



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 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			
Adjunct	Salary	660		Operating	720		
	Benefits	661		Travel	740		
Admin	Salary	610		Equipment	760		
	Benefits	620		Scholarships	750		
Faculty	Salary	630		Leases	770		
	Benefits	640		Transfers	810		
Classified	Salary	680					
	Benefits	681					
Hourly	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 shows a web browser window displaying the PCC Portal dashboard. The address bar shows the URL 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, Resources, Training, & Tools (circled in black), 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 is a dark navigation sidebar with the following items: Dashboard, Faculty or Instructor, Employee, Forms, Resources, Training, & Tools (circled in red), and PantherNet. The main content area is titled 'Dashboard' and contains three sections of tool icons: 'Faculty Tools' (including Faculty Detail Schedule, Summary Class List, Post Midterm Grades, Post Final Grades/No Shows, D2L, and Student Records), 'Employee Tools' (including View Advisee List, Look Up Classes/Class Search, Common Course Number System, Time and Leave, Personal Information, Banner Self Service, Work Tools, Office 365, and Holiday Schedule), and a bottom row (including Fac/Staff Email, Inside CCCS, and IT Project Requests). On the right side, there is a Search box, an Announcements section (showing '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 a web browser window with the URL <https://myportal.ccs.edu/web/pueblo-community-college/resources-training-tools>. The page title is "Resources, Training, & Tools". The left sidebar contains a navigation menu with the following items: Dashboard, Faculty or Instructor, Employee, Forms, Resources, Training, & Tools (highlighted), and PantherNet. The main content area is divided into several sections:

- Banner (INB)**: Contains links for [Internet Native Banner \(INB\)](#), [Banner Test Environments](#), and [Banner 9 Admin Pages](#) (circled in red). Below these links is the text: "Links only work on campus or if user is on VPN." To the right of these links are the "CCCS IT Help Desk Numbers": Main Line: 303-620-4357, Toll-Free: 1-800-583-4081.
- Professional Development**: Features a "Professional Development Highlights for the month of May/June:" section with dates and topics, and a "2018 Professional Development Course Listing" link.
- Advising Tools**: Includes a "Campus" logo and links for "Who is my Advisor?", "Online Academic Advising", "Advising Appointment Queue", and "CareerCONNECTIONS". It also features a "Degree Check" logo.
- FLAC Workload**: Contains links for "Faculty Load and Compensation" and "Assignment Entry II".
- CCCS Work Tools (Global)**: Lists various tools like "Cognos Reports", "FootPrints", "CCCS Student Services Wiki", "CCCS BDM Imaging Wiki", "CCCS-IT Project Request Form", and "CCCS-IT VP IT". It also includes the "CCCS IT Help Desk Numbers" (Main Line: 303-620-4357).
- PCC Services**: Lists services such as "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**: A section at the bottom of the page.

A red arrow points from the "Banner 9 Admin Pages" link in the sidebar to the "Banner 9 Admin Pages" link in the main content area.

NEXT STEP – LOGIN TO NHIDIST

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

The screenshot shows a web browser window with the URL `banner.cccs.edu/applicationNavigator/seamless`. The page features a "Welcome" header and a navigation bar with "Search" and "Direct Navigation" options. A search input field contains the text "NHIDIST", and a dropdown menu is open below it, showing a search result: "Labor Distribution Data Inquiry (NHIDIST)". A star icon is visible next to the result. An arrow from the text above points to the search input field.

NHIDIST

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

The screenshot shows the NHIDIST web application interface. The browser address bar displays the URL: [https://banner.cccs.edu/applicationNavigator/seamless#Labor%20Distribution%20Data%20Inquiry%20\(NHIDIST\)](https://banner.cccs.edu/applicationNavigator/seamless#Labor%20Distribution%20Data%20Inquiry%20(NHIDIST)). The page title is "Distribution Data Inquiry NHIDIST 9.3.4 (PROD) (PCC)". The user is logged in as Paula Ann McPheeters. The interface includes a search bar, a navigation menu, and a main content area with various input fields. A callout box labeled "From Date, To Date" points to the "From Date" and "To Date" fields, which have calendar icons. Another callout box labeled "Org Number" points to the "Orgn:" field. A third callout box labeled "Go" points to the green "Go" button in the top right corner. The bottom of the page shows a footer with "EDIT", "Record: 1/1", "FGRFFHC:KEYBLOC_DOC_NO [1]", and the "ellucian" logo.

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.

The screenshot displays the NHIDIST application interface. At the top, the browser address bar shows the URL: [https://banner.cccs.edu/applicationNavigator/seamless#Labor%20Distribution%20Data%20Inquiry%20\(NHIDIST\)](https://banner.cccs.edu/applicationNavigator/seamless#Labor%20Distribution%20Data%20Inquiry%20(NHIDIST)). The application header includes the user name "Paula Ann McPheeters" and a "Sign Out" button. Below the header, the main title is "Labor Distribution Data Inquiry NHIDIST 9.3.4 (PROD) (PCC)". A green banner with a checkmark icon contains the text "Enter a query; press F8 to execute.", which is circled in black. Below this banner, there are several filter fields: "Finance Document Number:", "Grant:", "COA: W", "Fund: 011010", "Current Unrestricted", "Index:", "Orgn: 116060", "Business Officer pka VP Admin S", "Hierarchy Roll Up: ", "Account:", "From Date:", "Program:", "To Date: 07/26/2018", "Activity:", "Category: Expenses", and "Location:". A dropdown menu titled "Add Another Field ..." is open, showing a list of fields: "Add Another Field ...", "Earnings Code", "Benefit Code", "ID", "Last Name", "First Name", "Middle Name", "Payroll Event", "Payroll ID", "Payroll Number", "Sequence Number", "Position", "Suffix", "Employee Class", "Rule Class", "Fund", "Orgn", "Account", "Program", and "Activity". At the bottom of the screen, there are "Clear All" and "Go" buttons, and a status bar with "SEARCH", "Record: 1/1", "NHIDIST_BLOCK.ID [1]", "CANCEL", "SELECT", and the "ellucian" logo.

NHIDIST

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

The screenshot shows the NHIDIST application interface. The browser address bar displays the URL: [https://banner.cccs.edu/applicationNavigator/seamless#Labor%20Distribution%20Data%20Inquiry%20\(NHIDIST\)](https://banner.cccs.edu/applicationNavigator/seamless#Labor%20Distribution%20Data%20Inquiry%20(NHIDIST)). The application header includes the user name 'Paula Ann McPheeters' and a 'Sign Out' button. The main title is 'Labor Distribution Data Inquiry NHIDIST 9.3.4 (PROD) (PCC)'. Below the title, there are fields for 'Finance Document Number', 'Grant', 'COA', 'Fund', 'Current Unrestricted', 'Index', 'Orgn', 'Business Officer pka VP Admin Svcs', 'Hierarchy Roll Up', 'Account', 'From Date', 'Program', 'To Date', 'Activity', 'Category', and 'Location'. A 'Start Over' button is also present.

The main data table is titled 'LABOR DISTRIBUTION DATA INQUIRY'. It has columns for 'Earnings Code', 'Benefit Code', 'Hours', 'Debit or Credit', 'Last Name', and 'First Name'. The table contains multiple rows of data, with the following columns highlighted in the image:

Earnings Code	Benefit Code	Hours	Debit or Credit	Last Name	First Name	
REG				716400	Pena	Juanita
REG				716400	McPheeters	Paula
	LTD			716400	Pena	Juanita
	LTD			716400	Pena	Juanita
	LTD			716400	Pena	Juanita
	LTD	9.10	D	716400	Pena	Juanita
	LTD	0.01	D	0021810	McPheeters	Paula
	LTD	8.77	D	0021810	McPheeters	Paula
	TMD	6.38	D	716400	Pena	Juanita
	TMD	0.26	D	716400	Pena	Juanita
	TMD	0.09	D	716400	Pena	Juanita
	TMD	76.59	D	716400	Pena	Juanita
	TMD	0.10	D	0021810	McPheeters	Paula
	TMD	78.53	D	0021810	McPheeters	Paula
	RPR	44.67	D	716400	Pena	Juanita
	RPR	1.84	D	716400	Pena	Juanita
	RPR	0.60	D	716400	Pena	Juanita
	RPR	1	D	716400	Pena	Juanita
	RPR	9	D	0021810	McPheeters	Paula
	RPR	8	D	0021810	McPheeters	Paula
	RPA	1	D	716400	Pena	Juanita
	RPA	1	D	716400	Pena	Juanita
	RPA	0.30	D	716400	Pena	Juanita
	RPA	264.08	D	716400	Pena	Juanita
	RPA	0.34	D	0021810	McPheeters	Paula
	RPA	270.78	D	0021810	McPheeters	Paula
	RPS	22.01	D	716400	Pena	Juanita
	RPS	0.91	D	716400	Pena	Juanita
	RPS	0.30	D	716400	Pena	Juanita
	RPS	264.08	D	716400	Pena	Juanita

Two callout boxes are present: one labeled 'Employee Names' pointing to the 'Last Name' and 'First Name' columns, and another labeled 'Arrow Keys' pointing to the bottom of the table.

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.

The screenshot displays the NHIDIST application interface. At the top, the browser address bar shows the URL: `https://banner.cccs.edu/applicationNavigator/seamless#Labor%20Distribution%20Data%20Inquiry%20(NHIDIST)`. The application header includes the logo for Pueblo Community College and the user name Paula Ann McPheeters. The main menu bar contains options for ADD, RETRIEVE, RELATED, and TOOLS. The TOOLS menu is open, showing options such as Refresh, Export, Print, Clear Record, Clear Data, Item Properties, Display ID Image, Exit Quickflow, About Banner, View Full Totals, Retrieve Documents, and Count Matched Documents. The 'Export' option is highlighted in blue. A callout box labeled 'Tools' points to the TOOLS menu. Another callout box labeled 'Export' points to the 'Export' option in the menu. A third callout box labeled 'Click EXCEL Report' points to the 'Export' option in the menu. The main data table is titled 'LABOR DISTRIBUTION DATA INQUIRY' and contains the following data:

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name
REG		173.33	6,108.25	D	S01716400	Pena
REG		173.33	5,422.39	D	S00021810	McPheeters
	LTD				S01716400	Pena
	LTD				S01716400	Pena
	LTD				S01716400	Pena
	LTD				S00021810	McPheeters
	LTD				S00021810	McPheeters
	TMD		6.38	D	S01716400	Pena
	TMD		0.26	D	S01716400	Pena
	TMD		0.09	D	S01716400	Pena
	TMD		76.59	D	S01716400	Pena
	Net	350.66	14,509.55			

At the bottom of the screen, a file explorer shows a file named 'NHIDIST (4).csv' has been downloaded.

Tools

Export

Click
EXCEL
Report

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.

The screenshot shows an Excel spreadsheet with the following data:

1	Finance Document Number	COA	Index	Hierarchy	From Date	To Date	Category	Grant	Key Grant	Fund	Key Fund	Orgn	Key Orgn	Account	Key Acct	Program	Key Prog	Activity	Location	Finance D	Finance P	Fiscal
2		W	N		6/1/2018	#####	E			11010	Current U	116060	Business Officer	pka	VP Admin Svcs							
3	ID	Name	First Name	Middle Name	Payroll ID	Payroll No	Sequence	Position				Employee Rule	Class	Fund	Orgn	Account	Program	Activity	Location	Finance D	Finance P	Fiscal
4	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	610010	6000			F0018946		2	
5	S0002181C	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	610020	6000			F0018946		2	
6	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620020	6000			F0018946		2	
7	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620020	6000			F0018946		2	
8	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620020	6000			F0018946		2	
9	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620020	6000			F0018946		2	
10	S0002181C	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620030	6000			F0018946		2	
11	S0002181C	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620030	6000			F0018946		2	
12	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620070	6000			F0018946		2	
13	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620070	6000			F0018946		2	
14	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620070	6000			F0018946		2	
15	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620070	6000			F0018946		2	
16	S0002181C	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620100	6000			F0018946		2	
17	S0002181C	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620100	6000			F0018946		2	
18	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620140	6000			F0018946		2	
19	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620140	6000			F0018946		2	
20	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620140	6000			F0018946		2	
21	S0171640C	Pena	Juanita		2018	MN	6	0	100250	0	1	HGRB	11010	116060	620140	6000			F0018946		2	
22	S0002181C	McPheete	Paula	Ann	2018	MN	6	0	201030	0	10	HGRB	11010	116060	620170	6000			F0018946		2	
23	S0002181C	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

The screenshot shows a web browser window with the URL `banner.cccs.edu/applicationNavigator/seamless`. The page displays a "Welcome" message and a search bar. The search bar has two tabs: "Search" (selected) and "Direct Navigation". The search input field contains the text "FGITRND". Below the search bar, a dropdown menu is visible, showing a search result: "Detail Trar fgitrnd (FGITRND)". A star icon is next to the result. A black arrow points from the circled text "FGITRND" in the text above to the search input field in the screenshot.

FGITRND

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

The screenshot shows the FGITRND application interface. The browser address bar displays the URL: [https://banner.cccs.edu/applicationName/Transaction%20Activity%20\(FGITRND\)](https://banner.cccs.edu/applicationName/Transaction%20Activity%20(FGITRND)). The page title is "Detail Transaction Activity FGITRND 9.3.4 (PROD) (PCC)". The user is logged in as Paula Ann McPheeters. The interface includes a search bar, a navigation menu, and a toolbar with buttons for ADD, RETRIEVE, RELATED, and TOOLS. The main form contains the following fields:

- COA: W
- Index: [empty]
- Organization: 116060
- Program: [empty]
- Location: [empty]
- Commit Type: Both
- Fiscal Year: 19
- Fund: 011010
- Account: [empty]
- Activity: [empty]
- Period: [empty]

A green "Go" button is located to the right of the Fiscal Year field. Below the form, a message reads: "Get Started: Fill out the fields above and press Go." The footer of the application shows "EDIT", "Record: 1/1", "KEY_BLOCK:KEYBLOK_ORGN_CODE [1]", and the user "ellucian". A file named "NHIDIST (4).csv" is open in the bottom left corner, and a "Show all" button is in the bottom right corner.

Callout boxes provide the following instructions:

- "Enter ORG # Here" points to the Organization field.
- "Enter Fiscal Year" points to the Fiscal Year field.
- "Click GO to get data!" points to the Go button.
- "Enter Fiscal Period Here" points to the Period field.

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.

The screenshot displays the Banner application interface for the FGITRND report. The browser address bar shows the URL: [https://banner.cccs.edu/applicationNavigator/seamless#Detail%20Transaction%20Activity%20\(FGITRND\)](https://banner.cccs.edu/applicationNavigator/seamless#Detail%20Transaction%20Activity%20(FGITRND)). The page title is "Detail Transaction Activity FGITRND 9.3.4 (PROD) (PCC)". The user is logged in as Paula Ann McPheeters. The interface includes a search bar with filters for COA: W, Fiscal Year: 19, Index, Fund: 011010, Organization: 116060, Account, Program: 6000, Activity, Location, and Period. A dropdown menu is open, showing options to "Add Another Field ..." and a list of fields including Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document, Description, Fund, Transaction Date, and Activity Date. A green notification bar says "Enter a query, press F8 to execute." Buttons for "Clear All" and "Go" are visible. The footer shows "Record: 1/1", "FGVTRND.DISPLAY_ACCT_CODE [1]", and "ellucian".

FGITRND

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

The screenshot displays the FGITRND application interface. At the top, there are browser tabs for 'Pueblo Community College', 'CCCS Login', and 'Application Navigator'. The address bar shows the URL: [https://banner.cccs.edu/applicationNavigator/seamless#Detail%20Transaction%20Activity%20\(FGITRND\)](https://banner.cccs.edu/applicationNavigator/seamless#Detail%20Transaction%20Activity%20(FGITRND)). The application header includes the user name 'Paula Ann McPheeters' and a 'Sign Out' button. Below the header, the title is 'Detail Transaction Activity FGITRND 9.3.4 (PROD) (PCC)'. The main content area shows a table of transaction activity with columns: Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document #, Description, Commit Type, Fund #, and Active. The table contains 20 rows of data, including a total row at the bottom. The 'Amount' column shows values ranging from 280.80 to 6,245.83. The 'Increase (+) or Decrease (-)' column shows all values as positive. The 'Type' column includes HGNL, HGRB, and E10. The 'Description' column includes 'HR Payroll 2018 MN 7 0' and 'NZPFENC Encumbrance 2018 MN 7'. The 'Commit Type' column shows 'U'. The 'Fund #' column shows '011010'. The 'Active' column shows 'Y'. At the bottom of the table, there are navigation controls: '1 of 2' with left and right arrows, '20' for 'Per Page', and 'Record 1 of 31'. The footer includes 'Activity Date 07/23/2018 09:04:57 AM', 'EDIT Record: 1/31', 'FGITRND.DISPLAY_ACCT_CODE [1]', 'CANCEL SELECT', 'ellucian', and 'Show all X'.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Description	Commit Type	Fund #	Active
510010	116060	6000	YTD	6,245.83	+	HGNL	F0019098	HR Payroll 2018 MN 7 0	U	011010	
610020	116060	6000	YTD	5,616.00	+	HGNL	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620020	116060	6000	YTD	12.22	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620020	116060	6000	ENC	134.42	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620030	116060	6000	YTD	10.98	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620030	116060	6000	ENC	120.78	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620070	116060	6000	YTD	84.39	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620070	116060	6000	ENC	928.99	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620100	116060	6000	YTD	81.43	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620100	116060	6000	ENC	895.73	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620140	116060	6000	YTD	590.71	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620140	116060	6000	ENC	6,497.81	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620170	116060	6000	YTD	570.02	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620170	116060	6000	ENC	6,270.22	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620240	116060	6000	YTD	290.99	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620240	116060	6000	ENC	3,200.89	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620255	116060	6000	YTD	280.80	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620255	116060	6000	ENC	3,088.80	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620270	116060	6000	YTD	290.99	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620270	116060	6000	ENC	3,200.89	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
			Total	48,612.49	+						

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.

The screenshot displays the FGITRND application interface. At the top, there are browser tabs for 'Pueblo Community College', 'CCCS Login', and 'Application Navigator'. The address bar shows the URL: [https://banner.cccs.edu/applicationNavigator/seamless#Detail%20Transaction%20Activity%20\(FGITRND\)](https://banner.cccs.edu/applicationNavigator/seamless#Detail%20Transaction%20Activity%20(FGITRND)). The main header includes the user name 'Paula Ann McPheeters' and a 'Sign Out' button. Below the header, there is a search bar and a 'TOOLS' button. The main content area is a table titled 'DETAIL TRANSACTION ACTIVITY' with columns for Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document *, and Description. The table contains 25 rows of data, including payroll and encumbrance entries, and a total row at the bottom. A 'TOOLS' menu is open on the right side, listing various actions such as Refresh, Export, Print, Clear Record, Clear Data, Item Properties, Display ID Image, Exit Quickflow, About Banner, and OPTIONS. The 'EXPORT' option is highlighted in blue. At the bottom of the interface, there is a status bar showing the activity date as '07/23/2018 09:04:57 AM' and a 'Show all' button.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description
610010	116060	6000	YTD	6,245.83	+	HGNL	F0019098	HR Payroll 2018 MN 7 0
610020	116060	6000	YTD	5,616.00	+	HGNL	F0019098	HR Payroll 2018 MN 7 0
620020	116060	6000	YTD	12.22	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620020	116060	6000	ENC	134.42	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
620030	116060	6000	YTD	10.98	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620030	116060	6000	ENC	120.78	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
620070	116060	6000	YTD	84.39	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620070	116060	6000	ENC	928.29	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
620100	116060	6000	YTD	81.43	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620100	116060	6000	ENC	895.73	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
620140	116060	6000	YTD	590.71	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620140	116060	6000	ENC	6,497.81	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
620170	116060	6000	YTD	570.02	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620170	116060	6000	ENC	6,270.22	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
620240	116060	6000	YTD	290.99	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620240	116060	6000	ENC	3,200.89	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
620255	116060	6000	YTD	280.80	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620255	116060	6000	ENC	3,088.80	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
620270	116060	6000	YTD	290.99	+	HGRB	F0019098	HR Payroll 2018 MN 7 0
620270	116060	6000	ENC	3,200.89	+	E10	MN000228	NZPFENC Encumbrance 2018 MN
			Total	48,612.49	+			

Tools

EXPORT

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.

Tools

EXPORT

Click EXCEL Report

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activ
610010	116060	6000	YTD	6,245.83	+	HGNL	F0019098	HR Payroll 2018 MN 7 0	U	011010	
610020	116060	6000	YTD	5,616.00	+	HGNL	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620020	116060	6000	YTD	12.22	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620020	116060	6000	ENC	134.42	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620030	116060	6000	YTD	10.98	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620030	116060	6000	ENC	120.78	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620070	116060	6000	YTD	84.39	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620070	116060	6000	ENC	928.29	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620100	116060	6000	YTD	81.43	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620100	116060	6000	ENC	895.73	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620140	116060	6000	YTD	590.71	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620140	116060	6000	ENC	6,497.81	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620170	116060	6000	YTD	570.02	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620170	116060	6000	ENC	6,270.22	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620240	116060	6000	YTD	290.99	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620240	116060	6000	ENC	3,200.89	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620255	116060	6000	YTD	280.80	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620255	116060	6000	ENC	3,088.80	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
620270	116060	6000	YTD	290.99	+	HGRB	F0019098	HR Payroll 2018 MN 7 0	U	011010	
620270	116060	6000	ENC	3,200.89	+	E10	MN000228	NZPFENC Encumbrance 2018 MN 7	U	011010	
				48,612.49	+						

FGITRND

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.

1	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type	Transaction	Field	Amount	Increase (+) or Decrease (-)			
2	W	19		11010	116060		6000											
3	Account	Organization	Program	Activity	Date	Type	Document	Descriptive	Commit	T	Fund	Activity	Location	Transaction	I	Field	Amount	Increase (+) or Decrease (-)
4	610010	116060	6000	7/23/2018	9:04	HGNL	F0019098	HR Payroll	U		11010			7/31/2018	YTD		6245.83	+
5	610020	116060	6000	7/23/2018	9:04	HGNL	F0019098	HR Payroll	U		11010			7/31/2018	YTD		5616	+
6	620020	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		12.22	+
7	620020	116060	6000	7/23/2018	9:02	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		134.42	+
8	620030	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		10.98	+
9	620030	116060	6000	7/23/2018	8:58	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		120.78	+
10	620070	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		84.39	+
11	620070	116060	6000	7/23/2018	9:02	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		928.29	+
12	620100	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		81.43	+
13	620100	116060	6000	7/23/2018	8:58	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		895.73	+
14	620140	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		590.71	+
15	620140	116060	6000	7/23/2018	9:02	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		6497.81	+
16	620170	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		570.02	+
17	620170	116060	6000	7/23/2018	8:58	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		6270.22	+
18	620240	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		290.99	+
19	620240	116060	6000	7/23/2018	9:02	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		3200.89	+
20	620255	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		280.8	+
21	620255	116060	6000	7/23/2018	8:58	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		3088.8	+
22	620270	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		290.99	+
23	620270	116060	6000	7/23/2018	9:02	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		3200.89	+
24	620285	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		280.8	+
25	620285	116060	6000	7/23/2018	8:58	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		3088.8	+
26	620310	116060	6000	7/23/2018	9:04	HGNL	F0019098	HR Payroll	U		11010			7/31/2018	YTD		553.25	+
27	620310	116060	6000	7/23/2018	9:02	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		90.75	+
28	620310	116060	6000	7/23/2018	9:02	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		231	+
29	620310	116060	6000	7/23/2018	9:02	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		5764	+
30	620320	116060	6000	7/23/2018	9:04	HGNL	F0019098	HR Payroll	U		11010			7/31/2018	YTD		8.25	+
31	620320	116060	6000	7/23/2018	8:58	E10	MN00022	NZPFENC	U		11010			7/31/2018	ENC		90.75	+
32	720205	116060	6000	7/9/2018	19:31	IPNI	S0219314	PAYNE CA	U		11010			#####	YTD		42.9	+
33	720770	116060	6000	7/23/2018	9:07	HGRB	F0019098	HR Payroll	U		11010			7/31/2018	YTD		4.15	+
34	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**