Sam Houston State Banner Finance

Training Manual

Updated: September 17, 2010
Contacts: Paige Smith - 294-1091
         Roz Kieschnick - 294-3314
         Wilbert Hightower - 294-1086
         Edgar Smith - 294-2765
Table of Contents

CHAPTER 1 - OVERVIEW OF BANNER & CHART OF ACCOUNTS ...........................3
  FOAPAL ELEMENTS ........................................................................................................4
  ACCESS TO THE BANNER FINANCE MODULE ......................................................12
CHAPTER 2- GLOSSARY OF BANNER TERMS ..................................................13
CHAPTER 3- NAVIGATION IN BANNER .............................................................15
  ELEMENTS OF A BANNER INQUIRY FORM ..................................................18
  TOOLBAR ELEMENTS ..........................................................................................19
  SEARCH TIPS ........................................................................................................20
  NAMING CONVENTIONS OF BANNER OBJECTS ...........................................21
  SETTING UP MY BANNER ....................................................................................22
CHAPTER 4- BANNER INQUIRY FORMS ..........................................................24
  FGIBDST ..................................................................................................................25
  FGIBSUM ................................................................................................................29
  FGITBAL ..................................................................................................................32
  FGIOENC ..................................................................................................................33
  FGIEVCD ..................................................................................................................35
  FGITRND ..................................................................................................................36
  FAIVNDH ..................................................................................................................38
  FOIDOCH ..................................................................................................................42
CHAPTER 5- BANNER RULE CODES .................................................................44
CHAPTER 6- EXPORTING TO EXCEL ...............................................................46
CHAPTER 7- INSTRUCTIONS FOR FGRODTA ..................................................50

Chapter 1
Overview of Banner & Chart of Accounts

A chart of accounts is a structure for capturing financial data and reporting information about financial activity. Banner Finance provides significant flexibility for reporting on SHSU’s financial condition and activities.

The Banner Chart of Accounts consists of a hierarchy of six elements, each of which defines the nature of a financial transaction. Each financial transactions is recorded using a 20-digit accounting string, commonly referred to as a FOAP. The components of this accounting string define the financial transaction and record the information in the University’s financial records.

The accounting string, or FOAP consists of four mandatory elements FOAP. The four mandatory elements are: Fund, Organization, Account and Program codes.
**FOAPAL Elements**

<table>
<thead>
<tr>
<th>F</th>
<th>O</th>
<th>A</th>
<th>P</th>
<th>A</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Organization</td>
<td>Account</td>
<td>Program</td>
<td>Activity</td>
<td>Location</td>
</tr>
<tr>
<td>Where did the money come from?</td>
<td>Who is responsible for the money?</td>
<td>What kind of transaction is taking place?</td>
<td>Why is the transaction occurring? (the function)</td>
<td>Used for capital projects, grants, etc. (not used)</td>
<td>Used for fixed assets (not used)</td>
</tr>
</tbody>
</table>

### Fund
- Identifies the source of the money (the "Where?")
- There are over 1,400 funds at SHSU, the most common are the 110100 State Appropriated General Fund & 140100 Designated Tuition Fund
- Balance sheet and revenue/expense reports can be produced on a Fund
- For the 140100 fund, designated tuition is the source of the money
- Funds can be restricted (such as grants and endowments) or unrestricted (general)

### Organization
- Identifies the unit responsible for managing the money (the "Who?")
- May be associated or used with several funds
- Follows a structure very similar to our organization chart

### Account
- Describes the "What?" of a financial transaction
- Identifies the kind of transaction taking place
- Categories include general ledger accounts (assets, liabilities, etc.) and operating ledger accounts (income and expense)
- Examples:
  - 550000 Sales & Service Revenue
  - 700800 Faculty/Academic Employees
  - 730000 Consumable Supplies
Program
- Describes the function being supported by a transaction (the “Why”)
- Program codes provide a way of classifying transactions across organizations and accounts
- Most educational institutions use program codes defined by the National Association of College and University Business Officers (NACUBO)
- Programs include:
  - Instruction
  - Research
  - Public Services
  - Academic Support
  - Student Services
  - Institutional Support
  - Operation and Maintenance of Plant
  - Auxiliaries

Activity
- Further describes the function being supported by a transaction
- Used to further classify program codes (the “Why”)
- Optional component of the FOAP(AL)
- Used to track revenue and expenditure activities within a department or within a program

Location
- Optional component of the FOAP(AL)
- Normally used to represent a physical location, such as a building or room
- Not currently used at SHSU
Where does the money come from?

110100 is State Appropriated General Fund (money comes from tuition)
Who is responsible for managing the money?

Follows a structure that looks like our organizational chart

Can be used with multiple funds
What kind of transaction is taking place?
Why is the transaction taking place?

Programs include instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, and auxiliaries
Further classifies the transaction within the Organization and Program

Used for tracking purposes of events or activities within an Organization and/or Program code classification
Examples of FOAP(AL)s:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>110100</td>
<td>262000</td>
<td>710600</td>
<td>10</td>
<td>N/A</td>
<td>Not used</td>
</tr>
</tbody>
</table>

Fund 110100  
Organization 262000  
Account 710600  
Program 10  
Activity (optional)  
Location (optional)

State Appropriated General Fund  
Dept of Education Leadership & Counsel  
Instate Travel  
Instruction  
Not used  
Not used

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>140100</td>
<td>620000</td>
<td>720100</td>
<td>60</td>
<td>N/A</td>
<td>Not used</td>
</tr>
</tbody>
</table>

Fund 140100  
Organization 620000  
Account 720100  
Program 60  
Activity (optional)  
Location (optional)

Designated Tuition  
Controller’s Office  
Membership Dues  
Institutional Support  
Not used  
Not used

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>181000</td>
<td>711000</td>
<td>730900</td>
<td>90</td>
<td>N/A</td>
<td>Not used</td>
</tr>
</tbody>
</table>

Fund 181000  
Organization 711000  
Account 730900  
Program 90  
Activity (optional)  
Location (optional)

Recreational Sports Athletics  
Recreational Sports  
Promotional Items  
Auxillary Service  
Not used  
Not used
Access to the Banner Finance Module

The Controller’s Office has designed a form for security access to the Finance module of Banner. If access is required within another module: Human Resources/Payroll, Financial Aid and/or Student module, please contact those departments. Access forms for the Finance Module are available through the website or at the following link:

http://d2.parature.com/ics/support/default.asp?deptID=8017&task=knowledge&folderID=392

The Finance Module Banner Security Form needs Fund and Organization information and requires a supervisor’s signature. The form may be faxed to the Controller’s Office at 294-3776 or emailed to bannerfinance@shsu.edu. We will obtain the Data Steward signature and forward the form to Information Resources. Please note that this applies only to the Finance Module Security Access Form. Access forms for the other Banner modules should be forwarded for approval as follows:

Human Resources/Payroll - send to the Payroll department
Financial Aid - send to the Financial Aid department
Student - send to Academic Affairs - Special Projects

Call our office at 294-3314 if you need help with the information on the Banner Finance Module form.

General information about the Banner system is available through the Banner at Sam website (www.shsu.edu/ERP/) & our website (www.shsu.edu/~controller/)
Chapter 2

Glossary of Banner Terms

This section is a glossary of terms that will help you use and understand the Banner system.

**Account** - The 6-digit number that specifies the kind of transaction taking place. Used for both revenue and expense transactions.

**Banner** - Software system that processes, retrieves, and reports information as an integrated database. Banner integrates student, financial, human resources and financial aid information.

**Block** - Banner forms, or screens, are broken into blocks.

**Chart of Accounts** - A list of the fund, organization and account numbers, and program and activity codes. In general, a chart of accounts provides a structure for capturing financial data and reporting information about financial activity.

**Commitment** - Equivalent to Encumbrance (see below).

**Document ID** - A sequential identification code, consisting of letters and numbers, that is assigned to a transaction when it is processed in the Banner system. Examples of document ID’s: J00xxxxx - Journal Entry; P000xxxx - Purchase Order; I00xxxxxx Invoice Number; R00xxxxx Requisition Number.

**Encumbrance** - The estimated amount of a purchase order, contract, or salary posted against an account(s). An encumbrance is established when goods or services are ordered. Encumbrances are cleared as payment for the goods or services is made.

**Expenditure** - Charges incurred for operation, maintenance, interest, and other expenses during the current fiscal period.
FOAP(AL) - Acronym for Fund, Organization, Account, Program, Activity, Location. (Currently SHSU does not use Activity/Location codes.)

Fund - The 6-digit number that specifies the source of the money.

Module - A component of the Banner system providing specific information. The Finance module provides detailed financial information; the Student module provides information on student schedules, grades, etc.

Object - Banner form, report, process, or table.

Organization - The 6-digit number that specifies the unit responsible for managing the money.

Program - The 2-digit number that identifies the function being supported by the transaction. Based on the standardized categories of expenses as defined by NACUBO (National Association of College and University Business Officers.)

Query - A method of requesting specific information or a way to narrow a search for information.

Transaction Type - Banner rule code that is used to classify documents by type.

MySAM - The online access point (web portal) to SHSU’s Banner system.
Chapter 3

Navigation in Banner

This section explains how to find information in Banner. To open Banner, go to the SHSU Homepage (http://www.shsu.edu) and log in using the same login and password as you use for Windows. The MySAM login page is shown below.
Once logged in, you may choose from the tabs at the top of the page. Click on the Employee Resources tab, then click the “Link to Banner Production” to access Banner.
At the main menu in Banner, you may type in the name of the inquiry form you would like to use in the **Go To . . .** field, or you may find it in the menu on the main page. To expand a menu folder, simply double click on the folder.
Elements of a Banner Inquiry Form

Records display - This area displays all the information within the specifications entered in the first block. Use the scroll bar or the “Next Record” button to move up or down the list of records.

Blocks - Banner forms are broken up into blocks, and to move between them, it is necessary to use the “Next Block” button (Ctrl + Page Down).

Scroll Bar - Scrolls through the records (often, there are two scroll bars, one to move up and down, and the other to move sideways).

Auto Hint Line - A text line at the bottom of the form that provides information for the field where the cursor is located. It shows:

- Brief field description and data entry instructions
- Error and processing messages
- Keyboard equivalents to access other blocks, windows, or forms from the field
## Toolbar Elements

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Database Name</th>
<th>Form Name</th>
<th>Release Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Identification Form - Finance FORMDEN 7.0 (TRN)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Red=most commonly used (explanations below)

- **Next Block** – rather than just clicking with your mouse, you must use this button to go to the next block.

- **Exit Icon** – if you are in query mode, the first click cancels the query; the second click exits the form. If you are not in query mode, a single click returns you to previous screen.

- **Execute Query** – once you have entered information in a query, this button will instruct the system to find the information.

- **Rollback Icon** – clears all information in a form and returns you to a data enterable field in the current block.
Search Tips

To search within a document, inquiry form, or other source within Banner, you may use wildcard characters to aid in the search.

The % wildcard character represents any number of unspecified characters. Use before and/or after each search string.

**Examples:** %ma%, ma%, %ma

The _ wildcard character represents one occurrence of an unspecified character. Use before, after, or within a search string.

**Examples:** M%, %m_, %m_a%
**Naming Conventions of Banner Objects**

The names of Banner objects (screens) are seven characters long. The position location of each character follows the conventions described below. The example of the FGIBDST object is highlighted below.

<table>
<thead>
<tr>
<th>1 Primary system owning object</th>
<th>2 Module owning object</th>
<th>3 Type of object</th>
<th>4-7 Unique name for object</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F</strong></td>
<td><strong>G</strong></td>
<td><strong>I</strong></td>
<td><strong>BDST</strong></td>
</tr>
<tr>
<td>A Alumni/Dev</td>
<td>A Accounts Payable</td>
<td>A Application Form</td>
<td>BATC Batch Control</td>
</tr>
<tr>
<td><strong>F</strong> Finance</td>
<td>B Budget Development</td>
<td>B Base Table</td>
<td><strong>BDST</strong> Budget Status</td>
</tr>
<tr>
<td>G General</td>
<td>F Fixed Assets</td>
<td>I Inquiry Form</td>
<td>BSUM Budget Summary</td>
</tr>
<tr>
<td>N Position Control</td>
<td>G General Ledger</td>
<td>M Maintenance Form</td>
<td>DOCH Document History</td>
</tr>
<tr>
<td>P Human Resource/Payroll</td>
<td>O Operations</td>
<td>Q Query Form</td>
<td>ENCD Detail Encumbrance Activity</td>
</tr>
<tr>
<td>R Financial Aid</td>
<td>P Purchasing</td>
<td>R Rule Table/Report/Process</td>
<td>IDEN Identification</td>
</tr>
<tr>
<td>S Student</td>
<td>R Research Accounting</td>
<td>T General Maintenance Test Pattern</td>
<td>TRND Detail Transaction Activity</td>
</tr>
<tr>
<td>T Accounts Receivable</td>
<td>T Validation Form/Table</td>
<td>V Validation Form/Table View</td>
<td>VNDH Vendor Detail History</td>
</tr>
</tbody>
</table>

**Commonly Used Banner Finance Objects (Screens)**

- General Ledger Trial Balance: FGITBAL
- Organizational Budget Status: FGIBDST
- Transaction Inquiry: FGITRND
Banner Inquiry Screens

Below is a list of the most commonly used Banner Finance Inquiry Screens. Included with each screen is an explanation of the information it displays as well as instructions on how to use it.

1. **FGIBDST** - Organization Budget Status
2. **FGIBSUM** - Organization Budget Summary
3. **FGITBAL** - Trial Balance
4. **FGIOENC** - Organizational Encumbrance List
5. **FGIENC** - Detail Encumbrance Activity
6. **FGITRND** - Transaction Detail Activity
7. **FAIVNDH** - Vendor Detail History
8. **FOIDOCH** - Document History
This screen displays budget, YTD activity, commitments and budget availability for a specified FOAP(AL) sorted by account code.

1. At the **General Menu**, type “FGIBDST” in **Go To . . .** Field and press enter or tab.
2. This will bring up a screen that looks like the following:

3. The **Chart** field defaults to S.
4. The **Fiscal Year** field defaults to the current fiscal year.
5. The **Index** field is not used at this time.
6. For State Appropriated Funds (110100), click **Include Revenue Accounts** to remove the check. Removing the check allows the available balance to be seen in funds where there is no revenue. If using a fund with revenue, this step is not necessary.
7. In **Commit Type** field, **Both** should be the default.
8. In the **Organization** field, type in your Organization number.

9. In the **Fund** field, type in your Fund number.

10. Type in **Program** field (optional) or leave blank (**recommended**). The field can be cleared even if it automatically populates.

11. In the **Account** field, leave blank to display all accounts (**recommended**) or type in an Account number to display that account and all successive accounts.

12. Click **Next Block**. Totals for each Account are displayed in the second block. The **Available Balance Net Total** equals **Adjusted Budget** less **YTD Activity** and **Commitments** (in Designated Tuition FOAPs only).
Related screens available in Options menu:

- **FGIBSUM** - Organizational Budget Summary (for specified Fund and Organization)
- **FGIOENC** - Organizational Encumbrances List (for specified Fund and Organization)
- **FGITRND** - Default Transaction Activity (for selected Account)
FGIBSUM
Finance General Ledger Inquiry Form
Organizational Budget Summary

- This screen provides summarized budget, YTD activity in Revenue, Labor, Direct Expenditures, and Transfers totals for a specified Fund and Organization.

1. At the General Menu, type “FGIBSUM” in Go To . . . field and press enter or tab.
2. The Chart field defaults to S.
3. The Fiscal Year field defaults to the current fiscal year.
4. In the **Organization** field, type in your Organization number.
5. In the **Fund** field, type in your Fund number.
6. In the **Commit Indicator** field, **Both** should be the default.

7. Click **Next Block**. Totals for **Account Type** are displayed in the second block. The **Net** total equals total **Revenue** less **Labor** and **Expenditures** and **Transfers**.
Related forms available in Options menu:

- **FGIBDST** - Organizational Budget Status (for specified Fund and Organization)
### FGITBAL

**Finance General Ledger Inquiry Form**

**Trial Balance**

- This screen displays the current account balances for a Fund.

1. At the **General Menu**, type “FGITBAL” in **Go To . . .** field and press enter or tab.
2. The **Chart** field defaults to S.
3. The **Fiscal Year** field defaults to the current fiscal year.
4. In the **Fund** field, type in your Fund number.
5. In the **Account** field, leave blank to display all accounts *(recommended)* or type in an Account number to display that Account and all successive Accounts.
6. Click **Next Block**. The current balance for each **Account** is displayed. The **D/C** field indicates whether the balance is a debit or a credit. An asterisk after the **D/C** field indicates if the balance is opposite of Normal Balance.
This screen displays a list of all encumbrances for a specified Organization.

1. At the **General Menu**, type “FGIOENC” in **Go To** field and press enter or tab.
2. The **Chart** field defaults to **S**.
3. The **Fiscal Year** field defaults to the current fiscal year.
4. The **Index** field is not used at this time.
5. In the **Organization** field, type in your Organization number.
6. In the **Fund** field, type in your Fund number.
7. Click **Next Block**. **Encumbrance** documents, associated **Vendors**, and remaining **Accounts** are displayed.
- Related forms available in Options menu:
  - **FGIENCD** - Detail Encumbrance Activity (for selected Encumbrance)
This screen displays detailed transaction activity for a selected original encumbrance entry as well as all transaction activity against the encumbrance.

1. At the General Menu, type “FGIENCD” in Go To . . . field and press enter or tab.
2. In the Encumbrance field, type the Encumbrance document number (e.g., P0000009) or select it from the drop down list.
3. Click Next Block.
   a. The Vendor, Date Established, and original Balance of the encumbrance are displayed in the top section of the form.
   b. The original Encumbrance, Liquidation amount and Balance for each FOAP(AL) responsible for payment of the purchase are displayed in the middle section of the form. (Click Next Block to view additional encumbrance data if the purchase is distributed to more than one FOAP(AL).
   c. All transactions related to the purchase order (original order, change orders, invoices) are displayed in the bottom section of the form.
This screen displays detailed transaction activity for specified FOAP(AL) elements sorted by account.

1. At the General Menu, type “FGITRND” in Go To . . . field and press enter or tab.
2. The Chart field defaults to S.
3. The Fiscal Year field defaults to the current fiscal year.
4. Enter one or more elements of the FOAP(AL) you wish to view.
5. Click Next Block.
6. Click Execute Query.
   a. All year-to-date transactions related to the FOAP(AL) are displayed. The **Type** field indicates the transaction type for each document. For the total, select **Query Total for all Records** from the Options menu.
   b. To view other information for each transaction such as document number and document description, click on the arrow on the horizontal scroll bar located near the bottom of the form.

- **Note:** **Total** = the sum of original budgets, encumbrances, and expenses.

- Related forms available in Options menu:
  - FGIENCD - Detail Encumbrance Activity (for selected Encumbrance)
This screen provides a list of vendor invoices, credit memos, and payment transactions for a specified vendor.

1. At the General Menu, type “FAIVNDH” in Go To . . . field and press enter or tab.
2. In the Vendor field, enter the vendor ID or click the drop down box to search on FTIIDEN.
3. Click on the **Entity Name/ID Search Form [FTIIDEN]** option.

4. In the **Last Name** field on the **Entity Name/ID Search Form [FTIIDEN]**, enter the name or part of the name using a percent sign (%) as a wild card before and after the search string. First letter is always capitalized.

5. Click **Execute Query**.
6. Highlight the correct vendor from the list and click **Select**.

7. The **Fiscal Year** field defaults to the current fiscal year.
8. In the **Selection** field, select the type of invoice to view (All, Credit Memo, Open, Paid).
9. Click **Next Block**. All invoices meeting the specified criteria are displayed with payment information. Highlight a specific **Check Number** and click the box with the down arrow to go to the **Check Payment History Form [FAICHKH]** to see all invoices paid on that check.

- Related screens available in Options menu:
  - **FAINVE** - Invoice/Credit Memo Query (select query document [by type] for selected invoice)
  - **FAIVINV** - Vendor Invoice Query (for invoice header and detail for selected invoice)
This screen displays the processing history for a specified document by a selected document type and code.
Access to this screen is limited by security class.

1. At the General Menu, type “FOIDOCH” in Go To . . . field and press enter or tab.
2. In the Document Type field, enter “REQ” for requisition, “PO” for purchase order, “INV” for invoice, or click the drop down menu to select from all types.
4. Click Next Block.
5. All entries related to the specified document are displayed.

6. The Status field for each document listed indicates its current status, such as open, approved, or canceled. Select View Status Indicators in the Options menu for a list of codes.
Banner Rule Codes

Banner Rule Codes are transaction types. Some of these are shown below in an actual Banner form. They are also listed below this example, organized by activity date.
Budget Entries:
   BD1 - Permanent Original Budget
   BD2 - Permanent Budget Adjustments
   BD3 - Temporary Original Budget
   BD4 - Temporary Budget Adjustments

Cash Receipt/Disbursement Entries:
   CR5 - Cash Receipts - Cashiers
   CD5 - Cash Disbursements

Journal Entries:
   FT01 - Journal Entry
   MT01/MT02 - Month to Date Transactions

Payroll Entries:
   HFNL - Fringe Benefits Charge Backs
   HGNL - Gross Payroll Expenditures without Encumbrance
   HGRS - Gross Payroll Expenditures with Encumbrance
   HEEL - Employee Liabilities
   HERL - Employer Liabilities
   HFEX - Actual Fringe Benefits Distribution

Accounts Payable/Purchasing:
   INNI - Invoice without Encumbrance
   INNC - Credit Memo without Encumbrance
   INEI - Invoice with Encumbrance
   INEC - Credit Memo with Encumbrance
   CN_ - Cancelled Invoice
   PORD - Establish Purchase Order Encumbrance
   CORD - Changes on Purchase Order
   POAD - Additional Charges on Purchase Order
   PODS - Purchasing Discount
   PCRD - Cancelled Purchase Order
   REQP - Purchase Requisition

Grants and Contracts Entries:
   GRIC - Grants-Indirect Cost Charge
   GRIR - Grants-Indirect Cost Recovery
   GRRV - Grants-Accrued Revenue
Exporting to Excel

Exporting data from Banner into an Excel document can be a very useful technique to organize data so that it can be manipulated. It also allows one to save data to the hard drive for easy access.

The instructions following use the example of the FGITRND form, but any data from a Banner inquiry can be exported to Excel using the same steps.
1. Once you have populated the data block with the information you need, click on the Help menu, and choose **Extract Data No Key**.

2. Informational window will appear, click Save File.
3. The new informational window gives the location data is stored, click OK.

4. You must click Close to complete extract.
5. Open the file from the location given above. At this point, you can adjust the columns, add titles and headings, add formulas, and format the document however best suits your needs.
Instructions for FGRODTA

FGRODTA is a Banner report that allows you to obtain transaction detail for your funds and orgs. This will provide access to a large volume of raw data which if used incorrectly, can lead to misleading conclusions. Please use and disseminate this data with care. Security access to this form is limited. If you have questions about security access, see your Business Manager.

1. At the **General Menu**, type “FGRODTA” in **Go To . . .** field and press enter or tab.
2. The screen that comes up will look like the following:

3. Click **Next Block**.

4. The next block, Printer Control, will populate with the default printer "database" highlighted. It is possible to send this report directly to a printer, but to do this, you will have to contact the IT department to make sure that you are set up to do that.
5. Click **Next Block** again to move cursor to Parameter Values.

6. In **Fiscal Year** field, enter the current fiscal year - 11.

7. In **Chart** field, enter a capital “S”.
8. In **From Organization Code** field, type in the beginning number of the range of orgs you need to see. (This example shows 288000.) You must use the full six number code.

9. In **To Organization Code** field, type in the ending number of the range of orgs you need to see. (This example shows 288000.) Once again, use the full six number code.

10. In **From Account Code** and **To Account Code** fields, type in the account or range of accounts you need to see. Or, you may leave this blank to see all accounts.

11. If you want to run a report for just one org - enter that number in both the **From Organization Code** and the **To Organization Code** boxes.
12. Make sure to scroll down in the parameters section to the **From Date** and **To Date** fields. If you don’t change the dates, you will only see activity for one day. You may set any date parameters in the current fiscal year that you choose.

13. In the **From Date** field, type the beginning of the range of dates you would like to see (in this case the beginning of the fiscal year). The format must be as seen below: **DD-MMM-YYYY**, with two digits for the day of the month, a dash, three capital letters for the month, another dash, and the four digit year. Banner will not accept any other format.

14. In the **To Date** field, type the ending of the range of dates you would like to see. (Note that the default is the current date.) Again, the format must be **DD-MON-YYYY**.

15. The **Include Accrual for Last Prd** field defaults to **N**. The **Print Organization Totals** field defaults to **Y**. The **Commitment Type** field defaults to **U**; change to **B -Both**.
16. Click **Next Block**, which moves the cursor to the Submission block.

17. Once in the Submission block, click on **File**, then **Save**.
18. This will clear the screen and it will look as it did at the beginning.

19. Now click on **Options**, then **Review Output**.

20. On the next screen, click on the **File Name** drop down arrow, and choose the file name ending in ".lis" from the files available. Click **OK**.
21. Open up an Output Review screen, such as shown below.

22. To get a printable and savable report, click on Options, then Show Document (Save and Print File).

23.

24. Now file is ready to save. Click Save File.
25. An informational window provides the location this file is saved. **Click OK.**