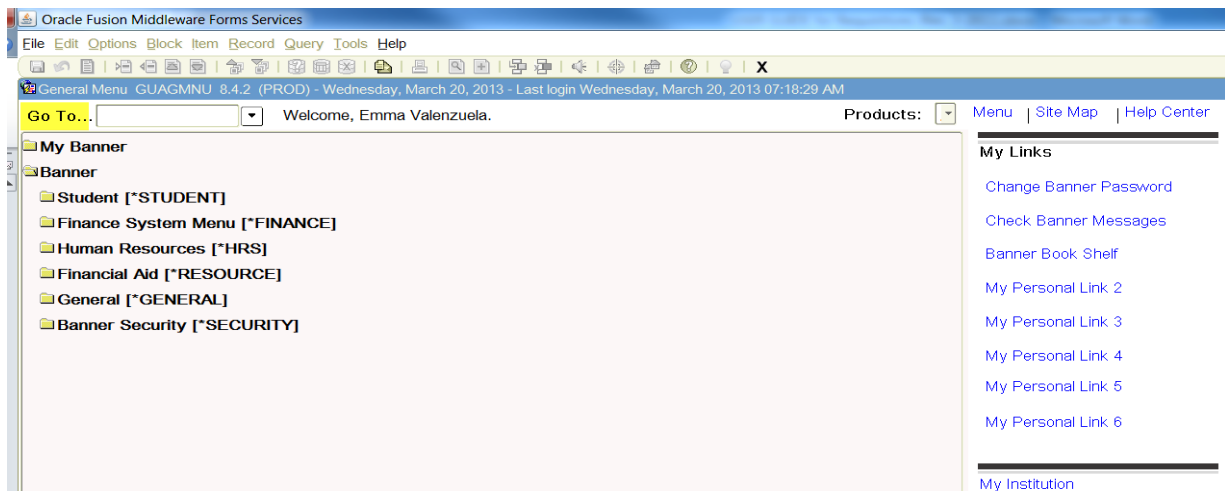
| KEY | FUNCTION | KEY | FUNCTION |
|---------------|----------------|-------------|-------------------|
| CTRL F1 | Show Keys | CTRL PAGEUP | Previous Block |
| F1 | Help | SHIFT DOWN | Next Record |
| F6 | Insert Record | SHIFT UP | Previous Record |
| F7 | Enter Query | TAB | Next Field |
| F8 | Execute Query | SHIFT TAB | Previous Field |
| F9 | List of Values | SHIFT F1 | Display Error |
| F10 | Commit or Save | SHIFT F7 | Rollback |
| CTRL Q | Exit | SHIFT F6 | Delete Record |
| CTRL PAGEDOWN | Next Block | HOME/END | Start/End of Line |

NAVIGATING TO THE BUDGET QUERY FORMS

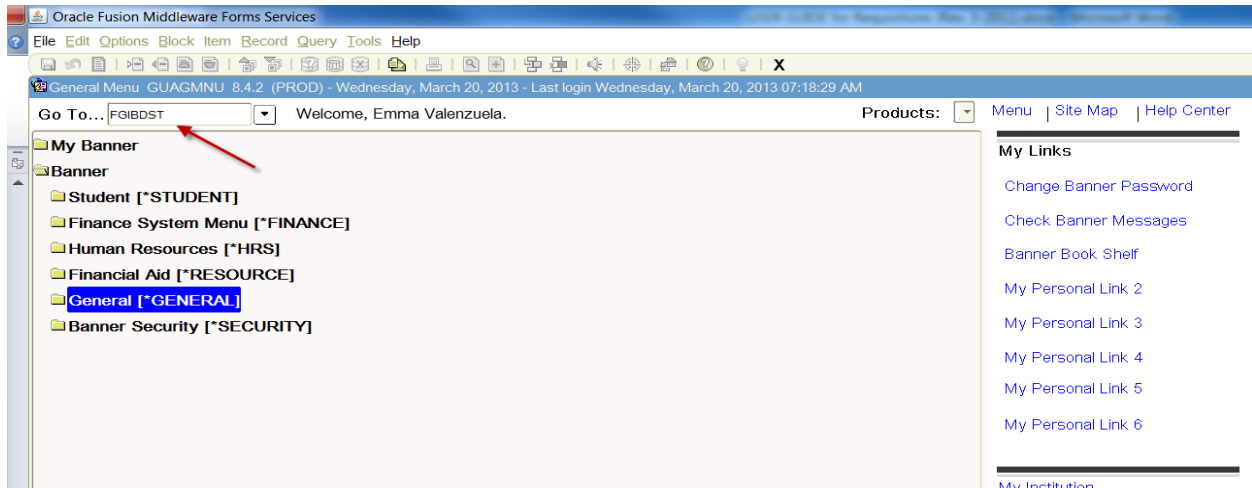
- A. You **MUST** have a Banner User ID. If not, contact the Banner Help Desk (Ext. 6300) for the Request Form. Upon completion, send it to Sharon Shriver in IT. She will e-mail you when your User ID is activated and ready to use.
- B. Log into Banner – Type in your User Name and Password, then **Connect**.



- C. The General Menu screen appears [**GUAGMNU**]



- D. Use the Go To field and type in the form name **FGIBDST** and click Enter



ACCOUNT BALANCE QUERIES

Form FGIBDST

A. Enter your Organization and Fund numbers

a. If you don't know your numbers, click on the arrow for a listing of all Organizations set up in the Chart of Accounts.

i. Click on the Enter Query icon or hit F7 on your keypad.

1. To Query by Organization Code

a. Type 84% in the Organization Code Field

Note: All Student Club Organization codes begin with 84

b. Click on the Execute Query icon or hit F8 on your keypad.

Query by Organization Code

The system will display all Organization Codes starting with 84

ACCOUNT BALANCE QUERIES

Select your Organization Code by double clicking on it.

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FTVORGN

File Edit Options Block Item Record Query Tools Help

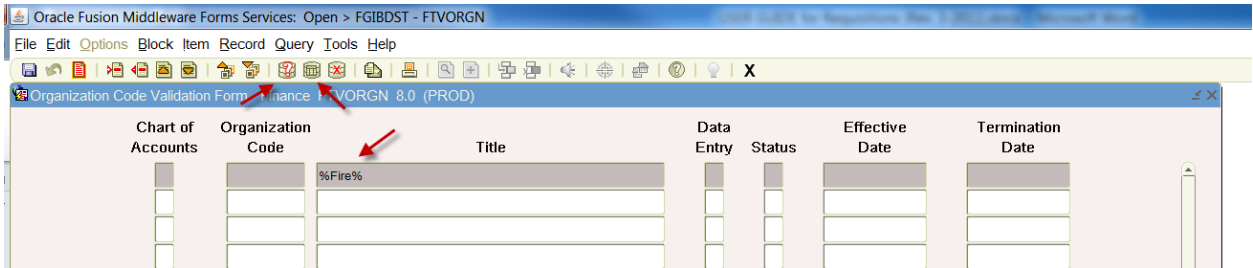
Organization Code Validation Form - Finance FTVORGN 8.0 (PROD)

| Chart of Accounts | Organization Code | Title | Data Entry | Status | Effective Date | Termination Date |
|-------------------|-------------------|------------------------------------|------------|--------|----------------|------------------|
| M | 840 | Student Clubs | N | A | 01-JUL-2005 | |
| M | 8400 | Student Clubs | N | A | 01-JUL-2005 | |
| M | 840000 | Student Clubs | Y | A | 01-JUL-2005 | |
| M | 840001 | Skills USA | Y | A | 01-JUL-2005 | |
| M | 840002 | Fire Technology | Y | A | 01-JUL-2005 | |
| M | 840003 | Assoc of Pre-Pharmacy Lrn and Educ | Y | A | 01-JUL-2005 | |
| M | 840004 | California Nursing Students Assn | Y | A | 01-JUL-2005 | |
| M | 840005 | Alpha Gamma Sigma | Y | A | 01-JUL-2005 | |
| M | 840006 | K.I.D.S | Y | A | 01-JUL-2005 | |
| M | 840007 | Caduceus Club | Y | A | 01-JUL-2005 | |
| M | 840008 | RVT Club | Y | A | 01-JUL-2005 | |
| M | 840009 | Ornamental Horticulture | Y | A | 01-JUL-2005 | |
| M | 840010 | Accounting, Finance and Mgmt Club | Y | A | 01-JUL-2005 | |
| M | 840011 | Business Club | Y | A | 01-JUL-2005 | |
| M | 840012 | Interior Design Club | Y | A | 01-JUL-2005 | |
| M | 840013 | Spanish Club | Y | A | 01-JUL-2005 | |
| M | 840014 | S.P.E.A.C. | Y | A | 01-JUL-2005 | |
| M | 840015 | Audio8ball.com | Y | A | 01-JUL-2005 | |
| M | 840016 | I.D.E.A.S. | Y | A | 01-JUL-2005 | |
| M | 840017 | Italian Club | Y | A | 01-JUL-2005 | |
| M | 840018 | International Student Club | Y | A | 01-JUL-2005 | |
| M | 840019 | Paralegal Society | Y | A | 01-JUL-2005 | |
| M | 840020 | CIS Club | Y | A | 01-JUL-2005 | |

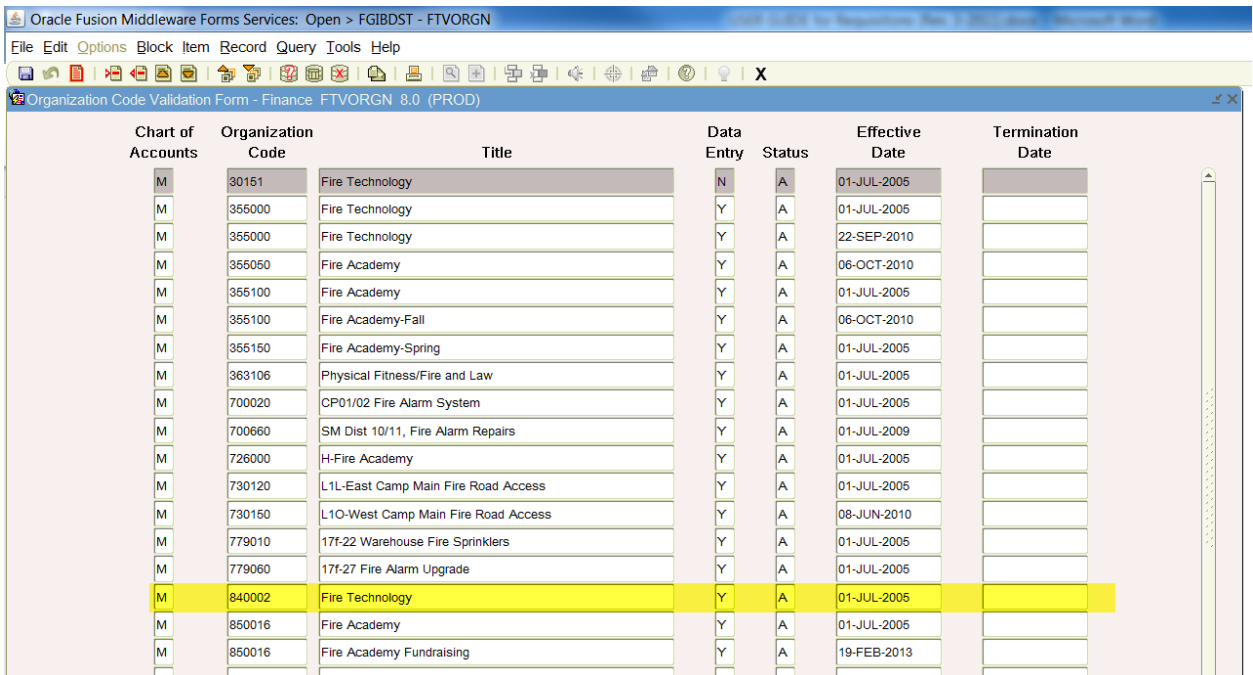
ACCOUNT BALANCE QUERIES

2. To Query by account name
 - a. Enter the account name in the Title Field.
 - b. Click on the Execute Query icon or hit F8 on your keypad.

Note: Banner is case sensitive. If you don't know your exact account name, you can enter a % sign followed by any key word in your account name followed by a % sign.



The system will display all Accounts with Fire in the account name.



Select your Organization Code by double clicking on it.

ACCOUNT BALANCE QUERIES

Note: Your Organization may have the Fund default automatically. If not enter your Fund number (If you don't have it follow the steps above for finding your Organization Code to find your Fund number. Student Club account Funds begin with 81.)

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.4 (PROD)

Chart: M
Fiscal Year: 13
Index:
 Query Specific Account
 Include Revenue Accounts
Commit Type: Both

Organization: 840002 Fire Technology
Fund: 81002 Fire Technology
Program:
Account:
Account Type:
Activity:
Location:

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|---------|------|-------|-----------------|--------------|-------------|-------------------|
|---------|------|-------|-----------------|--------------|-------------|-------------------|

B. To view your account balance click on the Next Block icon

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.4 (PROD)

Chart: M
Fiscal Year: 13
Index:
 Query Specific Account
 Include Revenue Accounts
Commit Type: Both

Organization: 840002 Fire Technology
Fund: 81002 Fire Technology
Program:
Account:
Account Type:
Activity:
Location:

ACCOUNT SUMMARY AND TRANSACTION DETAIL

The system will display a summary of your Expenses – Account 491000, Revenues – Account 889910 and your Net Total

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.4 (PROD)

Chart: M
 Fiscal Year: 13
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 840002 Fire Technology
 Fund: 81002 Fire Technology
 Program:
 Account:
 Account Type:
 Activity:
 Location:

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|-------------------|------|-----------------------|-----------------|--------------|-------------|-------------------|
| 491000 | E | Student Club Expenses | 0.00 | 1,935.00 | 0.00 | -1,935.00 |
| 889910 | R | Student Club Revenues | 0.00 | 8,908.26 | 0.00 | -8,908.26 |
| Net Total: | | | 0.00 | 6,973.26 | 0.00 | |

A. Transaction Detail

- a. The YTD Activity reflects your current Fiscal Year Activity July 1, 20XX-June 30, 20XX.
- b. To view the Transaction Detail of your expenses place your cursor on the Expense account 491000 then click on Options from the Menu bar and Select Transaction Detail Information (FGITRND)

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Budget Summary Information [FGIBSUM]
 Organization Encumbrances [FGIOENC]
 Transaction Detail Information [FGITRND]
 Format Display Preferences

Chart: M
 Fiscal Year: 13
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 840002 Fire Technology
 Fund: 81002 Fire Technology
 Program:
 Account:
 Account Type:
 Activity:
 Location:

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|---------|------|-----------------------|-----------------|--------------|-------------|-------------------|
| 491000 | E | Student Club Expenses | 0.00 | 1,935.00 | 0.00 | -1,935.00 |
| 889910 | R | Student Club Revenues | 0.00 | 8,908.26 | 0.00 | -8,908.26 |

ACCOUNT SUMMARY AND TRANSACTION DETAIL

The system will display all of your expenditure transactions.

Note: The Total expenditures match your total YTD Activity total for Account 491000-Expenses.

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA: M, Fiscal Year: 13, Fund: 81002, Organization: 840002, Account: 491000, Program: , Activity: , Location: , Period: , Commit Type: Both

| Account | Organization | Program | Activity Date | Type | Document | Field | Amount | Increase (+) or Decrease (-) | |
|---------|--------------|---------|---------------|------|----------|-------------------------|---------------|------------------------------|--|
| 491000 | 840002 | 696000 | 27-NOV-2012 | INNI | 10097078 | Shull, Stephen Patrick. | 500.00 | + | |
| 491000 | 840002 | 696000 | 18-OCT-2012 | INNI | 10094961 | Southwest Sales | 670.00 | + | |
| 491000 | 840002 | 696000 | 18-OCT-2012 | INNI | 10094959 | Southwest Sales | 765.00 | + | |
| | | | | | | | Total: | 1,935.00 | |

c. Viewing detail for each document. (*Note: Expense Documents are usually an invoice*)

- i. Select the document you would like more information on by putting your cursor on that document.
- ii. Click on Options from your Menu bar and select Query Document (By Type)

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Options: Query Document [By Type], Query Total for all records, Format Display Preferences

Detail Encumbrance Info [FGIENCD] (PROD)

COA: M, Fiscal Year: 13, Fund: 81002, Organization: 840002, Account: 491000, Program: , Activity: , Location: , Period: , Commit Type: Both

| Account | Organization | Program | Activity Date | Type | Document | Field | Amount | Increase (+) or Decrease (-) |
|---------|--------------|---------|---------------|------|----------|-------------------------|--------|------------------------------|
| 491000 | 840002 | 696000 | 27-NOV-2012 | INNI | 10097078 | Shull, Stephen Patrick. | 500.00 | + |
| 491000 | 840002 | 696000 | 18-OCT-2012 | INNI | 10094961 | Southwest Sales | 670.00 | + |
| 491000 | 840002 | 696000 | 18-OCT-2012 | INNI | 10094959 | Southwest Sales | 765.00 | + |

ACCOUNT SUMMARY AND TRANSACTION DETAIL

Form FAIINVE

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.4 (PROD)

Document : 10097078 Multiple

- d. If you are querying an invoice, the system will direct you to Form FAIINVE- Invoice/Credit Memo Query.
 - i. Click on the Next Block icon to go to the next screen

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.4 (PROD)

Document : 10097078 Multiple Direct Pay

Vendor: A01427522 Shull, Stephen P. Vendor Hold

Invoice/Credit Memo Header FAIINVE 8.4 (PROD)

Invoice Date: 27-NOV-2012 Transaction: 27-NOV-2012 Cancel: Document Accounting

Check Vendor:

Address Code: MA Sequence Number: 1

Collects Tax: N Collects no taxes

City:

State or Province: CA ZIP or Postal Code:

Nation:

Discount Code: Payment Due: 27-NOV-2012

Bank: 23 B of A Mt SAC Vendor Payment

Vendor Invoice: CASH ADV NOV 26 1099 Vendor

1099 Tax ID:

Income Type:

User ID: BROSE5

Activity Date: 27-NOV-2012

Credit Memo
 Text Exists
Direct Deposit Status: Yes IAT ACH Transaction Type:
 Direct Deposit Override

- ii. Click on the Next Block icon to go to the next screen

ACCOUNT SUMMARY AND TRANSACTION DETAIL

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.4 (PROD)

Document : I0097078 Multiple Direct Pay

Vendor: A01427522 Shull, Stephen P. Vendor Hold

Commodity Information - Direct Pay/General Encumbrance FAIINVE 8.4 (PROD)

Document: I0097078 Vendor: A01427522 Shull, Stephen P.

Item: 1 of 1 Vendor Hold

Commodity: Cash Advance 11/26/2012

Tax Group: NONT Non-Taxable

Fixed Asset Status: N Non fixed asset

| | Amounts | Indicators |
|-------------|---------|-------------------------------|
| Approved: | 500.00 | Suspense: N |
| Discount: | 0.00 | Open/Paid: P |
| Additional: | 0.00 | <input type="checkbox"/> Hold |
| Tax: | 0.00 | |
| Net: | 500.00 | |

iii. Click on the Next Block icon to go to the next screen

ACCOUNT SUMMARY AND TRANSACTION DETAIL

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.4 (PROD)

Document : I0097078 Multiple Direct Pay

Vendor: A01427522 Shull, Stephen P. Vendor Hold

Accounting Amounts FAIINVE 8.4 (PROD)

Commodity Record Count: 1 Commodity: Cash Advance 11/26/2012

Accounting Record Count: 1 Transaction Date: 27-NOV-2012 Item: 1

Sequence: 1

| COA | Yr | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | Commit Type |
|-----|----|-------|-------|--------|--------|--------|------|------|------|-------------|
| M | 13 | | 81002 | 840002 | 491000 | 696000 | | | | |

Bank: 23 B of A Mt SAC Vendor Payment Income Type:

| | Commodity | Accounting |
|-------------|-----------|------------|
| Approved: | 500.00 | 500.00 |
| Discount: | 0.00 | 0.00 |
| Tax: | 0.00 | 0.00 |
| Additional: | 0.00 | 0.00 |
| Net: | | 500.00 |

Indicators: Partial/Total Liquidation: NSF Override: N Suspense: N NSF Suspense: N

Click on the X to go back to FGITRND

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

| COA | Fiscal Year | Index | Fund | Organization | Account | Program | Activity | Location | Period | Commit Type |
|-----|-------------|-------|-------|--------------|---------|---------|----------|----------|--------|-------------|
| M | 13 | | 81002 | 840002 | 491000 | | | | | Both |

| Account | Organization | Program | Activity Date | Type | Document | Field | Amount | Increase (+) or Decrease (-) |
|---------|--------------|---------|---------------|------|----------|------------------------|--------|------------------------------|
| 491000 | 840002 | 696000 | 27-NOV-2012 | INNI | I0097078 | Shull, Stephen Patrick | YTD | 500.00 + |
| 491000 | 840002 | 696000 | 18-OCT-2012 | INNI | I0094961 | Southwest Sales | YTD | 670.00 + |
| 491000 | 840002 | 696000 | 18-OCT-2012 | INNI | I0094959 | Southwest Sales | YTD | 765.00 + |

Click on the X to go back to FGIBDST

ACCOUNT SUMMARY AND TRANSACTION DETAIL

- e. To view the Transaction Detail of your Revenue, place your cursor on account 889910 then click on Options and Select Transaction Detail Information (FGITRND)

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|---------|------|-----------------------|-----------------|--------------|-------------|-------------------|
| 491000 | E | Student Club Expenses | 0.00 | 1,935.00 | 0.00 | -1,935.00 |
| 889910 | R | Student Club Revenues | 0.00 | 8,908.26 | 0.00 | -8,908.26 |

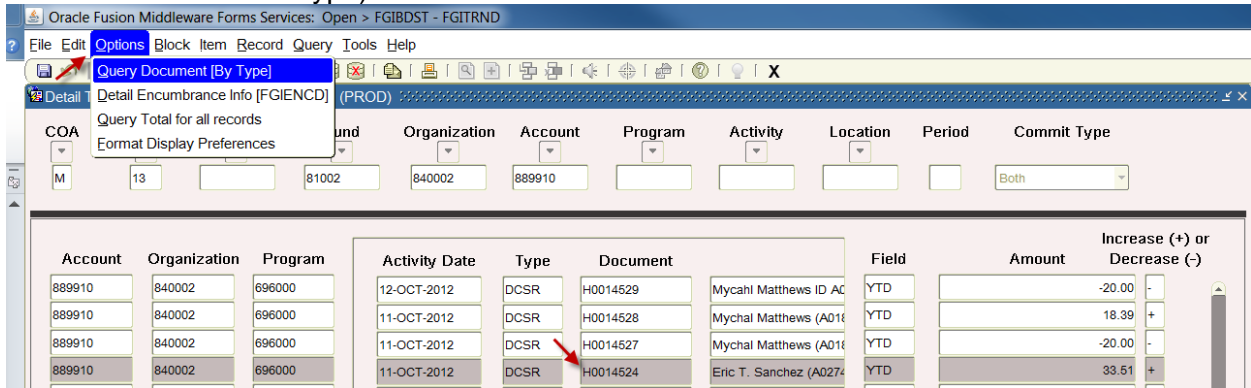
The system will display all of your deposits.

Note: The Total deposits match your total YTD Activity total for Account 889910-Revenue.

| Account | Organization | Program | Activity Date | Type | Document | Field | Amount | Increase (+) or Decrease (-) |
|---------------|--------------|---------|---------------|------|----------|-------------------------|----------|------------------------------|
| 889910 | 840002 | 696000 | 12-OCT-2012 | DCSR | H0014529 | Mychal Matthews ID AC | -20.00 | - |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014528 | Mychal Matthews (A01 | 18.39 | + |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014527 | Mychal Matthews (A01 | -20.00 | - |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014524 | Eric T. Sanchez (A027 | 33.51 | + |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014523 | Jose N. Favela (A0275 | 33.51 | + |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014522 | Mychal Matthews ID AC | 20.00 | + |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014520 | Jesse Claudio | 33.51 | + |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014516 | Wilfred Gallardo ID A02 | 5.00 | + |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014507 | Abraham Ramirez (A02 | 33.51 | + |
| 889910 | 840002 | 696000 | 11-OCT-2012 | DCSR | H0014506 | Alex E. Barrera (A0255 | 33.51 | + |
| 889910 | 840002 | 696000 | 10-OCT-2012 | DCSR | H0014482 | Wilfred Gallardo ID A02 | 10.12 | + |
| 889910 | 840002 | 696000 | 10-OCT-2012 | DCSR | H0014482 | Wilfred Gallardo ID A02 | 18.39 | + |
| 889910 | 840002 | 696000 | 04-OCT-2012 | DCSR | H0014374 | Marissa A. Pasillas (A0 | 36.78 | + |
| 889910 | 840002 | 696000 | 04-OCT-2012 | DCSR | H0014356 | Jonathan Saucedo (A01 | 10.12 | + |
| 889910 | 840002 | 696000 | 03-OCT-2012 | DCSR | H0014342 | Albert E. Juarez (A017 | 18.39 | + |
| 889910 | 840002 | 696000 | 03-OCT-2012 | DCSR | H0014311 | Jonathan Saucedo (A01 | 23.39 | + |
| 889910 | 840002 | 696000 | 03-OCT-2012 | DCSR | H0014299 | Kimberly N. Hess (A02 | 33.51 | + |
| Total: | | | | | | | 8,908.26 | |

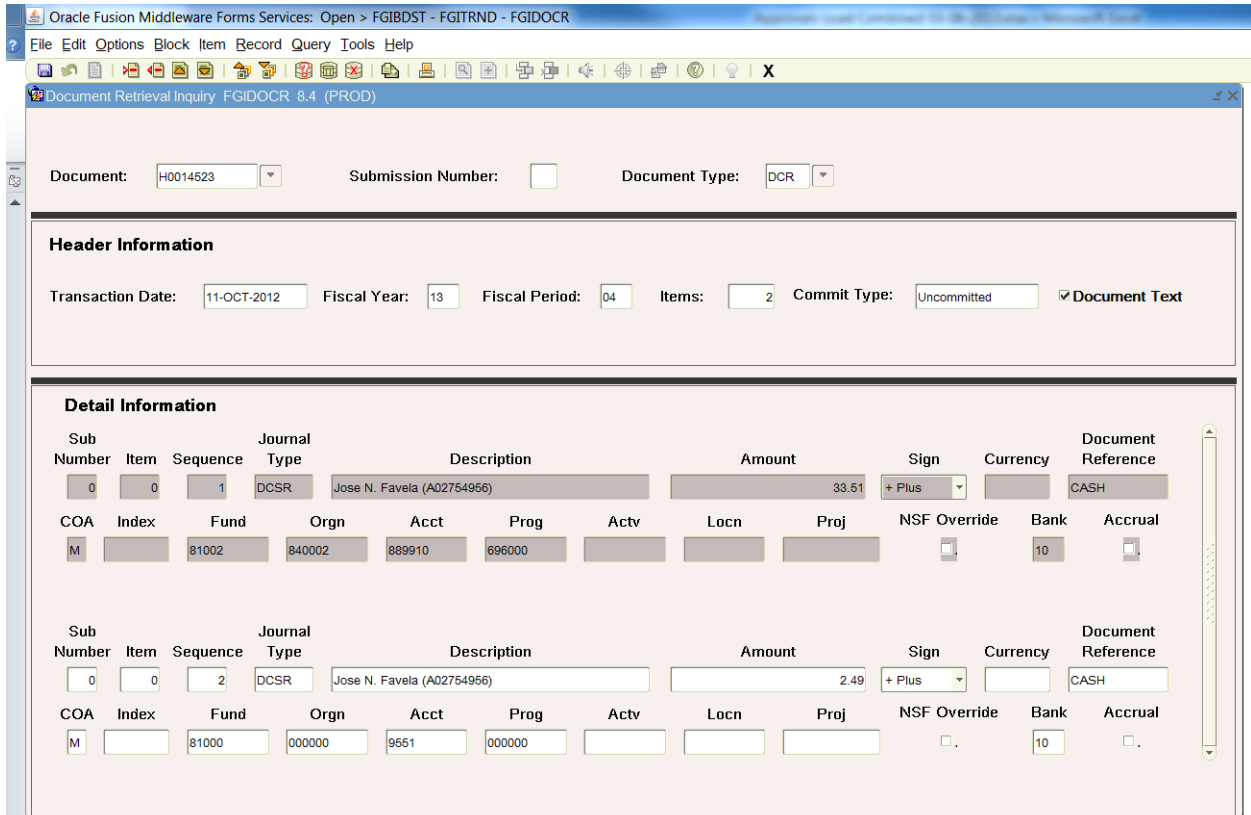
ACCOUNT SUMMARY AND TRANSACTION DETAIL

- f. Viewing detail for each document (Note: Revenue Documents are usually a cash Receipt.)
 - iii. Select the document you would like more information on by putting your cursor on that document.
 - iv. Click on Options from your Menu bar and select Query Document (By Type)



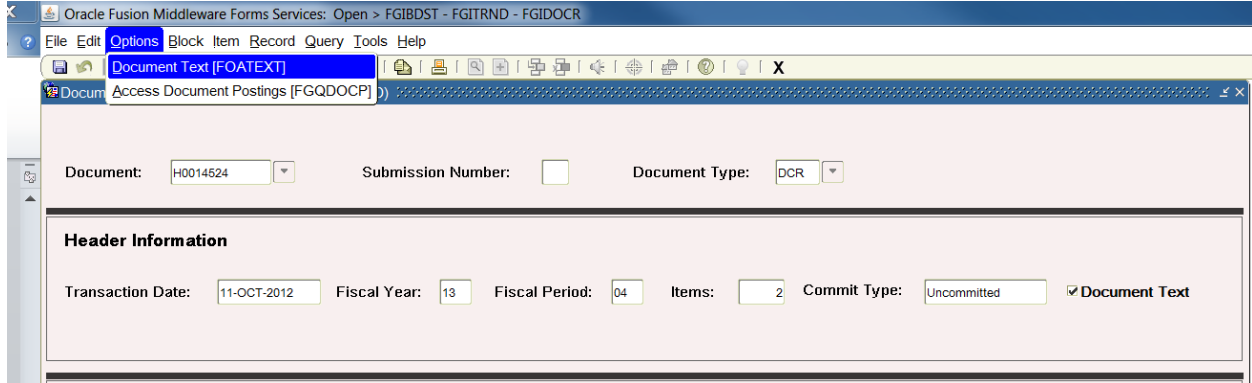
- v. You will be directed to form FGIDOCR-Document Retrieval Inquiry
 - 1. Click on the Next Block icon

The system will display the document detail.

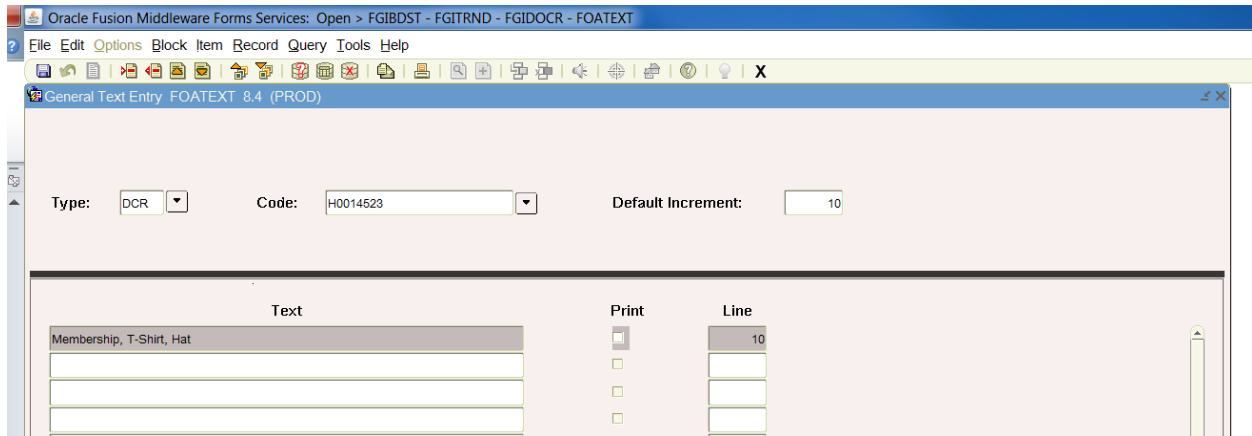


ACCOUNT SUMMARY AND TRANSACTION DETAIL

- vi. Some documents may have additional information in the document text.
 - 1. To view the document Text click on **Options** from the Menu bar and select **Document Text (FOATEXT)**



The system will display any Document Text for this document.



ENDING FUND BALANCE

A. Prior Year Balance Carried Forward to the next Fiscal Year

a. Student Club accounts do not have a budget

i. Ending Fund Balances will roll forward to the next Fiscal Year

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.4 (TEST)

Chart: M
 Fiscal Year: 13
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 840002 Fire Technology
 Fund: 81002 Fire Technology
 Program:
 Account:
 Account Type:
 Activity:
 Location:

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|-------------------|------|-----------------------|-----------------|--------------|-------------|-------------------|
| 491000 | E | Student Club Expenses | 0.00 | 1,935.00 | 0.00 | -1,935.00 |
| 889910 | R | Student Club Revenues | 0.00 | 8,908.26 | 0.00 | -8,908.26 |
| Net Total: | | | 0.00 | 6,973.26 | 0.00 | |

This is the ending Balance of your account for FY 12-13

