

# Banner Boost

## TIPS

Log Into Banner as you would  
each day

Open SSB and Admin

# Data Covered

- On-Line Resources
- My Banner
- e~Print Reports and Definitions
- Downloading Excel Data
- Use of Wildcards in multiple search locations

# **ON-LINE RESOURCES**

**Where are they found?**

# On-Line Resource Finance Tab

**AU Access - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://auaccess1.auburn.edu/cp/tag.c14022a4907fbec8.render.userLayoutRootNode.uP?uP\\_root=root&uP\\_sparam=activeTab&activeTab=u221s8&uP\\_tparan](http://auaccess1.auburn.edu/cp/tag.c14022a4907fbec8.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u221s8&uP_tparan) Go Links

Search Web Upgrade Now! Mail My Yahoo! NCAA Hoops Fantasy Sports

Google Go Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings

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**AUBURN**  
UNIVERSITY

**AU ACCESS**  
A to Z Index | Campus Map | People Finder | Search

Content/Layout | **Welcome Cynthia C Selman**  
You are currently logged in.


TigerMail calendar groups logout help

Home tiger i Campus Life Employee Services **Finance** My Tab April 4, 2007

**Banner Access**

**Self Service Banner**  
- Update your personal information and access many other administrative services  
**BannerAdmin**  
- Access Banner Finance, Human Resources, Accounts Receivables, Student, and Financial Aid Systems  
To access the Banner Admin application from off-campus, you must be logged in via the Auburn VPN client.

**Business Office**



- Controller Home
- Budget Services
- Contracts & Grants Accounting
- Financial Reporting
- Information System Support
- Payroll & Employee Benefits
- Procurement & Payment Services
- Student Financial Services

**BUSINESS OFFICE FORMS**

**Banner Finance Resource**

- Banner Admin Finance Reference Materials
- SSB Finance Reference Materials
- Banner Finance Transition Tools
- Banner Finance Reporting Guidelines
- Banner Finance Budget Guidelines
- Frequently Asked Questions
- Glossary of Banner Finance Terms

**Financial Policies**

- Policies for Collections, Accounts Receivable, and Contributions
- Travel Policies
- Contracts and Grants
- Direct Cost Policy
- General
- Service Center
- Recharge Account
- Property Policy
- Spending Policies
- Vehicle Policy

<https://fp.auburn.edu/banner/documents/finance%5Ftraining/glossary.asp> Internet

start Novell GroupWise - M... Amanda & Alicia Train... Document1 - Microsof... AU Access - Microsoft... 9:02 AM



# On-Line Resources Employee Tab

The screenshot displays the AU Access website in a Microsoft Internet Explorer browser window. The address bar shows the URL: [http://auaccess1.auburn.edu/cp/tag.c14022a4907fbec8.render.userLayoutRootNode.uP?uP\\_root=root&uP\\_sparam=activeTab&activeTab=u141s8&uP\\_tparan](http://auaccess1.auburn.edu/cp/tag.c14022a4907fbec8.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u141s8&uP_tparan). The website features a navigation bar with tabs: Home, tiger i, Campus Life, Employee Services (selected), Finance, and My Tab. The date April 4, 2007, is displayed in the top right corner.

The main content area is divided into several sections:

- Banner Access**: Includes links for Self Service Banner (to update personal information) and BannerAdmin (to access Banner Finance, Human Resources, Accounts Receivables, Student, and Financial Aid Systems). A note states: "To access the Banner Admin application from off-campus, you must be logged in via the Auburn VPN client."
- Human Resources**: Contains a list of links including HR Home, Affirmative Action, Classification & Compensation Project, Employee Relations, Employment Opportunities, Holiday Schedule, Forms, Leave Information, Leave Form (PDF), Newsletter, Performance Management, and HR Liaisons. It also includes a section for Handbooks & Policies with links to AP Handbook, Faculty Handbook, US Handbook, and Employee Policies.
- Payroll & Benefits**: Includes links for Home Page, Payroll (Payroll Calendar, Bi-Weekly Payroll Schedules, Monthly Payroll Schedule, SemiMonthly Payroll Schedule, Web Time Entry, Web Time Entry Instructions), Forms, Employee Benefits (Insurance, Retirement), Flexible Spending Account Plan, Benefits While on Leave of Absence, and Additional Benefits.
- Professional Development**: Includes links for Training (HRD), A-Train Registration, Auburn University Course Offerings, and Tolerance & Diversity Courses.
- University Governance**: Includes links for Administrative & Professional Assembly, Student Government Association, University Senate, and University Staff Council.
- Banner Employee Resources**: Includes links for Banner Admin Reference Materials, SSB Employee Reference Materials, Banner HR/Payroll Tip Sheet, and Frequently Asked Questions.
- Quick Links**: A section for additional resources.
- ePrint**: A section for electronic printing services.
- AU Supply**: A section for university supplies, with contact information for Deborah Dorman at 844.3663.

Two blue arrows are overlaid on the image: one points from the "Human Resources" section to the "Banner Admin" section, and another points from the "Banner Admin" section to the "Banner Employee Resources" section. A third blue arrow points from the left edge of the image to the "Banner Employee Resources" section.

# Examples of Info Found in Resource Area

- Banner Tip Sheets (Finance & Payroll/HR)
- How to View Available Balances
- Hot Keys in Banner
- Guidelines for Running FGRBDSC & FGRODTA
- SSB hints on Budget Transfers/Rules for Budget Transfers
- Accessing Vendor ID Numbers using FTIIDEN
- Entering Requisitions using Admin
- Business Office Forms
- Web-Time Entry Instructions
- How to Update Employee Addresses & Emergency Contacts
- How to View Leave Balances, Benefits, Pay Stubs and Tax Info
- HR and Payroll Forms
- Business Office Policies and Procedures

# **CREATING and USING MY BANNER**

What is MY BANNER and Why would I want to use it?

Can't remember the screen names on Banner? Create your own master file of resources within Banner you like to use. No more searching and trying to remember 7-digit screen names. Enter once in MY BANNER and it will be there for easy retrieval when you need it.

# MY BANNER

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

BANNER ADMIN

General Menu GUAGMNU 7.3 (PROD) - Thursday May 17, 2007

Go To... Welcome, SELMACI

Products:

**My Banner**


**Banner**

- Student [\*STUDENT]
- Financial [\*FINANCE]
- Human Resources [\*HRS]
- Financial Aid [\*RESOURCE]
- General [\*GENERAL]

**My Links**

- [Change Banner Password](#)
- [Check Banner Message](#)
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

**My Institution**



**Banner Broadcast Messages**

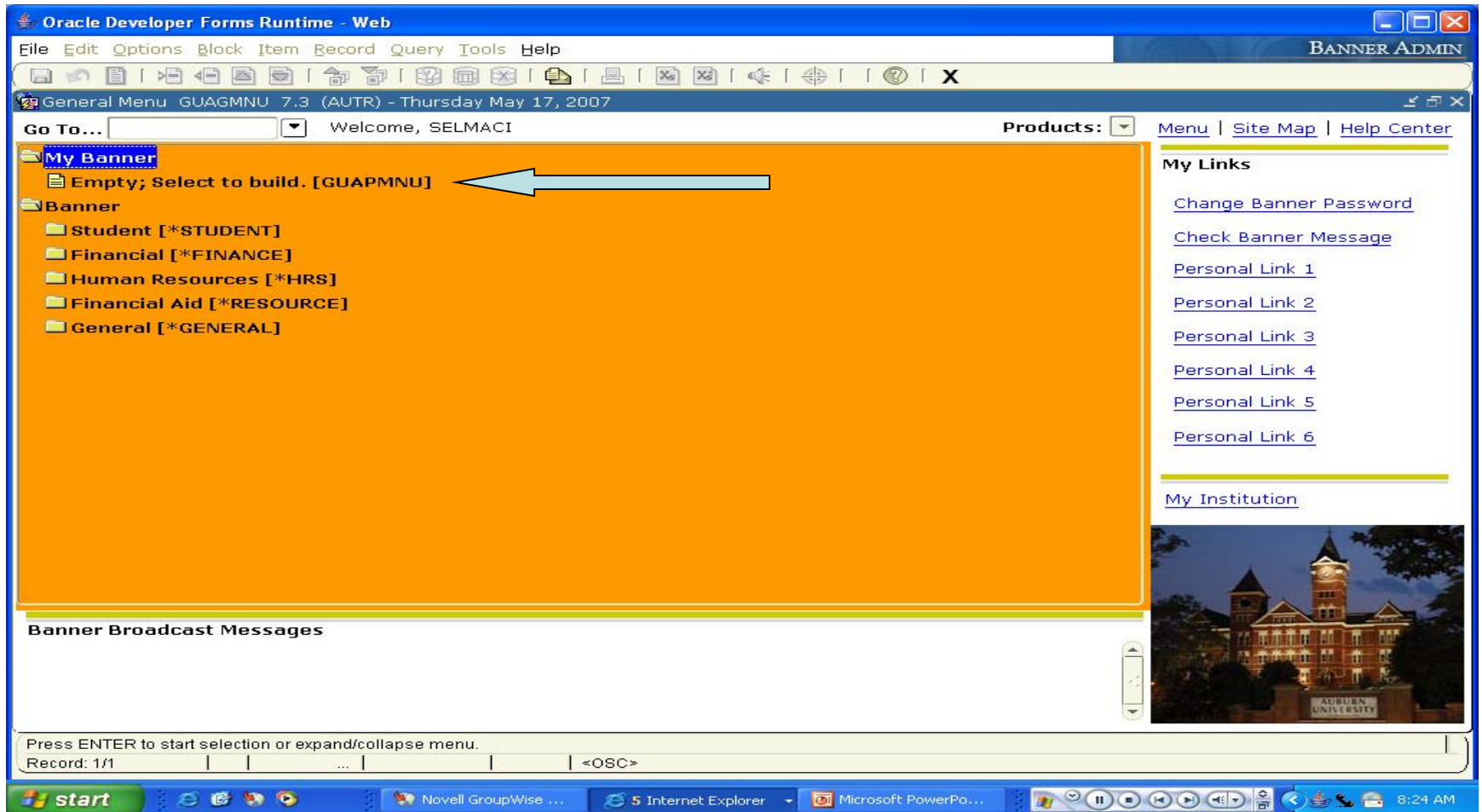
Enter the object name; Press LIST for listing.

Record: 1/1 <OSC>

start Novell GroupWise - ... 3 Internet Explorer Microsoft PowerPoi... 8:22 AM



# Organizing My Banner



Add screen names and report titles. Can select from list on left or type directly into object section on right. Can modify description so that it has meaning to you.

Oracle Developer Forms Runtime - Web: Open > GUAPMNU

File Edit Options Block Item Record Query Tools Help

My Banner Maintenance GUAPMNU 7.3 (AUTR)

**SELMACI's Personal Menu**

Type: Oracle Forms module

Object	Description
FTMITYP	1099 Income Type Code Maintenance
FAA1099	1099 Reporting
FOA1099	1099-MISC Magnetic Tape Transmitter D.
GUAABOT	About Banner
FTMACCT	Account Code Maintenance
FTVACCT	Account Code Validation
FGQACTH	Account Hierarchy
FTIACTH	Account Hierarchy Query
FTMACCI	Account Index Code Maintenance
FTVACCI	Account Index Code Validation
FTMATYP	Account Type Code Maintenance
FTVATYP	Account Type Validation
TOQMENU	Accounts Receivable Globals
FTMACTV	Activity Code Maintenance
FTVACTV	Activity Code Validation
GTVDADD	Add-In Validation
FOQADDR	Address Information Query
PPIADDR	Address List Inquiry
GOAADDR	Address Review and Verification
STVATYP	Address Type Code Validation
AOQMENU	Advancement Menu

Object

Description

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1

start Novell GroupWise ... 5 Internet Explorer Microsoft PowerPo... 8:26 AM

The screenshot shows the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open > GUAPMNU". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The banner area displays "My Banner Maintenance GUAPMNU 7.3 (AUTR)" and "BANNER ADMIN".

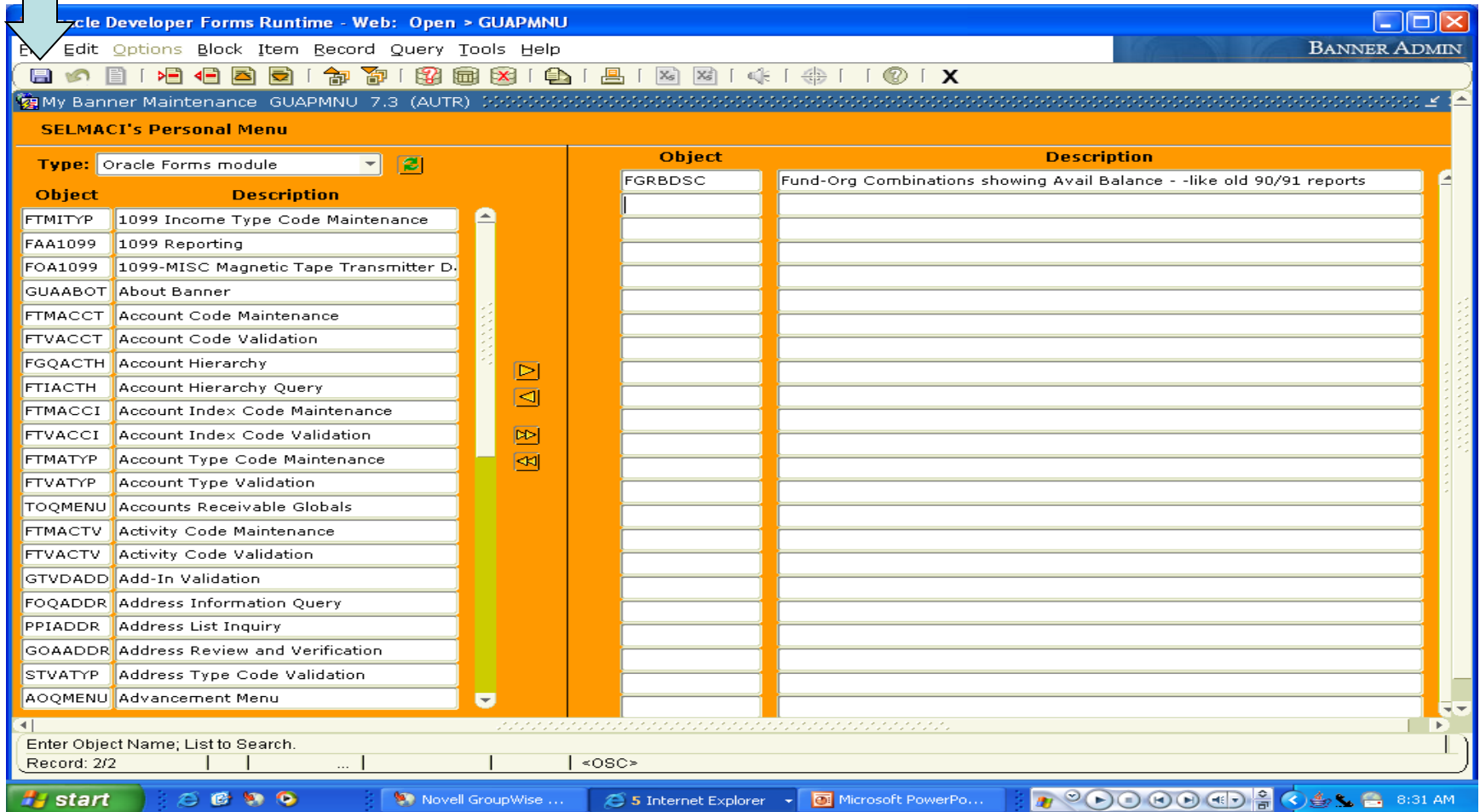
The main window features a section titled "SELMACI's Personal Menu". On the left, there is a vertical list of objects with their descriptions:

Object	Description
FTMITYP	1099 Income Type Code Maintenance
FAA1099	1099 Reporting
FOA1099	1099-MISC Magnetic Tape Transmitter D.
GUAABOT	About Banner
FTMACCT	Account Code Maintenance
FTVACCT	Account Code Validation
FGQACTH	Account Hierarchy
FTIACTH	Account Hierarchy Query
FTMACCI	Account Index Code Maintenance
FTVACCI	Account Index Code Validation
FTMATYP	Account Type Code Maintenance
FTVATYP	Account Type Validation
TOQMENU	Accounts Receivable Globals
FTMACTV	Activity Code Maintenance
FTVACTV	Activity Code Validation
GTVDADD	Add-In Validation
FOQADDR	Address Information Query
PPIADDR	Address List Inquiry
GOAADDR	Address Review and Verification
STVATYP	Address Type Code Validation
AOQMENU	Advancement Menu

To the right of this list are four small icons representing different object types. The main area of the screen is divided into two columns: "Object" and "Description". The "Object" column contains a single entry "FGRBDSC". The "Description" column contains a single entry "Organization Budget Status". A black arrow points from the top right corner of the application window towards the "Description" column header.

At the bottom of the window, there is a status bar with the text "Enter Form, Process, QuickFlow or Menu description" and "Record: 1/1". The Windows taskbar at the very bottom shows the Start button and several open applications: Novell GroupWise..., Internet Explorer, and Microsoft PowerPoint.

**Add screens and reports; then 'save' file.  
Next time you go into "My Banner" all new objects will be visible.  
Select from list and go straight to the screen.**



Oracle Developer Forms Runtime - Web: Open > GUAPMNU

Banner ADMIN

My Banner Maintenance GUAPMNU 7.3 (AUTR)

**SELMACI's Personal Menu**

Type: Oracle Forms module

Object	Description
FTMITYP	1099 Income Type Code Maintenance
FAA1099	1099 Reporting
FOA1099	1099-MISC Magnetic Tape Transmitter D.
GUAABOT	About Banner
FTMACCT	Account Code Maintenance
FTVACCT	Account Code Validation
FGQACTH	Account Hierarchy
FTIACTH	Account Hierarchy Query
FTMACCI	Account Index Code Maintenance
FTVACCI	Account Index Code Validation
FTMATYP	Account Type Code Maintenance
FTVATYP	Account Type Validation
TOQMENU	Accounts Receivable Globals
FTMACTV	Activity Code Maintenance
FTVACTV	Activity Code Validation
GTVDADD	Add-In Validation
FOQADDR	Address Information Query
PPIADDR	Address List Inquiry
GOAADDR	Address Review and Verification
STVATYP	Address Type Code Validation
AOQMENU	Advancement Menu

Object Description

FGRBDSC Fund-Org Combinations showing Avail Balance - -like old 90/91 reports

Enter Object Name; List to Search.

Record: 2/2

<OSC>

start Novell GroupWise ... Internet Explorer Microsoft PowerPo... 8:31 AM

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 7.3 (AUTR) - Thursday May 17, 2007

Go To... Welcome, SELMACI Products: Menu Site Map Help Center

**My Banner**

- Fund-Org Combo showing Avail Balance - like old 90/91 report [FGRBDSC]
- Organize My Banner [GUAPMNU]


**Banner**

- Student [\*STUDENT]
- Financial [\*FINANCE]
- Human Resources [\*HRS]
- Financial Aid [\*RESOURCE]
- General [\*GENERAL]

**My Links**

- [Change Banner Password](#)
- [Check Banner Message](#)
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

**My Institution**



**Banner Broadcast Messages**

Press ENTER to start selection or expand/collapse menu.

Record: 1/1 <OSC>

start Novell GroupWise ... 5 Internet Explorer Microsoft PowerPo... 8:40 AM

# **HANDS ON PORTION (exercise)**

Go to Banner Admin Main Menu

Click on “My Banner” folder

Click on “Empty; Select to Build” or  
If you have already entered data, click on  
“Organize My Banner”

(next)

# My Banner

## Enter the following screens & reports:

1. FGRBDSC Old 90/91 **report** with Avail Balance (fund-org combo)
2. FGRODTA Detailed **report** showing transactions by fund-org
3. FGIBDST Budget Status (like FRS 019 screen)
4. NHIDIST Labor Distribution History
5. FGITBSR Find Cash Balance or fund balance totals
6. FAIVNDH Vendor History (check history by vendor ID)

**SAVE** Data

**X** (leave screen)

Return to My Banner Menu to see results of additions

**e~Print**

**Repository of Reports**



# e~Print

**AU Access - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://auaccess.auburn.edu/cp/tag.14634ac42cf8d865.render.userLayoutRootNode.uP?uP\\_root=root&uP\\_sparam=activeTab&activeTab=u2711s8&uP\\_tpe](http://auaccess.auburn.edu/cp/tag.14634ac42cf8d865.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u2711s8&uP_tpe) Go Links

**BANNER ADMIN**

- Access Banner Finance, Human Resources, Accounts Receivables, Student, and Financial Aid Systems

To access the Banner Admin application from off-campus, you must be logged in via the Auburn VPN client.

**SSB Finance Shortcuts**

- Budget Transfer
- Multi Line Budget Transfer
- Create a Requisition
- Check Available Balance

**Banner Feedback**

**B A N N E R**  
*feedback*

Name:

E-mail:

Send to: **Banner Finance**

Comments:

Submit Feedback

**BUSINESS OFFICE**

Controller Home  
Budget Services  
Contracts & Grants Accounting  
Financial Reporting  
Information System Support  
Payroll & Employee Benefits  
Procurement & Payment Services  
Student Financial Services

**BUSINESS OFFICE FORMS**

**Banner Translator**

FRS to Banner Translator

- Matches FRS codes and accounts to their Banner equivalent

**ePrint Single Sign On**

**ePrint**

Finance - Auburn University

Login to ePrint

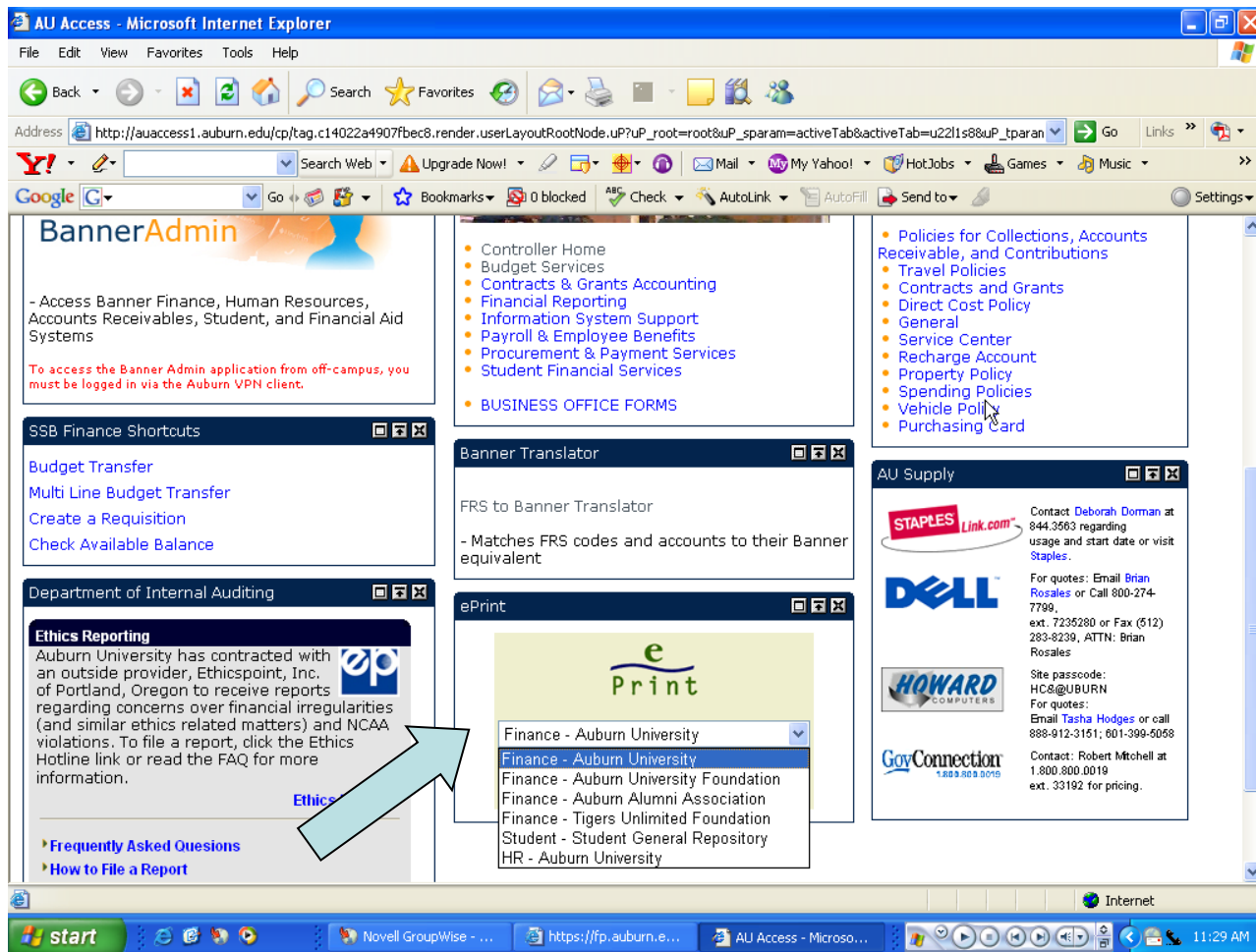
**Financial Policies**

**Financial Policies and Procedural Manual**

- Policies for Collections, Accounts Receivable, and Contributions
- Travel Policies
- Contracts and Grants
- Direct Cost Policy
- General
- Service Center
- Recharge Account
- Property Policy
- Spending Policies
- Vehicle Policy
- Purchasing Card

Internet

start Novell GroupWise - M... Felicias class Microsoft PowerPoint ... 1 - IBM\_SESSION\_A ... 3 Internet Explorer 2:16 PM



Found on  
Finance and  
Employee  
Services  
Tabs

## e~PRINT REPOSITORIES

Filters within Eprint reports include:

- Finance-Auburn University (chart A)
- Finance-Auburn University Foundation (chart F)
- Finance-Auburn Alumni Association (chart M)
- Finance-Tigers Unlimited (chart T)
- Student-General Repository
- HR-Auburn University

# Use the Icons as a Guide

**Simply  
point-  
and-  
click  
to...**

PDF



TEXT



DATA



**Retrieve a PDF file to view in Adobe® Reader**

**Download the TXT version of a report**

**Download the CSV version of a report**




**“Drill down” for detail (See Report List)**



**Use a page key to pick pages (Search Report)**

# Repository List

























- Lists all the e~Print report types (to which the user has access) in selected repository

**Select Report from Repository FRS**

FRS Repository  
Fred Flinstone

About EprintHelp on the Repository List | Logout

FRS

	Report	Description	Latest Date
  	fbd010	Daily Financial Batch Detail	Wed Aug 09, 2000 8:10pm
  	FBM061-1	FRS Ledger Reports	Wed Jun 23, 1999 1:26pm
   	fbrm090cg	Chapel Hill Report	Thu Oct 05, 2000 12:57pm
  	FBM090TR	FRS Ledger	Mon Oct 04, 1999 5:26pm
   	FBM091	FRS Ledger	Mon Dec 11, 2000 09:05am
   	FBM091acct	FRS Ledger	Tue Jun 15, 1999 09:39am
  	FBM094	Account Cor	Thu Apr 01, 1999 09:27am


FBD010  
FBD019  
FBM061-1  
FBM090CG  
FBM090TR  
FBM091  
FBM091ACCT  
FBM094  
FBM095  
FRDH0010  
FRS450  
FBD010

Next

last date run

# Example of Report List

























- Lists all of the instances on file for the selected report type.

**Report Detail: NHREDST**

HR ban05 Repository  
rlocke

About ePrintHelp on the Report List | Logout

HR ban05 : NHREDST

	Title	Date
  	Employee Distributions Report ing Period: 01-JUL-2002 To: 30-JUN-2003	Wed Jul 09, 2003 9:39pm
  	Employee Distributions Report ing Period: 01-JUL-2002 To: 31-MAY-2003	Fri Jun 06, 2003 9:03pm
  	Employee Distributions Report ing Period: 01-JUL-2002 To: 30-APR-2003	Fri May 09, 2003 8:04pm
  	Employee Distributions Report ing Period: 01-JUL-2002 To: 31-MAR-2003	Fri Apr 04, 2003 8:33pm
  	Employee Distributions Report ing Period: 01-JUL-2002 To: 28-FEB-2003	Fri Mar 07, 2003 11:33pm
  	Employee Distributions Report ing Period: 01-JUL-2002 To: 31-JAN-2003	Fri Feb 07, 2003 8:21pm
  	Employee Distributions Report ing Period: 01-JUL-2002 To: 31-DEC-2002	Fri Jan 10, 2003 8:08pm
  	Employee Distributions Report ing Period: 01-JUL-2002 To: 30-NOV-2002	Fri Dec 06, 2002 8:37pm

Employee Distributions Report ing Period: 01-JUL-2002 To: 30-JUN-2003 - Wed Jul 09, 2003 9:39pm

Next

search

Dates run

# Using a Page Key

- If the “Search Report” (looking glass) icon appears, you can select a page key and then...

The diagram shows a search interface titled "Index: Account". It contains three main sections, each with a "GO" button:

- Pick Values Manually:** A section with a "GO" button. An orange arrow points from the text "Pick values manually" to this button.
- Search:** A section with a text input field and a "GO" button. An orange arrow points from the text "Provide a specific value" to this button.
- Range:** A section with two text input fields separated by "to", and a "GO" button. An orange arrow points from the text "Indicate a range of values" to this section.

**(Use 1 of these options.)**

# Selecting Page Key Values Manually

**Click the checkboxes next to the values.**



 **Choose Account** Cynthia Rehberg  
Help on Selecting Page Key Values | Logout

FRS : FBM090CG : Pick Pages : Account

<input type="checkbox"/>	<input type="checkbox"/> 0-30009	<input type="checkbox"/> 0-39619	<input type="checkbox"/> 0-47650
<input checked="" type="checkbox"/> 0-55200	<input type="checkbox"/> 0-55201	<input checked="" type="checkbox"/> 0-55203	<input type="checkbox"/> 0-55209
<input type="checkbox"/> 0-55218	<input checked="" type="checkbox"/> 0-55303	<input type="checkbox"/> 0-55307	<input type="checkbox"/> 0-55309
<input type="checkbox"/> 0-55311	<input checked="" type="checkbox"/> 0-55318	<input type="checkbox"/> 0-55320	<input type="checkbox"/> 4-25003
<input type="checkbox"/> 4-25018	<input type="checkbox"/> 4-25021	<input type="checkbox"/> 4-25029	<input type="checkbox"/> 4-25032
<input type="checkbox"/> 4-25047	<input type="checkbox"/> 4-25056	<input type="checkbox"/> 4-25058	<input type="checkbox"/> 4-25059
<input type="checkbox"/> 4-25070	<input type="checkbox"/> 4-25072	<input type="checkbox"/> 4-25087	<input type="checkbox"/> 4-25092

**You can skip to a specific value.**

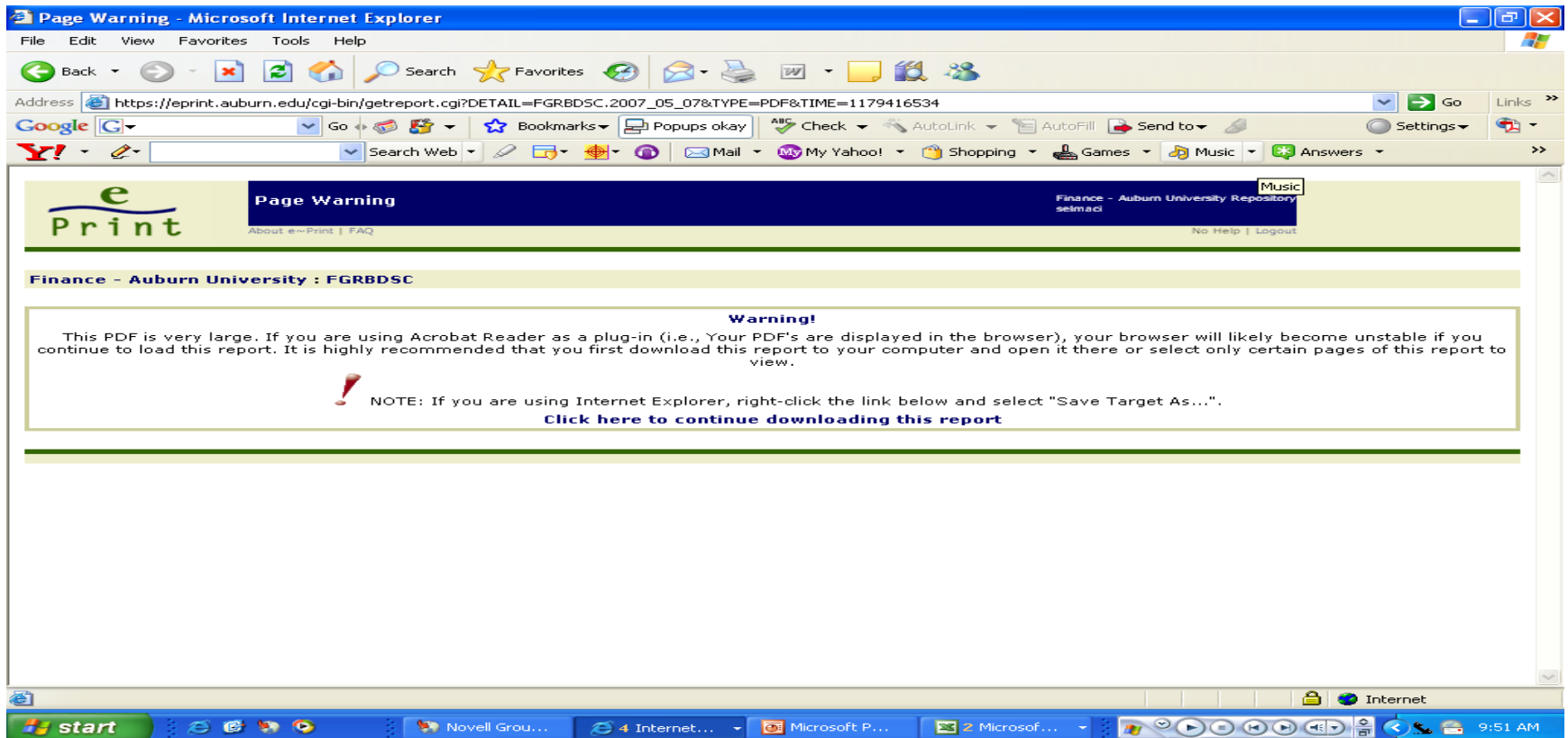


Get the Report

**Navigation buttons**

**Click the icon after making your selections.**

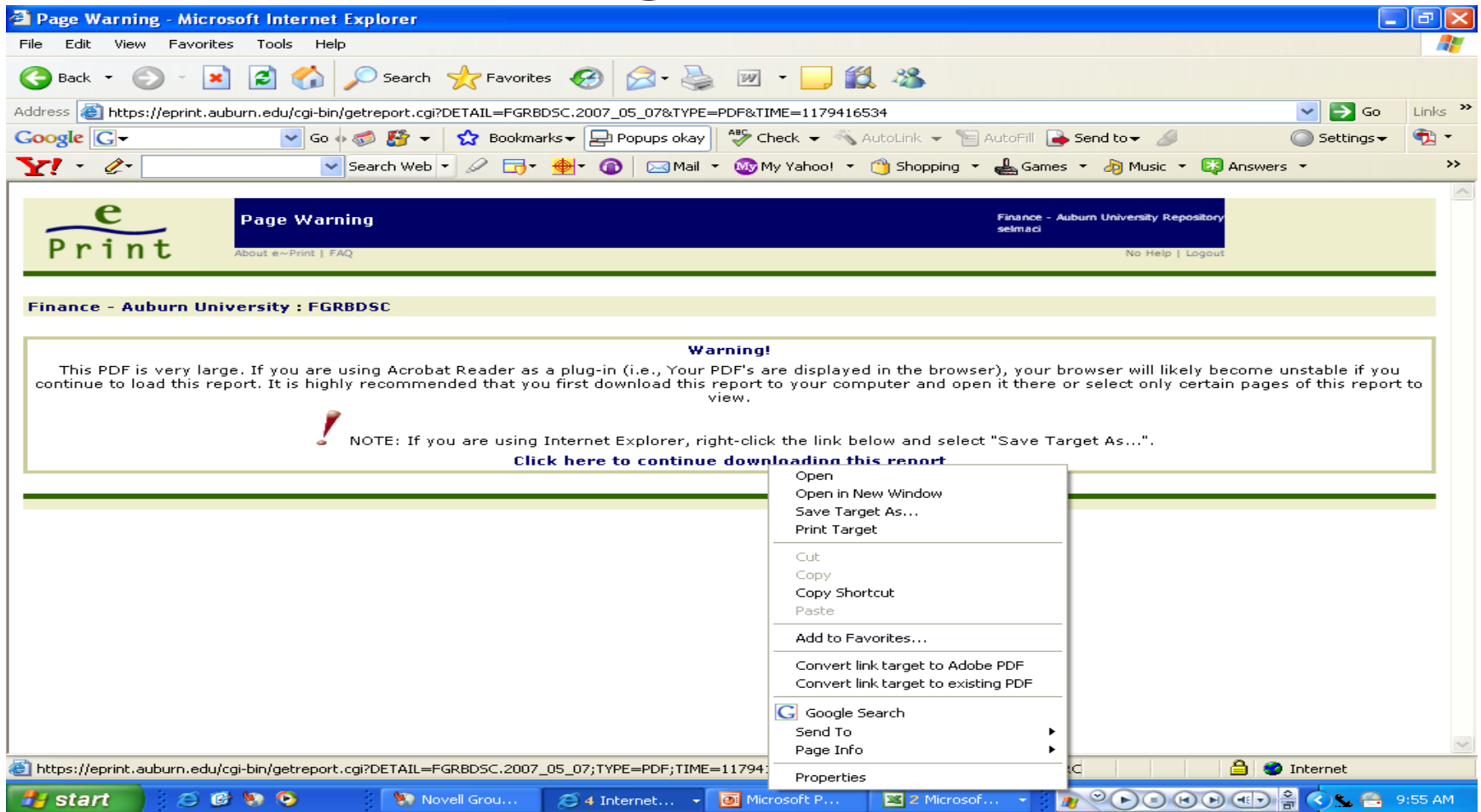
# Browser Not Stable



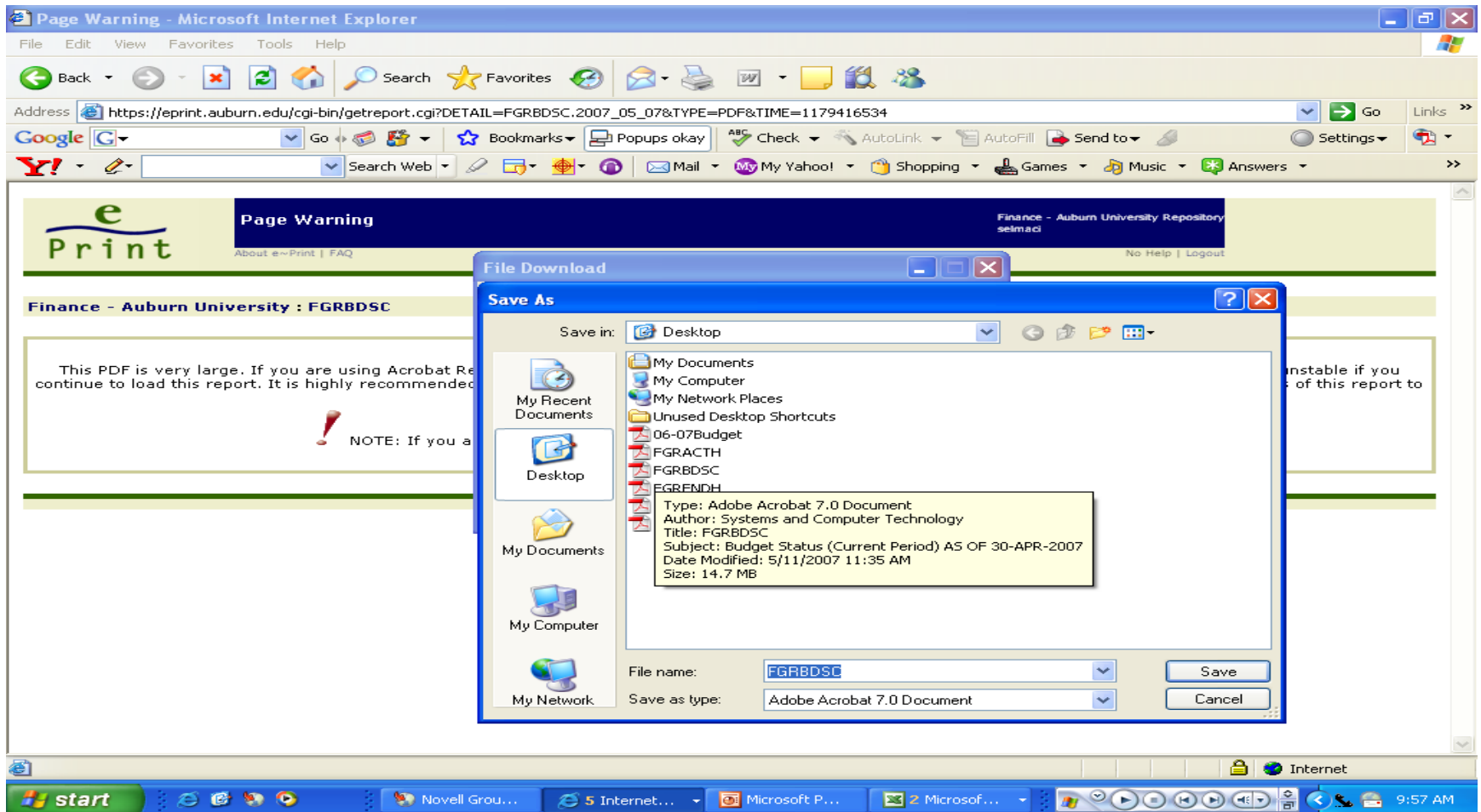
Pulling very large file - -warning suggest you “right click mouse and save to desktop or file location for retrieval”



# Right click on “click here to continue downloading this report” and use save target as.....



# Save to desktop or file folder



# Searching Made Easier

Adobe Acrobat Professional - [FGRBDSC.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign Forms

76% Find: Previous Next

Options x

Bookmarks

- FGRBDSC
  - Fund:101001
  - Fund:101002
  - Fund:101003
  - Fund:101004
  - Fund:101005
  - Fund:101006
  - Fund:101007
  - Fund:101008
  - Fund:101010
  - Fund:101011
  - Fund:101012
  - Fund:101030
  - Fund:101037
  - Fund:101040
  - Fund:101061
  - Fund:101062
  - Fund:102001
  - Fund:102002
  - Fund:102003
  - Fund:102004
  - Fund:103001
  - Fund:103002
  - Fund:103003
  - Fund:103004

Pages

Model Tree

Attachments

Comments

REPORT FGRBDSC Auburn University  
FISCAL YEAR: 07 Budget Status (Current Period)  
AS OF 30-APR-2007

RUN DATE: 05/07/2007  
TIME: 11:25 AM  
PAGE: 1

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
600	Salaries	1,071,720.00	.00	.00	.00	1,071,720.00	U
60000	Faculty Administrative Salaries	.00	45,000.01	291,219.10	.00	-291,219.10	U
60005	Executive/Admin/Mgr Salaries	.00	41,511.77	251,131.59	.00	-251,131.59	U
60120	Faculty Salary	.00	46,844.90	160,547.70	.00	-160,547.70	U
60200	Professional Non-Faculty Salary	.00	16,296.50	108,044.25	.00	-108,044.25	U
TOTAL	SALARIES	1,071,720.00	151,653.18	810,942.64	.00	260,777.36	
610	Wages	94,683.61	.00	.00	.00	94,683.61	U
61000	Other Staff Wages	.00	2,409.60	22,832.97	.00	-22,832.97	U
61100	Non Work-Study Student Wages	.00	1,050.93	8,301.11	.00	-8,301.11	U
61200	Additional Pay Wages	.00	.00	2,500.00	.00	-2,500.00	U
61205	Overtime Pay Wages	.00	.00	64.01	.00	-64.01	U
TOTAL	WAGES	94,683.61	3,460.53	33,698.09	.00	60,985.52	
620	Employee Benefits	285,447.34	.00	.00	.00	285,447.34	U
62050	Teacher's Retirement	.00	14,175.81	74,761.52	.00	-74,761.52	U
62150	Unemployment Compensation	.00	81.54	398.97	.00	-398.97	U
62200	Health Insurance Biweekly	.00	492.00	4,074.00	.00	-4,074.00	U
62205	Health Insurance 9-Month	.00	606.00	4,158.00	.00	-4,158.00	U
62210	Health Insurance 12-Month	.00	1,806.00	10,681.73	.00	-10,681.73	U
62250	Social Security	.00	5,472.71	28,014.41	.00	-28,014.41	U
62300	Medicare	.00	2,206.40	11,938.90	.00	-11,938.90	U
62350	Life Insurance Biweekly	.00	6.92	58.38	.00	-58.38	U
62355	Life Insurance 9-Month	.00	11.00	77.00	.00	-77.00	U
62360	Life Insurance 12-Month	.00	49.38	309.31	.00	-309.31	U
62400	Long-Term Disability	.00	258.63	1,629.74	.00	-1,629.74	U
62510	TIAA 12-Month	.00	.00	10.71	.00	-10.71	U
62600	Valic Biweekly	.00	115.40	825.11	.00	-825.11	U
62610	Valic 12-Month	.00	125.00	419.54	.00	-419.54	U
62650	JSP Biweekly	.00	125.00	82.97	.00	-82.97	U
62660	JSP 12-Month	.00	125.00	500.00	.00	-500.00	U
62750	On-the-Job Injury	.00	136.22	847.26	.00	-847.26	U
TOTAL	EMPLOYEE BENEFITS	285,447.34	25,668.01	138,787.55	.00	146,659.79	
700	Other Operating Expenses	63,497.00	.00	.00	.00	63,497.00	U
70025	Other Utilities	.00	117.50	813.50	.00	-813.50	U
70050	Cell Phones & Push to Talk	.00	2,584.49	17,053.64	.00	-17,053.64	U
70070	Postage	.00	547.72	44,615.50	.00	-44,615.50	U
70075	Satellite Uplink charges	.00	.00	5,487.00	.00	-5,487.00	U

1 of 13446

start Novell ... 4 Int... Micros... 2 Mic... FGRBD... 9:58 AM

# Report Dictionary

The report dictionary is now on-line in Banner e~Print.

Go into e~Print and locate report GZREPRT.  
View the HTML file.

All report names and descriptions are listed.

Key reports for most users on campus are  
displayed on the following slides.

# Fund Hierarchy (FRDFNDH)

Adobe Acrobat Professional - [FGRFNDH.pdf]

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REPORT FGRFNDH  
CHART: A

Auburn University  
Fund Hierarchy Report  
AS OF 16-May-2007

RUN DATE: 05/16/2007  
TIME: 08:01 PM  
PAGE: 1

TYP	FUND	DESCRIPTION	DATA ENTRY	STATUS	CNTL FUND	CMB	***** EFF	DATES TERM	***** NEXT CHANGE
10		Auburn Univ Unrestricted Funds					01-OCT-1990		31-DEC-2099
1A		AU Main Campus Unrestricted					01-OCT-1990		31-DEC-2099
	101	AU Main Campus Unrestricted	N	A			01-OCT-1990		31-DEC-2099
	1010	AU Main Campus Unrestricted	N	A			01-OCT-1990		31-DEC-2099
	10100	AU Main Campus Unrestricted	N	A			01-OCT-1990		31-DEC-2099
	101000	AU Main Campus Unrestricted	N	A			01-OCT-1990		31-DEC-2099
	101001	AU Unrestricted Base Budget	Y	A			01-OCT-1990		31-DEC-2099
	101002	AU Unrestricted Other	Y	A			01-OCT-1990		31-DEC-2099
	101003	AU Unrestricted IDCR Recovery	Y	A			01-OCT-1990		31-DEC-2099
	101004	AU Unrestricted Cost Share	Y	A			01-OCT-1990		31-DEC-2099
	101005	AU General Liability Trust	Y	A			01-OCT-1990		31-DEC-2099
	101006	AU Benefit Forfeitures	Y	A			01-OCT-1990		31-DEC-2099
	101007	Blue Cross/Blue Shield Trust	Y	A			01-OCT-1990		31-DEC-2099
	101008	Student Refund for BR Clearing	Y	A			01-OCT-1990		31-DEC-2099
	101010	Cash Pool Investments	Y	A			01-OCT-1990		31-DEC-2099
	101011	Admissions Deposits for BR Clearing	Y	A			01-JUN-2006		31-DEC-2099
	101012	Application Fees for BR Clearing	Y	A			01-JUN-2006		31-DEC-2099
	101020	Intermediate Investments	Y	A			01-OCT-1990		31-DEC-2099
	101030	Prepaid Insurance	Y	A			01-OCT-1990		31-DEC-2099
	101035	Payroll Clearing Account	Y	A			01-OCT-1990		31-DEC-2099
	101036	Salary Suspense	Y	A			01-OCT-1990		31-DEC-2099
	101037	Benefit Clearing	Y	A			01-OCT-1990		31-DEC-2099
	101040	On-The-Job Injury	Y	A			01-OCT-1990		31-DEC-2099
	101045	Physician's MBA Program	Y	A			01-OCT-1990		31-DEC-2099
	101046	MPA Program Holding	Y	A			01-OCT-1990		31-DEC-2099
	101047	Human Sciences Holding	Y	A			01-OCT-1990		31-DEC-2099
	101048	COB IPAG Holding	Y	A			01-OCT-1990		31-DEC-2099
	101049	COB Pforzheim University	Y	A			01-OCT-1990		31-DEC-2099
	101050	COB University of Ulsan Korea	Y	A			01-OCT-1990		31-DEC-2099
	101051	COB Nihon Holding Acct	Y	A			01-OCT-1990		31-DEC-2099
	101052	Josten's MBA Holding	Y	A			01-OCT-1990		31-DEC-2099
	101053	Reutlingen Holding	Y	A			01-OCT-1990		31-DEC-2099
	101054	COB in Holland Holding	Y	A			01-OCT-1990		31-DEC-2099
	101055	MBA-EMBA Program Business	Y	A			01-OCT-1990		31-DEC-2099
	101056	A/R Large Animal Clinic	Y	A			01-OCT-1990		31-DEC-2099
	101057	A/R Small Animal Clinic	Y	A			01-OCT-1990		31-DEC-2099
	101058	Pharmacy Deposit Holding	Y	A			01-OCT-1990		31-DEC-2099
	101059	Other Medical	Y	A			10-JUL-2006		31-DEC-2099
	101060	Flex Spending	Y	A			01-OCT-1990		31-DEC-2099
	101061	Demutualization Life	Y	A			01-OCT-1990		31-DEC-2099
	101062	Fixed Asset Conversion	Y	A			01-OCT-1990		31-DEC-2099

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1 of 195

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# Organization Hierarchy (FGRORGH)

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REPORT FGRORGH Auburn University Organization Hierarchy Report RUN DATE: 05/16/2007  
CHART: A AS OF 16-May-2007 TIME: 08:00 PM  
PAGE: 1

ORGANIZATION	DESCRIPTION	DATA ENTRY	STATUS	CNTL ORGN	CMB	BFF	***** DATES *****	TERM	NEXT CHAI
A	Auburn University	N	A				01-OCT-1990		31-DEC-20
1	AU Main Campus	N	A				01-OCT-1990		31-DEC-20
10	Office of the President	N	A				01-OCT-1990		31-DEC-20
100	Office of the President	N	A				01-OCT-1990		31-DEC-20
1000	President's Office	N	A				01-OCT-1990		31-DEC-20
10000	President's Office	N	A				01-OCT-1990		31-DEC-20
100000	President's Office	N	A				01-OCT-1990		31-DEC-20
100001	President's Salary Reserve	Y	A				01-OCT-1990		31-DEC-20
100002	Non-Instructional Salaries	Y	A				01-OCT-1990		31-DEC-20
100003	Admin & Professional Assembly	Y	A				01-OCT-1990		31-DEC-20
100004	University Senate	Y	A				01-OCT-1990		31-DEC-20
100005	Commencement Exercises	Y	A				01-OCT-1990		31-DEC-20
100006	Committee For Persons With Disb	Y	A				01-OCT-1990		31-DEC-20
100007	Office of Intercollegiate Athletics	Y	A				01-OCT-1990		31-DEC-20
100008	General Counsel	Y	A				01-OCT-1990		31-DEC-20
102000	Special Assistant	Y	A				07-FEB-2007		31-DEC-20
10010	Secretary to Board of Trustees	N	A				01-OCT-1990		31-DEC-20
100100	Secretary to Board of Trustees	Y	A				01-OCT-1990		31-DEC-20
100101	Trustees	Y	A				01-OCT-1990		31-DEC-20
10020	Governmental Affairs	N	A				01-OCT-1990		31-DEC-20
100200	Governmental Affairs	Y	A				01-OCT-1990		31-DEC-20
10100	Internal Auditing	N	A				01-OCT-1990		31-DEC-20
101000	Internal Auditing	N	A				01-OCT-1990		31-DEC-20
101001	Internal Auditing	Y	A				01-OCT-1990		31-DEC-20
10104	Off of Communications & Marketing	N	A				01-OCT-1990		31-DEC-20
101040	Off of Communications & Marketing	N	A				01-OCT-1990		31-DEC-20
101041	Photographic Services	Y	A				01-OCT-1990		31-DEC-20
101042	Office of Communications&Marketing	Y	A				30-APR-2007		31-DEC-20
101043	University Publications	Y	A				01-OCT-1990		31-DEC-20
101044	150th Anniversary Photo Book	Y	A				01-OCT-1990		31-DEC-20
101045	Off of Communications & Marketing	Y	A				01-OCT-1990		31-DEC-20
101046	COST SHR 539130	Y	A				01-OCT-1990		31-DEC-20
1003	Athletic Department	N	A				01-OCT-1990		31-DEC-20
10030	Football	N	A				01-OCT-1990		31-DEC-20
100300	Football	Y	A				18-JAN-2007		31-DEC-20
10031	Athletic Contra	N	A				01-OCT-1990		31-DEC-20
100310	Athletic Contra	Y	A				01-OCT-1990		31-DEC-20
10035	Ath Finance & Administration	N	A				01-OCT-1990		31-DEC-20
100350	Ath Finance & Administration	N	A				01-OCT-1990		31-DEC-20
100351	Ath Finance & Administration	Y	A				18-JAN-2007		31-DEC-20
100352	COST SHR 423551	Y	A				01-OCT-1990		31-DEC-20

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# Account Hierarchy (FGRACTH)

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REPORT FGRACTH  
CHART: A

Auburn University  
Account Hierarchy Report  
AS OF 16-May-2007

RUN DATE: 05/16/2007  
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PAGE: 1

TYP	ACCOUNT	DESCRIPTION	DATA ENTRY	STATUS	POOL ACCT	***** DATES *****	***** NEXT CHANG *****
						EFF TERM	
10		Assets				01-OCT-1990	31-DEC-2005
11		CASH & SHORT TERM DEPOSITS				01-OCT-1990	31-DEC-2005
	110	Cash & Short Term Deposits	N	A		01-OCT-1990	31-DEC-2005
	1100	Cash	N	A		01-OCT-1990	31-DEC-2005
	11000	Claim on Cash	N	A		13-FEB-2007	31-DEC-2005
	11001	Interfund due to due from	Y	A		01-OCT-1990	31-DEC-2005
	11100	Petty Cash	Y	A		01-OCT-1990	31-DEC-2005
	11101	Cash and Cash Equivalents	Y	A		01-OCT-1990	31-DEC-2005
	11103	AmSouth AU Payroll - Bank 3	Y	A		01-OCT-1990	31-DEC-2005
	11104	Regions Bank Endow & Trust - Bank 4	Y	A		01-OCT-1990	31-DEC-2005
	11105	AmSouth Bank Operating - Bank 5	Y	A		01-OCT-1990	31-DEC-2005
	11106	Compass Bank BC/BS Ins - Bank 6	Y	A		01-OCT-1990	31-DEC-2005
	11111	AmSouth AU Returned Cks - Bank 11	Y	A		01-OCT-1990	31-DEC-2005
	11115	Auburn Bk AU Charge Card - Bank 15	Y	A		01-OCT-1990	31-DEC-2005
	11117	AmSouth ACES Memo Bank - Bank 17	Y	A		01-OCT-1990	31-DEC-2005
	11121	AmSouth AUM Operating - Bank 21	Y	A		01-OCT-1990	31-DEC-2005
	11128	AmSouth AUM Returned Cks - Bank 28	Y	A		01-OCT-1990	31-DEC-2005
	11130	Default Bank - Bank 30	Y	A		01-OCT-1990	31-DEC-2005
	1120	Savings Account	N	A		01-OCT-1990	31-DEC-2005
	11200	Savings Account	Y	A		01-OCT-1990	31-DEC-2005
	1125	Certificate of Deposit	N	A		01-OCT-1990	31-DEC-2005
	11250	Certificate of Deposit	Y	A		01-OCT-1990	31-DEC-2005
	1130	Deposit with Trustees	N	A		01-OCT-1990	31-DEC-2005
	11300	Deposit With Trustees	Y	A		01-OCT-1990	31-DEC-2005
	1140	Fair Mkt Value Unrealized Gain/Loss	N	A		01-OCT-1990	31-DEC-2005
	11400	Fair Mkt Value Unrealized Gain/Loss	Y	A		01-OCT-1990	31-DEC-2005
	1150	Money Market	N	A		01-OCT-1990	31-DEC-2005
	11500	Money Market	Y	A		01-OCT-1990	31-DEC-2005
	1160	Banker Acceptances	N	A		01-OCT-1990	31-DEC-2005
	11600	Banker Acceptances	Y	A		01-OCT-1990	31-DEC-2005
	1170	Repurchase Agreement	N	A		01-OCT-1990	31-DEC-2005
	11700	Repurchase Agreement	Y	A		01-OCT-1990	31-DEC-2005
	1180	Commercial Paper	N	A		01-OCT-1990	31-DEC-2005
	11800	Commercial Paper	Y	A		01-OCT-1990	31-DEC-2005
	1190	Bursars Clearing Account	N	A		01-OCT-1990	31-DEC-2005
	11900	BR Auburn Bank Credit Card Clearing	Y	A		01-OCT-1990	31-DEC-2005
	11901	BR Cash Clearing	Y	A		01-OCT-1990	31-DEC-2005
	11902	BR Sponsor Clearing	Y	A		01-OCT-1990	31-DEC-2005
	11903	BR Financial Aid Clearing	Y	A		01-OCT-1990	31-DEC-2005
	11904	BR Petty Cash Clearing	Y	A		01-OCT-1990	31-DEC-2005
	11905	BR Miscellaneous	Y	A		01-OCT-1990	31-DEC-2005

11.00 x 8.50 in 1 of 28

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# FGRBDSC Report On Budget Status (run monthly)

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REPORT FGRBDSC Auburn University RUN DATE: 05/07/2007  
FISCAL YEAR: 07 Budget Status (Current Period) TIME: 11:25 AM  
AS OF 30-APR-2007 PAGE: 241

COAS: A Auburn University  
FUND: 101001 AU Unrestricted Base Budget  
PRED ORG: 11370 Management Accounting  
ORG: 113700 Management Accounting

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
600	Salaries	97,000.00	.00	.00	.00	97,000.00	U
60005	Executive/Admin/Mgr Salaries	.00	8,083.33	56,583.33	.00	-56,583.33	U
TOTAL	SALARIES	97,000.00	8,083.33	56,583.33	.00	40,416.67	
620	Employee Benefits	23,765.00	.00	.00	.00	23,765.00	U
62050	Teacher's Retirement	.00	756.60	5,296.20	.00	-5,296.20	U
62150	Unemployment Compensation	.00	4.04	28.28	.00	-28.28	U
62210	Health Insurance 12-Month	.00	454.00	3,115.00	.00	-3,115.00	U
62250	Social Security	.00	471.13	3,316.10	.00	-3,316.10	U
62300	Medicare	.00	110.18	775.54	.00	-775.54	U
62360	Life Insurance 12-Month	.00	8.23	57.61	.00	-57.61	U
62400	Long-Term Disability	.00	21.83	152.81	.00	-152.81	U
62660	JSP 12-Month	.00	125.00	837.50	.00	-837.50	U
62750	On-the-Job Injury	.00	8.49	59.43	.00	-59.43	U
TOTAL	EMPLOYEE BENEFITS	23,765.00	1,959.50	13,638.47	.00	10,126.53	
700	Other Operating Expenses	8,995.00	.00	.00	.00	8,995.00	U
70080	Telephone/Telegraph	.00	.00	323.09	.00	-323.09	U
70100	Equipment Rental	.00	116.61	699.66	.00	-699.66	U
70250	Individual Travel Airfare	.00	213.80	543.40	.00	-543.40	U
70270	Individual Out-of-State Travel	.00	.00	1,373.54	.00	-1,373.54	U
70280	Individual Registration Fee-Travel	.00	.00	985.00	.00	-985.00	U
70780	Office Printing	.00	.00	51.17	.00	-51.17	U
70935	Office Supplies	.00	79.95	593.05	.00	-593.05	U
71000	Non-Capital Computer Equipment	.00	.00	473.85	.00	-473.85	U
71170	Computer Software License Fees	.00	.00	17.10	.00	-17.10	U
TOTAL	OTHER OPERATING EXPENDITURES	8,995.00	410.36	5,059.86	.00	3,935.14	

1 of 1

Done

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# FGRODTA Detailed Transactions

## (run monthly)

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FGRODTA  
Org: 113700

07-MAY-2007 11:26:29  
FISCAL YEAR 07

Auburn University  
Organization Detail Activity  
From 01-APR-2007 To 30-APR-2007

PAGE 2211  
FGRODTA

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
AU Unrestricted Base Budget					101001				
BEGINNING BALANCE:		Salaries			600	97,000.00	.00	.00	
ENDING BALANCE:		Salaries			600	97,000.00	.00	.00	
BEGINNING BALANCE:		Executive/Admin/Mgr Salaries			60005	.00	49,500.00	.00	
04/30/2007 HGNL F0003090		HR Payroll 2007 MN 4 0			60005		9,083.33	.00	U
ENDING BALANCE:		Executive/Admin/Mgr Salaries			60005	.00	58,583.33	.00	
BEGINNING BALANCE:		Employee Benefits			620	23,765.00	.00	.00	
ENDING BALANCE:		Employee Benefits			620	23,765.00	.00	.00	
BEGINNING BALANCE:		Teacher's Retirement			62050	.00	4,539.60	.00	
04/30/2007 HGRB F0003092		HR Payroll 2007 MN 4 0			62050		755.60	.00	U
ENDING BALANCE:		Teacher's Retirement			62050	.00	5,295.20	.00	
BEGINNING BALANCE:		Unemployment Compensation			62150	.00	24.24	.00	
04/30/2007 HGRB F0003092		HR Payroll 2007 MN 4 0			62150		4.04	.00	U
ENDING BALANCE:		Unemployment Compensation			62150	.00	28.28	.00	
BEGINNING BALANCE:		Health Insurance 12-Month			62210	.00	2,661.00	.00	
04/30/2007 HGRB F0003092		HR Payroll 2007 MN 4 0			62210		454.00	.00	U
ENDING BALANCE:		Health Insurance 12-Month			62210	.00	3,115.00	.00	
BEGINNING BALANCE:		Social Security			62250	.00	2,944.97	.00	
04/30/2007 HGRB F0003092		HR Payroll 2007 MN 4 0			62250		471.13	.00	U
ENDING BALANCE:		Social Security			62250	.00	3,316.10	.00	
BEGINNING BALANCE:		Medicare			62300	.00	665.36	.00	
04/30/2007 HGRB F0003092		HR Payroll 2007 MN 4 0			62300		110.18	.00	U

1 of 3

Done

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# FGRODTA (run using data) creates excel format

Microsoft Excel

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A1

FGRBDSC

	A	B	C	D	E	F	G	H	I
1			ADJUSTED	CURRENT PERIOD	YEAR TO DATE	BUDGET	AVAILABLE	CMT	
2	ACCOUNT	ACCOUNT TITLE	BUDGET	ACTIVITY	ACTIVITY	RESERVATIONS	BALANCE	TYP	
3	600	Salaries	97,000.00	0	0	0	97,000.00	U	
4	60005	Executive/Admin/Mgr Salaries	0	8,083.33	56,583.33	0	-56,583.33	U	
5	TOTAL	SALARIES	97,000.00	8,083.33	56,583.33	0	40,416.67		
6	620	Employee Benefits	23,765.00	0	0	0	23,765.00	U	
7	62050	Teacher's Retirement	0	756.6	5,296.20	0	-5,296.20	U	
8	62150	Unemployment Compensation	0	4.04	28.28	0	-28.28	U	
9	62210	Health Insurance 12-Month	0	454	3,115.00	0	-3,115.00	U	
10	62250	Social Security	0	471.13	3,316.10	0	-3,316.10	U	
11	62300	Medicare	0	110.18	775.54	0	-775.54	U	
12	62360	Life Insurance 12-Month	0	8.23	57.61	0	-57.61	U	
13	62400	Long-Term Disability	0	21.83	152.81	0	-152.81	U	
14	62660	JSP 12-Month	0	125	837.5	0	-837.5	U	
15	62750	On-the-Job Injury	0	8.49	59.43	0	-59.43	U	
16	TOTAL	EMPLOYEE BENEFITS	23,765.00	1,959.50	13,638.47	0	10,126.53		
17	700	Other Operating Expenses	8,995.00	0	0	0	8,995.00	U	
18	70080	Telephone/Telegraph	0	0	323.09	0	-323.09	U	
19	70100	Equipment Rental	0	116.61	699.66	0	-699.66	U	
20	70250	Individual Travel Airfare	0	213.8	543.4	0	-543.4	U	
21	70270	Individual Out-of-State Travel	0	0	1,373.54	0	-1,373.54	U	
22	70280	Individual Registration Fee-Trav	el .00	0	985	0	-985	U	
23	70780	Office Printing	0	0	51.17	0	-51.17	U	
24	70935	Office Supplies	0	79.95	593.05	0	-593.05	U	

Draw AutoShapes

Ready

NUM

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Novell Grou...

Internet...

Microsoft P...

2 Microsof...

9:47 AM

e~Print Examples

# e~Print Exercises

- Go to e~Print Finance repository
- Find FGRBDSC
- Use Drill to find current month
- Use spy-glass to select organization 113700 and press go
- Select pdf format and view results (page setups good for printing)
- Press back button and then select text. May look same but page setups are not ready for printing
- Press back button and then select data. File will be in excel format.
- Experiment with same report using range of organizations (your orgs or use 113000 – 113700)
- Experiment with pdf, text, data, saving to desktop.

# **DOWNLOADING DATA INTO EXCEL**

# DOWNLOADING DATA into Excel

Downloading of data can be done from SSB

- Budget Queries

examples: Query by Account

Query by Hierarchy

# SSB Query by Account

Report A - Microsoft Internet Explorer

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**Query Results**

Account	Account Title	FY06/PD14 Adopted Budget	FY06/PD14 Budget Adjustment	FY06/PD14 Adjusted Budget	FY06/PD14 Year to Date	FY06/PD14 Commitments	FY06/PD14 Available Balance
600	Salaries	235,672.00	0.00	235,672.00	0.00	0.00	235,672.00
60000	Faculty Administrative Salaries	0.00	0.00	0.00	47,454.03	0.00	( 47,454.03)
60005	Executive/Admin/Mgr Salaries	0.00	0.00	0.00	115,328.60	0.00	( 115,328.60)
60120	Faculty Salary	0.00	0.00	0.00	22,863.81	0.00	( 22,863.81)
60200	Professional Non-Faculty Salary	0.00	0.00	0.00	96,455.55	0.00	( 96,455.55)
610	Wages	125,743.00	0.00	125,743.00	0.00	0.00	125,743.00
61000	Other Staff Wages	0.00	0.00	0.00	111,975.44	0.00	( 111,975.44)
61005	Secretarial/Clerical Staff Wages	0.00	0.00	0.00	6,312.00	0.00	( 6,312.00)
61100	Non Work-Study Student Wages	0.00	0.00	0.00	22,209.64	0.00	( 22,209.64)
61200	Work-Study Student Wages	0.00	0.00	0.00	112.00	0.00	( 112.00)
61305	Overtime Pay Wages	0.00	0.00	0.00	565.74	0.00	( 565.74)
620	Employee Benefits	84,932.00	0.00	84,932.00	0.00	0.00	84,932.00
62050	Teacher's Retirement	0.00	0.00	0.00	31,124.12	0.00	( 31,124.12)
62150	Unemployment Compensation	0.00	0.00	0.00	190.59	0.00	( 190.59)
62200	Health Insurance Biweekly	0.00	0.00	0.00	3,414.00	0.00	( 3,414.00)
Screen total		( 446,347.00)	0.00	( 446,347.00)	( 458,005.52)	0.00	
Running total		( 446,347.00)	0.00	( 446,347.00)	( 458,005.52)	0.00	
Report Total (of all records)		( 546,794.00)	( 0.33)	( 546,794.33)	( 710,845.92)	0.00	

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

start Novell ... Basic B... 2 Wi... Micros... 2 Int... 7:51 AM

EditViewInsertFormatToolsDataGo ToFavoritesHelp

Back

Search

Favorites

https://banssb.prod.auburn.edu/pls/PROD/bwfksdld.csv

Go

Go

Bookmarks

0 blocked

Check

AutoLink

AutoFill

Send to

Settings

Search Web

Upgrade Now!

Mail

My Yahoo!

Basketball

Games

Music

A1

Organization Budget Status Report

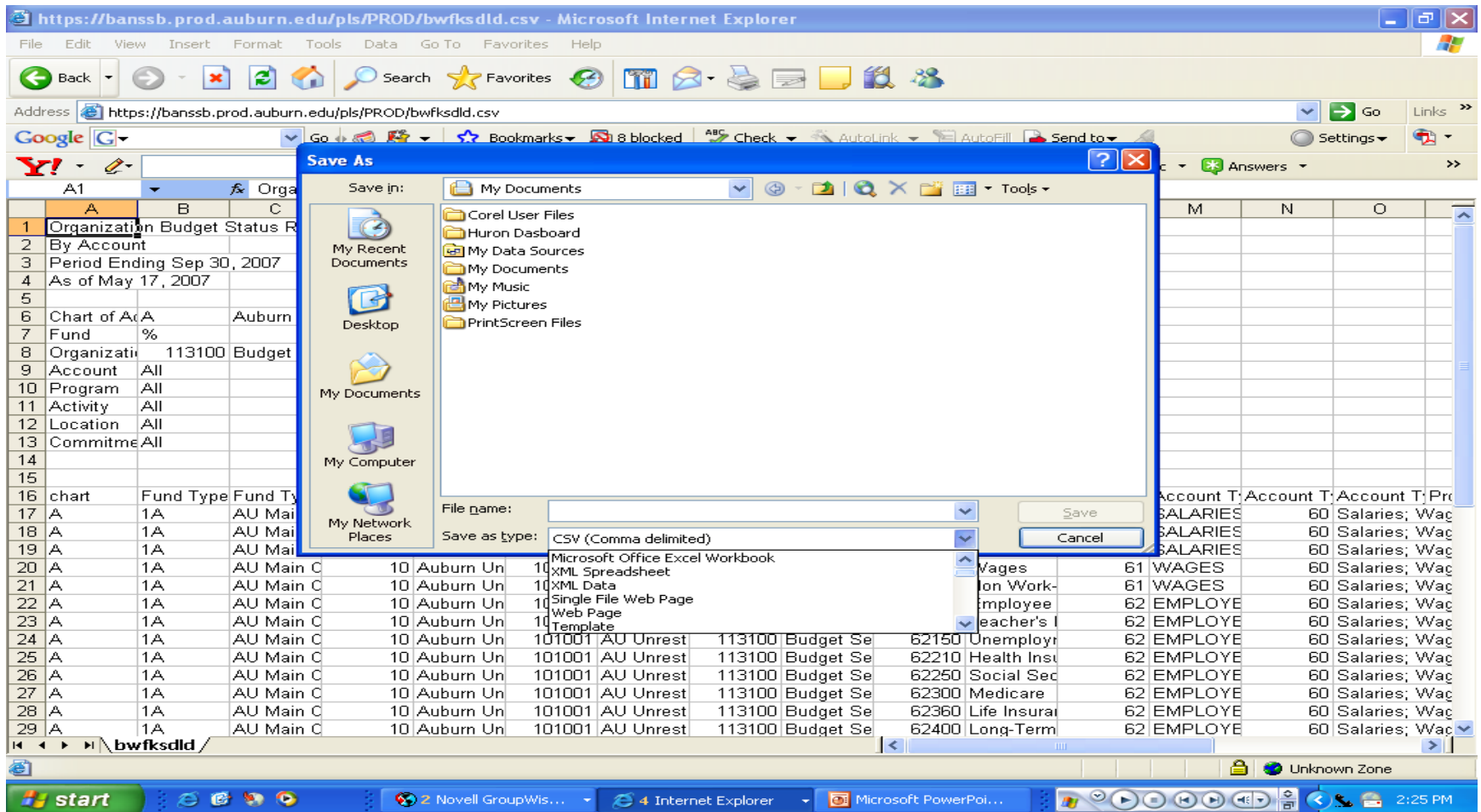
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Program	All													
Activity	All													
Location	All													
Commitment	All													
Chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organization	Organization	Account	Account Title	Account Title	Account Title	Account Title	Account Title
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	600	Salaries	6A	SALARIES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	60000	Faculty Ac	6A	SALARIES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	60005	Executive/	6A	SALARIES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	60120	Faculty Sa	6A	SALARIES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	60200	Profession	6A	SALARIES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	610	Wages	61	WAGES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	61000	Other Staff	61	WAGES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	61005	Secretarial	61	WAGES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	61100	Non Work-	61	WAGES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	61200	Work-Stud	61	WAGES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	61305	Overtime F	61	WAGES	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	620	Employee	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62050	Teacher's I	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62150	Unemploy	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62200	Health Insu	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62210	Health Insu	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62250	Social Sec	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62300	Medicare	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62350	Life Insura	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62360	Life Insura	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62400	Long-Term	62	EMPLOYE	60	Salaries; W
A	1A	AU Main C	10	Auburn Un	101001	AU Unrest	134440	Jule Collins	62500	TIAA Biwe	62	EMPLOYE	60	Salaries; W

bwfksdld

Unknown Zone



Must save as an excel file changing “save as type” in drop down to Excel. Close csv file and reopen file using Excel icon.



# DOWNLOADING DATA into Excel

Downloading of data can be done from Admin

- Admin Queries

examples: FGIBDST

FGITRND

FAIVNDH

Virtually any info you can query on – you can download from Admin

# FGITRND – Detail by Fund-Org

Oracle Developer Forms Runtime - Web: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

BANNER ADMIN

Detail Transaction Activity FGITRND 7.2 (PROD)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

A 07 101001 134440 3010

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
600	134440	3010	09-FEB-2007	AU04	J0032985	Trasfer from Maint	ABD	19,800.00	+
600	134440	3010	25-SEP-2006	BD01	BD000014	FRS NEW YEAR BUI	OBD	208,538.06	+
60005	134440	3010	24-APR-2007	HGNL	F0003090	HR Payroll 2007 MM	YTD	8,958.33	+
60005	134440	3010	28-MAR-2007	HGNL	F0002888	HR Payroll 2007 MM	YTD	5,959.33	+
60005	134440	3010	23-FEB-2007	HGNL	F0002656	HR Payroll 2007 MM	YTD	5,959.33	+
60005	134440	3010	26-JAN-2007	HGNL	F0002437	HR Payroll 2007 MM	YTD	24,220.45	+
60005	134440	3010	18-DEC-2006	HGNL	F0002212	HR Payroll 2006 MM	YTD	5,959.33	+
60005	134440	3010	21-NOV-2006	HGNL	F0002086	HR Payroll 2006 MM	YTD	5,959.33	+
60005	134440	3010	26-OCT-2006	HGNL	F0001935	HR Payroll 2006 MM	YTD	7,725.00	+
60200	134440	3010	24-APR-2007	HGNL	F0003090	HR Payroll 2007 MM	YTD	9,736.41	+
60200	134440	3010	28-MAR-2007	HGNL	F0002888	HR Payroll 2007 MM	YTD	11,223.72	+
60200	134440	3010	23-FEB-2007	HGNL	F0002656	HR Payroll 2007 MM	YTD	11,223.58	+
60200	134440	3010	26-JAN-2007	HGNL	F0002437	HR Payroll 2007 MM	YTD	11,085.92	+
60200	134440	3010	18-DEC-2006	HGNL	F0002212	HR Payroll 2006 MM	YTD	9,640.26	+
60200	134440	3010	21-NOV-2006	HGNL	F0002086	HR Payroll 2006 MM	YTD	9,640.25	+
60200	134440	3010	26-OCT-2006	HGNL	F0001935	HR Payroll 2006 MM	YTD	9,640.25	+
610	134440	3010	09-NOV-2006	AU04	J0026987	Reallocation to Cov	ABD	3,930.10	+
<b>Total:</b>							369,199.65	+	

Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record: 1/? <OSC>

start Novell GroupWise - ... Internet Explorer Microsoft PowerPoi... 11:29 AM

To download to excel from Admin, you will use the Help function, followed by Extract Data No Key (may need to hold Ctrl key down if pop-ups are issue)

The screenshot shows the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open > FGITRND". The main window displays the "Banner Admin" interface. The "Help" menu is open, showing options like "Online Help", "Dynamic Help Query", "Dynamic Help Edit", "Help (Item Properties)", "Show Keys", "List", "Display Error", "Display ID Image", "Calendar", "Calculator", "Extract Data with Key", "Extract Data No Key" (highlighted), "Technical Support", and "About Banner".

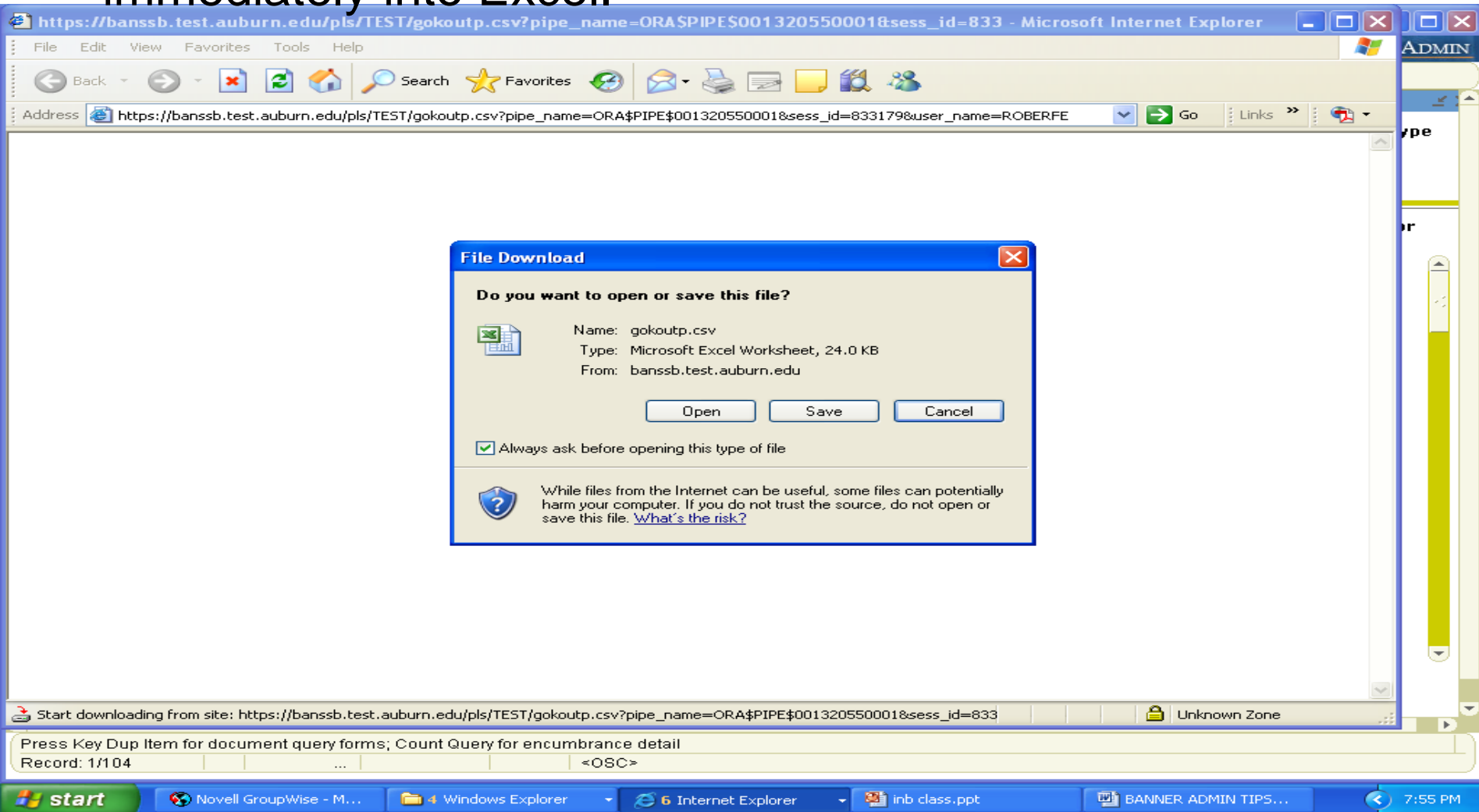
The main window displays a table with columns: Account, Organization, Program, Activity, Amount, and Increase (+) or Decrease (-). The table shows transaction data for various accounts and organizations.

Account	Organization	Program	Activity	Amount	Increase (+) or Decrease (-)
600	134440	3010	09-FEB-2006	19,800.00	+
600	134440	3010	25-SEP-2006	208,538.06	+
60005	134440	3010	24-APR-2007	8,958.33	+
60005	134440	3010	28-MAR-2007	5,959.33	+
60005	134440	3010	23-FEB-2007	5,959.33	+
60005	134440	3010	26-JAN-2007	24,220.45	+
60005	134440	3010	18-DEC-2006	5,959.33	+
60005	134440	3010	21-NOV-2006	5,959.33	+
60005	134440	3010	26-OCT-2006	7,725.00	+
60200	134440	3010	24-APR-2007	9,736.41	+
60200	134440	3010	28-MAR-2007	11,223.72	+
60200	134440	3010	23-FEB-2007	11,223.58	+
60200	134440	3010	26-JAN-2007	11,085.92	+
60200	134440	3010	18-DEC-2006	9,640.26	+
60200	134440	3010	21-NOV-2006	9,640.25	+
60200	134440	3010	26-OCT-2006	9,640.25	+
610	134440	3010	09-NOV-2006	3,930.10	+

The "Total:" row shows a value of 369,199.65.

The status bar at the bottom indicates "Extract Data without Key information to a .csv file" and "Record: 1/?".

You will be prompted to open or save file. Your choice.  
You can open and then save as Excel type or save file immediately into Excel.



Excel file created. Manipulate file as needed.

Microsoft Excel - trnd

Type a question for help

File Edit View Insert Format Tools Data Window Help

100%

Reply with Changes... End Review...

Arial 10 B I U

A1	Account	Organizati	Program	Activity Da	Type	Document	Descriptor	Commit Ty	Fund	Activity	Location	Field	Amount	Increase (+) or Decrease
1	Account													
2	600	134440	3010	9-Feb-07	AU04	J0032985	Trasfer fror	U	101001			ABD	19800	+
3	600	134440	3010	25-Sep-06	BD01	BD000014	FRS NEW	U	101001			OBD	208538.1	+
4	60005	134440	3010	24-Apr-07	HGNL	F0003090	HR Payroll	U	101001			YTD	8958.33	+
5	60005	134440	3010	28-Mar-07	HGNL	F0002888	HR Payroll	U	101001			YTD	5959.33	+
6	60005	134440	3010	23-Feb-07	HGNL	F0002656	HR Payroll	U	101001			YTD	5959.33	+
7	60005	134440	3010	26-Jan-07	HGNL	F0002437	HR Payroll	U	101001			YTD	24220.45	+
8	60005	134440	3010	18-Dec-06	HGNL	F0002212	HR Payroll	U	101001			YTD	5959.33	+
9	60005	134440	3010	21-Nov-06	HGNL	F0002086	HR Payroll	U	101001			YTD	5959.33	+
10	60005	134440	3010	26-Oct-06	HGNL	F0001935	HR Payroll	U	101001			YTD	7725	+
11	60200	134440	3010	24-Apr-07	HGNL	F0003090	HR Payroll	U	101001			YTD	9736.41	+
12	60200	134440	3010	28-Mar-07	HGNL	F0002888	HR Payroll	U	101001			YTD	11223.72	+
13	60200	134440	3010	23-Feb-07	HGNL	F0002656	HR Payroll	U	101001			YTD	11223.58	+
14	60200	134440	3010	26-Jan-07	HGNL	F0002437	HR Payroll	U	101001			YTD	11085.92	+
15	60200	134440	3010	18-Dec-06	HGNL	F0002212	HR Payroll	U	101001			YTD	9640.26	+
16	60200	134440	3010	21-Nov-06	HGNL	F0002086	HR Payroll	U	101001			YTD	9640.25	+
17	60200	134440	3010	26-Oct-06	HGNL	F0001935	HR Payroll	U	101001			YTD	9640.25	+
18	610	134440	3010	9-Nov-06	AU04	J0026987	Reallocatio	U	101001			ABD	3930.1	+
19	610	134440	3010	25-Sep-06	BD01	BD000014	FRS NEW	U	101001			OBD	174154	+
20	61000	134440	3010	#####	HGNL	F0003298	HR Payroll	U	101001			YTD	5548.99	+
21	61000	134440	3010	1-May-07	HGNL	F0003186	HR Payroll	U	101001			YTD	4240.01	+
22	61000	134440	3010	24-Apr-07	HGNL	F0003090	HR Payroll	U	101001			YTD	3151.2	+
23	61000	134440	3010	18-Apr-07	HGNL	F0003015	HR Payroll	U	101001			YTD	4240	+
24	61000	134440	3010	4-Apr-07	HGNL	F0002954	HR Payroll	U	101001			YTD	4141	+
25	61000	134440	3010	28-Mar-07	HGNL	F0002888	HR Payroll	U	101001			YTD	3151.2	+
26	61000	134440	3010	21-Mar-07	HGNL	F0002830	HR Payroll	U	101001			YTD	4240.01	+
27	61000	134440	3010	7-Mar-07	HGNL	F0002749	HR Payroll	U	101001			YTD	4240	+
28	61000	134440	3010	23-Feb-07	HGNL	F0002656	HR Payroll	U	101001			YTD	3151.2	+
29	61000	134440	3010	21-Feb-07	HGNL	F0002614	HR Payroll	U	101001			YTD	4240	+
30	61000	134440	3010	7-Feb-07	HGNL	F0002488	HR Payroll	U	101001			YTD	4240	+

trnd

Draw AutoShapes

Ready

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2 Novell G... 3 Internet... Microsoft P... Microsoft E...

3:22 PM

**EXERCISE TIME**

# DOWNLOAD EXERCISE

## **Exercise 1 - -SSB Budget Query**

Select Budget Query by Account

Year 2006, Period 14, Chart A, Fund %, Org-use one of your organizations or 113100.

Execute query. Scroll through data and then go to bottom of sheet and select “Download selected ledger columns”.

(may need to hold down Ctrl key depending on pop-up setting)

Download will be into a CSV file format. File-Save As. Enter a file name and then change “Save as Type” to Microsoft Excel Workbook.

Close CSV file and open new excel file. Manipulate data as needed.



# DOWNLOAD EXERCISE

## **Exercise 2- - Admin Query Using FGITRND**

COA A, Year 07, Fund 101001, Org 134440. Leave the rest blank. Next Block, Execute Query (or f8)

When information is retrieved, begin download process.

Use Help Key, Extract Data NO Key (may need to hold Ctrl key down if pop ups are an issue)

Open file and save as using 'excel' save as type to DESKTOP for ease in retrieving.

Close browser and open excel file sitting on desktop.

Manipulate excel data as needed

# Wildcard Queries-Continued

## Exercises

Brief review of refining queries

Use SSB query with % in fund and later with % in org

Use FGITRND with org only listed. Prior to execute query enter labor acct code 6%

## PRACTICE SESSION

# Questions

- Contact Cindy Selman
- 120 OD Smith Hall
- 844-7340
- [selmaci@auburn.edu](mailto:selmaci@auburn.edu)