

Navigating “The Banner 9 World”

**INB DETAIL REPORTS – FGITBAL &  
FGRODTA**

# DETAIL REPORTS

- ✓ Staff must have SSB and “Org Owner” access and a completed request for FGRODTA and other detail reports. (*The Banner Security Request must be completed on ULTIMUS to request access*)
- ✓ The FGITBAL Report can be used to see an org’s balance sheet (GL Trial Balance - Fund Balance). Status of Cash D=Cash+(positive) C=Cash-(negative).
- ✓ The FGRODTA Report provides an Organization Detail Activity Report (export to a word document, copy paste). Used for grant invoicing backup.

# Budget Periods & Account Codes

## Learning Key



Before you begin a query in SSB, you'll want to be sure you select the correct fiscal year and accounting period (month or months of activity) and have an understanding of the types of account codes used for each category of expenditure (personnel, operating, equipment, travel, etc).

The next two slides provide details regarding the accounting periods by month as well as a list of the account codes.

# Budget Periods & Account Codes

## Learning Key



Payroll - NHIDIST Payn	Month	SSB Banner Period	Month
7	July	1	July
8	August	2	August
9	Sep	3	September
10	Oct	4	October
11	Nov	5	November
12	Dec	6	December
1	Jan	7	January
2	Feb	8	February
3	March	9	March
4	April	10	April
5	May	11	May
6	June	12	June

Payroll Account Codes				Operating Expense Account Codes			
<b>Adjunct</b>	Salary	660		Operating	720		
	Benefits	661		Travel	740		
<b>Admin</b>	Salary	610		Equipment	760		
	Benefits	620		Scholarships	750		
<b>Faculty</b>	Salary	630		Leases	770		
	Benefits	640		Transfers	810		
<b>Classified</b>	Salary	680					
	Benefits	681					
<b>Hourly</b>	Salary	690					
	Benefits	691					

# Most Used Account Codes

REVENUE CODES
520010 Federal Grants and Contracts Non-Poll
520030 Fed Grants and Contracts Direct Cap
521010 State Govt Grants and Con Non DOHE
521015 State Govt Grant and Contract DOHE
521030 State Grants and Contracts Capital
522010 Local Grants and Contracts
522020 Local Grants and Contracts Capital
523010 State Non Colo Grants and Contracts
523020 State Non Colo Grants and Cont. Cap
524010 Private Grants and Contracts
524020 Private Grant and Contract Capital
535110 Misc Revenues (gf)
Operating Codes
720040 Food Non Official Functions
720060 Bookstore Charges
720200 Instructional Supplies
720205 Supplies Noninstructional
720300 Non Capital IT Equipment
720370 Non Capital Communications Eqpt
720380 Non Capital Other Equipment
720700 Conference and Registration Fees
720780 Freight and Shipping
720800 Indirect Admin Exp Contra Exp (Aux)
720810 Indirect Cost Recovery (Grants)
720830 Memberships and Dues
720880 Non Capital Furniture
720900 Non Capital Software
720960 Professional Development
720982 Software Maintenance
720984 Software License
721140 In House Printing Copy Services
721150 Contract Printing Copy Services
721160 Books and Subscriptions (Non Library)
721180 Honorariums and Stipends
721200 Personal Svcs Temp Svcs Non 1099
721280 Advertising
721420 Official Functions

## Learning Key

### Travel Codes

In State Travel Employee
In State Mileage Employee
In State Travel Non Employee
In State Mileage Non Employee
Out Of State Travel Employee
Out Of State Mileage Employee
Out Of State Travel Non Employee
Out Of State Mileage Non Employee
Library Books General
Library Media
Library Periodicals

### Equipment

Equipment Direct Purchase
Motor Vehicle Direct Purchase
Software Direct Purchase
Other Cap Equipment Direct Purch

### Transfers

Intrafund Transfers Int Non Exempt
Indirect Cost Recovery (Grants)
Intrafund Transfers Internal Exempt
Intrafund Trans Internal Non Exempt

# Accessing detail reports

Just visit PCC's Portal at: <http://www.pueblocc.edu/>

Log on with your S# and Password

The screenshot displays the PCC Portal dashboard. At the top, the browser address bar shows the URL [myportal.cccs.edu/web/pueblo-community-college](http://myportal.cccs.edu/web/pueblo-community-college), which is circled in black. The dashboard features a left-hand navigation menu with the following items: Dashboard, Student, Student Finance, Faculty or Instructor, Employee, Forms (circled in black), Resources, Training, & Tools, PantherNet, and Military Benefits. The main content area is titled "Dashboard" and includes a "Student Tools" section with icons for: Navigate - Appointments & To Dos, Course Planning & Add/Drop/Withdraw, My Schedule, MyCourses (D2L), Final Grades, Financial Aid Requirements, Financial Aid Award, Pay/View My Bill, Bank Mobile, COF, Update Personal Information, Transcripts, and Degree Check. Below this is a "Faculty Tools" section with icons for: Faculty Detail Schedule, Summary Class List, Post Midterm Grades, Post Final Grades/No Shows, Post Final Grades for Rural College Consortium, MyCourses (D2L), and Colorado Online Resources. On the right side, there is a "Student Email Notification" section with a sign-in form. The form includes a "Forgot my password" link, a "Sign in" button (circled in red), and a text box for entering the full email address as a username.

# Accessing detail reports

Select the Employee Tab

Then select the Resources, Training & Tools Tab

The screenshot displays the PCC Portal dashboard. On the left, a vertical navigation menu contains several tabs: Dashboard, Faculty or Instructor, Employee, Forms, Resources, Training, & Tools, and PantherNet. The 'Resources, Training, & Tools' tab is circled in red. A red arrow points from this tab to the 'Faculty Tools' section of the dashboard. The 'Faculty Tools' section includes icons for Faculty Detail Schedule, Summary Class List, Post Midterm Grades, Post Final Grades/No Shows, D2L, and Student Records. Below this are icons for View Advisee List, Look Up Classes/Class Search, and Common Course Number System. The 'Employee Tools' section includes icons for Time and Leave, Personal Information, Banner Self Service, Work Tools, Office 365, and Holiday Schedule. At the bottom of the Employee Tools section are icons for Fac/Staff Email, Inside CCCS, and IT Project Requests. On the right side of the dashboard, there is a Search bar, an Announcements section with a dropdown menu set to 'All' and a message 'You currently have no announcements.', and a Master Calendar section with a large red button that says 'Click Here to access Master Calendar' and a link to the 'Academic Calendar'.

# First Step – the login

To access INB Banner, you'll need a Username and Password to enter to gain access  
Enter your **Username** and **Password** to enter to gain access. Select **Banner 9 Admin**

The screenshot shows the PCC Portal website with the following content:

- Header:** Pueblo Community College logo, navigation menu, and search/sign out options.
- Section: Resources, Training, & Tools**
  - Banner (INB):** Includes links for Internet Native Banner (INB), Banner Test Environments, and **Banner 9 Admin Pages** (circled in red). Text: "Links only work on campus or if user is on VPN." Also lists CCCS IT Help Desk Numbers: Main Line: 303-620-4357, Toll-Free: 1-800-583-4081.
  - Professional Development:** "Professional Development Highlights for the month of May/June:" with dates and contact info: ProfessionalDevelopment@pueblocc.edu.
  - Advising Tools:** "Campus" logo and links for Who is my Advisor?, Online Academic Advising, Advising Appointment Queue, and CareerCONNECTIONS. Includes "Degree Check" logo.
  - FLAC Workload:** Links for Faculty Load and Compensation, and Assignment Entry II.
  - 2018 Professional Development Course Listing:** A table with columns for Category, Course, and Credits.
  - CCCS Work Tools (Global):** Links for Cognos Reports, FootPrints, CCCS Student Services Wiki, CCCS BDM Imaging Wiki, CCCS-IT Project Request Form, CCCS-IT VP IT, Banner Production - Blue Page, Banner Test - Green Page, and CCCS IT Help Desk Numbers: Main Line: 303-620-4357.
  - PCC Services:** List of services including Check Room Availability on Campus, Internal Catering Menus, Child Care Referral, Referral Services, Disability Resources, and Web Printing from Mobile Devices (PaperCut).
  - PCC Guides & Manuals:** Section at the bottom.

Category	Course	Credits
Leadership	PCC Leadership Program	
	PCC Leadership Academy	30
Budget & Finance	PCC Performance Management Part 1	
	Performance Management Training Service-Centered Training (SCT)	
Academic Content	Legal Fundamentals (SCT)	
	Legal Compliance Management Training Certificate Resolution Program Module 1 - Core of Resolution (SCT)	
Strategy	Change Theory - Six Sigma Sessions	
	New Employee Orientation Communication Plan HR Training	
Technology	Workshop Training (SCT) II	
	Institute Accreditation Training Video Conferencing Technology Training User guides to be determined	

# NEXT STEP – THE LOGIN

To access the report, enter **FGITBAL**, hit the enter key.

The screenshot shows a web browser window with the URL `banner.cccs.edu/applicationNavigator/seamless`. The page displays a "Welcome" message and a navigation menu with "Search" and "Direct Navigation" options. A search bar is active, containing the text "fgitbal". A dropdown menu is visible below the search bar, showing the search result "General Ledger Trial Balance (FGITBAL)". A star icon is present next to the result. A callout bubble from the text above points to the search bar.

# FGITBAL

Chart is W. Enter FUND number in the Fund. Select the Fiscal Year. Hit Go Key

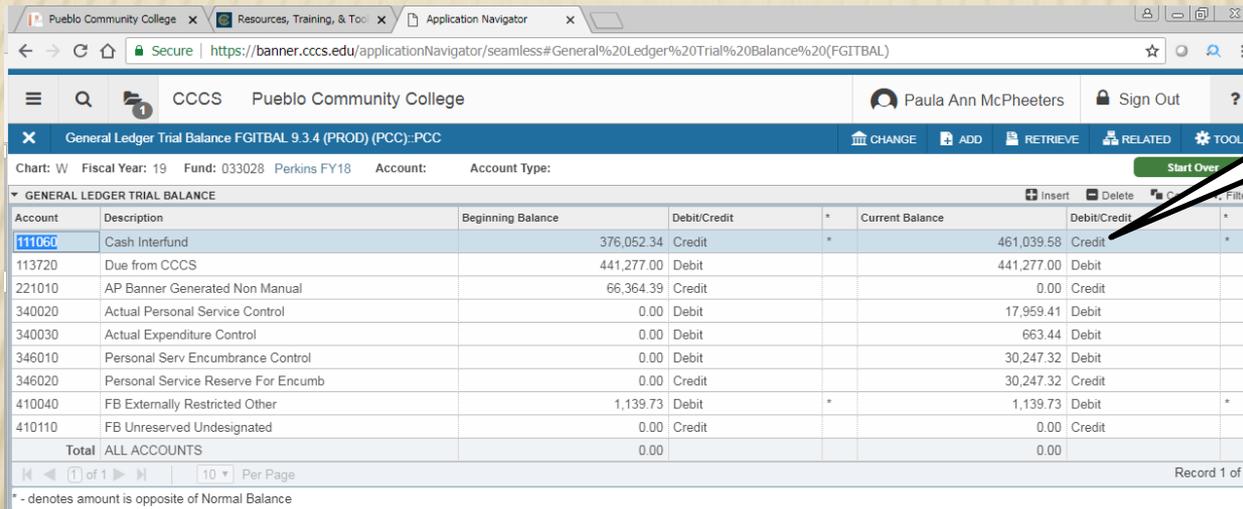
The screenshot displays a web browser window with the URL [https://banner.cccs.edu/applicationNavigator/seamless#General%20Ledger%20Trial%20Balance%20\(FGITBAL\)](https://banner.cccs.edu/applicationNavigator/seamless#General%20Ledger%20Trial%20Balance%20(FGITBAL)). The page header identifies the user as Paula Ann McPheeters and includes a 'Sign Out' option. The main content area is titled 'General Ledger Trial Balance FGITBAL 9.3.4 (PROD) (PCC):PCC' and features a search form with the following fields:

- Chart: \* W
- Fund: 033028
- Fiscal Year: \* 19
- Account: (empty)
- Account Type: (empty)

A green 'Go' button is positioned to the right of the Fiscal Year field. Below the search form, a grey instruction bar reads: 'Get Started: Fill out the fields above and press Go.' The footer of the application shows 'EDIT', 'Record: 1/1', the key code 'KEY\_BLOCK.KEYBLOC\_FUND\_CODE [1]', and the 'ellucian' logo.

# FGITBAL

This report will show the status of Cash for the org. A Debit balance is good, a Credit balance implies a shortage of cash. Most grants operate on an Accrual reimbursement basis, so a shortage of cash is common.



General Ledger Trial Balance FGITBAL 9.3.4 (PROD) (PCC)-PCC

Chart: W Fiscal Year: 19 Fund: 033028 Perkins FY18 Account: Account Type:

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
111060	Cash Interfund	376,052.34	Credit	*	461,039.58	Credit	*
113720	Due from CCCS	441,277.00	Debit		441,277.00	Debit	
221010	AP Banner Generated Non Manual	66,364.39	Credit		0.00	Credit	
340020	Actual Personal Service Control	0.00	Debit		17,959.41	Debit	
340030	Actual Expenditure Control	0.00	Debit		663.44	Debit	
346010	Personal Serv Encumbrance Control	0.00	Debit		30,247.32	Debit	
346020	Personal Service Reserve For Encumb	0.00	Credit		30,247.32	Credit	
410040	FB Externally Restricted Other	1,139.73	Debit	*	1,139.73	Debit	*
410110	FB Unreserved Undesignated	0.00	Credit		0.00	Credit	
Total	ALL ACCOUNTS	0.00			0.00		

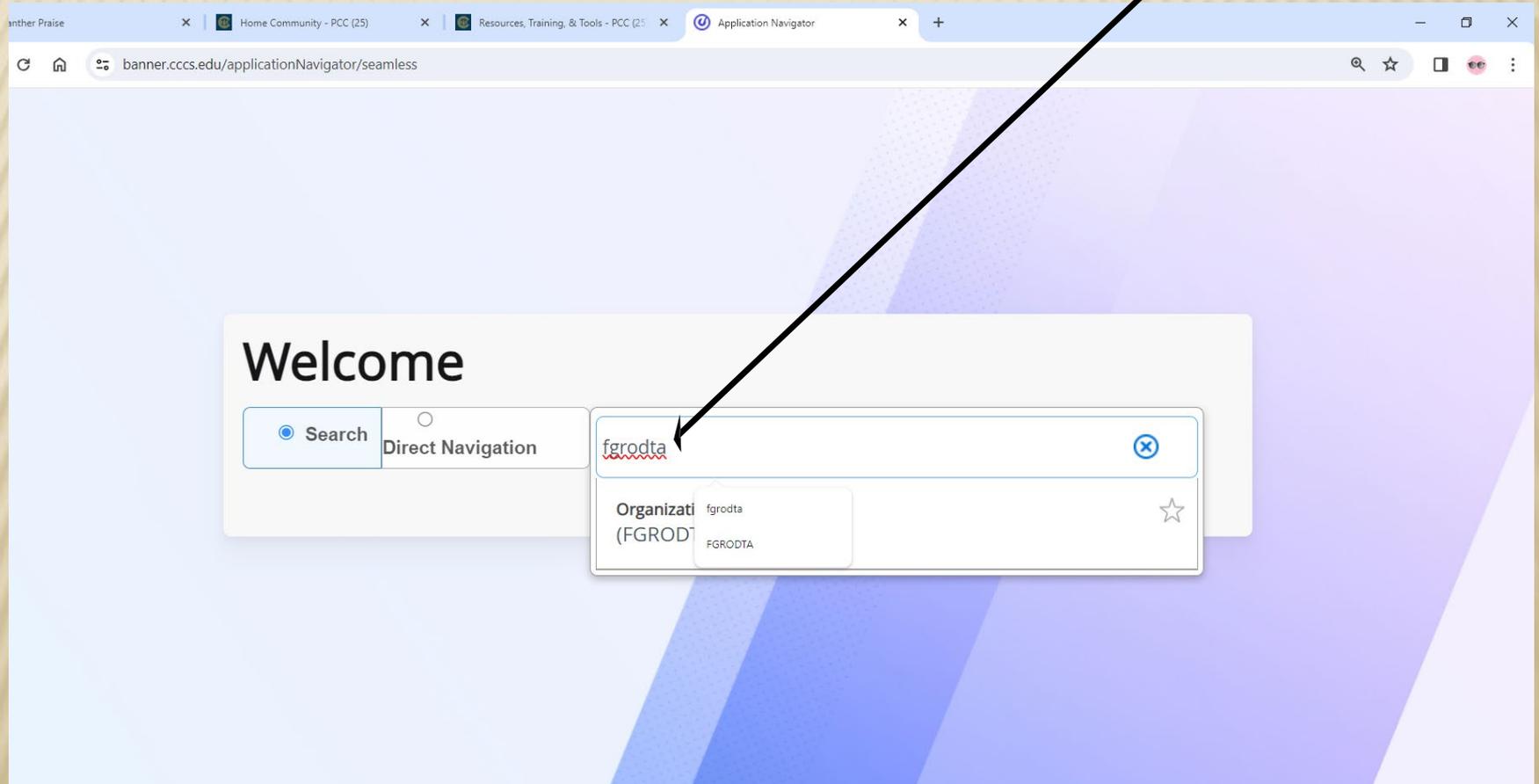
Record 1 of 9

\* - denotes amount is opposite of Normal Balance

Current  
Cash  
Balance

# FGRODTA - ORGANIZATION DETAIL ACTIVITY

This report will give you a word document report format. Enter the **FGRODTA** acronym and hit enter.



# FGRODTA

Select the Printer box, be sure it indicates "Database"

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD) (PCC)

Process: FGRODTA Organization Detail Activity Parameter Set:

**Printer Control**

Printer: DATABASE Special Print: Lines: 55 Submit Time:

**Parameter Values**

Number	Parameters	Values
03	From Organization Code	132426
04	To Organization Code	132426
05	From Fund Code	
06	To Fund Code	
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-OCT-2012
10	To date (DD-MON-YYYY)	31-OCT-2012

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
Enter beginning range of Organizations to be reported.

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Parameter Number; press SEARCH for valid parameters.  
Record: 3/? <OSC>

Enter ORG # (from , to)  
Continue to scroll down to enter the date's (from, to)

# FGRODTA

Select Save Parameter Set as (far left bottom corner), then select the disk, save icon.

**Click here**

Oracle Developer Forms Runtime

File Edit Options Check Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD) (PCC)

Process: FGRODTA Organization Detail Activity Parameter Set:

**Printer Control**

Printer: DATABASE Special Print: Lines: 55 Submit Time:

**Parameter Values**

Number	Parameters	Values
06	To Fund Code	
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-OCT-2012
10	To date (DD-MON-YYYY)	31-OCT-2012
11	Include Accrual for Last Prd	N
12	Print Organization Totals	Y
13	Commitment Type	B

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
Enter ending range of Funds to be reported.

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Save Entered Para Record: 1/1

**Click here**

<OSC>

# FGRODTA

Select OK

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GUQINTF

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD) (PCC)

Process: FGRODTA Organization Detail Activity Parameter Set:

**Printer Control**

Printer: DATABASE Special Print: Lines: 55 Submit Time:

**Parameter Values**

Number	Parameters
06	To Fund Code
07	From Account Code
08	To Account Code
09	From date (DD-MON-YYYY)
10	To date (DD-MON-YYYY)
11	Include Accrual for Last Prd
12	Print Organization Totals
13	Commitment Type

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
Enter ending range of Funds to be reported.

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Saving current parameter values as user level defaults.

Record: 0/1 <OSC>

Forms Saving current parameter values as user level defaults. OK

Click here

# FGRODTA

Select Options, Review Output

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls

Click here

Process: **FGRODTA** Organization Detail Activity

Parameter Set:

**Printer Control**

Printer: Special Print: Lines: Submit Time:

**Parameter Values**

Number	Parameters	Values
<input type="checkbox"/>		

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Log file: fgrodta\_7781724.log List file: fgrodta\_7781724.lis

Record: 1/1 | ... | <OSC>

# FGRODTA

Select Arrow to populate File Name, then select the Output File Name

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJIREVO

File Edit Options Block Item Record Query Tools Help

Process: FGRODTA Organization Detail Activity Beginning Date Saved: Lines:

Number: 7781724 File Name: Lines:

Available Files

Find: fgrodta\_7781724.l%

Output File Name	Record Count	Date Saved	Time Saved
fgrodta_7781724.lis	70	07-FEB-2013	02:13:45 PM
fgrodta_7781724.log	8	07-FEB-2013	02:13:45 PM

\*ERROR\* Process Name  
Record: 1/1

Click here

Select the Output File Name

Click OK

Choices in list: 2  
Record: 1/1

# FGRODTA

View the Report, now select Options

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJIREVO

File Edit Options Block Item Record Query Tools Help

Saved Output Review GJIREVO 8.4.2 (PROD) (PCC)

Process: FGRODTA Organization Detail Activity Beginning Date Saved: ...

Number: 7781724 File Name: fgrodta\_7781724.lis

07-FEB-2013 02:13:44 PM Pueblo Community College PAGE 1  
FISCAL YEAR 13 Organization Detail Activity FGRODTA  
From 01-OCT-2012 To 31-OCT-2012

COAS: W Colorado Community College System

ORG: 132426 Trade Adj TAA CHEO Admin

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Trade Adj TAA CHEO Admin 17	032831				
				BEGINNING BALANCE:	Pro Tech Full Time Regular	610020	0.00	0.00	0.00
				ENDING BALANCE:	Pro Tech Full Time Regular	610020	0.00	0.00	0.00
				BEGINNING BALANCE:	Disability Ins Pro Tech FT Reg	620030	0.00	0.00	0.00
				ENDING BALANCE:	Disability Ins Pro Tech FT Reg	620030	0.00	0.00	0.00

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.

Record: 8/?

... <OSC>

Select Options  
Then  
Show Document  
(Save Print File)



# FGRODTA

With the report in the Browser, Select Edit to “Select All” data, select Edit again to copy all the data.

The screenshot shows a web browser window with the URL `https://erpdnssb.cccs.edu/PROD/gokoutp.P_ShowReq?pipe_name=ORA$PIPE$0D4F49A30001&sess_id=384991`. The browser's address bar and menu bar are visible. The main content area displays a report header and a table of activity data. A callout box labeled "Select Edit" points to a small square checkbox in the top-left corner of the report area.

07-FEB-2013 02:13:44 PM  
FISCAL YEAR 13

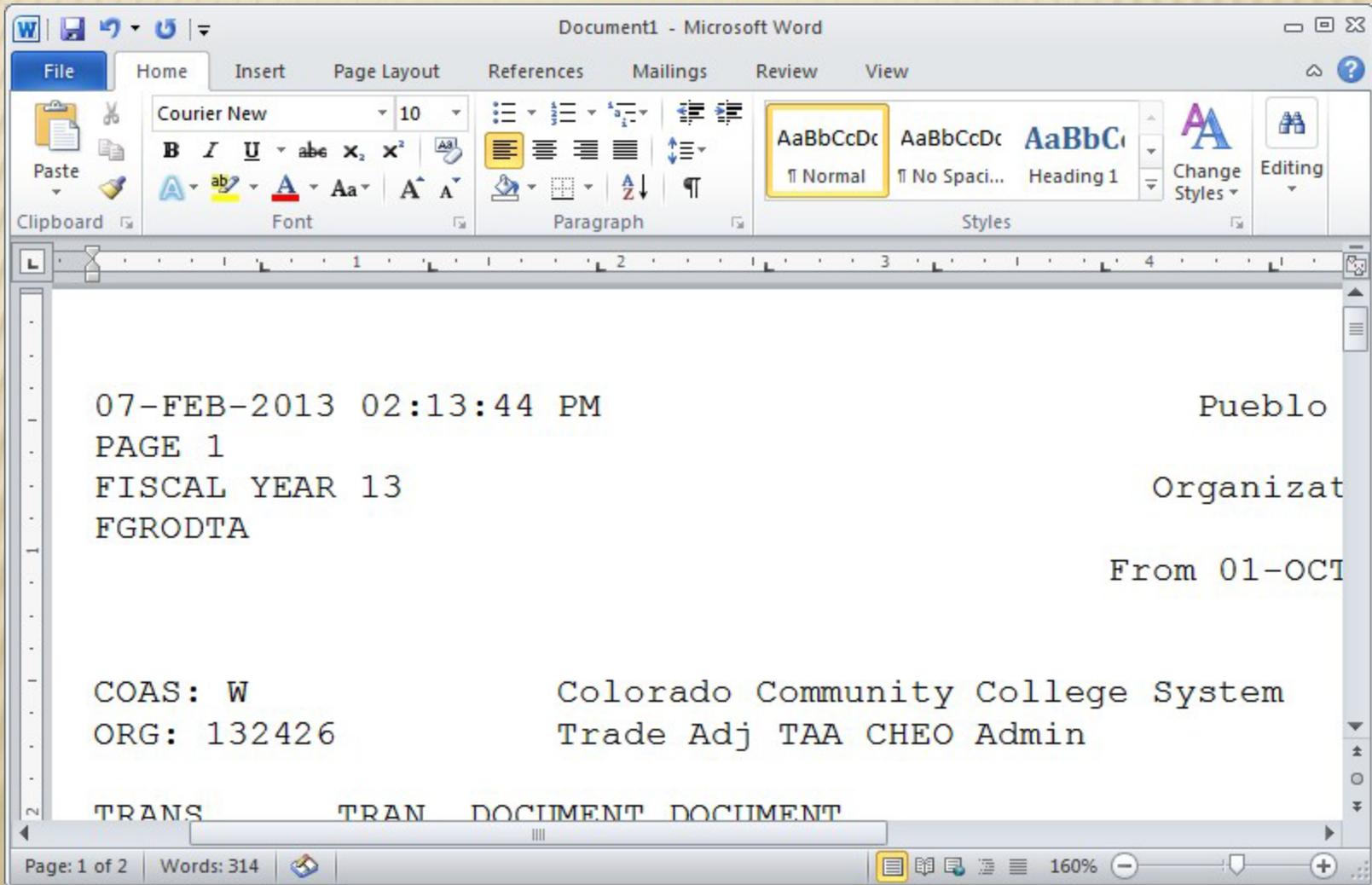
Pueblo Community College  
Organization Detail Activity  
From 01-OCT-2012 To 31-OCT-2012

COAS: W Colorado Community College System  
ORG: 132426 Trade Adj TAA CHEO Admin

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY
				Trade Adj TAA CHEO Admin 17	032831	
BEGINNING BALANCE:		Pro Tech Full Time Regular			610020	0.00
ENDING BALANCE:		Pro Tech Full Time Regular			610020	0.00
BEGINNING BALANCE:		Disability Ins Pro Tech FT Reg			620030	0.00
ENDING BALANCE:		Disability Ins Pro Tech FT Reg			620030	0.00

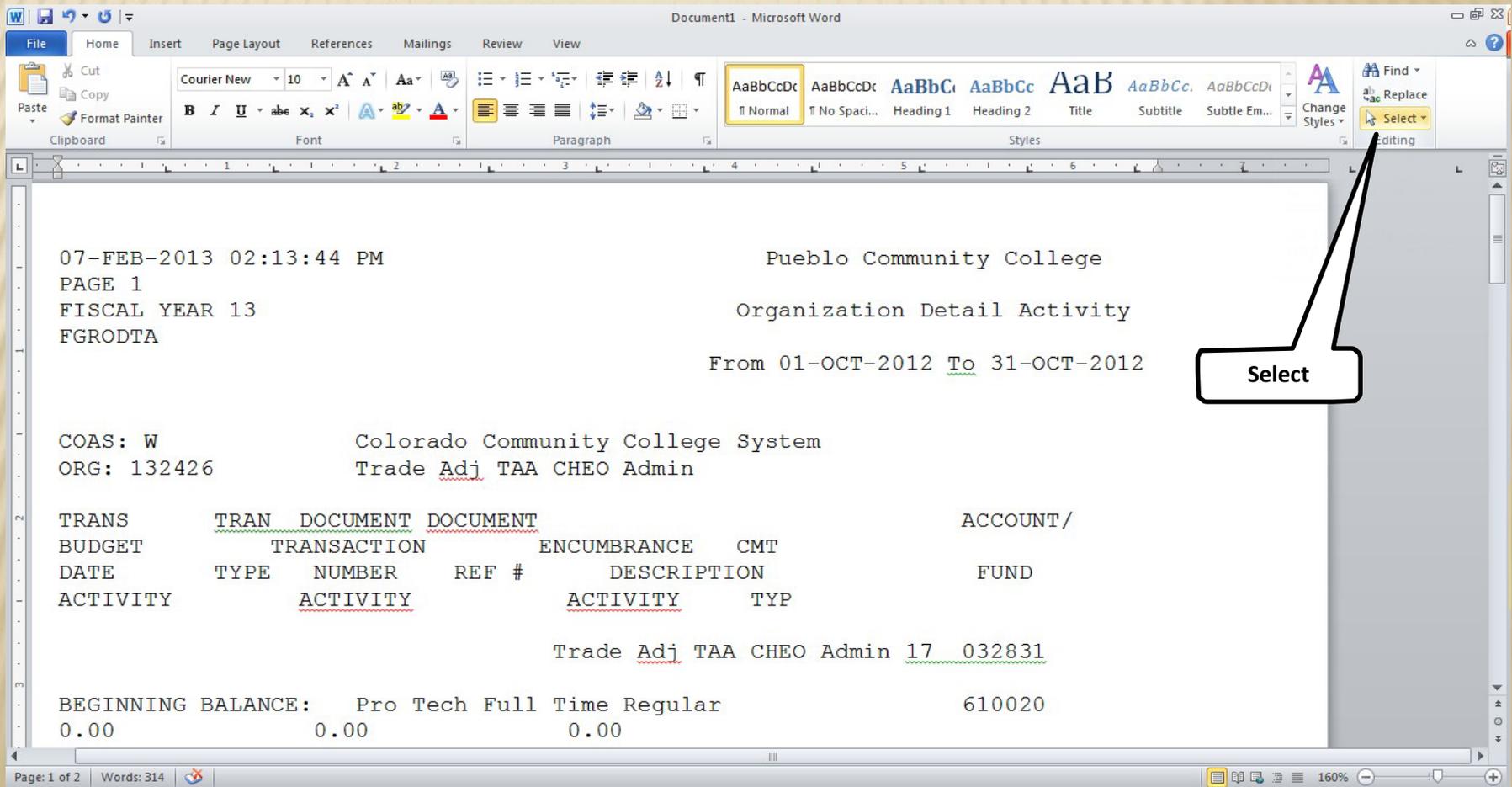
# FGRODTA

Open Microsoft Word to copy the data in a word document.



# FGRODTA

Select all data to reduce font size to 8pt Times New Roman. Then set the layout to landscape. This document will now be ready to print. The document can be saved as Word document and as an official record of financial activity.



Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Courier New 10 A Aa

Clipboard Font Paragraph Styles Editing

07-FEB-2013 02:13:44 PM PAGE 1 FISCAL YEAR 13 FGRODTA

Pueblo Community College  
Organization Detail Activity  
From 01-OCT-2012 To 31-OCT-2012

COAS: W COLORADO COMMUNITY COLLEGE SYSTEM  
ORG: 132426 Trade Adj TAA CHEO Admin

TRANS BUDGET DATE ACTIVITY	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	ENCUMBRANCE DESCRIPTION	CMT	ACCOUNT/FUND
				Trade Adj TAA CHEO Admin		17 032831
BEGINNING BALANCE:	Pro Tech	Full	Time Regular			610020
0.00		0.00		0.00		

Page: 1 of 2 Words: 314 160%

# INB Banner Detail Reports

This presentation has covered the basics of two reports available in INB Banner which provide more budget detail.

This presentation isn't designed to be a comprehensive review but rather an introduction to the basic report capability available.

If you have any questions regarding these two reports feel free to contact:

- Paula McPheeters, Director, Grant Compliance
- 719-549-3484
- [paula.mcpheeters@pueblocc.edu](mailto:paula.mcpheeters@pueblocc.edu)

# THANKS!

- ✘ Thanks for taking time to review this training!
- ✘ If you have additional questions feel free to call or send an e-mail!

