Navigating “The Banner 9 World”

INB Detail Reports-NHIDIST & FGITRND

DETAIL REPORTS

- For staff who have Org access to INB Banner in reallocating their P-card charges, the option to view other reports may also be available.
- The **NHIDIST Report** provides a detailed listing of all staff (by S# and name) who are assigned to an Org.
- The **FGITRND Report** provides a detailed listing of expenditures for an Org. You can select a fiscal period or an entire year of data, dump into an excel spreadsheet and filter.

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			SSB Banner	
Payn	Month		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	
Adjunct	Salary	660	Operating	720
	Benefits	661	Travel	740
			Equipment	760
Admin	Salary	610	Scholarships	750
	Benefits	620	Leases	770
			Transfers	810
Faculty	Salary	630		
	Benefits	640		
Classified	Salary	680		
	Benefits	681		
Hourly	Salary	690		
	Benefits	691		

Most Used Account Codes

	REVENUE CODES
520010	Federal Grants and Contracts NonPell
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
720360	Non Capital IT Equipment
720370	Non Capital Communications Eqpt
720380	Non Capital Other Equipment
720750	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
721160	Contract Printing Copy Services
721180	Books and Subscriptions (Non Library)
721190	Honorariums and Stipends
721200	Personal Svcs Temp Svcs Non 1099
721280	Advertising
721420	Official Functions

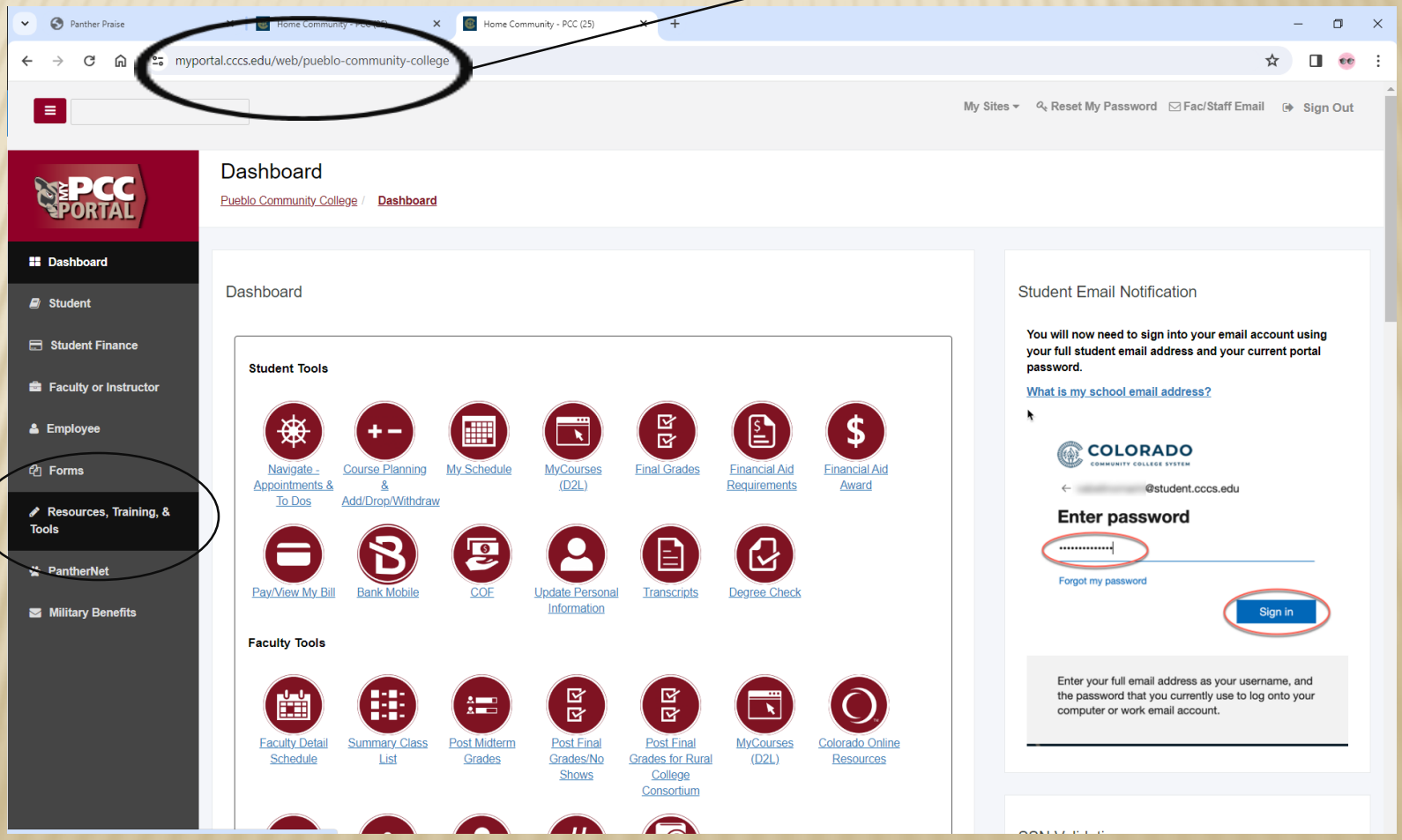
Learning Key

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
Intrafnd Trsfrs Internal Non Exempt

ACCESSING DETAIL REPORTS

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

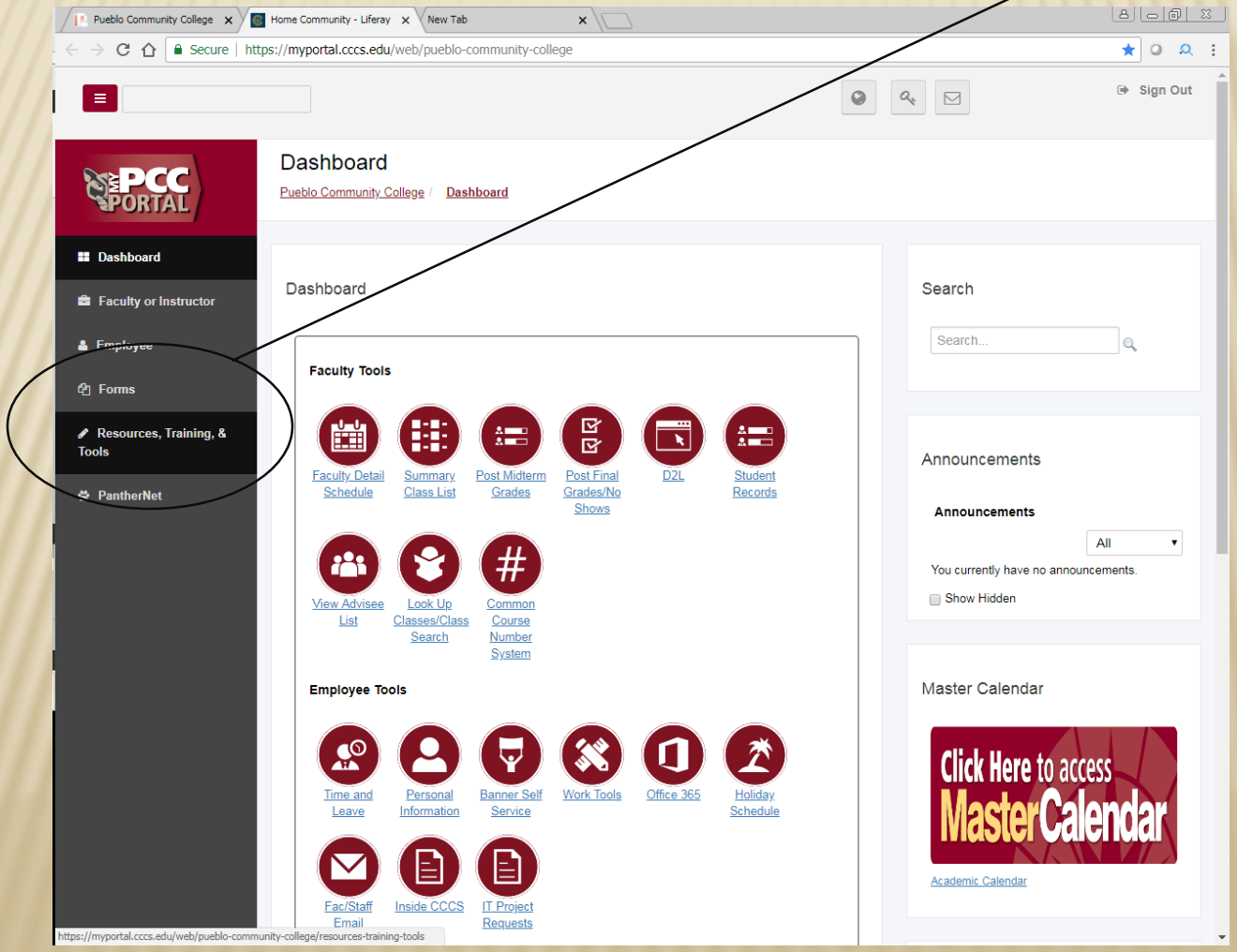
Log on with your S# and Password



ACCESSING DETAIL REPORTS

Select the Employee Tab

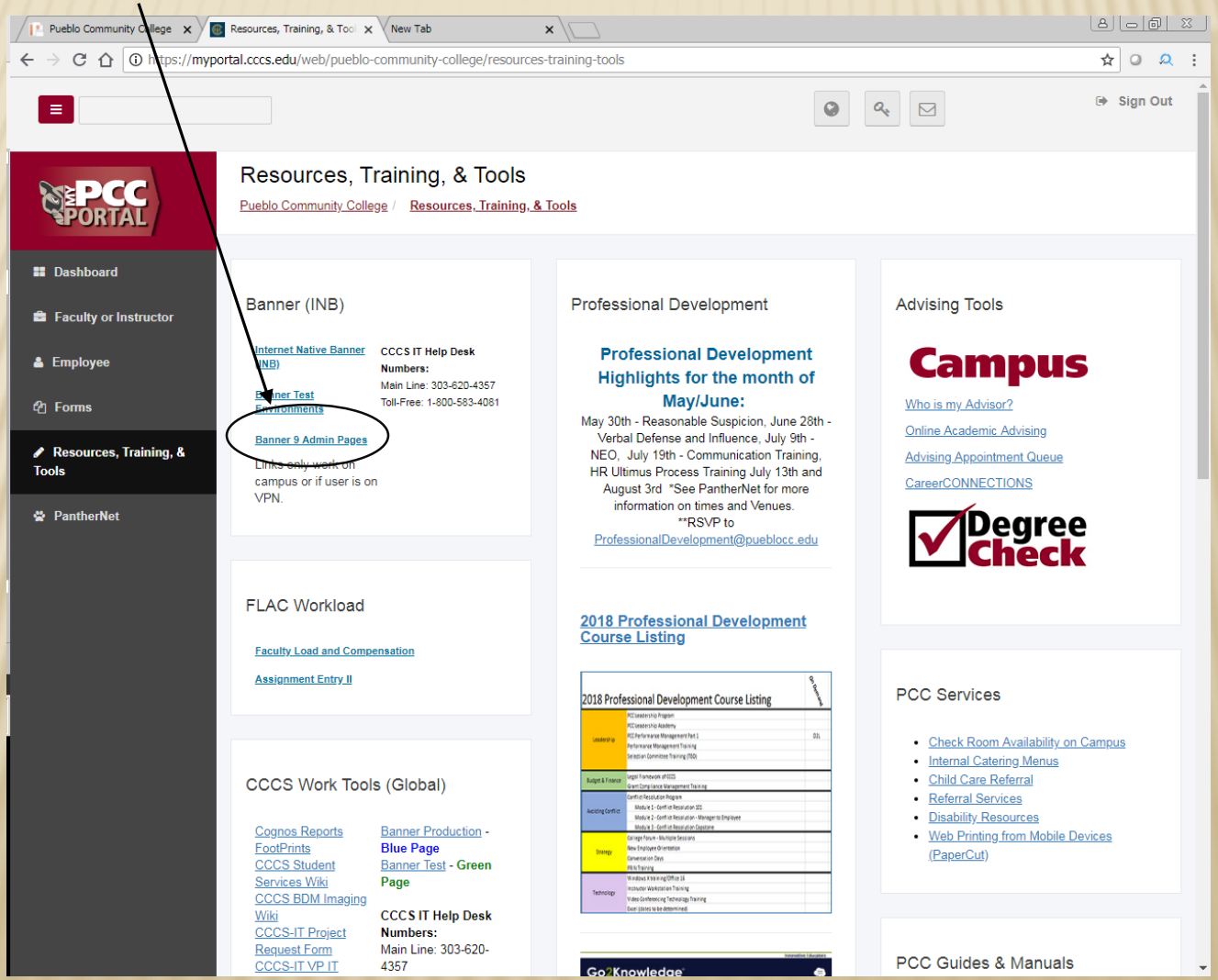
Then select the Resources, Training & Tools Tab



FIRST STEP – THE LOGIN

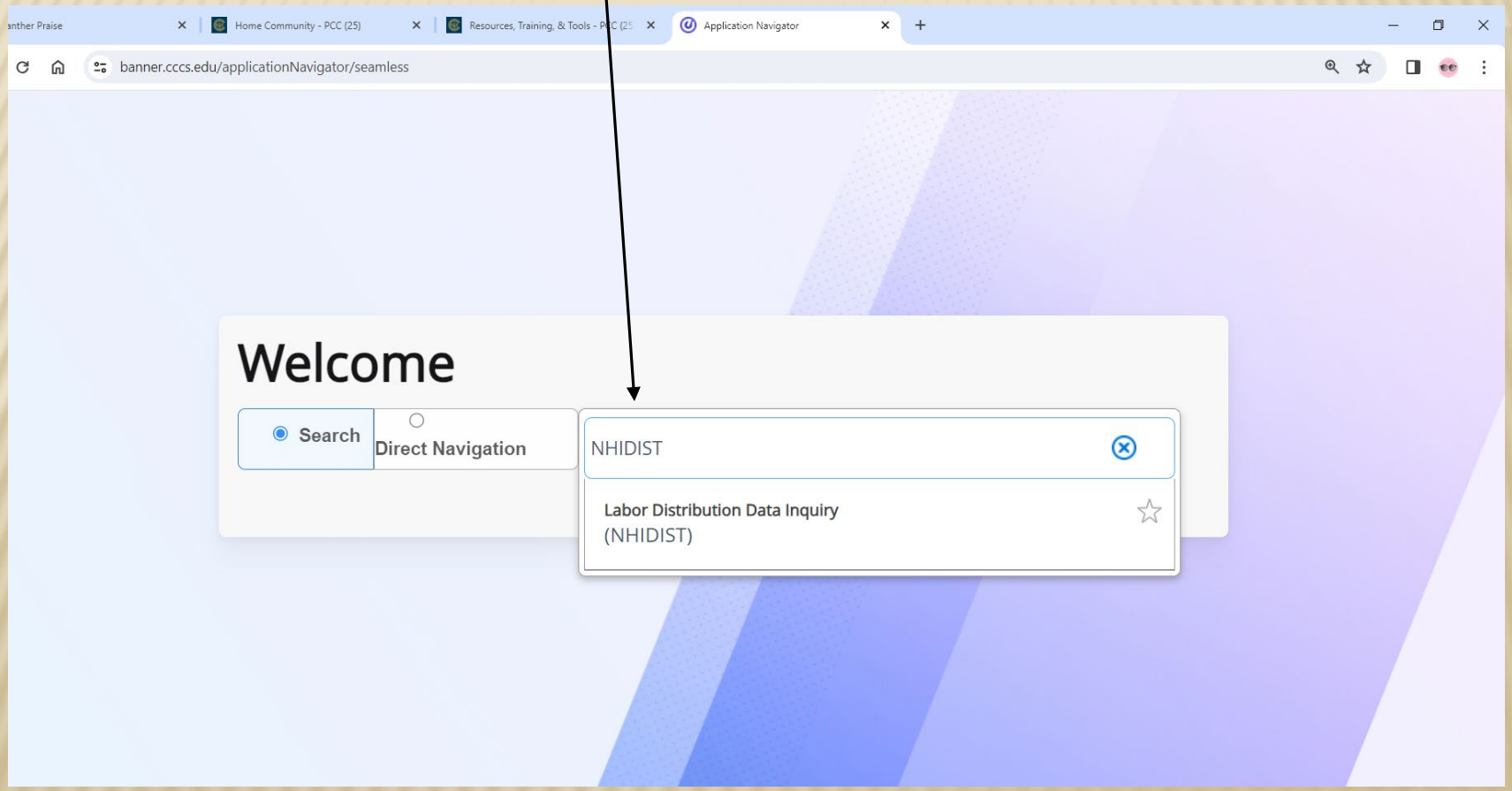
To access INB Banner, you'll need a Username and Password to enter to gain access

Enter your **Username** and **Password** to enter to gain access. Select **Banner 9 Admin**



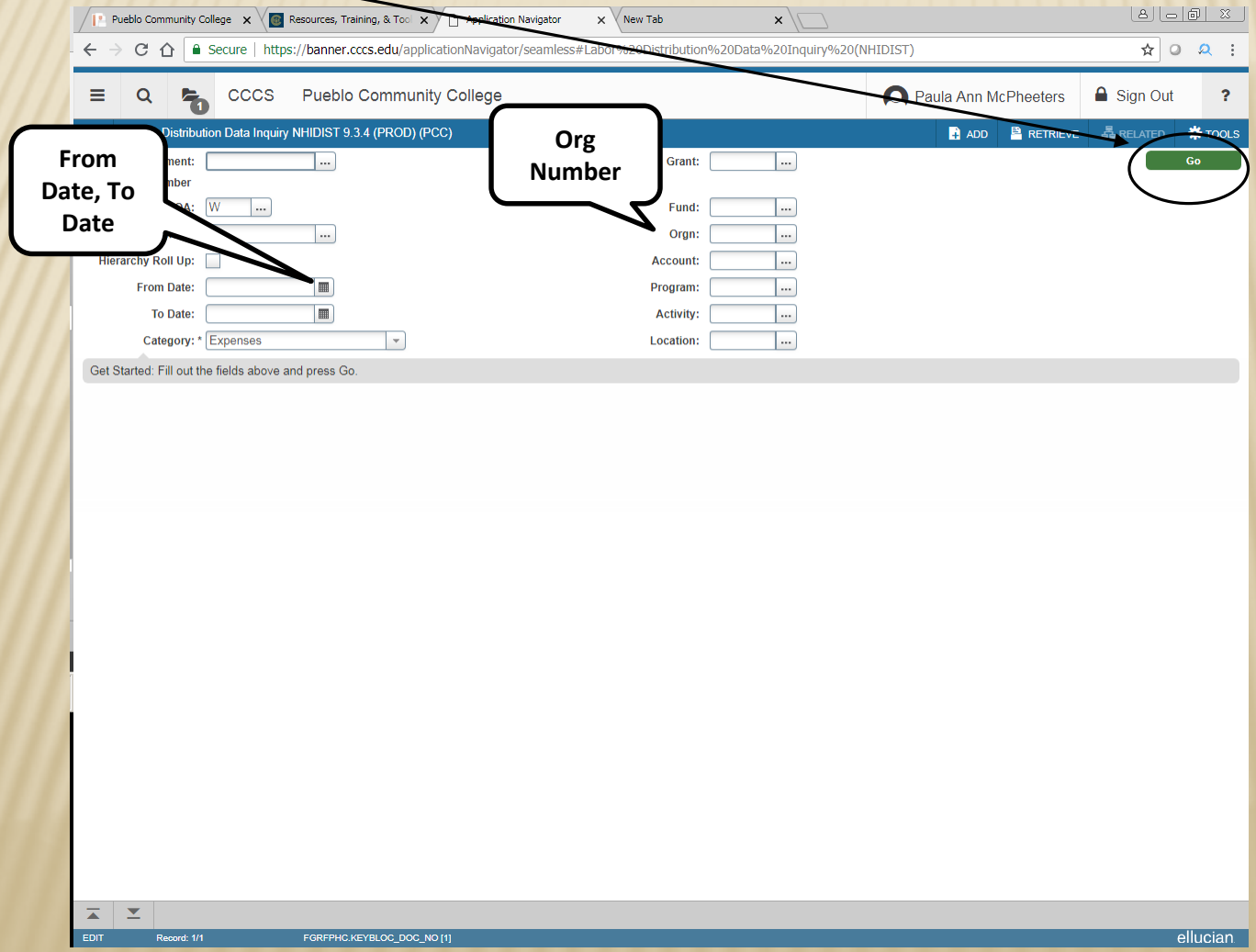
NEXT STEP – LOGIN TO NHIDIST

To access the report, enter NHIDIST, hit the enter key.



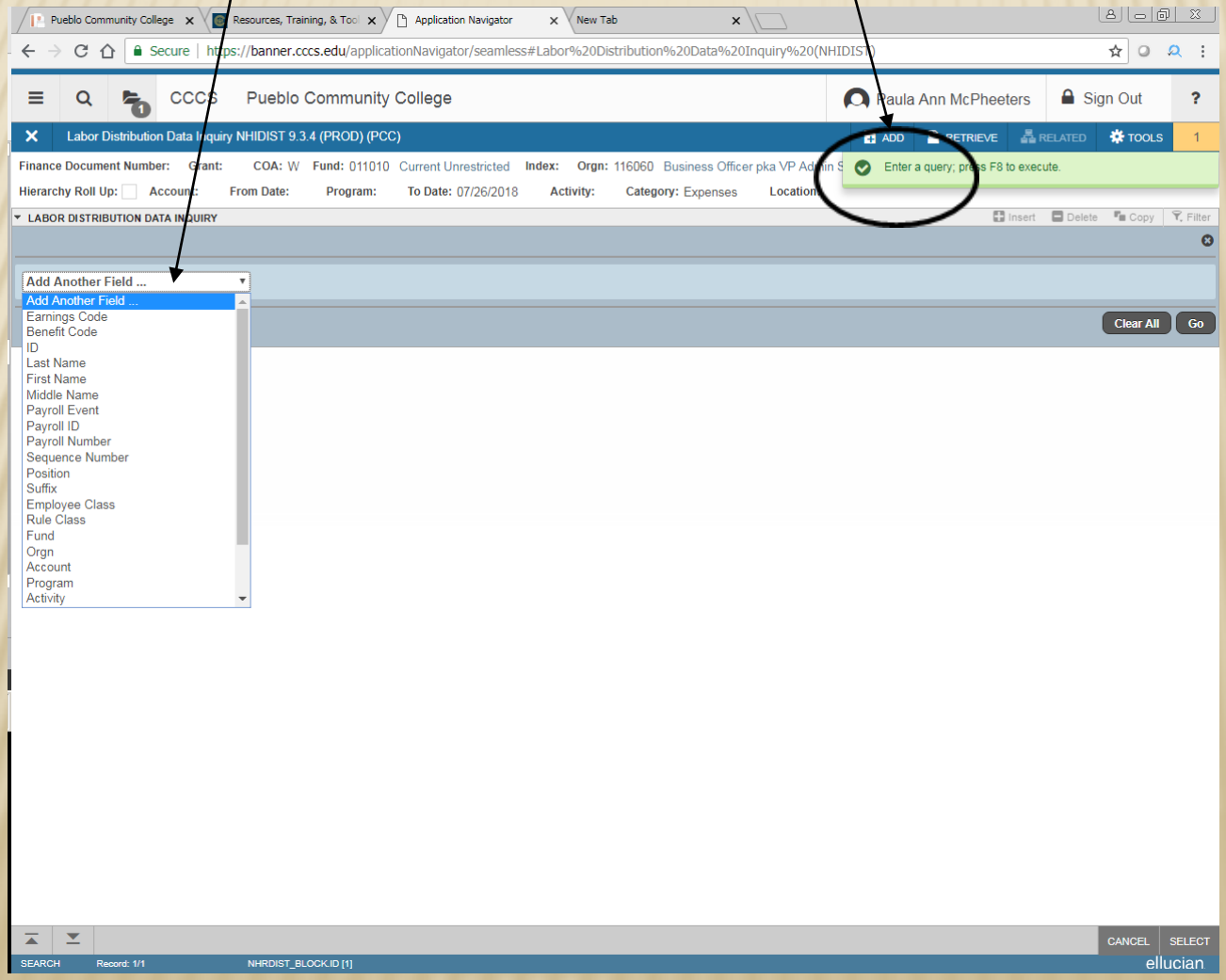
NHIDIST

Enter the **FROM DATE** and **TO DATE** by clicking on the *calendar icon*. Enter the **Org Number.** Then select **Go**



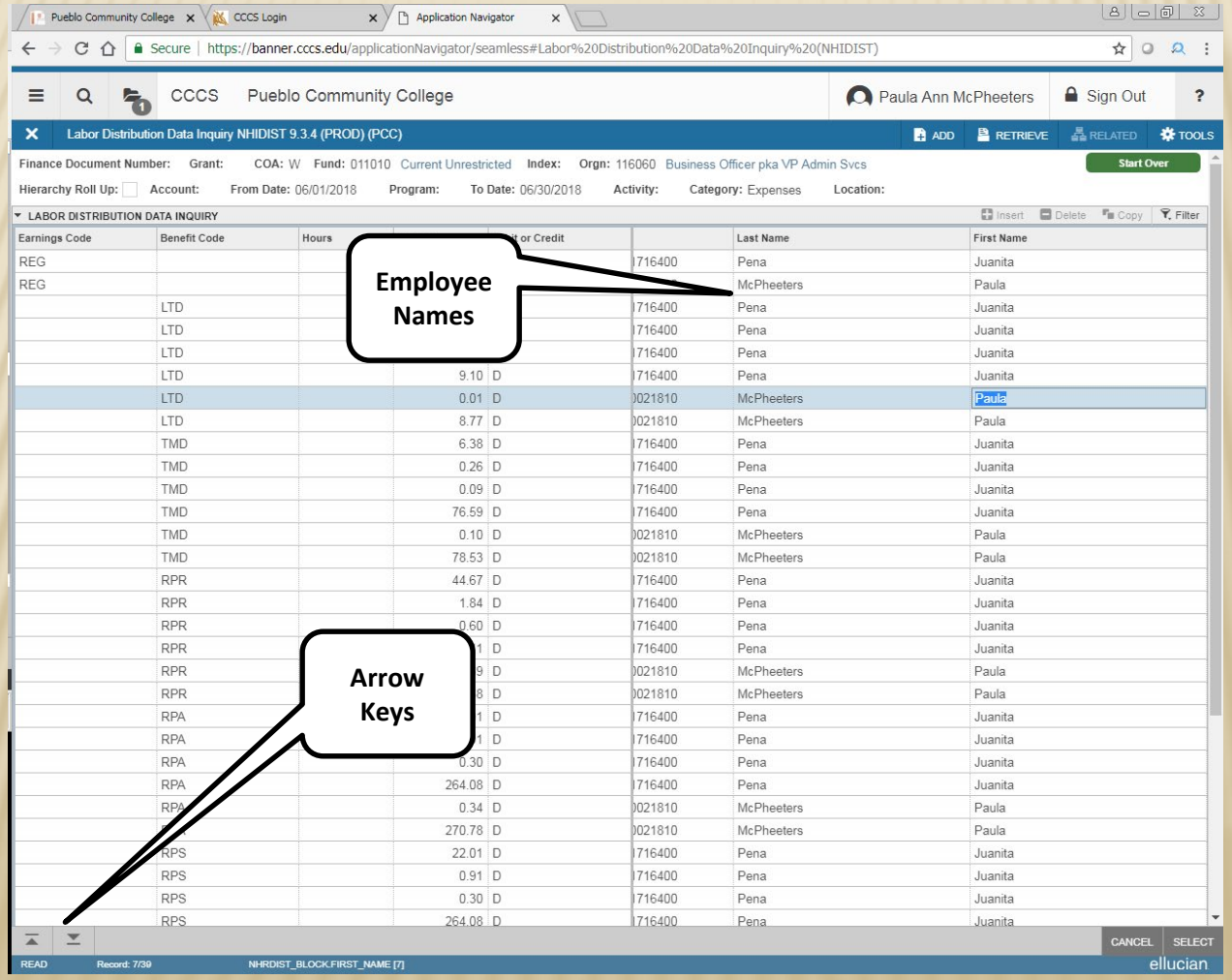
NHIDIST

You can add other fields to the report. Select the F8 key. The screen will populate with the names of all those paid through the org number.



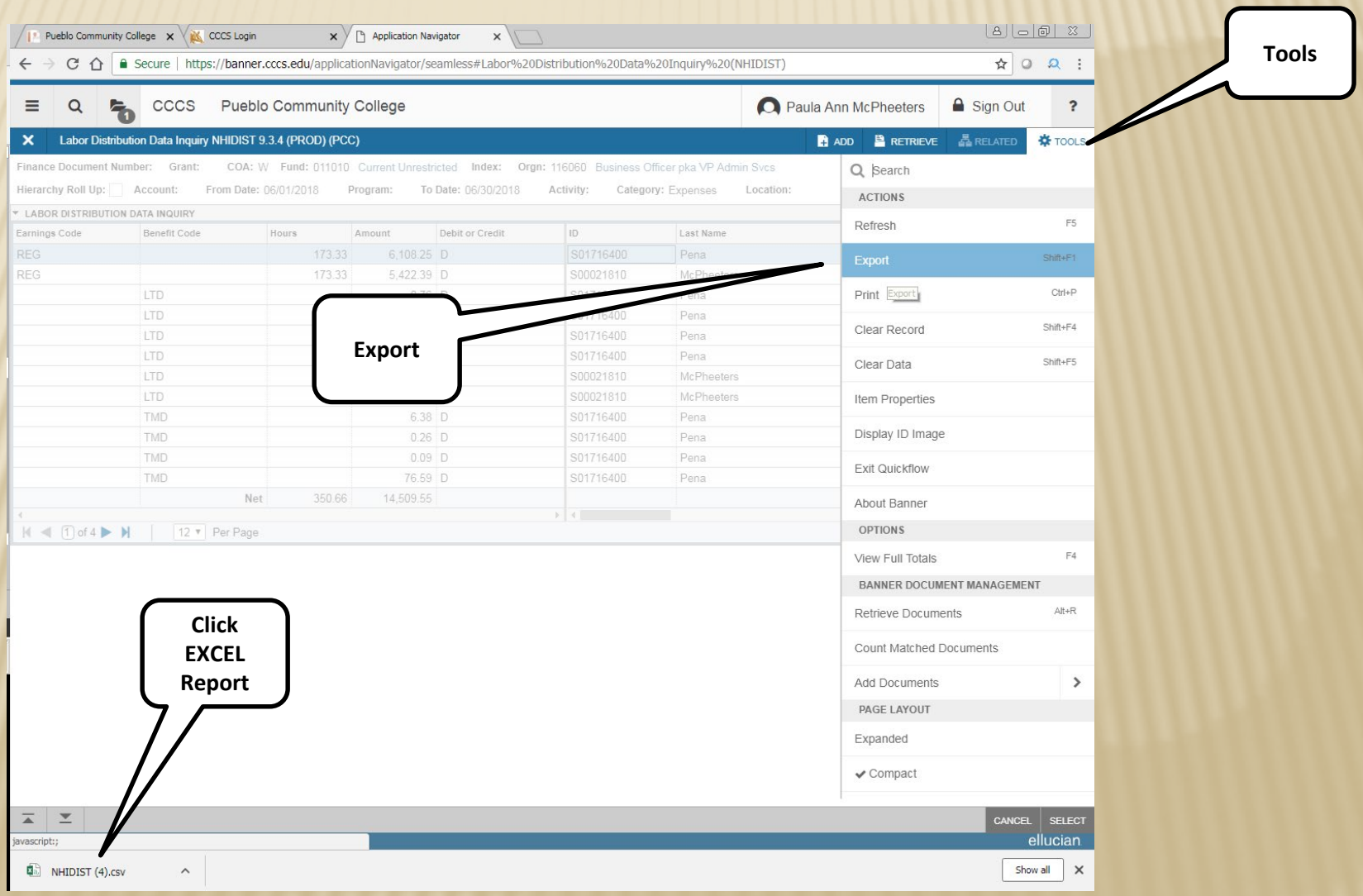
NHIDIST

You can research the detail for those paid from the org. Select the arrow key below to review all the data.



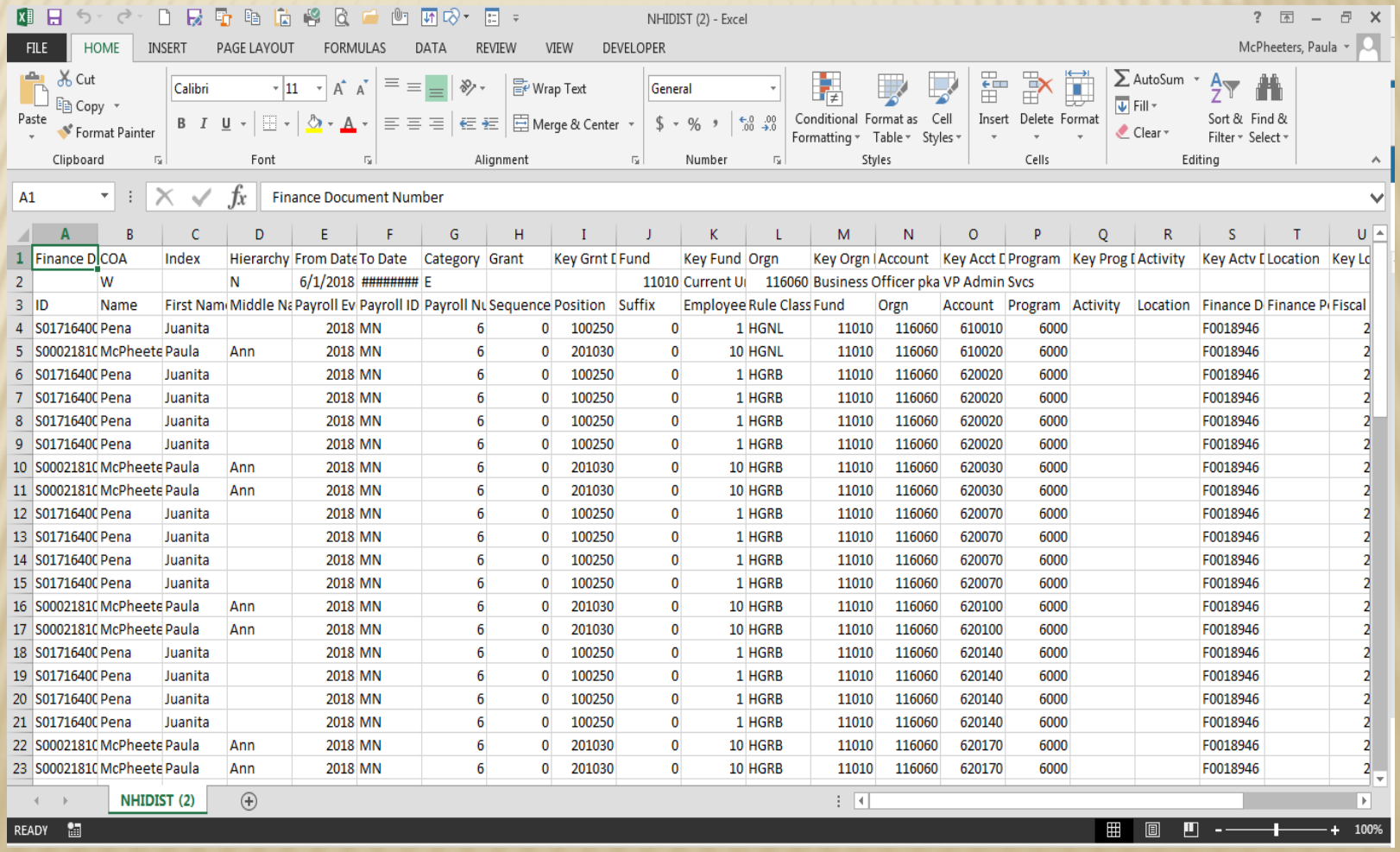
NHIDIST

If you wish to print out a listing of staff in an Excel spreadsheet, select **TOOLS** then **EXPORT.** A report will begin to generate. Be sure to disable all pop up blockers in your web browser.



NHIDIST

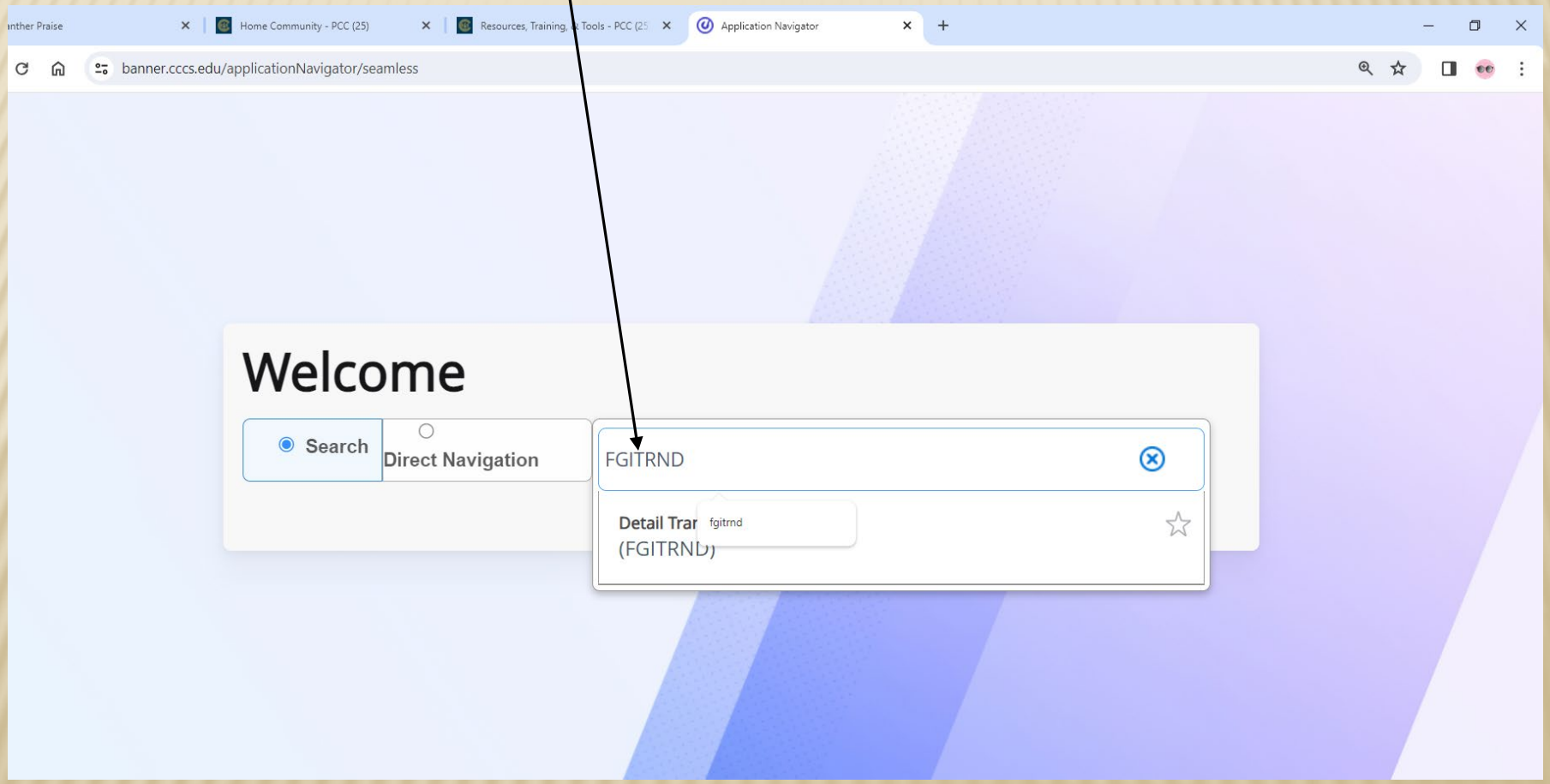
After a minute another window will open with the data in spreadsheet format.
You can then save this spreadsheet and modify the data as needed.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Finance D	COA	Index	Hierarchy	From Date	To Date	Category	Grant	Key Grnt D	Fund	Key Fund	Orgn	Key Orgn	Account	Key Acct D	Program	Key Prog D	Activity	Key Actv D	Location	Key Lo
2		W		N	6/1/2018	########	E			11010	Current U	116060	Business Officer pka VP Admin Svcs								
3	ID	Name	First Nam	Middle Na	Payroll Ev	Payroll ID	Payroll Nu	Sequence	Position	Suffix	Employee	Rule Class	Fund	Orgn	Account	Program	Activity	Location	Finance D	Finance P	Fiscal
4	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGNL	11010	116060	610010	6000			F0018946		2
5	S0002181(	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGNL	11010	116060	610020	6000			F0018946		2
6	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620020	6000			F0018946		2
7	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620020	6000			F0018946		2
8	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620020	6000			F0018946		2
9	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620020	6000			F0018946		2
10	S0002181(	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620030	6000			F0018946		2
11	S0002181(	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620030	6000			F0018946		2
12	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620070	6000			F0018946		2
13	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620070	6000			F0018946		2
14	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620070	6000			F0018946		2
15	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620070	6000			F0018946		2
16	S0002181(	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620100	6000			F0018946		2
17	S0002181(	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620100	6000			F0018946		2
18	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620140	6000			F0018946		2
19	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620140	6000			F0018946		2
20	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620140	6000			F0018946		2
21	S0171640(	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620140	6000			F0018946		2
22	S0002181(	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620170	6000			F0018946		2
23	S0002181(	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620170	6000			F0018946		2

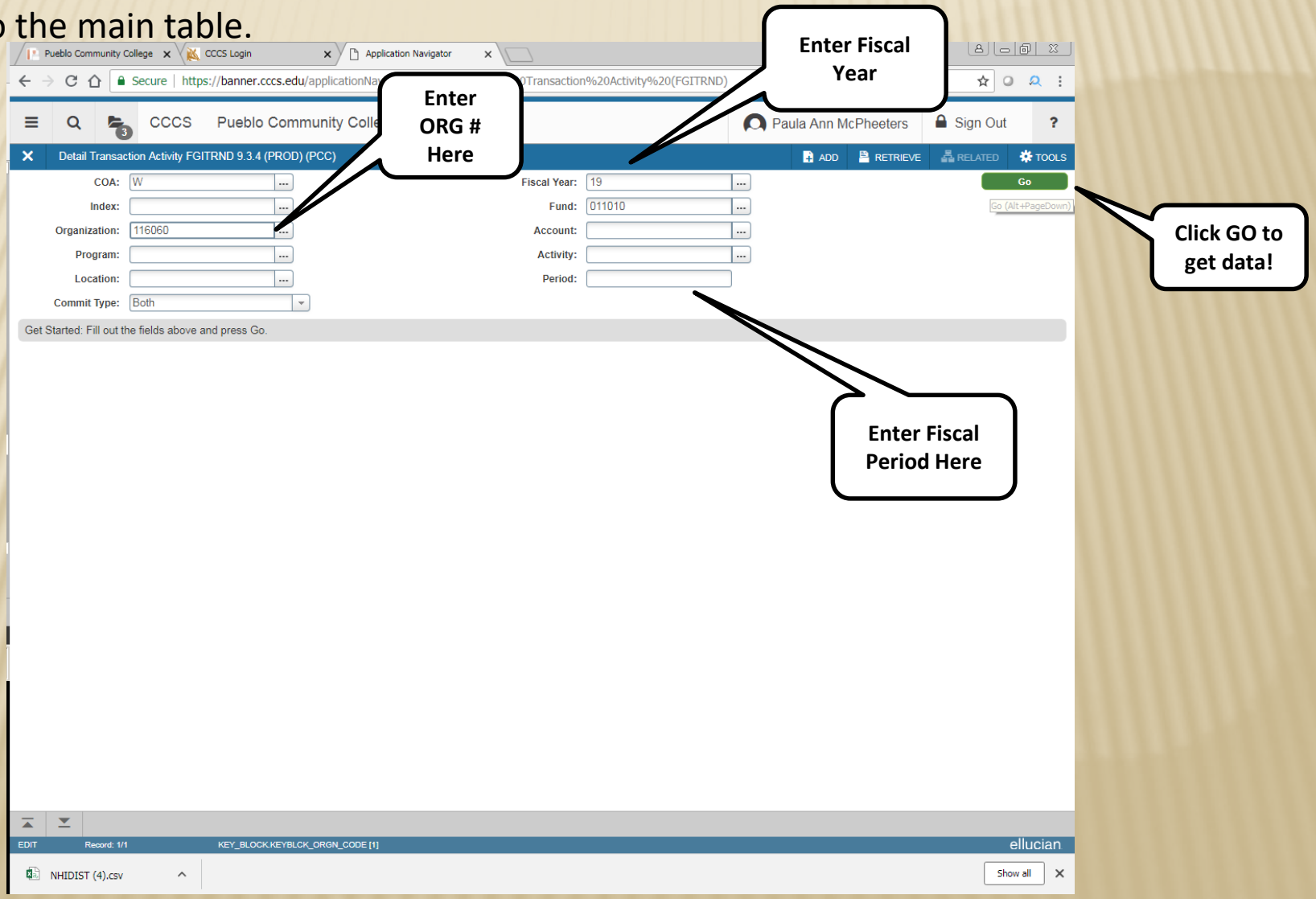
NEXT STEP – LOGIN TO FGITRND

To access the report, enter FGITRND in the box, hit the enter key



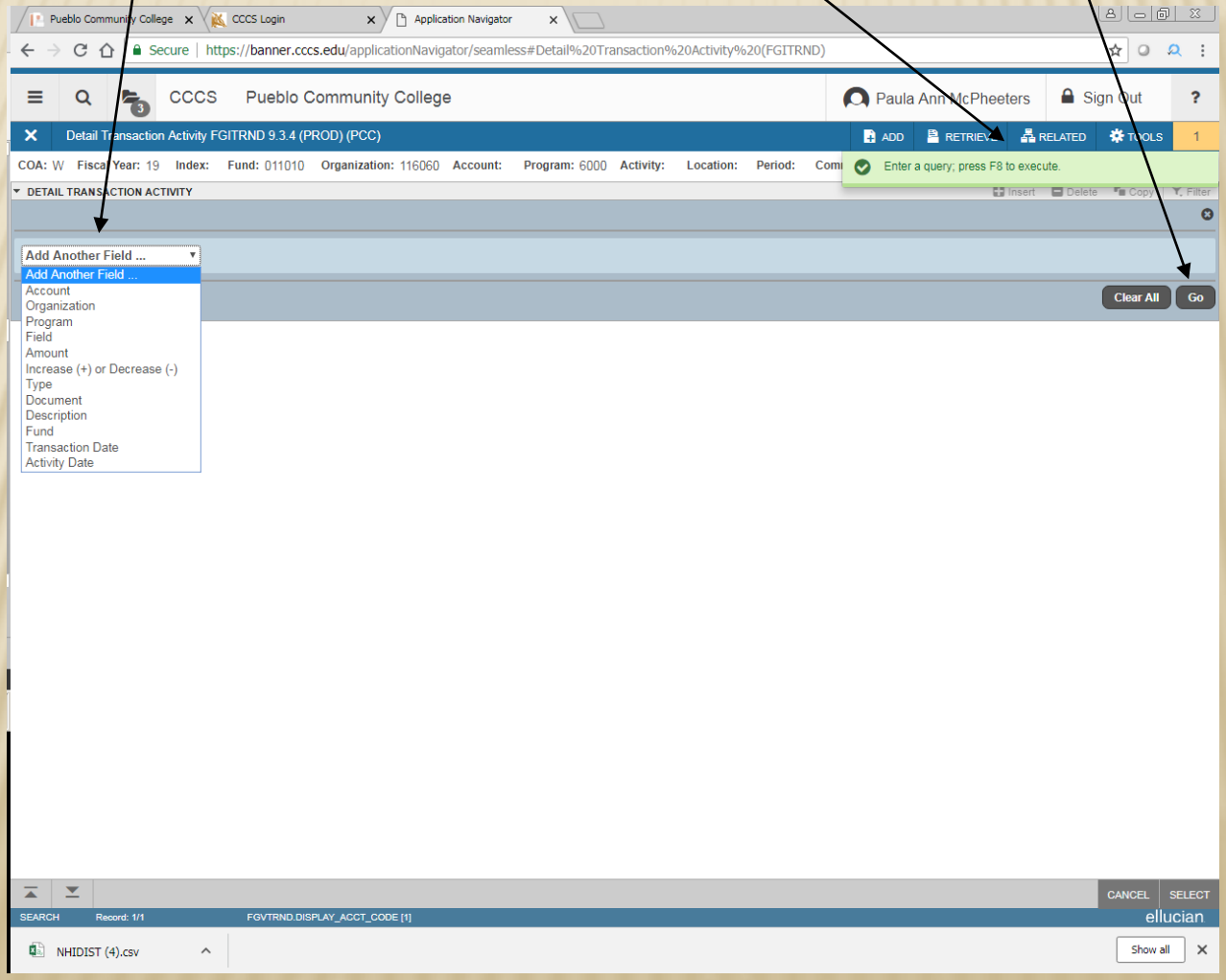
FGITRND

Enter the **ORG #** for the data you wish to extract in the **Organization** field, click into the main table.



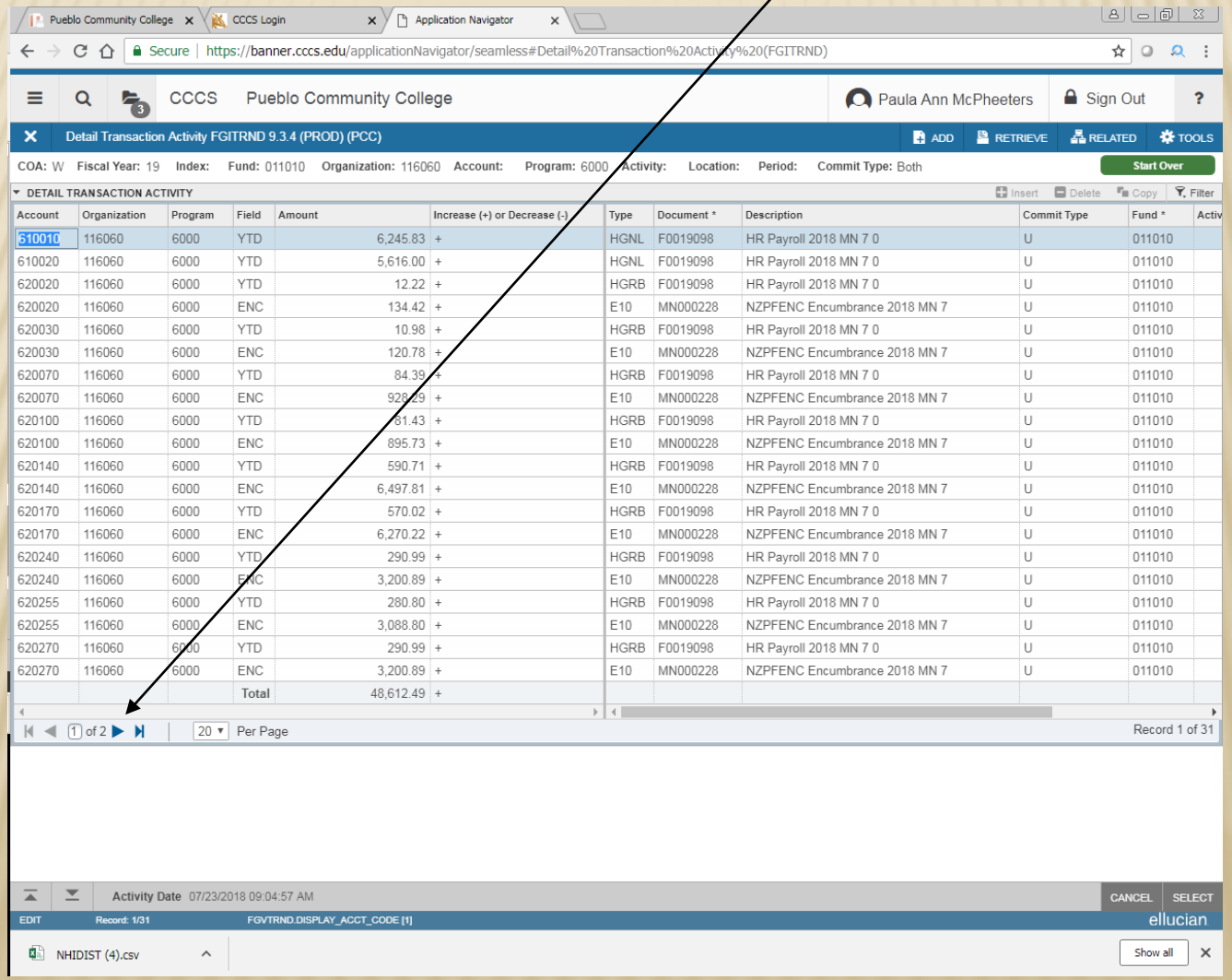
FGITRND

You can add **other fields** to the report. Select the F8 key. Or, select **GO** The screen will populate with the detail transactions for the org.



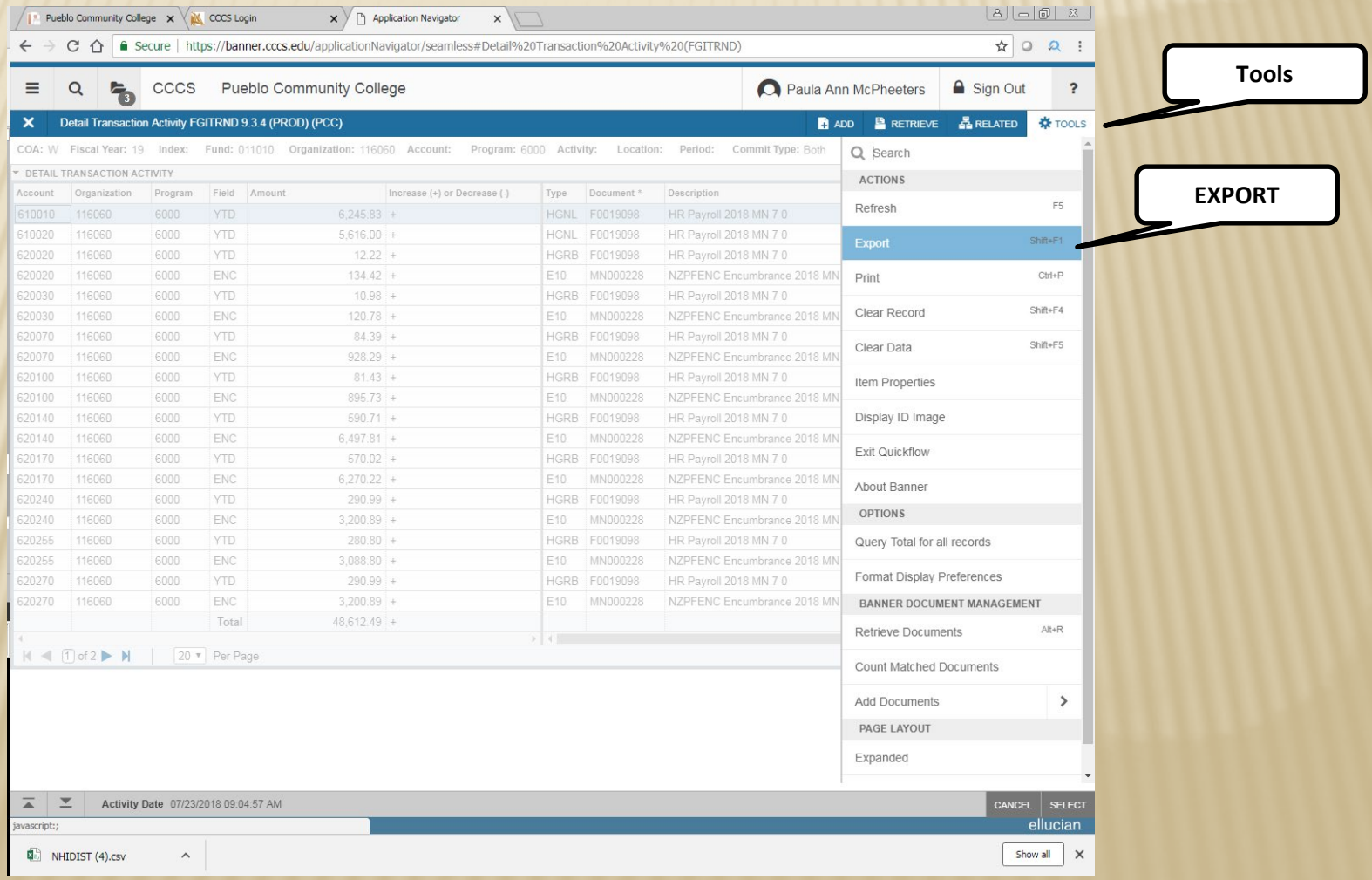
FGITRND

The screen will populate with data. Select the arrow key to see page by page.



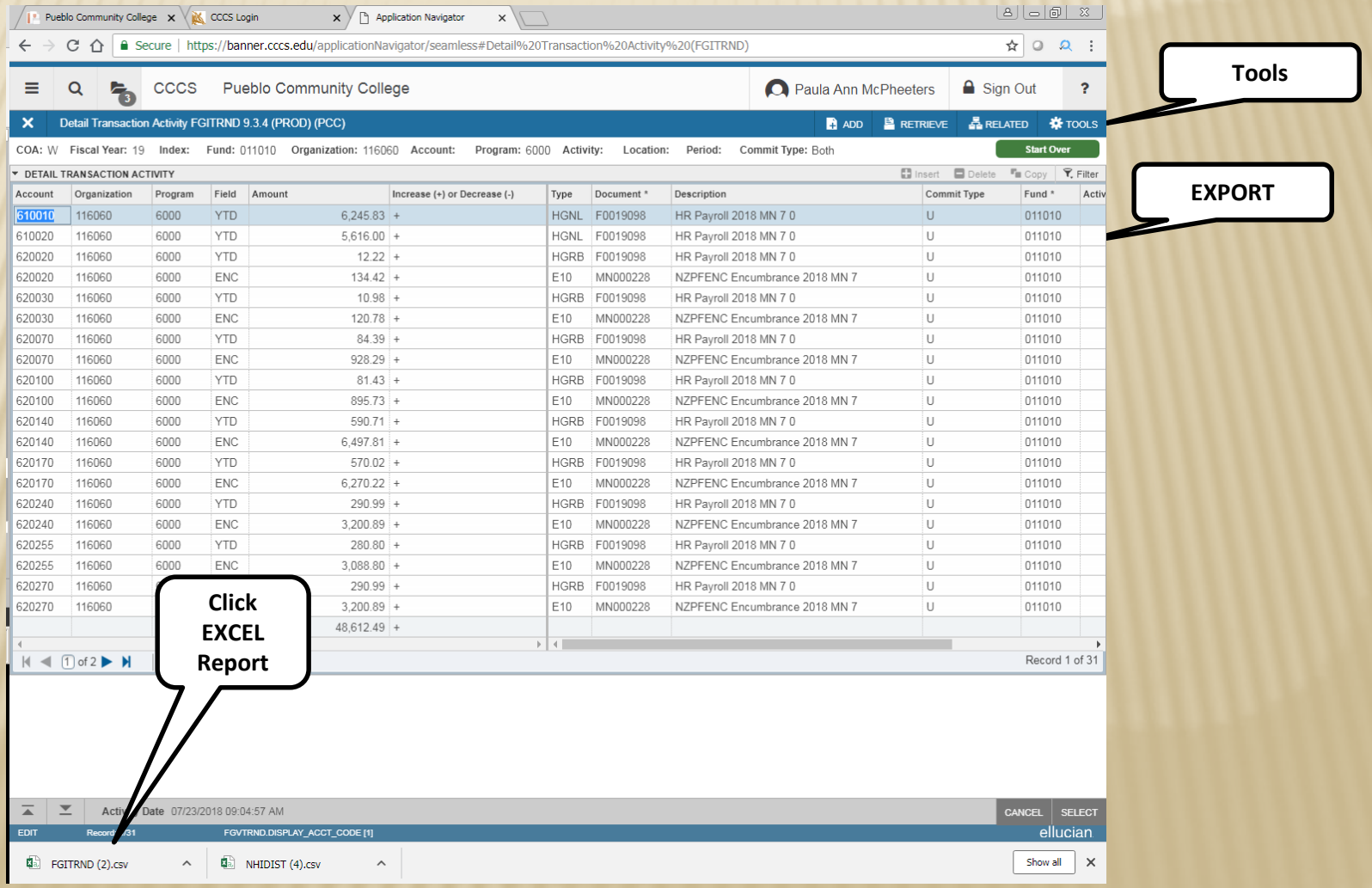
FGITRND

If you wish to print out a listing of expenses in an Excel spreadsheet, select **TOOLS** then **EXPORT** A report will begin to generate.



FGITRND

A report will begin to generate. Be sure to disable all pop up blockers in your web browser. Click on the EXCEL spreadsheet to open.



FGITRND

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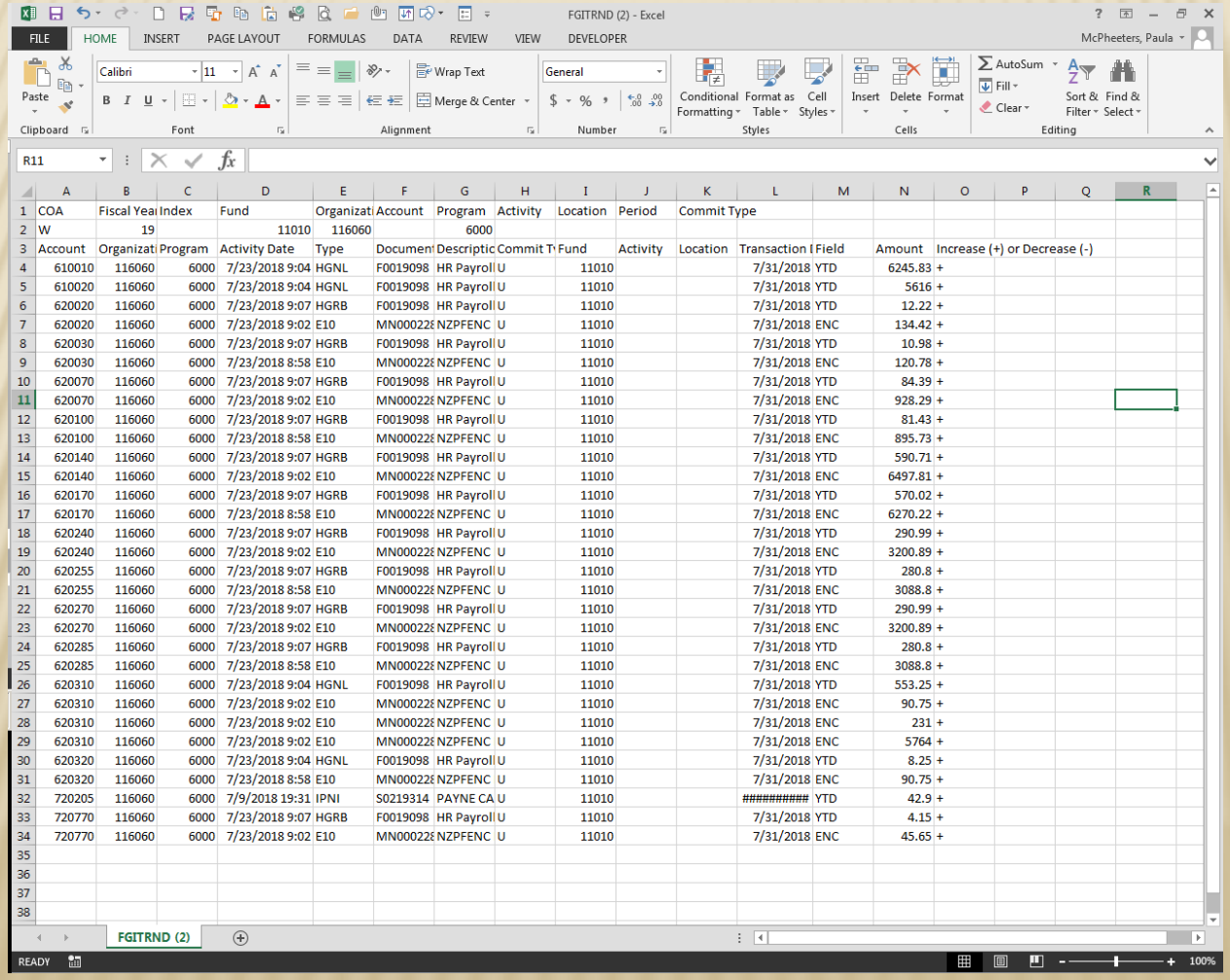

FGITRND (2) - Excel

COA	Fiscal Yea	Index	Fund	Organizati	Account	Program	Activity	Location	Period	Commit Type
W	19		11010	116060		6000				

Account	Organizati	Program	Activity Date	Type	Documen	Descriptic	Commit T	Fund	Activity	Location	Transaction I	Field	Amount	Increase (+) or Decrease (-)
610010	116060	6000	7/23/2018 9:04	HGNL	F0019098	HR Payroll	U	11010			7/31/2018	YTD	6245.83	+
610020	116060	6000	7/23/2018 9:04	HGNL	F0019098	HR Payroll	U	11010			7/31/2018	YTD	5616	+
620020	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	12.22	+
620020	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	134.42	+
620030	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	10.98	+
620030	116060	6000	7/23/2018 8:58	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	120.78	+
620070	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	84.39	+
620070	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	928.29	+
620100	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	81.43	+
620100	116060	6000	7/23/2018 8:58	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	895.73	+
620140	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	590.71	+
620140	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	6497.81	+
620170	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	570.02	+
620170	116060	6000	7/23/2018 8:58	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	6270.22	+
620240	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	290.99	+
620240	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	3200.89	+
620255	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	280.8	+
620255	116060	6000	7/23/2018 8:58	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	3088.8	+
620270	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	290.99	+
620270	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	3200.89	+
620285	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	280.8	+
620285	116060	6000	7/23/2018 8:58	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	3088.8	+
620310	116060	6000	7/23/2018 9:04	HGNL	F0019098	HR Payroll	U	11010			7/31/2018	YTD	553.25	+
620310	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	90.75	+
620310	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	231	+
620310	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	5764	+
620320	116060	6000	7/23/2018 9:04	HGNL	F0019098	HR Payroll	U	11010			7/31/2018	YTD	8.25	+
620320	116060	6000	7/23/2018 8:58	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	90.75	+
720205	116060	6000	7/9/2018 19:31	IPNI	S0219314	PAYNE CA	U	11010			##########	YTD	42.9	+
720770	116060	6000	7/23/2018 9:07	HGRB	F0019098	HR Payroll	U	11010			7/31/2018	YTD	4.15	+
720770	116060	6000	7/23/2018 9:02	E10	MN00022	NZPFENC	U	11010			7/31/2018	ENC	45.65	+

INB 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**