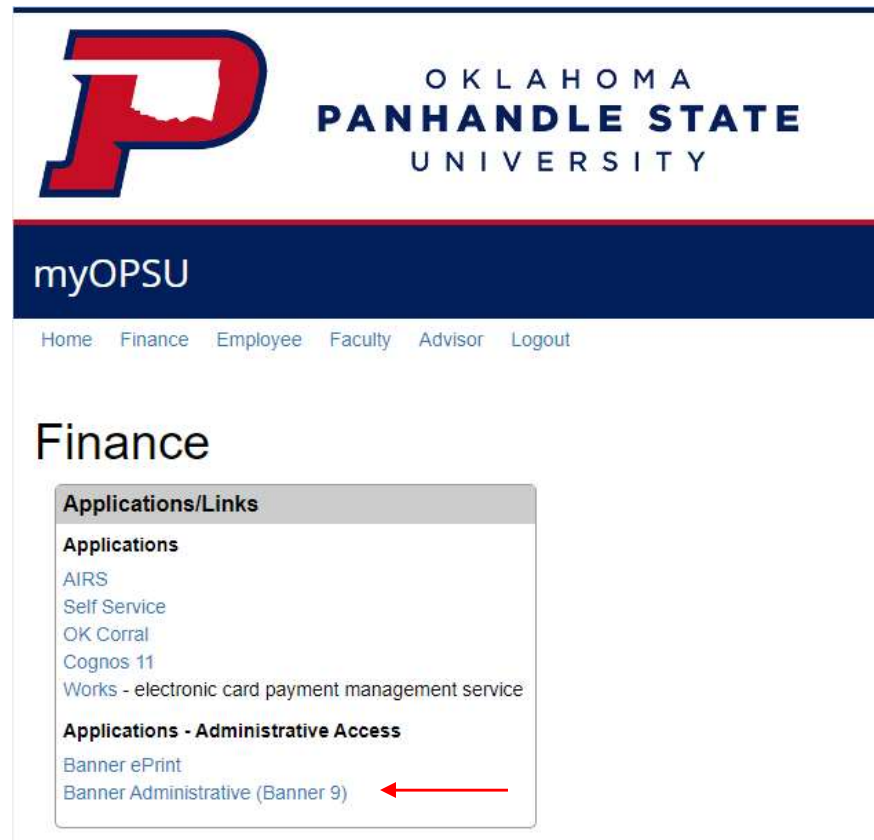

Banner Finance Budget Queries





Navigation

To access Banner Finance, you'll find the link in the OPSU portal.



The screenshot shows the myOPSU portal interface. At the top left is the red stylized 'P' logo. To its right is the text 'OKLAHOMA PANHANDLE STATE UNIVERSITY'. Below this is a dark blue horizontal bar with the text 'myOPSU' in white. Underneath the bar is a navigation menu with links for 'Home', 'Finance', 'Employee', 'Faculty', 'Advisor', and 'Logout'. The 'Finance' link is highlighted. Below the navigation menu is a section titled 'Finance' with a sub-section 'Applications/Links'. This sub-section contains two categories: 'Applications' and 'Applications - Administrative Access'. The 'Applications' category lists 'AIRS', 'Self Service', 'OK Corral', 'Cognos 11', and 'Works - electronic card payment management service'. The 'Applications - Administrative Access' category lists 'Banner ePrint' and 'Banner Administrative (Banner 9)'. A red arrow points to the 'Banner Administrative (Banner 9)' link.

OKLAHOMA
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UNIVERSITY

myOPSU

[Home](#) [Finance](#) [Employee](#) [Faculty](#) [Advisor](#) [Logout](#)

Finance

Applications/Links

Applications

- [AIRS](#)
- [Self Service](#)
- [OK Corral](#)
- [Cognos 11](#)
- [Works - electronic card payment management service](#)

Applications - Administrative Access

- [Banner ePrint](#)
- [Banner Administrative \(Banner 9\)](#) ←



Terms Used for Banner Finance

Adjusted Budget = Original Budget & Transfers

Year to Date* = Actual Expenses/Receipts

Commitments= Purchase Orders/Encumbrances

Available Balance = Remaining Budget

Drill Down = View further transactions in an account code or view a document number



Account Codes

- ❖ 50**** - Revenue
- ❖ 60**** - Labor
- ❖ 700*** - Budget Pool
- ❖ 70**** - Maintenance
- ❖ 811*** - Transfers (Includes 811970, 811991, 811992, 811993, 811994, etc. Will be reflected at bottom of fund)

P Maintenance Budget Pools

Budget Pool	Account Range	Category
700300	703000-703799	Supplies and Materials
700380	703800	Library Materials
700390	703900-704999	Property, Furniture and Equipment
700500	705000-705999	Travel
700600	706000-706999	Communications
700700	707000-707099	Utilities
700710	707100-708399	Contractual Services
700840	708400-709999	Other Current Expenses



Budget Queries in Banner Finance (FGIBAVL)

- ❖ FGIBAVL – Budget Availability Status
- ❖ This screen is useful for viewing remaining available budget
- ❖ You cannot drill down into this screen to view transactions within each budget pool



Budget Queries in Banner Finance (FGIBAVL)

- ❖ FGIBAVL – Budget Availability Status
- ❖ Enter the Fund (Example: 1xxxxx, 320xxx, or 500xxx, 99xxxx)
- ❖ Enter the Account
 - ❖ 602000 – This will allow you to view payroll and expense budget
 - ❖ 700300 – This will allow you to view expense budget only



Budget Queries in Banner Finance (FGIBAVL)

ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD) (OPUS) ADD RETRIEVE RELATED TOOLS

Chart: * P
Index:
Fund:
Account:
Fiscal Year: * 23
Commit Type: Both
Organization:
Program:
Go

Keys --- >

- ❖ Organization and Program will populate automatically. Then, click Go.



Budget Queries in Banner Finance (FGIBDSR)

- ❖ FGIBDSR – Executive Summary
- ❖ This screen is useful for viewing transactional information in your budgets
 - ❖ Revenue and expense activity
 - ❖ Encumbrances
- ❖ You can drill down into this screen to view transactions within each budget pool or account code



Budget Queries in Banner Finance (FGIBDSR)

- ❖ FGIBDSR – Executive Summary
- ❖ Enter the Fund (Example: 1xxxxx, 320xxx, or 500xxx, 99xxxx)

ellucian Executive Summary FGIBDSR 9.3.23 (PROD) (OPSU) ADD RETRIEVE RELATED TOOLS

Chart: * P
Index:
Fiscal Year: * 23
Query Specific:
Account
Commit Type: Both
Include Revenue:
Accounts
Organization:
Program:
Account Type:
Location:
Fund:
Account:
Activity:
Go



Budget Queries in Banner Finance (FGIBDSR)

- ❖ Click Go.
- ❖ Organization, Program, and Activity will populate automatically. Then, click Go.
- ❖ To export a spreadsheet, click Tools, then
- ❖ click Export.



Budget Queries in Banner Finance (FGIBDSR)

- ❖ FGIBDSR – Executive Summary
- ❖ To drill down, click on a line. Click on Related, then click Transaction Detail Information [FGITRND].
- ❖ To drill down further, click on a line. Click on Related, then click on Query Document [BY TYPE] or click on Detail Encumbrance Info [FGIENCND].

P Changes to Available Balance

- ❖ Budget is budgeted in Budget Pools (i.e. Supplies = 700300)
- ❖ Year to Date Expenses will still hit the specific expense accounts (i.e. printer cartridge = 703010)
- ❖ Adjusted Budget – Year to Date – Commitments = Available Balance



Budget Transfers

- ❖ Purchasing Office will key:
 - ❖ Budget adjustments - will be made accordingly as requisitions are received in OK Corral.
 - ❖ Budget adjustments - will be made accordingly as p-card transactions are paid.
 - ❖ Departmental transfers between departments – will be made accordingly as departmental invoices are received for payment.



Encumbrance Query

Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query.

Existing Query

Fiscal year

Fiscal period

Encumbrance Status

Commitment Type

Chart of Accounts

Index

Fund

Activity

Organization

Location

Grant

Fund Type

Account

Account Type

Program

Save Query as:

Shared



Encumbrance Query

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt.Type
707002	P1335678	Tri County Electric Coop	7,000.00	0.00	(7,000.00)	7,000.00	0.00	100.00	Uncommitted
707210	P1339667	Circle D Appliance	1,000.00	0.00	(150.00)	150.00	850.00	15.00	Uncommitted
707210	P1341482	Allens Tri State Mechanical	1,000.00	0.00	0.00	0.00	1,000.00	0.00	Uncommitted
Report Total (of all records)			9,000.00	0.00	(7,150.00)	7,150.00	1,850.00	79.44	

[Another Query](#)

For Questions or Budget Transfer
submissions, please email:

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liz@opsu.edu

kari.stover@opsu.edu

For this PowerPoint or other Budget
resources, visit [P:\SHARED\Business
Office and HR Documents](#)

If you need access, please complete a
Banner Finance Access Request at

<https://opsu.edu/fiscal-affairs/>

Questions?