## **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	<b>?</b> Filter	F7
Execute	Searched the database and displays the first set of records	Go	F8
Cancel	Cancels the query and takes the form out of query mode	CANCEL	Ctrl Q
Last Criteria			F7
Count Hits			Shift + F2

## Queries

- % and \_ are wildcards
  - $\circ$  Percent is any number of characters %Q% = any form with a Q
  - Underscore is a single character  $_Q\%$  = any form with a Q in 3<sup>rd</sup> 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)

## **Queries: Moveable Columns**

**FGITRND** – has locked columns (**Account through Increase/Decrease**). The remaining columns are "**free**" and can be moved and re-arranged.

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2001	47005	70000	YTD	3,000.00	+	INNI	TK008765	02/28/2018	02/28/2018	Central Michigan University	U	100000	
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001	47005	70000	YTD	2.98	+ +	INEI	DP144637	12/31/2017	01/02/2018	Office Depot	U	100000	
001	47005	70000	YTD	8.99	+	INEI	DP144315	12/31/2017	01/02/2018	Office Depot	U	100000	
001	47005	70000	YTD	13.24	+	INEI	DP144250	12/31/2017	01/02/2018	Office Depot	U	100000	
001	47005	70000	YTD	22.78	+	INEI	DP144250	12/31/2017	01/02/2018	Office Depot	U	100000	
001	47005	70000	ENC	2.98	+	PORD	P1879846	12/13/2017	12/13/2017	Office Depot	U	100000	
001	47005	70000	ENC	8.99	+	PORD	P1879084	12/06/2017	12/06/2017	Office Depot	U	100000	
001	47005	70000	ENC	13.24	+	PORD	P1878834	12/05/2017	12/05/2017	Office Depot	U	100000	
001	47005	70000	ENC	22.78	+	PORD	P1878834	12/05/2017	12/05/2017	Office Depot	U	100000	
001	47005	70000	YTD	18.70	+	INEI	DP143209	11/27/2017	11/27/2017	Office Depot	U	100000	
001	47005	70000	ENC	18.70	+	PORD	P1875570	11/07/2017	11/07/2017	Office Depot	U	100000	
001	47005	70000	YTD	34.90	+	INEI	DP142847	11/06/2017	11/06/2017	Office Depot	U	100000	
001	47005	70000	ENC	34.90	+	PORD	P1874442	10/27/2017	10/27/2017	Office Depot	U	100000	
001	47005	70000	YTD	483.16	+	INEI	DP141955	10/20/2017	10/20/2017	Office Depot	U	100000	
001	47005	70000	YTD	109.42	+	INEI	DP141882	10/20/2017	10/20/2017	Office Depot	U	100000	
001	47005	70000	YTD	3.22	+	INEI	DP141466	10/10/2017	10/10/2017	Office Depot	U	100000	
			Total	5,557.10	•								

#### Columns can be sorted in **Ascending or Descending order** by clicking in the column

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001	47005	70000	ENC	24.60	+	CORD	P1743388	03/28/2018	03/28/2018	Kurt J Lesker Co	U	100000		
001	47005	70000	YTD	-462.50		FJ1	CD007426	09/15/2017	09/15/2017	NDFCU Robyn Wray Reimbursement	U	100000		
2001	47005	70000	ENC	19.35	+	PORD	P1885598	02/06/2018	02/06/2018	Office Depot	U	100000		
2001	47005	70000	ENC	-2.98		INEI	DP144637	12/31/2017	01/02/2018	Office Depot	U	100000		
2001	47005	70000	YTD	2.98	+	INEI	DP144637	12/31/2017	01/02/2018	Office Depot	U	100000		
2001	47005	70000	ENC	-8.99		INEI	DP144315	12/31/2017	01/02/2018	Office Depot	U	100000		
2001	47005	70000	YTD	8.99	+	INEI	DP144315	12/31/2017	01/02/2018	Office Depot	U	100000		
2001	47005	70000	ENC	-22.78		INEI	DP144250	12/31/2017	01/02/2018	Office Depot	U	100000		
2001	47005	70000	ENC	-13.24		INEI	DP144250	12/31/2017	01/02/2018	Office Depot	U	100000		
2001	47005	70000	YTD	13.24	+	INEI	DP144250	12/31/2017	01/02/2018	Office Depot	U	100000		
001	47005	70000	YTD	22.78	+	INEI	DP144250	12/31/2017	01/02/2018	Office Depot	U	100000		
001	47005	70000	ENC	2.98	•	PORD	P1879846	12/13/2017	12/13/2017	Office Depot	U	100000		
001	47005	70000	ENC	8.99	•	PORD	P1879084	12/06/2017	12/06/2017	Office Depot	U	100000		
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2001	47005	70000	ENC	-18.70		INEI	DP143209	11/27/2017	11/27/2017	Office Depot	U	100000		
			Total	5,557.10	+									

## 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

## 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.



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4. Select Tools-gear

#### 5. Select Export

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104,797.32		Clear Record		SILLET 4
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- 6. On the file download window, click **Open**.
- 7. The data is imported into an Excel.

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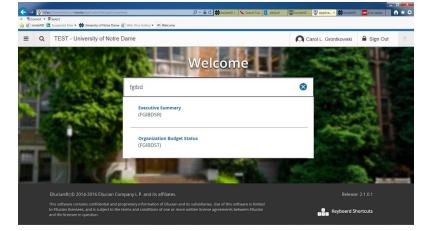
Do you want to open or save FGIBDST.csv (1.32 KB) from bxeadmtest.oit.nd.edu?

Open

## Run a Custom Query

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

 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

E Q 🍖 TEST - University of Notre Dame		Carol L. Gro	ontkowski	Sign Out	1
Organization Budget Status FGIBDST 9.3.6 (AWSTEST)		🔒 ADD	RETRIEVE	뤏 RELATED	🔅 тоо
Chart: * 1	Fiscal Year: * 18				Go
Index:	Query Specific:				
	Account				
Include Revenue:	Commit Type: Both	-			
Accounts					
Organization: 47005 ····	Fund: 100000				
Program: 70000	Account:				
Account Type:	Activity:				
Location:					

3. Click Go.



# 4. Highlight the supplies record

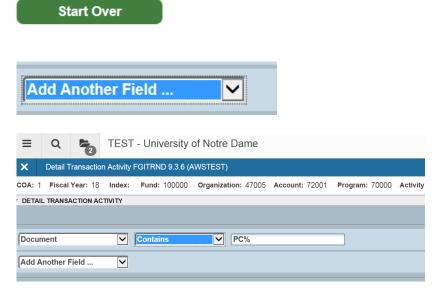
5. From the Related icon select Transaction Detail (FGITRND).

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Account Type:	Activity: Lo	ations Fund: 100000 Educational ocation:	and General Program: 70000 G	eneral Administration Account:		Budget Summar	y Information [FC	BIBSU
<ul> <li>ORGANIZATIO</li> <li>Account</li> </ul>	N BUDGET STATUS	Title	Adjusted Budget	YTD Activity	Commitments	Organization En	cumbrances [FG	IOENC
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	L	Staff-Support	39.501.77					
	L	Benefits						
	E	Ending Balance Roll-Over		9.99				
71171	E	Advertising		725.00				
	E	Supplies		3,481.15				
72301	E	Computers <\$5,000	0.00	627.62				
72450	E	Entertainment-General	0.00	75.27				
72454	E	Entertainment-Food	0.00	825.16				
72455	E	Entertainment-Flowers	0.00	45.95				
	E	Professional Education	1,422.00	0.00				
72660	Е	Software		719.90				
72661	E	Software Licenses		1,315.00				
	E	Airfare (Domestic)		419.96				

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** 

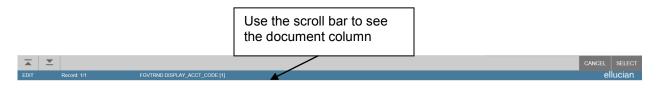


## Introduction to Banner Finance

#### 5. Click Go

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## **NOTE**: <u>To run another query</u>, simply **START OVER** and change the criteria.

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

1.	Click the Search Icon and enter	≡ 0	A 🔁	TEST - Univ			
	FGITRND	FGITR	ND	⊗			
		1 result					
		Detail Ti (FGITRI	ransaction A ND)	Activity			
2	Fill out the						

2. Fill out the		
fields to	Detail Transa	ction Act
set up	COA:	1
•	Index:	
your	Organization:	47005
query.	Program:	70000
	Location:	
	Commit Type:	Both

3. Press F8

<ul> <li>Enter a query; press F8 to execute.</li> </ul>
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Transaction Activity FGITRND 9.3.6 (AWSTEST)

4. Add Another Field contains YTD

Field	Contains	YTD	
Add Another Field	<b>~</b>		

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Fiscal Year: 18

Activity:

Period:

Fund: 100000

Account: 72001

5. Click Go

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COA: 1	Fiscal Year: 18	Index:	Fund: 1	00000 Organization: 470	05 Account: 72001 Prog	gram: 7000	0 Activity:	Location: Period:	Commit Type:	Both	Sta	art Over
DETAIL 1	TRANSACTION AC	TIVITY								🚼 Insert 🗧	Delete 📲 Copy	👻 Filt
											Filter A	gain
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description		
72001	47005	70000	YTD	3.000.00		INNI	TK008765	02/28/2018	02/28/2018	Central Michigan Ur	iversity	
72001	47005	70000	YTD	100.00		EJ1	JV025262	02/13/2018	02/13/2018	test a		
72001	47005	70000	YTD	-0.01		FJ1	JV024586	01/29/2018	01/29/2018	test ' vs. 000000		
72001	47005	70000	YTD	0.01	+	FJ1	JV024586	01/29/2018	01/29/2018	test ' vs. 000000		
72001	47005	70000	YTD	2.98	+	INEI	DP144637	12/31/2017	01/02/2018	Office Depot		
72001	47005	70000	YTD	8.99	+	INEI	DP144315	12/31/2017	01/02/2018	Office Depot		
72001	47005	70000	YTD	13.24	+	INEI	DP144250	12/31/2017	01/02/2018	Office Depot		
72001	47005	70000	YTD	22.78	+	INEI	DP144250	12/31/2017	01/02/2018	Office Depot		
72001	47005	70000	YTD	18.70	+	INEI	DP143209	11/27/2017	11/27/2017	Office Depot		
72001	47005	70000	YTD	34.90	+	INEI	DP142847	11/06/2017	11/06/2017	Office Depot		
72001	47005	70000	YTD	483.16	+	INEI	DP141955	10/20/2017	10/20/2017	Office Depot		
72001	47005	70000	YTD	109.42	+	INEI	DP141882	10/20/2017	10/20/2017	Office Depot		
72001	47005	70000	YTD	3.22	+	INEI	DP141466	10/10/2017	10/10/2017	Office Depot		
72001	47005	70000	YTD	9.99	+	INEI	DP141466	10/10/2017	10/10/2017	Office Depot		
72001	47005	70000	YTD	-462.50	-	FJ1	CD007426	09/15/2017	09/15/2017	NDFCU Robyn Wra	y Reimbursement	
72001	47005	70000	YTD	69.99	+	FT01	PC001910	09/14/2017	09/14/2017	AMAZON MKTPLA	CE PMTS 11-AUG	<u>-17</u>

6. To run another query, click **Start Over** 

Start Over

#### **Download YTD Transaction Activity**

1. From the transaction report, go to **Tools** 



2. Select Export

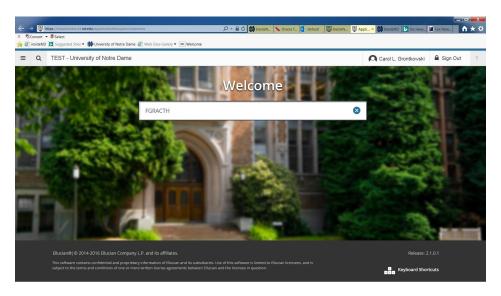
🔒 ADD	RETRIEVE	📥 RELATED	🌣 TOOL	s
C	ξ			^
	ACTIONS			
F	Refresh		F5	
E	Export		Shift+F1	
	Print		Ctrl+P	
••••••	Clear Record		Shift+F4	
0	Clear Data		Shift+F5	
ľ	tem Properties			
	Display ID Image			
E	Exit Quickflow			
F	About Banner			
	OPTIONS			
JG-17	Query Total for all	records		
F	Format Display Pr	references		

## **Report Process in Banner**

In the system, reports are generated though 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

 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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Controls%20(GJAPCTL)		☆	•			<b>)</b> M	Mi	Ø	$\odot$	1
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- 3. Enter **DATABASE** in → 
  ↓
  https:// 🔎 👻 🔒 🖒 ় 🏧 InsideN... 🔪 Oracle F... 🚺 de Appli... the printer Select ▼ Select 癕 🕘 insideND 🔟 Suggested Sites 🕶 ় University of Notre Dame 🦉 Web Slice Gallery 🕶 👁 Welcome control block. = Q 5 TEST - University of Notre Dame Caro × Process Submission Controls GJAPCTL 9.3.7 (AWSTES ess: FGRACTH Account Hierarchy Report Parameter Set: PRINTER CONTROL Printer DATABASE Submit Time PDF Font Size MIME Type None Special Print Delete After Days Lines 55 PDF Font Delete After Date \* PARAMETER VALUES Number \* Parameters Values Chart of Accounts 04/11/2018 --- As of Date (DD-MON-YYYY) 03 Account Type LENGTH: 11 TYPE: Date O/R: Optional M/S: Single \* SUBMISSION Save Parameter Set as Hold / Submit 🔘 Hold 💿 Submit Name Description
- 4. Click down arrow to next section to the parameter values

.

**X X** 

Record:

	1				
▼ PARAMETER VALUES					
Number *	Parameters	Values			
01	Chart of Accounts	1			
02	As of Date (DD-MON-YYYY)	04/11			
03	Account Type				
<b>K</b> ◀ 1 of	1 N Per Page				
LENGTH: 1	1 TYPE: Date O/R: Optional M/S: Single				

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 a 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. <u>If you wish to save</u> <u>the parameters for</u> <u>future submissions</u>, check **Save Parameters**.
- 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 he **Related** icon and

	eter Set as	Name: 47005	Description:	monthly_report	() Hold	Submit
-						
0	Your	request is	being pr	ocessed.		

## RELATED

## Introduction to Banner Finance

Q

Select	
Review	Output

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

Saved Output Review GJIREVO 9.0 (AWSTEST)

File Name:

Process: FGRPDTA

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

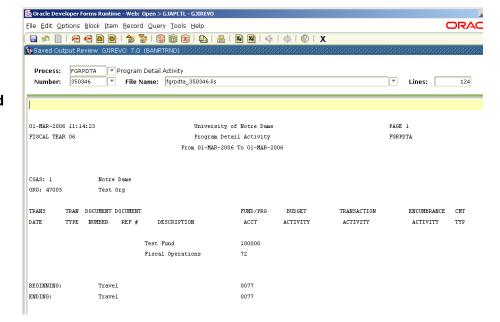
Criteria Q			
Output File Name	Record Count	Date Saved	Time S
fgrpdta_5128278.lis	0	04/13/2018	02:40
fgrpdta_5128278.log	10	04/13/2018	02:40
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			d 1 of 2

--- Program Detail Activity

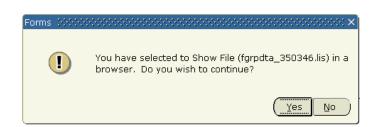
...

The report opens on the form.

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



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



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Use the browser options to save or print the report.