

To get into Banner: Click on the Banner 9 Icon from your desktop. Enter Username and Password.

← → ↻ <https://appnav-prod.ec.ccsu.edu/applicationNavigator/seamless> ☆ ⓘ ⋮

Welcome


Search... 🔍

You can search for forms, pages, menus, jobs and quickflows.

Close

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 [Keyboard Shortcuts](#)

1. On the Welcome search block

Type FGIBAVL – Budget Availability Status Form

2. Press **ENTER** (The below screen will appear).

ellucian Budget Availability Status FGIBAVL 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

| | | | | | | |
|----------|--------------------------------|-----|----------------|-----------------------------------|-----|-----------------------------------|
| Chart: * | <input type="text" value="4"/> | ... | Fiscal Year: * | <input type="text" value="19"/> | ... | <input type="button" value="Go"/> |
| Index: | <input type="text"/> | ... | Commit Type: | <input type="text" value="Both"/> | ▼ | |
| Fund: | <input type="text"/> | ... | Organization: | <input type="text"/> | ... | |
| Account: | <input type="text"/> | ... | Program: | <input type="text"/> | ... | |

Keys --->

| | |
|------------------|-----------------------|
| Control Fund: | Control Organization: |
| Control Account: | Control Program: |

Pending Documents:

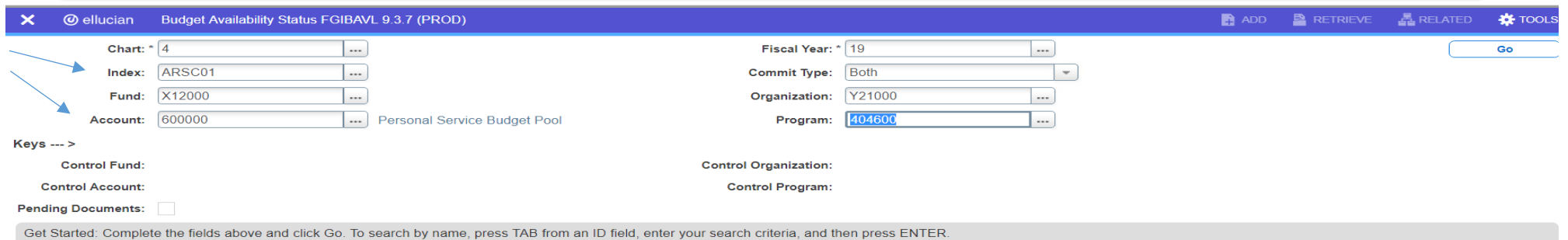
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

The **FGIBAVL** screen will provide you with a summarized view by budgeted pool accounts; it will show Budget, Expenditures, Commitments and Available Balances. The Budget Manager is responsible for:

- 600001 – Discretionary PS Pool
- 600003 – Lecturer Pool for Academic Area only
- 700000 – Other Expense (OE) Pool

The Budget Office will be responsible for all other pools.

1. At Chart: 4 should be displayed. To look at previous fiscal years change chart to 1.
2. Tab to Fiscal Year: Present fiscal year should be displayed. Change FY if you wish to view previous fiscal years.
3. Tab to Index: Type your **Index #**.
4. Tab to Account: Type **600000**
5. Click **Go** or **Alt PgDn** to display the fields.



ellucian Budget Availability Status FGIBAVL 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: 4 Fiscal Year: 19 Go

Index: ARSC01 Commit Type: Both

Fund: X12000 Organization: Y21000

Account: 600000 Personal Service Budget Pool Program: 404600

Keys --- >

Control Fund: Control Organization:

Control Account: Control Program:

Pending Documents:

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.

X ellucian Budget Availability Status FGIBAVL 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: 4 Fiscal Year: 19 Index: ARSC01 Commit Type: Both Fund: X12000 Unrestricted - Operating Fund Organization: Y21000 Office Dean of Liberal Arts&Soc Sci Start Over

Account: 600000 Personal Service Budget Pool Program: 404600 Academic Administration Keys ---> Control Fund: X12000 Control Organization: Y21000

Control Account: 600000 Control Program: 404600 Pending Documents:

BUDGET AVAILABILITY STATUS Insert Delete Copy Filter

| Account | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance | Pending Documents |
|--------------|-------------------------------------|-----------------|--------------|-------------|-------------------|--------------------------|
| 600000 | Personal Service Budget Pool | 0.00 | 284,607.63 | 0.00 | -284,607.63 | <input type="checkbox"/> |
| 600001 | Personal Service Bdgt Pool Discret | 73,419.00 | 46,820.21 | 0.00 | 26,598.79 | <input type="checkbox"/> |
| 600002 | Fringe Benefits - Budget Pool | 0.00 | 262,793.89 | 0.00 | -262,793.89 | <input type="checkbox"/> |
| 600003 | Personal Service Bdgt Pool Lecturer | 0.00 | 8,218.37 | 0.00 | -8,218.37 | <input type="checkbox"/> |
| 700000 | General & Admin Bdgt Pool-Other... | 102,055.00 | 26,101.61 | 0.00 | 75,953.39 | <input type="checkbox"/> |
| Total | | 175,474.00 | 628,541.71 | 0.00 | -453,067.71 | |

1 of 1 | 10 Per Page Record 1 of 5

6. F5 command key will bring you to previous page.
7. Click on white X on top left corner of screen to exit this FGIBAVL screen.

SCREEN NAME: FGIBDSR – Executive Summary Form

ellucian Executive Summary FGIBDSR 9.3.7 (PROD) ADD RETRIEVE RELATED

Chart: * 4 Fiscal Year: * 19

Index: Query Specific: *

Account

Commit Type: Both

Include Revenue:

Accounts

Organization: Y24050 Computer Science Department

Program: 404700 Academic Personnel Development

Fund: X31009 AAUP Conf Wrkshp & Travel FT - 2019

Account Type: Account: Activity:

Location:

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.

▲ ▼

The **FGIBDSR** screen will provide you with summarized view of ALL accounts; will show the Budget, Expenditures, Commitments and Available Balances. You are able to navigate to a detailed view of each individual account.

1. Tab to index and type your **index #**.
2. Tab to Account Type: Type **70** and tab (This is to view OE area, provides you with OE balance).
3. Click **GO** or **Alt PgDn**.

X @ ellucian Executive Summary FGIBDSR 9.3.7 (PROD)





 ADD
  RETRIEVE
  RELATED
  TOOLS

Chart: * 4

Index: ARSC01

Include Revenue:

Accounts

Organization: Y21000 Office Dean of Liberal Arts&Soc Sci

Program: 404600 Academic Administration

Account Type: 70 General & Administration-Operating

Location:

Fiscal Year: * 19

Query Specific: *

Account

Commit Type: Both

Fund: X12000 Unrestricted - Operating Fund

Account:

Activity:

[Go](#)

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.

Chart: 4 Fiscal Year: 19 Index: ARSC01 Query Specific Account: Include Revenue Accounts: Commit Type: Both Start Over

Organization: Y21000 Office Dean of Liberal Arts&Soc Sci Fund: X12000 Unrestricted - Operating Fund Program: 404600 Academic Administration Account:

ard (CTRL+SHIFT+X) 70 General & Administration-Operating Activity: Location:

EXECUTIVE SUMMARY Insert Delete Copy Filter

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|------------------|------|-------------------------------------|-----------------|--------------|-------------|-------------------|
| 701001 | E | Advertising | 0.00 | 2,174.22 | 0.00 | -2,174.22 |
| 701403 | E | Other Services | 0.00 | 1,000.00 | 0.00 | -1,000.00 |
| 701406 | E | Stipends - Non Employee | 0.00 | 2,700.00 | 0.00 | -2,700.00 |
| 701500 | E | Dues & Memberships | 0.00 | 3,927.05 | 0.00 | -3,927.05 |
| 701501 | E | Subscriptions - Non Educational | 0.00 | 25.83 | 0.00 | -25.83 |
| 701502 | E | Licenses | 0.00 | 24.00 | 0.00 | -24.00 |
| 702106 | E | Meeting/Banquet/Conference Hosting | 0.00 | 1,655.00 | 0.00 | -1,655.00 |
| 702200 | E | Educational Supplies | 0.00 | 544.59 | 0.00 | -544.59 |
| 705100 | E | Travel - OutState | 0.00 | 7,372.31 | 0.00 | -7,372.31 |
| 705300 | E | Travel - International | 0.00 | 1,524.09 | 0.00 | -1,524.09 |
| 706300 | E | Supplies - Maintenance | 0.00 | 565.42 | 0.00 | -565.42 |
| 706605 | E | Facility Services - Other | 0.00 | 680.42 | 0.00 | -680.42 |
| 707101 | E | Software License | 0.00 | 229.93 | 0.00 | -229.93 |
| 707151 | E | Technology Svcs - Telecomm | 0.00 | 573.66 | 0.00 | -573.66 |
| 707300 | E | Supplies - Office | 0.00 | 1,005.08 | 0.00 | -1,005.08 |
| 707350 | E | Printing & Binding | 0.00 | 1,903.00 | 0.00 | -1,903.00 |
| 707400 | E | Postage | 0.00 | 70.07 | 0.00 | -70.07 |
| 708040 | E | Capital - Technology Equipment | 0.00 | 126.94 | 0.00 | -126.94 |
| 700000 | E | General & Admin Bdgt Pool-Other Exp | 102,055.00 | 0.00 | 0.00 | 102,055.00 |
| Net Total | | | 102,055.00 | 26,101.61 | 0.00 | 75,953.39 |

1. Click on account you wish to view in more detail.
2. Click on **RELATED**.
3. Click on **Transaction Detail Information (FGITRND)** OR Click F3. The system will take you to the detailed information.

ellucian Detail Transaction Activity FGITRND 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

COA: 4 Fiscal Year: 19 Index: ARSC01 Fund: X12000 Organization: Y21000 Account: 707350 Program: 404600 Activity: Location: Period: Commit Type: Both [Start Over](#)

DETAIL TRANSACTION ACTIVITY Insert Delete Copy Filter

| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document * | Transaction Date * | Activity Date * | Description | Commit Type | Fund * | Acti |
|------------------------|--------------|---------|--------------|-----------|------------------------------|------|------------|--------------------|-----------------|----------------------|-------------|--------|------|
| 707350 | Y21000 | 404600 | ENC | 0.00 | - | ADEI | I0313757 | 12/06/2018 | 12/06/2018 | John W Gross Company | U | X12000 | |
| 707350 | Y21000 | 404600 | YTD | 173.00 | + | ADEI | I0313757 | 12/06/2018 | 12/06/2018 | John W Gross Company | U | X12000 | |
| 707350 | Y21000 | 404600 | ENC | -1,730.00 | - | INEI | I0313757 | 12/06/2018 | 12/06/2018 | John W Gross Company | U | X12000 | |
| 707350 | Y21000 | 404600 | YTD | 1,730.00 | + | INEI | I0313757 | 12/06/2018 | 12/06/2018 | John W Gross Company | U | X12000 | |
| 707350 | Y21000 | 404600 | ENC | 1,730.00 | + | PORD | PC041530 | 11/01/2018 | 11/01/2018 | John W Gross Company | U | X12000 | |
| | | | Total | 1,903.00 | + | | | | | | | | |

1 of 1 Per Page Record 1 of 5

The Banner system will take you to FGITRND.

1. Click on Document you wish to view in more detail and click on **RELATED**.
2. Click on Query Document (By Type) for Invoice information **OR**
3. Click on Detail Encumbrance Info (FGIENCD) for Purchase Order information.
4. Click **GO** or Alt **PgDn**.
5. Click on arrows < > located on left corner of screen to view more pages.

Discretionary PS (Student Payroll's)

To view the Discretionary PS go to **FGIBDSR**. (If you were viewing the OE, you can click on Start Over, Click on Go). This will take you to the Header screen.

1. Type the **index #** and tab to **Account Type** and enter **60**.
2. Click on **GO** or **ALT PgDn**
3. Click on account you wish to view.
4. Click on **RELATED**.
5. Click on **Transaction Detail Information (FGITRND)**. The system will take you to the detailed information. You will be able to view each payroll and name of Student/UA. This will also provide you with the last payroll that has posted to Banner.

| EXECUTIVE SUMMARY | | | | | | | | Insert | Delete | Copy |
|-------------------|------|-------------------------------------|-----------------|--------------|-------------|-------------------|---|--------|--------|------|
| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance | | | | |
| 600001 | L | Personal Service Bdgt Pool Discret | 73,419.00 | 0.00 | 0.00 | 0.00 | 7 | | | |
| 601000 | L | Salaries & Wages Full Time | 0.00 | 279,473.90 | 0.00 | -27 | | | | |
| 601300 | L | Salaries & Wages Contractual NCL | 0.00 | 21,350.26 | 0.00 | -2 | | | | |
| 601302 | L | Salaries & Wages Lecturers-Teaching | 0.00 | 8,218.37 | 0.00 | - | | | | |
| 601306 | L | Salaries & Wages Univ Assistant | 0.00 | 11,620.80 | 0.00 | -1 | | | | |
| 601400 | L | Salaries & Wages Student | 0.00 | 13,849.15 | 0.00 | -1 | | | | |
| 601500 | L | Longevity Payments | 0.00 | 5,133.73 | 0.00 | - | | | | |
| 602000 | L | Alternate Retirement Plan | 0.00 | 6,090.94 | 0.00 | - | | | | |
| 602001 | L | State Employees Retirement System | 0.00 | 172,754.37 | 0.00 | -17 | | | | |
| 602003 | L | Other Post Employment Benefit- OPEB | 0.00 | 0.00 | 0.00 | - | | | | |
| 602100 | L | Group Life Insurance | 0.00 | 220.51 | 0.00 | - | | | | |
| 602101 | L | Medical Insurance | 0.00 | 60,395.89 | 0.00 | -6 | | | | |
| 602200 | L | Unemployment Compensation | 0.00 | 731.86 | 0.00 | - | | | | |
| 602300 | L | FICA | 0.00 | 18,073.61 | 0.00 | -1 | | | | |
| 602301 | L | Medicare Taxes | 0.00 | 4,526.71 | 0.00 | - | | | | |
| Net Total | | | 73,419.00 | 602,440.10 | 0.00 | -52 | | | | |

| X ellucian Detail Transaction Activity FGITRND 9.3.6 (PROD) | | | | | | | | | | |
|--|--------------|---------|-------|--------|------------------------------|------|------------|--------------------|-----------------|------------------|
| COA: 4 Fiscal Year: 19 Index: ARSC01 Fund: X12000 Organization: Y21000 Account: 601400 Program: 404600 Activity: Location: Period: Commit Type: Both | | | | | | | | | | |
| DETAIL TRANSACTION ACTIVITY | | | | | | | | | | |
| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document * | Transaction Date * | Activity Date * | Description |
| 601400 | Y21000 | 404600 | YTD | 430.26 | + | HR50 | J0252454 | 04/11/2019 | 04/26/2019 | PPE11-APR-2019 V |
| 601400 | Y21000 | 404600 | YTD | 686.80 | + | HR50 | J0252454 | 04/11/2019 | 04/26/2019 | PPE11-APR-2019 K |
| 601400 | Y21000 | 404600 | YTD | 149.99 | + | HR50 | J0252455 | 04/11/2019 | 04/26/2019 | PPE11-APR-2019 F |
| 601400 | Y21000 | 404600 | YTD | 378.75 | + | HR50 | J0252375 | 03/28/2019 | 04/16/2019 | PPE28-MAR-2019 V |
| 601400 | Y21000 | 404600 | YTD | 618.12 | + | HR50 | J0252375 | 03/28/2019 | 04/16/2019 | PPE28-MAR-2019 I |
| 601400 | Y21000 | 404600 | YTD | 249.99 | + | HR50 | J0252375 | 03/28/2019 | 04/16/2019 | PPE28-MAR-2019 I |
| 601400 | Y21000 | 404600 | YTD | 642.36 | + | HR50 | J0252239 | 03/14/2019 | 04/01/2019 | PPE14-MAR-2019 V |
| 601400 | Y21000 | 404600 | YTD | 781.92 | + | HR50 | J0252239 | 03/14/2019 | 04/01/2019 | PPE14-MAR-2019 I |
| 601400 | Y21000 | 404600 | YTD | 22.22 | + | HR50 | J0252239 | 03/14/2019 | 04/01/2019 | PPE14-MAR-2019 I |
| 601400 | Y21000 | 404600 | YTD | 111.11 | + | HR50 | J0252132 | 02/28/2019 | 03/18/2019 | PPE28-FEB-2019 F |
| 601400 | Y21000 | 404600 | YTD | 369.66 | + | HR50 | J0252133 | 02/28/2019 | 03/18/2019 | PPE28-FEB-2019 V |
| 601400 | Y21000 | 404600 | YTD | 557.48 | + | HR50 | J0252133 | 02/28/2019 | 03/18/2019 | PPE28-FEB-2019 K |

You can export this detailed information in an excel format:

1. Click on TOOLS top right corner of screen
2. Click on EXPORT
3. On the bottom left corner of the screen click on FGITRND
4. The output will be in excel format.
5. Click on File at the top corner of screen and file excel document to your drive.

SCREEN NAME: FGIENCD – Detailed Encumbrance Activity Form.

The Detail Encumbrance Activity Form provides a detailed view of a specific encumbrance. The date document was established, vendor name, index coding, encumbrance amount, balance on encumbrance, invoices paid, and change orders.

1. Type the Encumbrance number.
2. Click on **GO** or **Alt PgDn**.

ellucian Detail Encumbrance Activity FGIENCD 9.3.4 (PROD) ADD RETRIEVE RELATED TOOLS

Encumbrance: SC040700 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION Insert Delete Copy Filter

| | | | |
|-------------|-----------------------|------------------|---------------------------------|
| Description | Millipore Corporation | Date Established | 07/02/2018 |
| Status | C | Balance | 0.00 |
| Type | P | Vendor | 042170233 Millipore Corporation |

ENCUMBRANCE DETAIL Insert Delete Copy Filter

| | | | |
|------------------|----------------------------|-------------|-----------|
| Item | 0 Document Accounting Dist | Orgn | Y24010 |
| Sequence | 1 | Acct | 706203 |
| Fiscal Year | 19 | Prog | 101100 |
| Status | C | Actv | |
| Commit Indicator | U | Locn | |
| | | Proj | |
| COA | 4 | Encumbrance | 3,972.48 |
| Index | BIOL01 | Liquidation | -3,972.48 |
| Fund | X12000 | Balance | 0.00 |

1 of 1 Per Page Record 1 of 1

TRANSACTION ACTIVITY Insert Delete Copy Filter

| Transaction Date | Type | Document Code | Action | Transaction Amount | Remaining Balance |
|------------------|------|---------------|--------|--------------------|-------------------|
| 07/01/2018 | PORD | SC040700 | | 3,972.48 | 3,972.48 |
| 08/01/2018 | INEI | I0310518 | | -561.64 | 3,410.84 |
| 08/01/2018 | INEI | I0310519 | | -1,368.00 | 2,042.84 |
| 08/16/2018 | INEI | I0310992 | | -749.36 | 1,293.48 |
| 08/16/2018 | INEI | I0310994 | | -50.00 | 1,243.48 |
| 08/16/2018 | INEI | I0310995 | | -156.56 | 1,086.92 |
| 09/06/2018 | INEI | I0311460 | T | -1,086.92 | 0.00 |

SCREEN NAME: FGIOENC – Organizational Encumbrance List Form

The FIOENC screen will list all open encumbrances for a specific department. You are able to navigate to a detailed view of each individual open encumbrance. This will show all payments and change orders against the encumbrance.

1. At Index Type your **Index #**
2. Click on **GO** or **Alt PgDn**
3. A list of PO's will populate.
4. To view a specific PO, click on the encumbrance column.
5. Click on **RELATED**.
6. Click on Query Detail Encumbrance Info (FGIENC D) OR Click F3.

| ellucian Organizational Encumbrance List FGIOENC 9.3.4 (PROD) | | | | | | | | | ADD | RETRIEVE | RELATED | TOOLS |
|---|-------------------------------|------|--------|--------|------|------|----------|-------------|------------|----------|---------|--------|
| Chart: 4 Fiscal Year: 19 Index: BIOL01 Organization: Y24010 Biology Department Fund: X12000 Unrestricted - Operating Fund | | | | | | | | | Start Over | | | |
| ORGANIZATIONAL ENCUMBRANCE LIST | | | | | | | | | Insert | Delete | Copy | Filter |
| Encumbrance | Vendor | Item | Acct | Prog | Actv | Locn | Amount | Commit Type | | | | |
| PC041085 | Sargent- Welch VWR | 0 | 707502 | 101100 | | | 1,231.10 | U | | | | |
| PC041086 | Fisher Scientific Company LLC | 0 | 707502 | 101100 | | | 155.00 | U | | | | |
| SC040701 | Steris Corporation | 0 | 706203 | 101100 | | | 2,812.50 | U | | | | |
| SC040841 | AANA | 0 | 701001 | 101100 | | | 4,280.00 | U | | | | |

1 of 1 Per Page Record 1 of 4

Encumbrance: PC041085 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION Insert Delete Copy Filter

| | | | |
|-------------|--------------------|------------------|------------------------------|
| Description | Sargent- Welch VWR | Date Established | 07/19/2018 |
| Status | O | Balance | 1,231.10 |
| Type | P | Vendor | 911319190 Sargent- Welch VWR |

ENCUMBRANCE DETAIL Insert Delete Copy Filter

| | | | |
|------------------|----------------------------|-------------|----------|
| Item | 0 Document Accounting Dist | Orgn | Y24010 |
| Sequence | 1 | Acct | 707502 |
| Fiscal Year | 19 | Prog | 101100 |
| Status | O | Actv | |
| Commit Indicator | U | Locn | |
| | | Proj | |
| COA | 4 | Encumbrance | 1,231.10 |
| Index | BIOL01 | Liquidation | 0.00 |
| Fund | X12000 | Balance | 1,231.10 |

1 of 1 Per Page Record 1 of 1

TRANSACTION ACTIVITY Insert Delete Copy Filter

| Transaction Date | Type | Document Code | Action | Transaction Amount | Remaining Balance |
|------------------|------|---------------|--------|--------------------|-------------------|
| 07/19/2018 | PORD | PC041085 | | 1,231.10 | 1,231.10 |

1 of 1 Per Page Record 1 of 1

How to Export text into an excel worksheet.

Export information to excel from FGIBDSR-Executive Summary screen:

1. Go to FGIBDSR and enter your index # in the Index block
2. Click on TOOLS at top right hand corner of screen
3. Click on Export
4. At the bottom left corner of screen click on FGIBDSR
5. An excel sheet will upload.
6. Click on File at the top left corner of screen and file excel document to your drive.

You can also do this at the Banner Account level. If you are interested in viewing the Travel-Out-State detail information, see below steps.

Chart: 4 Fiscal Year: 19 Index: BIOL01 Query Specific Account: Include Revenue Accounts: Commit Type: Both Start Over
 Organization: Y24010 Biology Department Fund: X12000 Unrestricted - Operating Fund Program: 101100 General Academic Instruction Account:
 Account Type: 70 General & Administration-Operating Activity: Location:

| EXECUTIVE SUMMARY | | | | | | | |
|-------------------|------|-------------------------------------|-----------------|--------------|-------------|-------------------|--|
| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance | |
| 700000 | E | General & Admin Bdgt Pool-Other Exp | 115,463.00 | 0.00 | 0.00 | 115,463.00 | |
| 701001 | E | Advertising | 0.00 | 10,930.00 | 0.00 | -10,930.00 | |
| 701302 | E | Other Professional Services | 0.00 | 1,054.02 | 0.00 | -1,054.02 | |
| 701403 | E | Other Services | 0.00 | 5,066.75 | 0.00 | -5,066.75 | |
| 701500 | E | Dues & Memberships | 0.00 | 1,251.00 | 0.00 | -1,251.00 | |
| 701603 | E | Other Fees | 0.00 | 200.00 | 0.00 | -200.00 | |
| 702102 | E | Laboratory Testing & Services | 0.00 | 122.00 | 0.00 | -122.00 | |
| 702103 | E | E-Subscriptions & Electronic Media | 0.00 | 413.69 | 0.00 | -413.69 | |
| 702106 | E | Meeting/Banquet/Conference Hosting | 0.00 | 836.00 | 0.00 | -836.00 | |
| 702200 | E | Educational Supplies | 0.00 | 1,197.49 | 0.00 | -1,197.49 | |
| 705100 | E | Travel - OutState | 0.00 | 258.00 | 0.00 | -258.00 | |
| 705300 | E | Travel - International | 0.00 | 1,375.05 | 0.00 | -1,375.05 | |
| 706000 | E | Utilities - Electricity | 0.00 | 51.00 | 0.00 | -51.00 | |
| 706100 | E | Fuel - Gasoline | 0.00 | 108.18 | 0.00 | -108.18 | |
| 706200 | E | Maintenance/Repairs - General | 0.00 | 263.80 | 0.00 | -263.80 | |
| 706203 | E | Maintenance/Repairs - Ed Equipment | 0.00 | 8,328.93 | 937.50 | -9,266.43 | |
| 706300 | E | Supplies - Maintenance | 0.00 | 6,536.42 | 0.00 | -6,536.42 | |
| 706302 | E | Supplies - Grounds & Landscape | 0.00 | 97.19 | 0.00 | -97.19 | |
| 706605 | E | Facility Services - Other | 0.00 | 908.96 | 0.00 | -908.96 | |
| 707101 | E | Software License | 0.00 | 1,100.00 | 0.00 | -1,100.00 | |
| Net Total | | | 115,463.00 | 89,880.57 | 30,186.11 | -4,603.68 | |

Export information from Banner Account line item:

1. Click on the account 705100-Travel Out-State
2. Click on RELATED at top right corner of screen
3. Click on Transaction Detail Information (FGITRND)
4. Click on TOOLS
5. Click on Export
6. At the bottom left corner of the screen click on FGITRND
7. An excel sheet will upload.
8. Click on File at the top of left corner of screen and file excel document to your drive.

ellucian Detail Transaction Activity FGITRND 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

COA: 4 Fiscal Year: 19 Index: BIOL01 Fund: X12000 Organization: Y24010 Account: 705100 Program: 101100 Activity: Location: Period: Commit Type: Both [Start Over](#)

DETAIL TRANSACTION ACTIVITY Insert Delete Copy Filter

| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document * | Transaction Date * | Activity Date * | Description | Commit Type | Fund * | Activ |
|---------|--------------|---------|--------------|--------|------------------------------|------|------------|--------------------|-----------------|-----------------|-------------|--------|-------|
| 705100 | Y24010 | 101100 | YTD | 258.00 | + | FT01 | MC181031 | 11/07/2018 | 11/15/2018 | HOMEWOOD SUITES | U | X12000 | |
| | | | Total | 258.00 | + | | | | | | | | |

1 of 1 10 Per Page Record 1 of 1

Helpful Hints:

- START OVER - Will refresh the screen.
- RELATED - Will get you into the detail level.
- TOOLS - Will get you into Print Screenshot and Export Data into excel format.
- MC Document - MC is P-Card transaction. You cannot retrieve backup information on MC documents.

To view past fiscal years, the following will need to be done.

Use Chart 1 for FY00 through FY18

Use chart 4 for FY19 through Present fiscal year

To exit Banner:

1. Click on the lock key icon on the left hand side of screen.

S: Drive/Budget/Web Site Page/Budget Package Working Data/Banner 9 Login Screen Navigation