

Reporting and Querying

This document shows you how to query information in the Finance system. We will review several reporting options (i.e., download a report, customize a query, report processing).

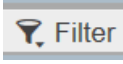


Objectives

After completing this session, you will be able to:

- Query Functions
- Data Export
- Extract a report from Banner using FGIBDST
- Run customized queries using FGITRND
- Download YTD transaction activity using FGITRND
- Learn report processing in Banner using FGRPDTA

Querying Functions

Use the following function to perform

Function	Description	Icon/Button	Keyboard Shortcut
Enter	Puts the form in query mode		F7
Execute	Searched the database and displays the first set of records		F8
Cancel	Cancels the query and takes the form out of query mode		Ctrl Q
Last Criteria			F7
Count Hits			Shift + F2

Queries

- % and _ are wildcards
 - Percent is any number of characters %Q% = any form with a Q
 - Underscore is a single character __Q% = any form with a Q in 3rd position
- **Queries in Banner 9** have been re-tooled and work a lot like Excel features and come with common SQL/Excel like filter options.
- You can choose what columns to include in the output.
- Some query pages have “locked” columns; non-locked columns can now be moved around (FGITRND)

Data Export

- Allows users to extract data “displayed” into an external file (.txt or .csv/.xlsx) which can be saved to a folder or opened
- Data extract is located under the Tools Menu (Shift+F1)

Chrome – Turn off Pop-up Blockers

- Click three vertical dots in upper right corner
- Click Settings
- Click Advanced (near bottom of screen)
- Expand Content settings (click right arrow)
- Look for Popups setting then click right arrow to expand
- Click button that says “Blocked”. It will change setting to “Allowed”.
- Exit out of settings

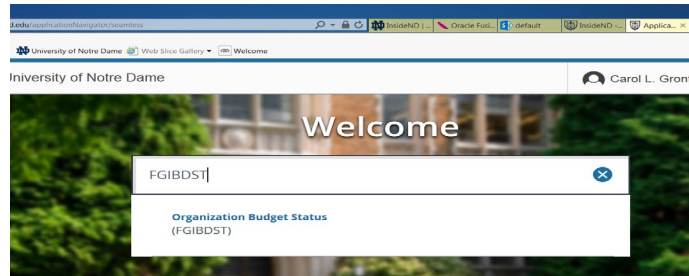
Chrome – Set Excel as Default to open a downloaded .txt file from Banner

- Click three vertical dots in upper right corner
- Click Downloads
- Downloads will be shown with most recent at the top
- On the first txt file click “Show in Folder” link. This file will be highlighted in the downloads folder
- Right click, navigate to “Open With” then select “Choose Default Program”
- Select Excel. All future downloads from Banner should open in this manner

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Export a Report from a Banner Form – FGIBDST

1. From the **Main Menu** page, in the **Search Box** type **FGIBDST** and press **Enter**.

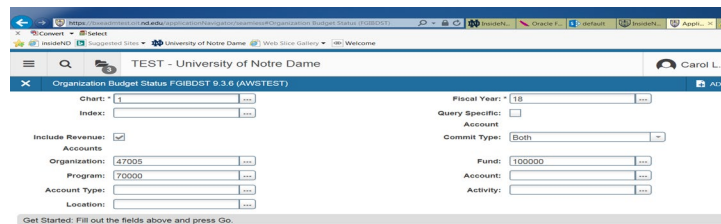


2. In the key section:

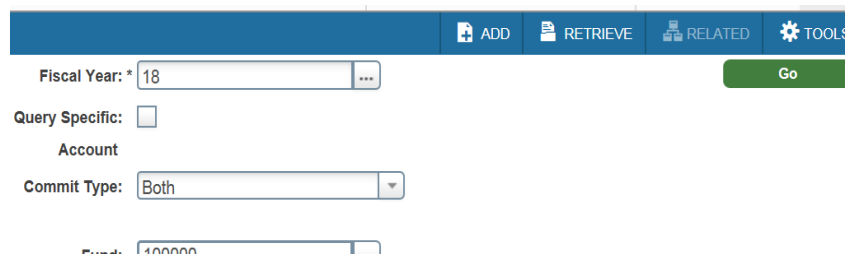
Chart field enter **1** (required).

Enter **Fiscal Year** (required).

Enter **the Organization and Fund codes**.



3. Click **GO** to execute the query.

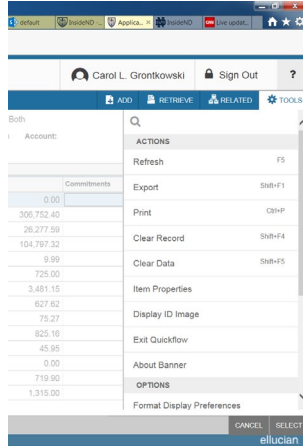


4. Select **Tools**-gear

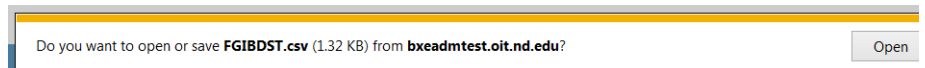


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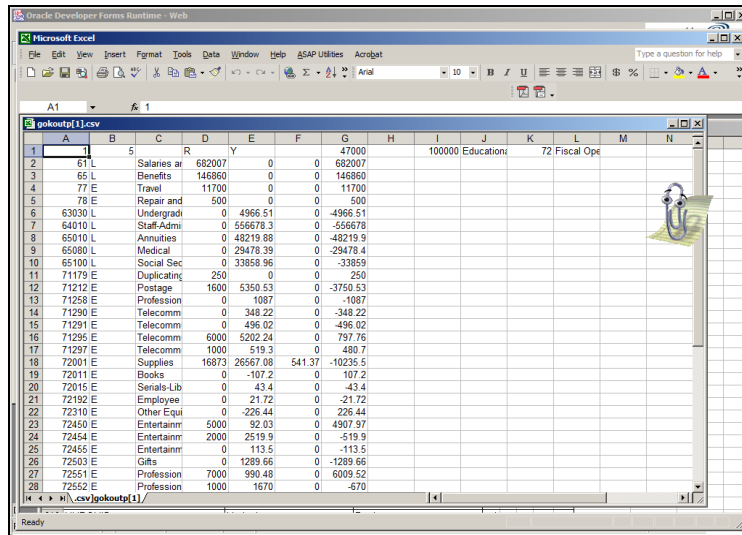
5. Select **Export**



6. On the file download window, click **Open**.



7. The data is imported into an Excel.

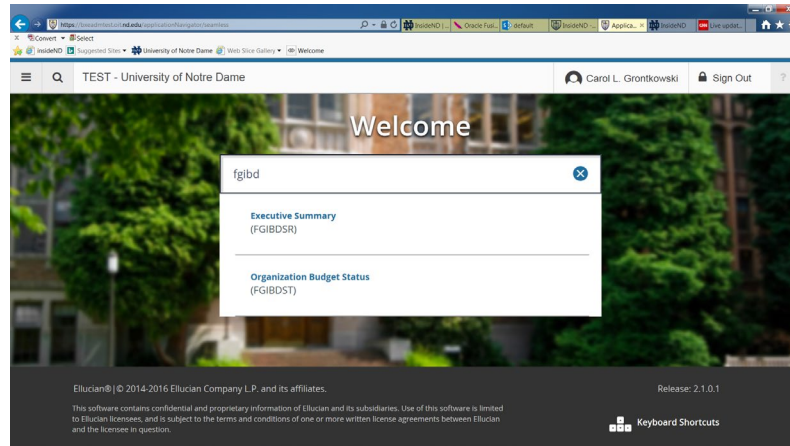


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Run a Custom Query

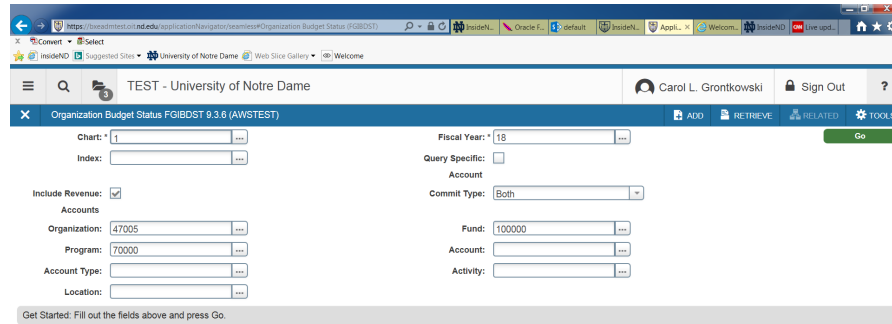
To query information (i.e., What is the total Procard charges for the department supplies YTD?), follow the instructions below.

1. In the **Search box** type **FGIBDST** and press **Enter**.

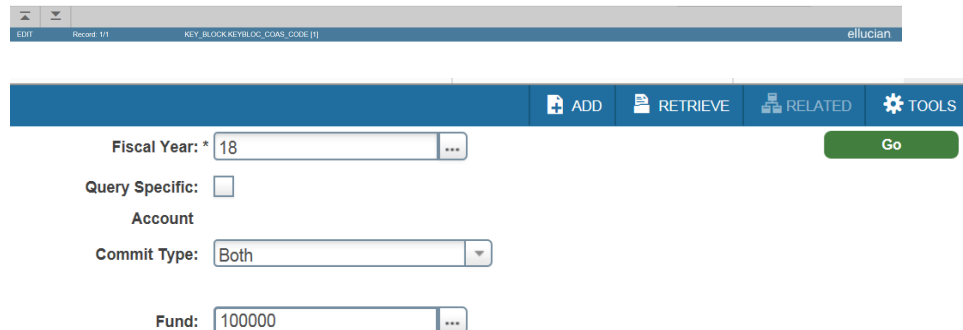


2. In the **Key block**, enter parameters:

Chart 1
Fiscal Year 18
Fund-10000
Org-47005

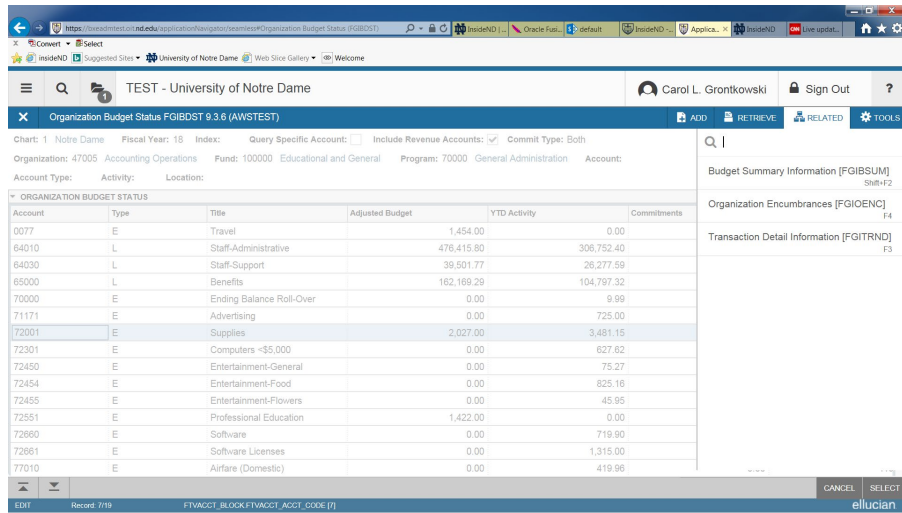


3. **Click Go.**



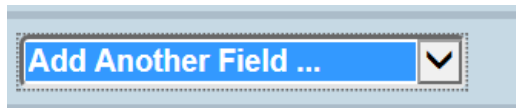
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4. Highlight the **supplies record**
5. From the **Related** icon select **Transaction Detail (FGITRND)**.

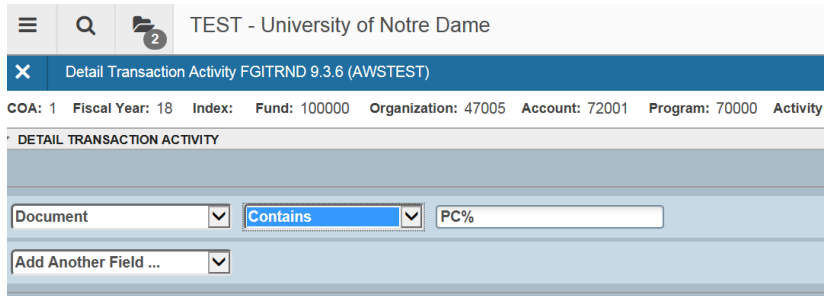


To view only the ProCard transactions (this transactions begin with PC)

1. Select Start Over
2. Press F8 to execute
3. Click Add Another Field
4. Select Document field. Select the operator (contains)

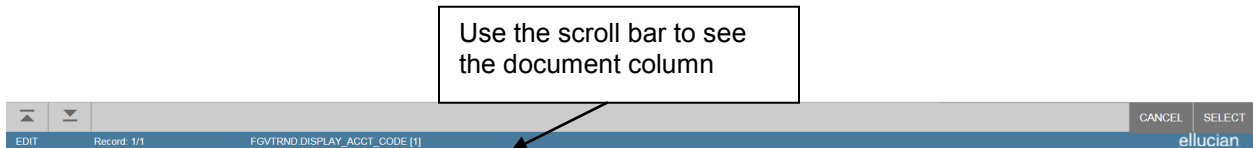
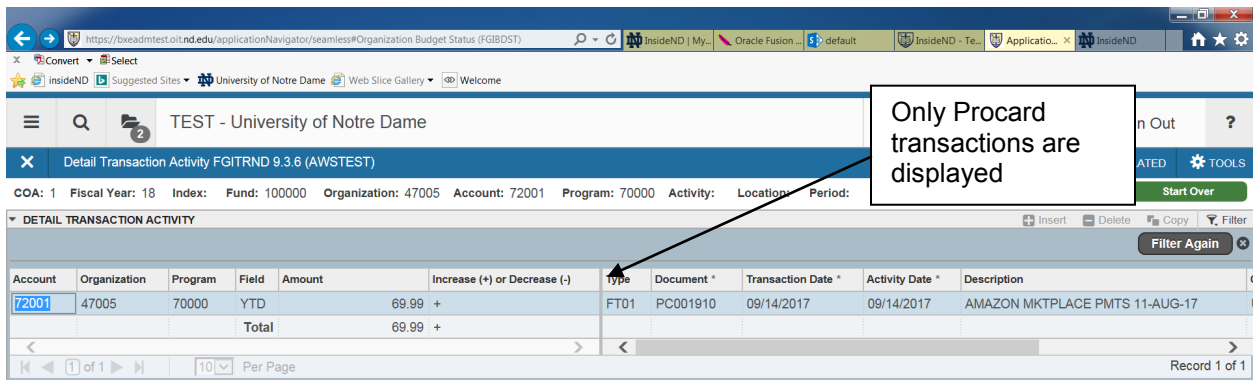
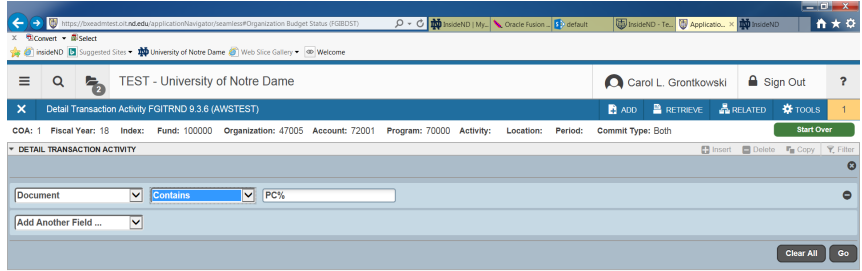


NOTE: For a complete listing of Document Prefix Codes, go to <http://controller.nd.edu>



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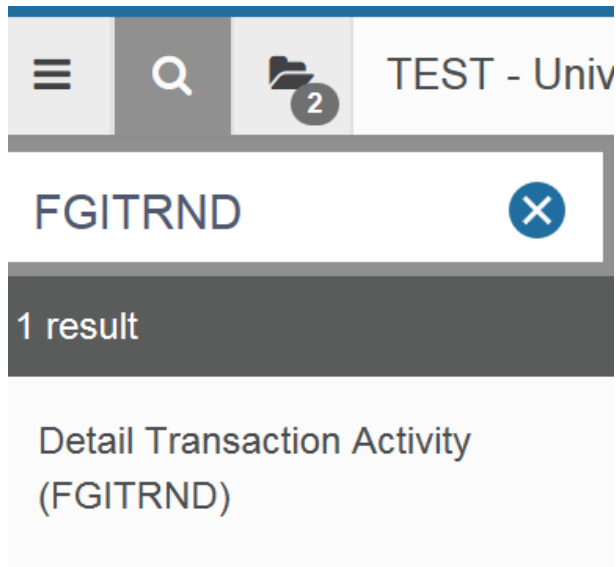
5. Click Go



NOTE: To run another query, simply **START OVER** and change the criteria.

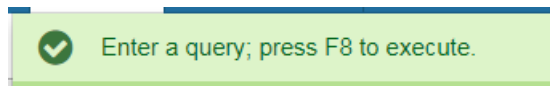
Run a Custom Query by Field (report on YTD transactions)

1. Click the **Search Icon** and enter **FGITRND**

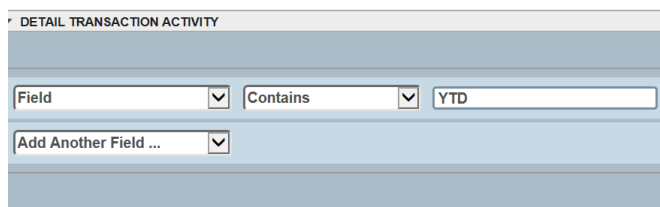


2. Fill out the fields to set up your query.

3. Press F8



4. Add **Another Field** contains **YTD**

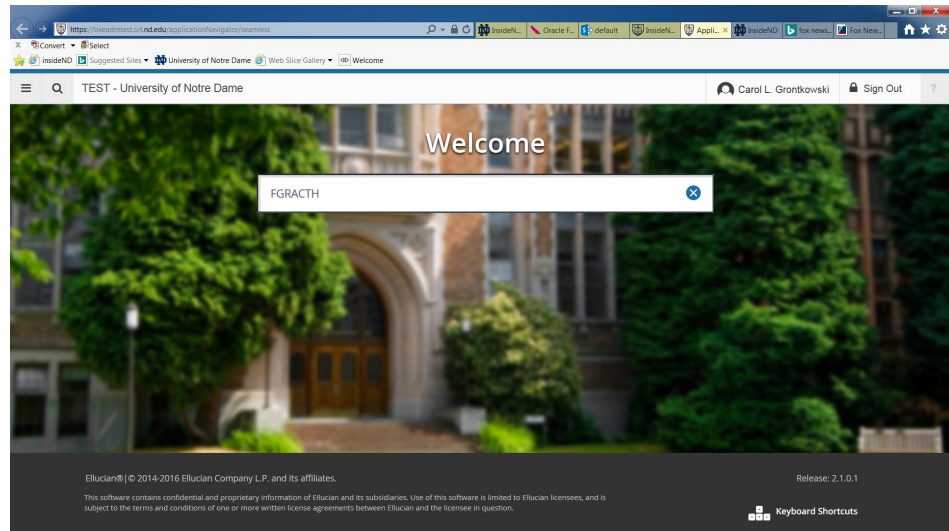


Report Process in Banner

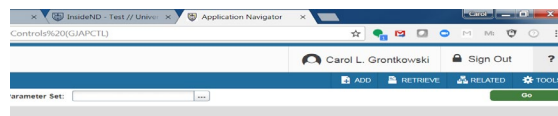
In the system, reports are generated through a process called Job Submission. The Job Submission form may be accessed directly by typing in GJAPCTL at the Go field or indirectly typing in the seven character name of the report in the Search Box

1. In the **Search Box** type **FGRPDTA** and press **Enter**.

The report process submission form opens GJAPCTL.



2. From the GJAPCTL (Job Submission) form, **click GO**



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3. Enter **DATABASE** in the printer control block.

Process: FGRACHT Account Hierarchy Report Parameter Set:

PRINTER CONTROL

Printer: DATABASE
 Special Print:
 Lines: 55
 Submit Time:
 MIME Type: None
 PDF Font:
 PDF Font Size:
 Delete After Days:
 Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Chart of Accounts	1
02	As of Date (DD-MON-YYYY)	04/11/2018
03	Account Type	

LENGTH: 11 TYPE: Date O/R: Optional M/S: Single

SUBMISSION

Save Parameter Set as
 Name: Description: Hold / Submit: Hold Submit

4. Click down arrow to next section to the parameter values

Record 2/3 GUEPRUN GUEPRUN_NUMBER [2]

PARAMETER VALUES

Number *	Parameters	Values
01	Chart of Accounts	1
02	As of Date (DD-MON-YYYY)	04/11/2018
03	Account Type	

LENGTH: 11 TYPE: Date O/R: Optional M/S: Single

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5. Enter the parameter values shown below:

	Parameter	Value
01	Fiscal Year	Enter "18" Required
02	Chart of Accounts	Enter "1" Required
03	From Organization Code	Enter if you are reporting a range of org codes with a beginning org
04	To Organization Code	Enter if you are reporting a range of org codes with an ending org
05	From Fund Code	Leave blank if you want all funds associated with org code selection above included
06	To Fund Code	
07	From Program Code	Leave blank if you want all program codes associated with org code selection above included
08	To Program Code	
09	From Account Code	Leave blank if you want all account codes associated with org code selection above included
10	To Account Code	
11	From date	Enter beginning date range
12	To date	Enter ending date range
13	Include Accrual for Last Period	Enter "N" as the default
14	Print Org Totals	Enter "Y" as the default
15	Commitments	U

6. Click down arrow to the submission section.



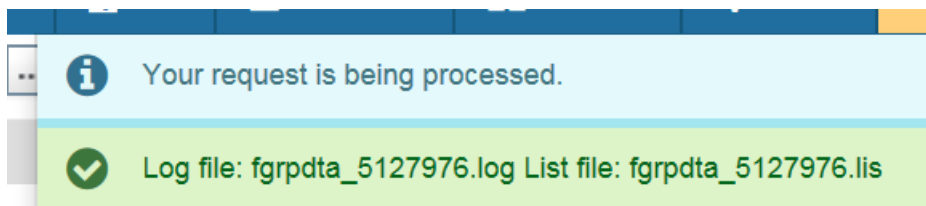
7. If you wish to save the parameters for future submissions, check **Save Parameters**.

Submission

Save Parameter Set as Name: Description: Hold

8. In the Name field, type a name for the report.

9. When complete: press **F10**.



The Status bar lists the report number.

11. Click the **Related** icon and



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Select Review Output

Q

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]

12. Click in the **File Name** on the **GJIREVO** form
Highlight *the output file name* (the .lis file) and click **OK**.

Saved Output Review GJIREVO 9.0 (AWSTEST)

Process: Program Detail Activity

File Name:

Available Files

Criteria:

Output File Name	Record Count	Date Saved	Time S
fgrpota_5128278.lis	0	04/13/2018	02:40
fgrpota_5128278.log	10	04/13/2018	02:40

Record 1 of 2

Cancel OK

The report opens on the form.

13. From the **Options** menu select **Show Document (Save and Print File)**.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJIREVO

File Edit Options Block Item Record Query Tools Help

ORAC

Saved Output Review GJIREVO 7.0 (BANRTRND)

Process: Program Detail Activity

Number: File Name: Lines:

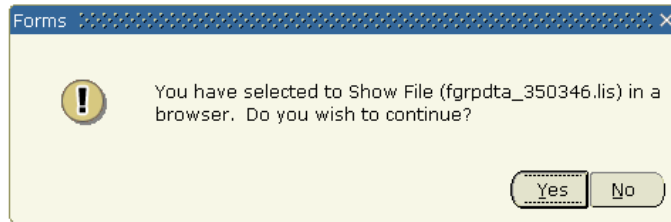
01-MAR-2006 11:14:23 University of Notre Dame PAGE 1
 FISCAL YEAR 06 Program Detail Activity FGRPDTA
 From 01-MAR-2006 To 01-MAR-2006

COAS: 1 Notre Dame
 ORG: 47005 Test Org

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	FUND / FRG ACCT	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Test Fund	100000				
				Fiscal Operations	72				
BEGINNING:		Travel			0077				
ENDING:		Travel			0077				

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14. The message box asking if you want to open the file in your browser, click **Yes**.



01-MAR-2006 11:14:23
FISCAL YEAR 06

University of Notre Dame
Program Detail Activity
From 01-MAR-2006 To 01-MAR-2006

PAGE 1
FGRPDTA

COAS: 1 Notre Dame
ORG: 47005 Test Org

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	FUND/PRG ACCT	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRAL ACTIVIT
				Test Fund	100000			
				Fiscal Operations	72			
BEGINNING:		Travel			0077			
ENDING:		Travel			0077			
BEGINNING:		Capital			0079			
ENDING:		Capital			0079			
BEGINNING:		Staff			061SS			
ENDING:		Staff			061SS			
BEGINNING:		Staff-Administrative			64010			
ENDING:		Staff-Administrative			64010			

Use the browser options to save or print the report.