Credit/Debit Payment Card Transactions:
Banner Finance Forms Training Reference Guide
Credit/Debit Payment Card
Transactions and Banner Finance Forms

Training Guide

APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Due to the integrated nature of the various Human Resources, Finance and Student modules in Banner and the reporting information in the Enterprise Data Warehouse (EDW), you may have access to information beyond what you need to perform your assigned duties. Your access to Banner and the EDW has been granted based on business need, and it is your responsibility to ensure the information you access is used appropriately.

Here are some reminders of good data stewardship to help you carry out your responsibility:

- Do not share your passwords or store them in an unsecured manner. Do not leave your workstation unattended while logged on to administrative information systems. You are responsible for any activity that occurs using your logon ID.
- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO, or HIPAA protected data).
- When disposing of reports containing confidential or sensitive information, shred the documents in a timely manner.

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Acknowledgements
Portions of this manual are based on SunGard SCT Banner System, Release 8.2.

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This documentation has been created specifically for the use of the SunGard SCT Banner System as it has been implemented at the University of Illinois and for no other purpose.

Trademarks
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Course Information
Course ID: Credit/Debit Payment Card, Transactions and Banner Finance Forms
Revision Date: 5/26/2016
Version: R1.0, V8.3
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</table>
Course Overview
This guide will provide an overview of credit and debit card transactions, as well as an overview of Banner finance forms used in card transactions.

Course Objectives
At the end of this session, you will be able to:

- Identify Banner forms that are helpful to units with credit and debit card transactions.
- Search, view, and retrieve debit and credit card activity.
Lesson 1: Guide to *Banner* Finance Forms

This lesson provides an overview of the various *Banner* finance forms used to view credit and debit card activity.

### 1.1: *Banner* Finance Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Title</th>
<th>What Can I Do With This Form?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGIBDSR</td>
<td>Executive Summary Form</td>
<td>View a unit’s budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL).</td>
</tr>
<tr>
<td>FGIBDST</td>
<td>Organization Budget Status Form</td>
<td>View a unit’s budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only).</td>
</tr>
<tr>
<td>FGIGLAC</td>
<td>General Ledger Activity Form</td>
<td>Query outstanding encumbrances, using any data entry combination of Fund, Organization, Account, Account Type, Program, Activity, or Location.</td>
</tr>
<tr>
<td>FGITBAL</td>
<td>General Ledger Trial Balance Form</td>
<td>Query and display transaction details for specific Funds and Accounts.</td>
</tr>
<tr>
<td>FGITBSSR</td>
<td>Trial Balance Summary Form</td>
<td>View my already computed Fund balance.</td>
</tr>
<tr>
<td>FGITRND</td>
<td>Detail Transaction Activity Form</td>
<td>Query and display transaction details for specific Funds and Accounts.</td>
</tr>
<tr>
<td>FGIDOCR</td>
<td>Document Retrieval Inquiry Form</td>
<td>Review the details of a posted journal voucher including its document text.</td>
</tr>
<tr>
<td>FGIDOCR</td>
<td>Document Retrieval Inquiry Form</td>
<td>Verify that a journal voucher has been posted.</td>
</tr>
<tr>
<td>What Form Do I Use To…</td>
<td>Form Title</td>
<td>Form Name</td>
</tr>
<tr>
<td>------------------------</td>
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<tr>
<td>View a unit’s budget activity and transaction details for a FOAPAL by Account (for transactions that posted to the FOAPAL and transactions that roll up to that FOAPAL)?</td>
<td>Executive Summary Form</td>
<td>FGIBDSR</td>
</tr>
<tr>
<td>View a unit’s budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only)?</td>
<td>Organization Budget Status Form and Detail Transaction Activity Form</td>
<td>FGIBDST FGITRND</td>
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<tr>
<td>Compute and view my Fund Balance?</td>
<td>General Ledger Trial Balance Form</td>
<td>FGITBAL</td>
</tr>
<tr>
<td>View the Account balances for a Fund?</td>
<td>General Ledger Trial Balance Form</td>
<td>FGITBAL</td>
</tr>
<tr>
<td>View my already computed Fund Balance?</td>
<td>Trial Balance Summary Form</td>
<td>FGITBSR</td>
</tr>
<tr>
<td>Query and display transaction details for specific funds and accounts?</td>
<td>General Ledger Trial Balance Form or Trial Balance Summary Form and General Ledger Activity Form</td>
<td>FGITBAL or FGITBSR FGIGLAC</td>
</tr>
<tr>
<td>Verify that a journal voucher has been posted?</td>
<td>Document Retrieval Inquiry Form</td>
<td>FGIDOCR</td>
</tr>
<tr>
<td>Review the details of a posted journal voucher, including document text?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2: Credit/Debit Card Revenue and Fees: Detail Transaction Activity Form (FGITRND)

**Scenario:** I need to find credit card transactions posted to my department C-FOAP. I have the following information for terminal or point of sale register system and/or E-Commerce, iPay Online payment card transactions:

- Department C-FOAP
- Terminal Merchant or Point of Sale (POS)
  - Settlement Report Date, use the next business day as the *Banner* transaction date
  - Transaction Amount
- E-Commerce, iPay Online Merchant
  - Process Date, use the next business day as the *Banner* transaction date
  - Transaction(s) Amount settled, is the total transactions of the related Document number
- **Document Reference Number**
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NOTE: This is not the Banner Document number field. The terminal settlement report number is posted as the “Document Reference” number.

Example for Terminal Settlement Report number, 110102056
1. Remove the 3rd and 4th digits, 110402056.
2. Then add the last digit of calendar year.
   1. For 2009, it would be 9
   2. 91102056
3. The document reference number is the terminal settlement report number. 91102056

• Document Number
  - Terminal Merchant and POS is a feeder JV prefix of GP
  - E-Commerce, iPay Online Merchant is a feeder JV prefix of CC

Banner form FGITRND can be searched with the following information:

• C-FOAP
• Settlement Date or Process Date use next business day for Banner Transaction Date
• Document Number
• Transaction Amount-Terminal Merchant
• Transaction(s) amount-total transactions

Example Merchant Information for Banner Finance Form Query:

Terminal or POS Merchant Information
1) Fiscal Year: 09
   C-FOAP: 1-302063-262007-307900-262015
   Settlement report date 04/20/09, next business day 4/21/09 (Activity Date)
   Document Reference number 91102056
   Amount of Transaction, -28.00 (debit to merchant C-FOAP, removal from revenue funds)
   Document Number GP000748 (if the Document Number is known)

2) Fiscal Year: 14
   C-FOAP: 1-301643-389002-304200-389516
   Settlement report date 03/06/2014, next business day 03/07/2014 (Activity Date)
   Document Reference number 40660000
   Amount of Transaction, $4,918.52 (credit to merchant C-FOAP, increases revenue funds)
   Document Number GP003538

E-Commerce, iPay Online Merchant Information
3) Fiscal Year: 09
   C-FOAP: 1-301673-470095-305200-470056
   Process date 04/21/09, next business day 4/22/09 (Activity Date)
   Document Number CC004371 and or CC004372
NOTE: Amount of Transaction(s) is the total transactions as batched for settlement of the related document number to be the posted transaction amount.

CC004371, $90.00, post as credit to merchant C-FOAP.

CC004372, $265.00 (27.84 + 90.00 + 2.16 + 51.04 + 3.96 + 90.00), total transactions batched settlement for a business day, posted as credit to merchant C-FOAP.

Use the Detail Transaction Activity Form (FGITRND) to see the details of a credit card transaction. This form provides a list of all transactions posted to a particular fund and organization combination. You can also query by accounting period.

Using the Detail Transaction Activity Form (FGITRND),

Department C-FOAPs for revenue deposits and fees transactions activities can be viewed from the FGITRND form by entering the C-F-O-A-P or segments of the C-FOAP. Also, the form can be accessed via the Organization Budget Status Form (FGIBDST).

1. Enter FGITRND in the Go To... field in Banner and press the ENTER key.
2. Enter the Chart code in the COA field (if necessary).
3. Enter the year in the Fiscal Year field.
4. Enter the Fund code in the Fund field.
5. Enter the Organization code in the Organization field.
6. Enter the Account code in the Account field.
7. Enter the Program code in the Program field.
8. Click the Next Block button.

NOTE: The JV prefixes will appear as GP for Terminal/POS or CC for E-Commerce, iPays online payment card transactions.

To drill for query of the departmental C-FOAP Account code as the Deposit account for Revenue and fees:

1. Click the Enter Query button.
2. Enter the C-FOAP segment Account code (C-F-O-A-P).
3. Click the Execute Query button.

NOTE: The screen shot below is the query on Revenue Account code (Ex: 307900).
### Credit/Debit Payment Card

Transactions and Banner Finance Forms

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**Detail Transaction Activity Form (FGITRND)**

<table>
<thead>
<tr>
<th>Account</th>
<th>Organization</th>
<th>Program</th>
<th>Activity Date</th>
<th>Type</th>
<th>Document</th>
<th>Field</th>
<th>Amount</th>
<th>Increase (+) or Decrease (-)</th>
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</table>

**Total:** 9,733.00

---
1.3: Document Retrieval Inquiry Form (FGIDOCR)

Use FGIDOCR, the Document Retrieval Inquiry form (FGIDOCR) also may be opened from the Direct Access (Go To...) field.

To see the details of a transaction:

1. After querying for transaction by C-F-O-A-P (can enter as C-F or C-F-P or C-A or etc.) on the Detail Transaction Activity Form (FGITRND) highlight the **Account code** of the document you want to view.
2. Select **Options**.
3. Select **Query Document [By Type]**. The appropriate document will display in the FGIDOCR **Banner** form.
4. Click the **Next Block** button to review the blocks of the document.

---

**Detail Transaction Activity Form (FGITRND)**

<table>
<thead>
<tr>
<th>Account</th>
<th>Organization</th>
<th>Program</th>
<th>Activity Date</th>
<th>Type</th>
<th>Document</th>
<th>Field</th>
<th>Amount</th>
<th>Increase (+) or Decrease (-)</th>
</tr>
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**Total:** 17,243.00
Document Retrieval Inquiry (FGIDOCR)
1.4: Terminal or Point of Sale (POS) System Merchant-Document Reference Number

The Terminal Merchant-Document Reference Number is the number listed from the terminal printed settlement report at the bottom.

Use FGIDOCR to query the Detail Information portion of FGIDOCR.

1. After performing the steps in Lesson 1.3 click the Enter Query button.
2. Enter the Document Reference number in Document Reference field (Ex: 91102056).
3. Click the Execute Query button.
Credit/Debit Payment Card Transactions and Banner Finance Forms

Review FGIDOCR form the results. This includes looking up the information in FOATEXT if available. 

**NOTE:** If there is text available, there will be a “Y” in the Text Exists field, no text available will be an “N”.

---

**Document Retrieval Inquiry Form (FGIDOCR)**

To exit **FGIDOCR** to return to **FGITRND**:

1. Click the Exit button to return to the Detail Transaction Activity Form (**FGITRND**).
2. Click the Exit button to return to the main menu.

---

**Header Information**

Transaction Date: 04-JUL-2009  Fiscal Year: 11  Fiscal Period: 12  Items: 174  Commit Type: 0  Text Exists: N

**Detail Information**

<table>
<thead>
<tr>
<th>Sub Number</th>
<th>Item Sequence</th>
<th>Journal Type</th>
<th>Description</th>
<th>Amount</th>
<th>Sign</th>
<th>Currency</th>
<th>Document Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>001</td>
<td>Credit Card Sales Register 2</td>
<td>2,454.74</td>
<td></td>
<td></td>
<td>91740105</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>001</td>
<td>Credit Card Sales Register 3</td>
<td>1,632.32</td>
<td></td>
<td></td>
<td>91740106</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>001</td>
<td>Credit Card Sales Register 4</td>
<td>1,632.32</td>
<td></td>
<td></td>
<td>91740106</td>
</tr>
</tbody>
</table>

The “N” indicates that no document text exists for this transaction.
1.5: Document Number

Use **FGITRND** to drill the search of query on **Document Number**

1. After performing the steps in Lesson 1.2 click the **Enter Query** button.
2. Type **GP000748** in the **Document** field (E-Commerce, iPay online transactions enter the CC#### Document Number).
3. Click the **Execute Query** button.

![Detail Transaction Activity Form (FGITRND)](image-url)
1.6: Transactions Total Batched Settlement Amount

Use **FGITRND** to drill the search of query on Amount:

1. After performing the steps in Lesson 1.2 click the **Enter Query** button.
2. Type **-28.00** in the **Amount** field

**NOTE:** This is the transactions batched amount as totaled to be printed on terminal or point of sale (POS) system settlement report.

3. Click the **Execute Query** button.

**NOTE:** This transaction is a refund (Decrease).
**1.7: Detail Transaction Activity Form**

Use *FGITRND* to drill the search of query on **Activity Date:**

1. After performing the steps in Lesson 1.2 click the **Enter Query** button.
2. Type `%21-APR-2009%` in the **Activity Date** field.
3. Click the **Execute Query** button.

```
<table>
<thead>
<tr>
<th>Account</th>
<th>Organization</th>
<th>Program</th>
<th>Activity Date</th>
<th>Type</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>107900</td>
<td>262000</td>
<td>262015</td>
<td>21-APR-2009</td>
<td>301</td>
<td>G1020748</td>
</tr>
<tr>
<td>107900</td>
<td>262000</td>
<td>262015</td>
<td>21-APR-2009</td>
<td>301</td>
<td>G1020748</td>
</tr>
<tr>
<td>107900</td>
<td>262000</td>
<td>262015</td>
<td>21-APR-2009</td>
<td>301</td>
<td>G1020748</td>
</tr>
<tr>
<td>107900</td>
<td>262000</td>
<td>262015</td>
<td>21-APR-2009</td>
<td>301</td>
<td>G1020748</td>
</tr>
</tbody>
</table>
```

**Detail Transaction Activity Form (FGITRND)**
1.8: Detail Transaction Activity Form Tips

There are more transactions than fit on one screen. An accurate total will not appear since the data spans more than one screen. Scroll down to view the accurate total.

NOTE: Select Options to Query Total for All Records.

The scroll bar indicates there are more transactions.
Scenario: I only want to view actual expenditures.

1. Select Enter Query.
2. Type YTD.
3. Click the Execute Query button.

**Detail Transaction Activity Form (FGITRND)**

### 1.9: Trial Balance Summary Form

**Scenario:** I need to find my fund’s General Ledger balances, including the cash balance and computed current Fund Balance.

The Trial Balance Summary Form (FGITBSR) is used to query and display detailed General Ledger account balances for specific funds. This query is used to view the current Fund Balance for self-supporting and Service Plan funds. A desirable Fund Balance has a credit balance. The Detail block displays account balance information based on the selection criteria.

**Using the Trial Balance Summary Form (FGITBSR)**

1. Enter FGITBSR in the Go To... field in Banner and press the ENTER key.
2. Enter your Chart number in the Chart field (if necessary).
3. Enter the two digit fiscal year in Fiscal Year field.
4. Enter the fund code in the **Fund** field or enter the Fund Type in the **Fund Type** field.
5. Click the **Next Block** button to review the results.

**NOTE:** Results will appear by Account Type and code. Current Fund Balance = Beginning Balance – Expense Control + Revenue Control +/- Transfer Control (+ if credit balance - if debit balance).

**Trial Balance Summary Form (FGITBSR)**

- **Current (Cash) Balance**
- **Current Fund Balance**
- **Credit balance is desirable**

**Beginning balance of fund on 07/01/07**
Scenario: I need to find my Fund’s General Ledger transactions.

1. Highlight the desired Account code.
2. Select Options and select Query General Ledger Activity Info.
3. Review results as displayed on the screen.
4. Click the Exit button once to view other Account codes.
5. Click the Exit button twice to return the main menu.

1.10: General Ledger Activity Form

Scenario: I need to find details about a transaction.

The General Ledger Activity Form (FGIGLAC) is used to view detailed transaction activity for General Ledger accounts by Account code in an online summary. The Chart, Fiscal Year, and Fund fields are required. It supports the analysis of a particular fund by displaying detail transactions posted on a year-to-date basis or for a specific accounting period. Transactions display in Account code sequence.

Using the General Ledger Activity Form (FGIGLAC)

1. Enter FGIGLAC in the Go To... field in Banner and press the ENTER key.
   Note: You can access this form via the Trial Balance Summary Form (FGITBSR).
2. Enter the Chart code in the Chart of Accounts field (if necessary).
3. Enter the period in the Period field to limit the search to a specific period.
4. Enter the two digit fiscal year in the Fiscal Year field.
5. Enter the Fund code in the **Fund** field.
6. Enter the Account code in the **Account** field if desired.
7. Click the **Next Block** button to review the results.

**General Ledger Activity Form (FGIGLAC)**
To see the details of a transaction:

1. Click the Account code of the document.
2. Select from the Options menu Query Transaction Source Info [By Type]. The appropriate document form will display.
3. Click the Next Block button to review the blocks of the document.
4. Review the results. This includes looking up the information in FOATEXT if available. (If there is text available, there will be a “Y” in the Text Exists field.)
5. Click the Exit button to return to the General Ledger Activity Form (FGIGLAC).
6. Click the Exit button to return to the main menu.

### 1.11: Document Approval History Form

**Scenario:** I need to find the person who originated a transaction.

Use the **Document Approval History Form (FOIAPPH)** to see the Originator of the transaction to ensure it was entered directly into Banner.

1. Enter **FOIAPPH** in the Go To... field and press the ENTER key.
2. Enter the Document number in the Document Code field.
3. Click the Execute Query button.
NOTE: At the bottom of the right side of the screen you will see the Originator’s Enterprise ID and name. All of the transaction’s Approvers’ names also will be displayed.

4. Review the results and print the screen if you need to keep the information.
5. Click the Exit button to return to the main menu.

Document Approval History Form (FOIAPPH)

NOTE: You may look up journal vouchers from the Document Retrieval Inquiry Form (FGIDOCR) and determine if any documentation exists by selecting Document Text (FOATEXT) from the Options menu. (Look for a “Y” in the Text Exists field in the Header Information block.)
1.12: JV Feeder Document Prefixes Report

Scenario: I need to identify the type of document on the Operating Ledger Transaction Statement beginning with two letters.

When there is a document that begins with a two-letter combination, the document came from a feeder system operated by one of the University’s units. You can find the feeder system that sent the transaction into Banner by using the JV Feeder Document Prefixes report. This report is updated on a regular basis and available from the Accounting and Financial Reporting web site at: www.obfs.uillinois.edu

OBFS Home > Accounting & Financial Reporting > Reference Materials > JV Feeder Document Prefixes or

OBFS Banner Alerts and Resources web page under Finance Toolkit: http://www.obfs.uillinois.edu/banner-alerts/

This Microsoft Excel document lists the alpha descriptor and the unit that submits feeder documents using that descriptor. You will also see the contact name and phone number for that unit.

NOTE: Documents beginning with “F” that use rule code TSI are generated from the University’s cashiering system (SalePoint). If Cash Sales or Reports of Money Received are posted incorrectly, review the document to determine what correction is needed. Copies of these documents may be obtained from University Student Financial Services and Cashiering Operations by specifying the document number shown in the description and the transaction date.

- Use the Banner Invoice/Credit Memo Query Form (FAILINV) to review foreign wire payments.
- Documents generated by Payroll transactions may be researched by reviewing the Payroll Distribution Statement.
- For questions regarding Accounts Receivable generated documents, contact David Nims 312-996-9762.

For assistance contact:
Chicago campus - Johnnie Greene-Freeman (312-996-7094)
Springfield campus – Alice Seaton (217-206-6738)
Urbana-Champaign campus - Jamie McCracken (217-333-4870)
Lesson 2: Screen Cast

Screen casting to be developed for immediate second phase learning module roll out.
The following screen cast will be hyperlinks in the reference with the referenced screen shots as another option to demonstrate with a leaning visual of procedural steps in action.

2.1: Detail Transaction Activity Form (*FGITRND*)

2.2: Document Retrieval Form (*FGIDOCR*)

2.3: Document Transaction Activity Form-To Drill Query (*FGITRND*)

- Activity Date
- Documentation Number
- Transactions Total Batched Settlement Amount
- Terminal Merchant-Document Reference Number