Executive Summary Form (FGIBDSR)
Banner Desktop Procedures

1. In the Go To field on the Main Menu, type in FGIBDSR and press enter to go directly to the Executive Summary form.

2. System will automatically default to Chart code “4” and the currently active Fiscal Year (example: “06”) when the form is initially opened.

3. Click in the Include Revenue Accounts box to remove the check mark and isolate non-revenue accounts.

4. Enter 3-digit Orgn (organization code) and Fund (example: “100” for institutional budgets). To isolate the general and administrative (i.e. non-salary) operating budget, enter “70” in the Account Type field. To isolate the salary budget, enter “60” in the Account Type field. Leave the Account Type field blank to view both salary and non-salary information.

5. Click Block (menu bar) and then click Next to access budget information. (Shortcuts: while pressing the Shift key, press the Page Down key, OR click in any field below the black horizontal line in the center of the page, OR click the Next Block icon located near the center of the toolbar - the icon looks like an orange downward-facing triangle with sheets of paper beside it).

6. Your departmental budget will be displayed by account code and account title. The Adj Budget column displays the amount budgeted for each line item account. The YTD Activity column shows the year-to-date expenditures charged to each line item account. The Commitments column displays year-to-date encumbered dollars, or purchase order amounts, for each line item account. The final column, Avail Bal, shows remaining dollars for each line item account or the result of the following equation: Adj Budget – YTD Activity – Commitments = Avail Bal.

7. Since only twelve line items may be displayed at the same time, the scroll bar located to the right of the Avail Bal column allows you to view all line items in your departmental budget by scrolling up and down.

8. To obtain detailed information on specific line items, click on any of the dollar amounts in the Adj Budget, YTD Activity or Commitments columns and then click on the Options menu and select Transaction Detail Information.

9. To view invoice, commodity and accounting information, click on the Options menu and select Query Document. To navigate through the series of forms related to each document, use any of the “next block” functions (press Shift and Page Down OR click Block and then Next on the top menu bar OR use the Next
Block icon located near the middle of the toolbar - the icon looks like an orange downward-facing triangle with sheets of paper beside it).

10. Click the **Exit** icon located on the toolbar to return to the previous screen. It is the last icon on the right: the large black X.

11. Click the **Rollback** icon located on the toolbar to clear all data from a form except the system default data. It is the second icon from the left: curved, left-facing arrow.

12. To close the Banner session, exit from the **Main Menu** (the small black “x”, top right) and the system will prompt you with the question: **Are you sure you want to exit this SCT Banner session?** Click “Yes” to exit.
DETAIL TRANSACTION ACTIVITY FORM

DOCUMENT QUERY – INVOICE/CREDIT MEMO HEADER

MENU/TOOL BAR