

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



Credit/Debit Payment Card Transactions and Banner Finance Forms

Training Guide

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- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
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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.

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Course Information

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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

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

What Form Do I Use To...	Form Title	Form Name
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)?	Executive Summary Form	FGIBDSR
View a unit's budget activity and transaction details for a FOAPAL by Account (for transactions that posted to that FOAPAL only)?	Organization Budget Status Form and	FGIBDST
	Detail Transaction Activity Form	FGITRND
Compute and view my Fund Balance?	General Ledger Trial Balance Form	FGITBAL
View the Account balances for a Fund?	General Ledger Trial Balance Form	FGITBAL
View my already computed Fund Balance?	Trial Balance Summary Form	FGITBSR
Query and display transaction details for specific funds and accounts?	General Ledger Trial Balance Form or Trial Balance Summary Form and	FGITBAL or FGITBSR
	General Ledger Activity Form	FGIGLAC
Verify that a journal voucher has been posted?	Document Retrieval Inquiry Form	FGIDOCR
Review the details of a posted journal voucher, including document text?		

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**

**Credit/Debit Payment Card
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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, **110102056**.

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, iPay 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**

Oracle Developer Forms Runtime - Web: Open > FGITRND

File Edit Options Block Item Record Query Tools Help ORACLE

Detail Transaction Activity FGITRND 7.4.0.1 (BANPROD) (ONONE)

COA: 1 Fiscal Year: 09 Index: Fund: 302063 Organization: 262007 Account: 307900 Program: 262015 Activity: Location: Period: Query Type: S Commit Type:

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
307900	262007	262015	30-JUN-2009	301	GP000819	Credit Card Payment YTD	366.00	+
307900	262007	262015	30-JUN-2009	301	GP000819	Credit Card Payment YTD	1,487.00	+
307900	262007	262015	30-JUN-2009	301	GP000819	Credit Card Payment YTD	604.00	+
307900	262007	262015	29-JUN-2009	301	GP000818	Credit Card Payment YTD	54.00	+
307900	262007	262015	29-JUN-2009	301	GP000818	Credit Card Payment YTD	444.00	+
307900	262007	262015	29-JUN-2009	301	GP000817	Credit Card Payment YTD	597.00	+
307900	262007	262015	29-JUN-2009	301	GP000817	Credit Card Payment YTD	114.00	+
307900	262007	262015	29-JUN-2009	301	GP000817	Credit Card Payment YTD	130.00	+
307900	262007	262015	29-JUN-2009	301	GP000816	Credit Card Payment YTD	1,376.00	+
307900	262007	262015	29-JUN-2009	301	GP000816	Credit Card Payment YTD	130.00	+
307900	262007	262015	26-JUN-2009	301	GP000815	Credit Card Payment YTD	732.00	+
307900	262007	262015	26-JUN-2009	301	GP000815	Credit Card Payment YTD	1,544.00	+
307900	262007	262015	26-JUN-2009	301	GP000815	Credit Card Payment YTD	168.00	+
307900	262007	262015	25-JUN-2009	301	GP000814	Credit Card Payment YTD	733.00	+
307900	262007	262015	25-JUN-2009	301	GP000814	Credit Card Payment YTD	292.00	+
307900	262007	262015	25-JUN-2009	301	GP000814	Credit Card Payment YTD	180.00	+
307900	262007	262015	24-JUN-2009	301	GP000813	Credit Card Payment YTD	782.00	+
Total:							9,733.00	+

Detail Transaction Activity Form (FGITRND)

1.3: Document Retrieval Inquiry Form (FGIDOCR)

Use *FGITRND/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.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
307900	262007	262015	25-JUN-2009	301	GP000814	Credit Card Payment	YTD	180.00	+
307900	262007	262015	24-JUN-2009	301	GP000813	Credit Card Payment	YTD	782.00	+
307900	262007	262015	24-JUN-2009	301	GP000813	Credit Card Payment	YTD	533.00	+
307900	262007	262015	24-JUN-2009	301	GP000813	Credit Card Payment	YTD	455.00	+
307900	262007	262015	23-JUN-2009	301	GP000812	Credit Card Payment	YTD	917.00	+
307900	262007	262015	23-JUN-2009	301	GP000812	Credit Card Payment	YTD	502.00	+
307900	262007	262015	23-JUN-2009	301	GP000812	Credit Card Payment	YTD	258.00	+
307900	262007	262015	22-JUN-2009	301	GP000811	Credit Card Payment	YTD	433.00	+
307900	262007	262015	22-JUN-2009	301	GP000811	Credit Card Payment	YTD	81.00	+
307900	262007	262015	22-JUN-2009	301	GP000811	Credit Card Payment	YTD	260.00	+
307900	262007	262015	22-JUN-2009	301	GP000810	Credit Card Payment	YTD	204.00	+
307900	262007	262015	22-JUN-2009	301	GP000810	Credit Card Payment	YTD	370.00	+
307900	262007	262015	22-JUN-2009	301	GP000810	Credit Card Payment	YTD	144.00	+
307900	262007	262015	22-JUN-2009	301	GP000809	Credit Card Payment	YTD	145.00	+
307900	262007	262015	22-JUN-2009	301	GP000809	Credit Card Payment	YTD	405.00	+
307900	262007	262015	22-JUN-2009	301	GP000809	Credit Card Payment	YTD	172.00	+
307900	262007	262015	19-JUN-2009	301	GP000808	Credit Card Payment	YTD	2,631.00	+
Total:								17,243.00	+

Detail Transaction Activity Form (FGITRND)

Credit/Debit Payment Card Transactions and *Banner Finance* Forms

Oracle Fusion Middleware Forms Services: Open > FGITRND - FGIDOCR

File Edit Options Block Item Record Query Tools Help ORACLE

Document Retrieval Inquiry FGIDOCR 8.4 (BANPROD) (0NONE)

Document: GP000819 Submission Number: Document Type: JV

Header Information

Transaction Date: 30-JUN-2009 Fiscal Year: 09 Fiscal Period: 12 Items: 169 Commit Type: Uncommitted Document Text

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	1	301	Credit Card Sales Register 2	367.38	- Minus		91800517			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
1		301643	389002	304200	389516				<input type="checkbox"/>	EF	<input type="checkbox"/>

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	2	301	Credit Card Sales Register 3	2,288.22	- Minus		91800520			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
1		301643	389002	304200	389516				<input type="checkbox"/>	EF	<input type="checkbox"/>

Submission Number. Press Duplicate Item to access Document Postings (FGQDOCP).
Record: 1/?

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.

Oracle Fusion Middleware Forms Services: Open > FGITRND - FGIDOCR

File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry: FGIDOCR 8.4 (BANPROD) (NONE)

Document: GP000748 Submission Number: Document Type: JV

Header Information

Transaction Date: 21-APR-2009 Fiscal Year: 09 Fiscal Period: 10 Items: 187 Commit Type: Uncommitted Document Text

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	54	301		Credit Card Payments	28.00	+ Plus		91102056

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference

Submission Number. Press Duplicate Item to access Document Postings (FGQDOCP).
Record: 1/1 <OSC>

**Credit/Debit Payment Card
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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”.)

Oracle Developer Forms Runtime - Web: Open > FGITRND - FGIDOCR

Document: GP000813 Submission Number: Document Type: JV

Header Information

Transaction Date: 24-JUN-2009 Fiscal Year: 09 Fiscal Period: 12 Items: 177 Commit Type: U Text Exists: N

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	1	301	Credit Card Sales Register 2	2,464.74	-		91740905			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
1		301643	389002	304200	389516				N	EF	
Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
0	0	2	301	Credit Card Sales Register 3	1,632.32	-		91740908			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
1		301643	389002	304200	389516				N	EF	

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.

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.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
307900	262007	262015	21-APR-2009	301	GP000748	Credit Card Payment YTD	3,013.00	+
307900	262007	262015	21-APR-2009	301	GP000748	Credit Card Payment YTD	7,775.00	+
307900	262007	262015	21-APR-2009	301	GP000748	Credit Card Payment YTD	172.00	+
307900	262007	262015	21-APR-2009	301	GP000748	Credit Card Payment YTD	-28.00	-
Total:							10,932.00	+

Detail Transaction Activity Form (FGITRND)

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).

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
307900	262007	262015	21-APR-2009	301	GP000748	YTD	-28.00	-	
							Total:	-28.00	-

Detail Transaction Activity Form (FGITRND)

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.

The screenshot shows the Oracle Developer Forms Runtime interface for the FGITRND form. The top navigation bar includes 'File Edit Options Block Item Record Query Tools Help' and the Oracle logo. The main window title is 'Detail Transaction Activity FGITRND 7.4.0.1 (BANPROD) (ONONE)'. Below the title bar, there are several dropdown menus and input fields for search criteria: COA (1), Fiscal Year (09), Index, Fund (302063), Organization (262007), Account (307900), Program (262015), Activity, Location, Period, Query Type (S), and Commit Type. The main data area contains a table with the following columns: Account, Organization, Program, Activity Date, Type, Document, Field, Amount, and Increase (+) or Decrease (-). The table displays four rows of transaction data for account 307900 on 21-APR-2009, all of which are 'Credit Card Payment' transactions. The amounts are 3,013.00, 7,775.00, 172.00, and -28.00. A 'Total' row at the bottom shows a total amount of 10,932.00 with a '+' sign in the 'Increase (+) or Decrease (-)' column.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
307900	262007	262015	21-APR-2009	301	GP000748	Credit Card Payment YTD	3,013.00	+
307900	262007	262015	21-APR-2009	301	GP000748	Credit Card Payment YTD	7,775.00	+
307900	262007	262015	21-APR-2009	301	GP000748	Credit Card Payment YTD	172.00	+
307900	262007	262015	21-APR-2009	301	GP000748	Credit Card Payment YTD	-28.00	-
Total:							10,932.00	+

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.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 7.2 (BANPROD) (1UIUC)

COA: 2 Fiscal Year: 08 Index: Fund: 100008 Organization: 488000 Account: 121100 Program: 488001 Activity: Location: Period: Query Type: S Commit Type:

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
121100	488000	488001	24-JAN-2008	PIS	PCA0N0WR	Staples Inc & Sub/	YTD	179.94
121100	488000	488001	20-DEC-2007	PIS	PCA0MB3N	GPCV: STAPLES	YTD	184.81
121100	488000	488001	11-DEC-2007	170	30872606	correct foapal	YTD	-49.98
121100	488000	488001	26-NOV-2007	PIS	PCA0LB3A	Staples Inc & Sub/	YTD	12.89
121100	488000	488001	26-NOV-2007	PIS	PCA0LB3B	Staples Inc & Sub/	YTD	79.98
121100	488000	488001	26-NOV-2007	PIS	PCA0LB39	Staples Inc & Sub/	YTD	593.11
121100	488000	488001	25-OCT-2007	PCS	PCA0KMH6	GPCV: DAMENZOS	YTD	-88.70
121100	488000	488001	25-OCT-2007	PCS	PCA0KJAZ	GPCV: NATIONAL S	YTD	-335.00
121100	488000	488001	25-OCT-2007	PIS	PCA0K48X	GPCV: PP *6042 E	YTD	1.95
121100	488000	488001	25-OCT-2007	PIS	PCA0K48V	GPCV: PP *2876 E	YTD	1.95
121100	488000	488001	25-OCT-2007	PIS	PCA0K48W	GPCV: PP *7691 E	YTD	1.95
121100	488000	488001	25-OCT-2007	PIS	PCA0K0CG	GPCV: NATIONAL S	YTD	335.00
121100	488000	488001	17-OCT-2007	PIS	PCA0JM3T	GPCV: DAMENZOS	YTD	88.70
121100	488000	488001	08-OCT-2007	PIS	PCA0JW0C	GPCV: STAPLES	YTD	408.23
121100	488000	488001	08-OCT-2007	PIS	PCA0JW0D	GPCV: STAPLES	YTD	226.78
121100	488000	488001	08-OCT-2007	PIS	PCA0JJPZ	GPCV: CAPTAIN H	YTD	49.98
121100	488000	488001	03-OCT-2007	PIS	PCA0JGYT	GPCV: FACTORY C	YTD	102.73
Total:								1,794.32

Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 3/?

The scroll bar indicates there are more transactions.

Detail Transaction Activity Form (FGITRND)

NOTE: Select **Options** to Query Total for All Records.

Scenario: I only want to view actual expenditures.

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

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 7.2 (BANPROD) (1UIUC)

COA: 2 Fiscal Year: 08 Index: Fund: 100008 Organization: 488000 Account: 147900 Program: 488001 Activity: Location: Period: Query Type: S Commit Type:

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
147900	488000	488001	19-NOV-2007	INEI	I2211944	Pitney Bowes Inc	ENC	-9.50	
147900	488000	488001	19-NOV-2007	INEI	I2211944	Pitney Bowes Inc	YTD	9.50	
147900	488000	488001	27-SEP-2007	INEI	I2127895	Pitney Bowes Inc	YTD	961.50	
147900	488000	488001	27-SEP-2007	INEI	I2127895	Pitney Bowes Inc	ENC	-961.50	
147900	488000	488001	07-AUG-2007	PORD	P0145047	Pitney Bowes Inc	ENC	5,129.20	
							Total:	5,129.20	+

Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 1/5 | ... | <OSC>

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.

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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).

The screenshot displays the Oracle Developer Forms Runtime interface for the 'Trial Balance Summary' form (FGITBSR). The form is titled 'Trial Balance Summary FGITBSR 7.1.0.1 (BANPROD) (1UIUC)'. It includes a header with the Oracle logo and a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help). Below the menu bar is a toolbar with various icons. The main form area contains several input fields for COA, Fund, Account, Fiscal Year, OR Fund Type, and OR Acct Type. The COA is set to '2' (University of Illinois - Chicago) and the Fund is '301309' (778 OCS Career Days). The Fiscal Year is '08'. Below these fields is a table with columns for 'Acct Type', 'Account', 'Description', 'Beginning Balance', 'D/C *', 'Current Balance', and 'D/C *'. The table lists various accounts, including 'Claim on Cash', 'Accounts Receivable Billings', 'Accounts Receivable Other', 'Allowance for Doubtful Accounts', 'Accounts Payable System', 'Accounts Payable System - UFAS Conv', 'Other Payables', 'Accrued Payroll', 'FBal Departmental Activities', 'Beginning Fund Balance', 'Budgeted Revenue Control', 'Budgeted Expense Control', and 'Budgeted Change to Fund Balance'. The 'Total' row shows 'ALL ACCOUNTS' with a 'Normal Balance' of 0.00 and a 'Current Fund Balance' of 29,103.74. Three callout boxes are present: one pointing to the 'Current (Cash) Balance' of 29,103.74 for the 'Claim on Cash' account; another pointing to the 'Current Fund Balance' of 29,103.74; and a third pointing to the 'D/C' column for the 'Budgeted Change to Fund Balance' account, stating 'Credit balance is desirable'. A fourth callout box points to the 'Beginning Balance' of 24,597.16 for the 'FBal Departmental Activities' account, stating 'Beginning balance of fund on 07/01/07'. The status bar at the bottom indicates 'Record: 3/19'.

Acct Type	Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
51	51000	Claim on Cash	27,744.94	D	29,103.74	D
57	53002	Accounts Receivable Billings	0.00	D	0.00	D
57	53039	Accounts Receivable Other	0.00	D	0.00	D
57	53090	Allowance for Doubtful Accounts	0.00	C	0.00	C
61	61000	Accounts Payable System	0.00	C	0.00	C
61	61001	Accounts Payable System - UFAS Conv	0.00	C	0.00	C
61	61050	Other Payables	0.00	C	0.00	C
65	61600	Accrued Payroll	3,147.78	C	0.00	C
71	71500	FBal Departmental Activities	24,597.16	C	24,597.16	C
7H	77000	Beginning Fund Balance	0.00	C	0.00	C
81	81000	Budgeted Revenue Control	0.00	D	0.00	D
82	82000	Budgeted Expense Control	0.00	C	0.00	C
84	84000	Budgeted Change to Fund Balance	0.00	C	0.00	C
Total:			Normal Balance		Current Fund Balance:	
ALL ACCOUNTS			0.00		29,103.74	

Trial Balance Summary Form (FGITBSR)

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 the main menu.

Account	Transaction Date	Type	Document	Description	Amount	D/C
85000	13-FEB-2008	TSI	F0110034	dr096236	2,915.00	C
85000	05-FEB-2008	TSI	F0109480	dr096235	2,450.00	C
85000	30-JAN-2008	TSI	F0109032	dr096234	3,375.00	C
85000	30-JAN-2008	109	AR005569	Inv Inc Dist - QTR:2	13.17	C
85000	22-JAN-2008	TSI	F0108531	dr096233	2,650.00	C
85000	17-JAN-2008	100	J0889308	To pay 1/2 reg fee for 2/14/08 fair	37.50	C
85000	17-JAN-2008	100	J0889301	To pay 1/2 reg fee for 2/14/08 fair	37.50	C
85000	15-JAN-2008	TSI	F0108087	dr096232	4,837.25	C
85000	07-JAN-2008	TSI	F0107250	dr 096231	3,750.00	C
85000	07-JAN-2008	100	J0883444	To pay for grad fair registration	175.00	C
85000	03-JAN-2008	TSI	F0106635	dr096230	3,890.00	C
85000	18-DEC-2007	TSI	F0106191	dr096229	2,575.00	C
85000	17-DEC-2007	100	J0875698	Ad from UIUC Continuing Education	400.00	C
85000	13-DEC-2007	INNI	I2249717	ALBERTSONS	50.00	D
85000	10-DEC-2007	TSI	F0105719	dr096228	3,247.65	C
85000	30-NOV-2007	TSI	F0105115	dr096227	2,814.50	C
85000	29-NOV-2007	100	J0865174	Grad/Prof Fair 10/2/07-F. Pi?a	200.00	C
Total:					33,317.57	C

General Ledger Activity Form (FGIGLAC)

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.

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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.

Oracle Developer Forms Runtime - Web: Open > FGITBSR - FGIGLAC

File Edit Options Block Item Record Query Tools Help

General Ledger Activity FGIGLAC 7.3 (BANPROD) (1UIUC)

Chart: 2 Period: Fiscal Year: 08 Index: Fund: 301309 Account: 85000

Account	Transaction Date	Type	Document	Description	Amount	D/C
85000	13-FEB-2008	TSI	F0110034	dr096236	2,915.00	C
85000	05-FEB-2008	TSI	F0109480	dr096235	2,450.00	C
85000	30-JAN-2008	TSI	F0109032	dr096234	3,375.00	C
85000	30-JAN-2008	109	AR005569	Inv Inc Dist - QTR:2	13.17	C
85000	22-JAN-2008	TSI	F0108531	dr096233	2,650.00	C
85000	17-JAN-2008	100	J0889308	To pay 1/2 reg fee for 2/14/08 fair	37.50	C
85000	17-JAN-2008	100	J0889301	To pay 1/2 reg fee for 2/14/08 fair	37.50	C
85000	15-JAN-2008	TSI	F0108087	dr096232	4,837.25	C
85000	07-JAN-2008	TSI	F0107250	dr 096231	3,750.00	C
85000	07-JAN-2008	100	J0883444	To pay for grad fair registration	175.00	C
85000	03-JAN-2008	TSI	F0106635	dr096230	3,890.00	C
85000	18-DEC-2007	TSI	F0106191	dr096229	2,575.00	C
85000	17-DEC-2007	100	J0875698	Ad from UIUC Continuing Education	400.00	C
85000	13-DEC-2007	INNI	I2249717	ALBERTSONS	50.00	D
85000	10-DEC-2007	TSI	F0105719	dr096228	3,247.65	C
85000	30-NOV-2007	TSI	F0105115	dr096227	2,814.50	C
85000	29-NOV-2007	100	J0865174	Grad/Prof Fair 10/2/07-F. Pi?a	200.00	C
Total:					33,317.57	C

Press Duplicate Item for Transaction Source Form, Dup. Record for full total.

Record: 1/? <OSC>

General Ledger Activity Form (FGIGLAC)

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 (FAIINVE)** 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