



UtahStateUniversity
PURCHASING SERVICES

Banner Finance Screens for Account – Expenditure Tracking

Banner Finance Screens

<http://banner.usu.edu>

User Name:

Password:

Accounting Inquiry Screens

FGITRND:	Transaction Expenditure Detail – by Index
FGIBDST:	Budget Status Information – by Index
FTMACCI:	Index Number Information
FAICARD:	Transaction Expenditure Detail – by P-Card

Navigation:

You can navigate in Banner by clicking on the Icon Buttons located on the Tool Bar. Place your cursor on the button and a box will appear listing the function of the Icon. Basic keystrokes can also be used for navigation. Some useful ones are: F7 = Enter Query; F8 = Execute Query; Ctrl + Page Down = Next Block; Ctrl + Page Up = Previous Block

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various navigation icons. The main content area shows a tree view with "My Banner" selected, containing sub-items like "SCT Banner", "Student", "Advancement", "Financial", "Human Resources", "Financial Aid", and "General". The right sidebar features "My Links" with buttons for "Change Banner Password", "Check Banner Messa...", and six "Personal Link" buttons. Below this is "My Institution" with the Utah State University logo and a photograph of a building. The status bar at the bottom indicates "Record: 1/1" and provides instructions: "Enter the object name; Press CQUERY for messages, LIST for listing."

Index Code

- When the Index is established, it links the Fund, Organization, and Program areas together and forms the complete 36-digit FOAPAL.
- The Index number is a six digit number that will start with the letter “A” followed by five digits.
- When the Index number is entered, the fields for Fund, Org and Program will be populated.

FGITRND

- This report gives you a detailed listing of revenue and expense transactions by fund/org and account. Enter the Index # in the first block, then hit the tab key and the remaining fields will be populated. Click on “next block” on the tool bar or enter “Control” + “Page Down” on the keyboard to move down to the searchable columns on the page. You can search in any of the areas listed by setting the desired search criteria and executing your query.

FGIBDST

This screen gives you detailed budget information by fund/org and account. Un-check the “Include Revenue Accounts” box. Enter the Index # in the first block, then hit the tab key and the remaining fields will be populated. Click on “next block” on the tool bar or enter “Control” + “Page Down” on the key board to move down. This block gives you a summary listing of all activity, commitments, and the balance available for the Index.

FTMACCI: The screen gives you up-to-date information by Index number. Either click on the Enter Query Icon or hit the F7 key to clear the “Effective Date” box, then enter your Account Index number and click on the Execute Query Icon or hit the F8 key and the remainder of the blocks will be populated.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'FTMACCI' application. The window title is 'Oracle Developer Forms Runtime - Web: Open > FTMACCI [Q]'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for file operations and navigation. The main form area is titled 'Account Index Code Maintenance FTMACCI 8.0 (ZPROD)'. It features several input fields and checkboxes:

- Chart of Accounts:** A dropdown menu.
- Active Status:** A checked checkbox.
- Last Activity Date:** An empty text box.
- Account Index:** A dropdown menu.
- Account Index Title:** A long text box.
- Effective Date:** A date field containing '21-JAN-2010' with a calendar icon.
- Termination Date:** An empty date field with a calendar icon.
- Next Change Date:** An empty text box.

Below these fields is the 'Accounting Distribution' section, which includes:

- Fund:** A dropdown menu.
- Organization:** A dropdown menu.
- Account:** A dropdown menu.
- Program:** A dropdown menu.
- Activity:** A dropdown menu.
- Location:** A dropdown menu.
- Check to Override:** A column of five checked checkboxes.

The status bar at the bottom contains the text 'Enter value for Chart of Accounts', 'Record: 1/1', and '<OSC>'. There is also a partially visible 'List of Valu...' button.

FAICARD: Purchasing Card Transaction Tracking

Step One: Enter the cardholder ID. Press the F8 key or select Execute Query on the Banner Tool Bar and the cardholder information will be filled in.

Oracle Developer Forms Runtime - Web: Open > FAICARD

File Edit Options Block Item Record Query Tools Help

Purchase Card Query FAICARD 7.2 (ZPROD)

Cardholder ID:

Card Account Number: Card Type:

Status: Start Date: thru Expiration Date:

Account Manager:

Business Manager:

Sponsored Card Multiple Cards

Sponsor ID:

Card Descriptor:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bank: Responsible Organization:

Merchant Category: Spending Limit: Single Purchase Limit:

Allowable Transactions: Daily: Monthly: Lag Days:

Cumulative Spending: Number of Transactions: Total Amount:

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

