



Finance (INB):

**Navigation &
General Ledger
Queries**

[Login to INB](#)

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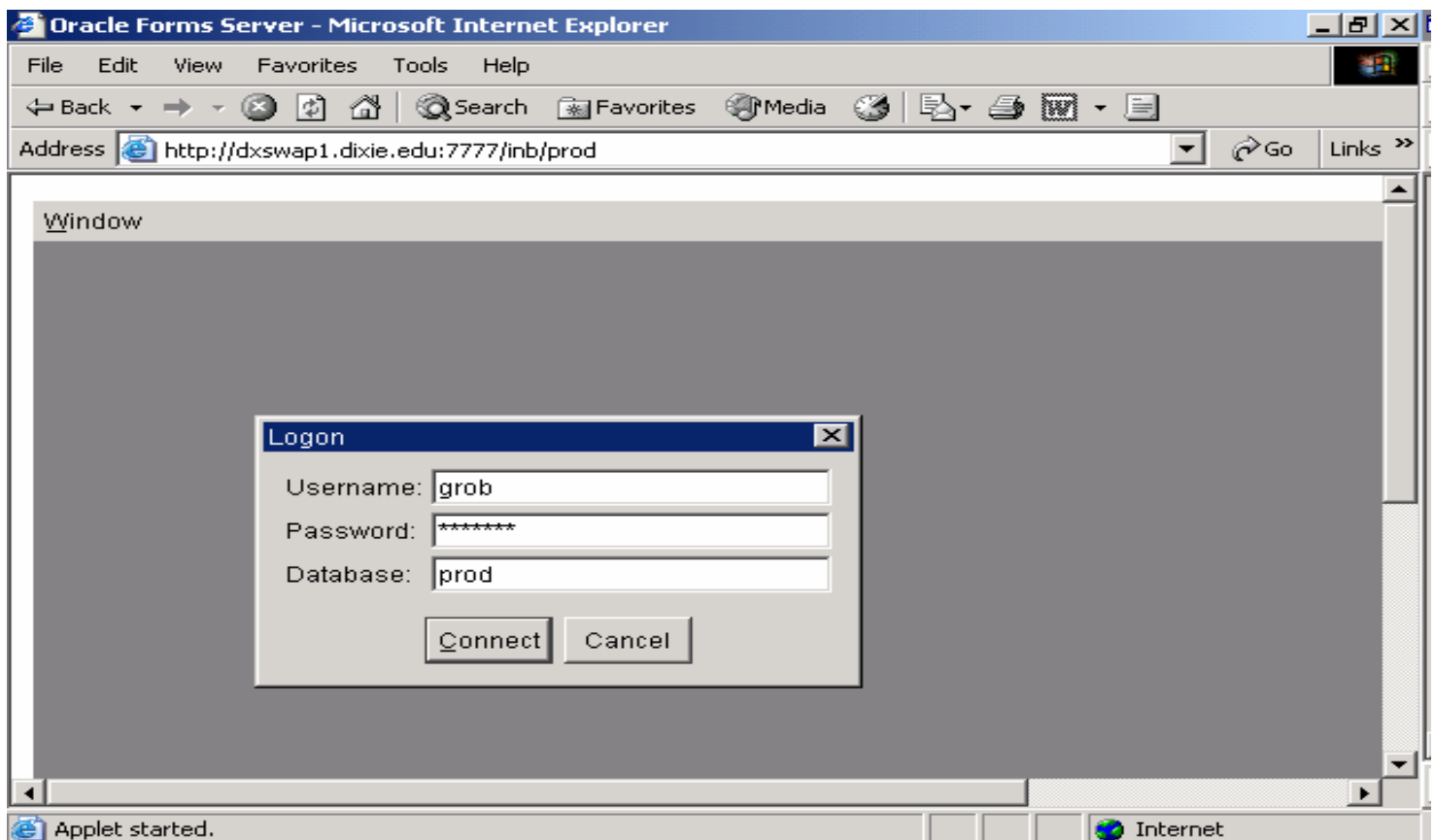
1. Logging into Banner Finance

To log into the Banner Finance system:

- Enter the following web address into any standard Web Browser (DSC suggests using Microsoft Internet Explorer):
<http://www.dixie.edu/it/banner>.

- Click on “Connect to Banner System (Production).”

This will take you to the production database. You'll see a logon dialog box as shown below.



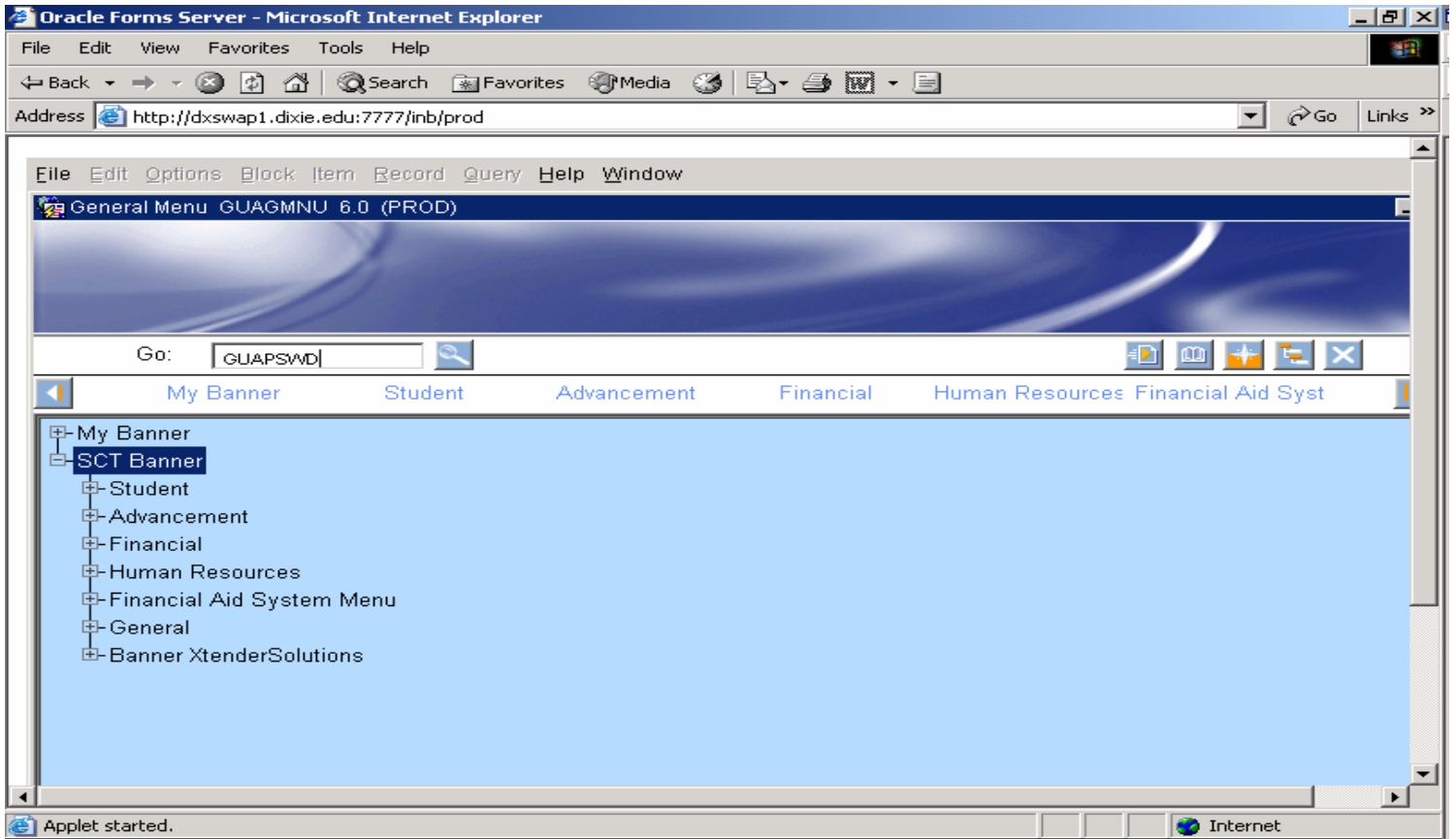
- Enter your username in the “Username” field. You should receive this username from Business Services after you complete a “Banner Finance Access Request” form.

- ✚ Enter your password in the “Password” field. Your Password is assigned to you by the Computer Center.
- ✚ Enter the letters “prod” in the “Database” field.
- ✚ Click on the “Connect” button or press your “Enter” key.

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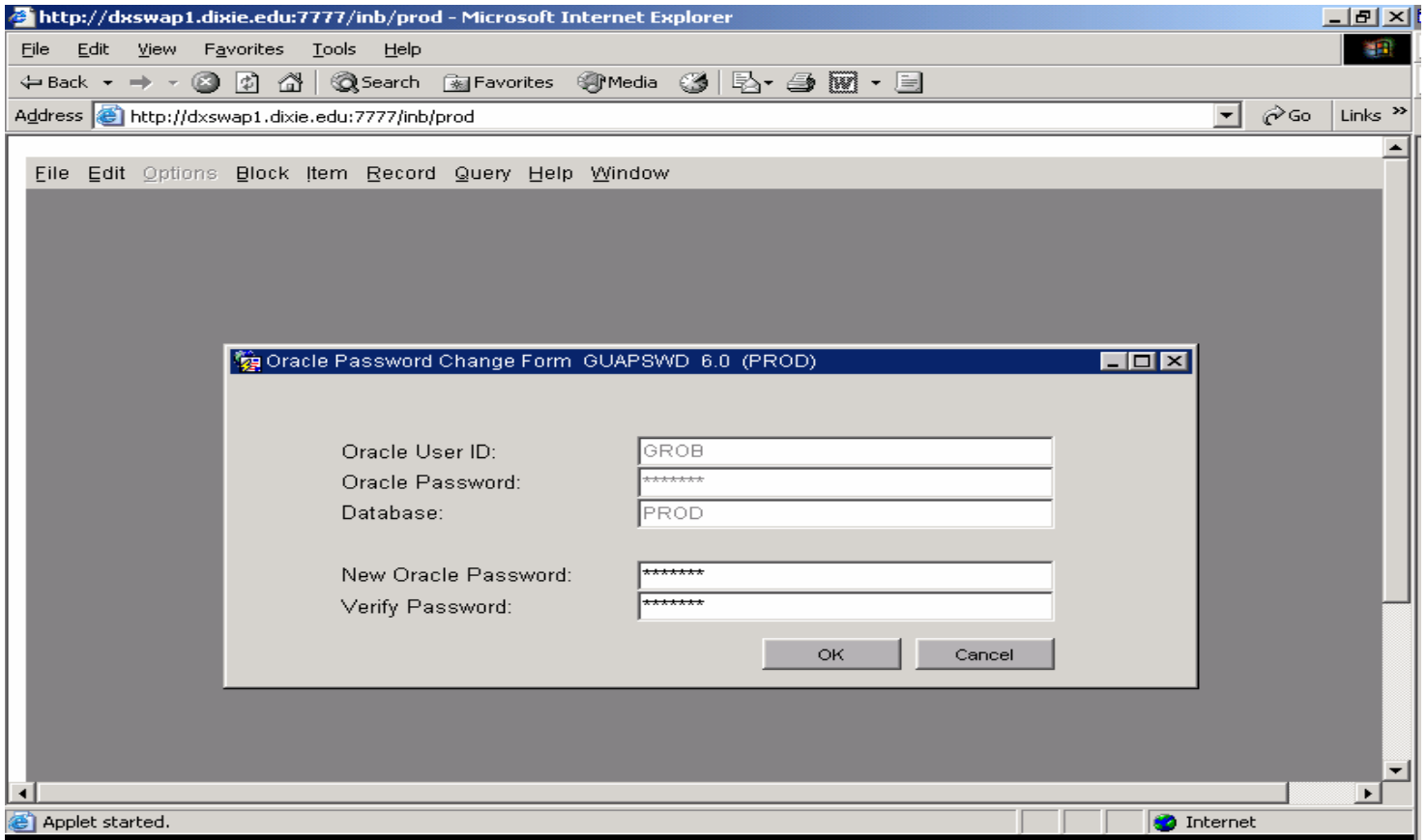
2. Changing Your Password (GUAPSWD)

You are now looking at the General Menu form (GUAGMNU). In the “Go” field, enter the form name “GUAPSWD” and press the “Enter” key.

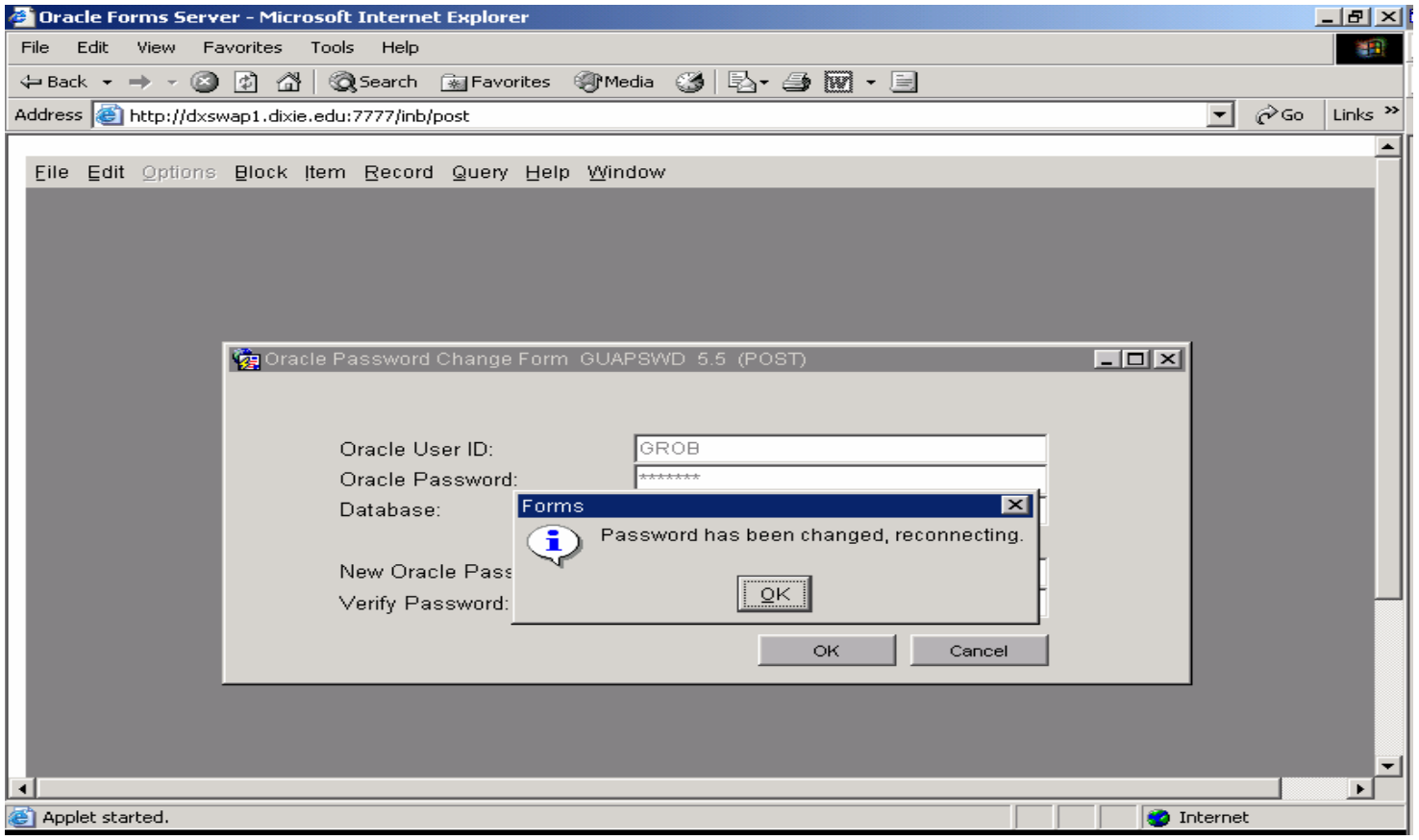


To change your password, the following fields need to be filled in:

- ✚ Oracle Password – Enter your original password in this field (i.e., letmein).
- ✚ New Oracle Password – Enter your new password in this field.
- ✚ Verify Password – Enter your new password in this field also.
- ✚ Click the “OK” button.



You will then see a confirmation message that reads, “Password has been changed, reconnecting”, as shown in the figure below:

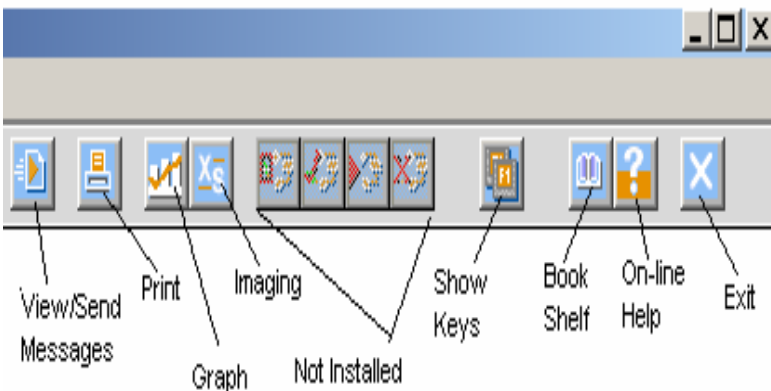
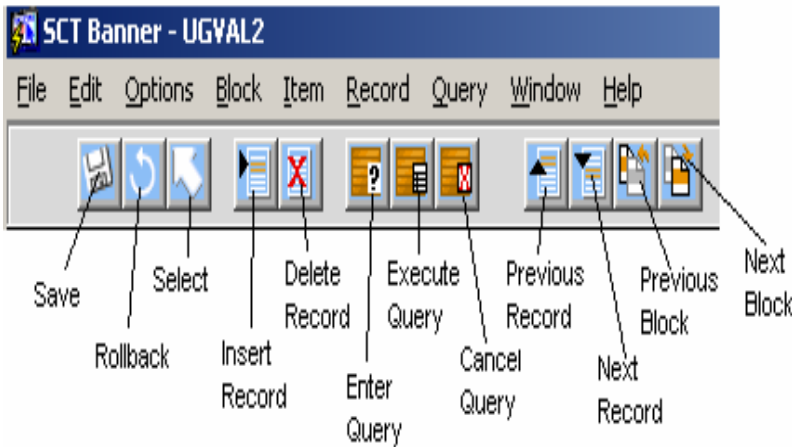
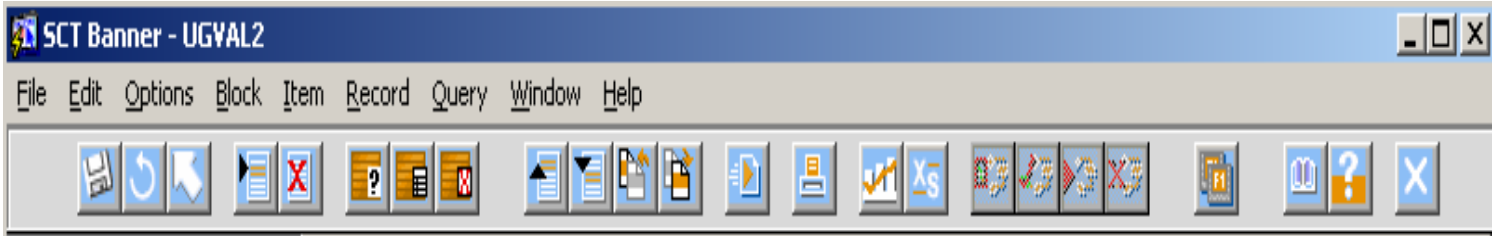


Click the “OK” button.

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3. Banner Navigation/ Tips for Getting Around

There are at least two or three different ways of performing each function in Banner. Three options that are available are: the menu bar, the tool bar, and keystrokes. The following objects are Banner 6.0 tool bar buttons and their descriptions:



The following chart shows the other two options, menu bar and keystrokes:

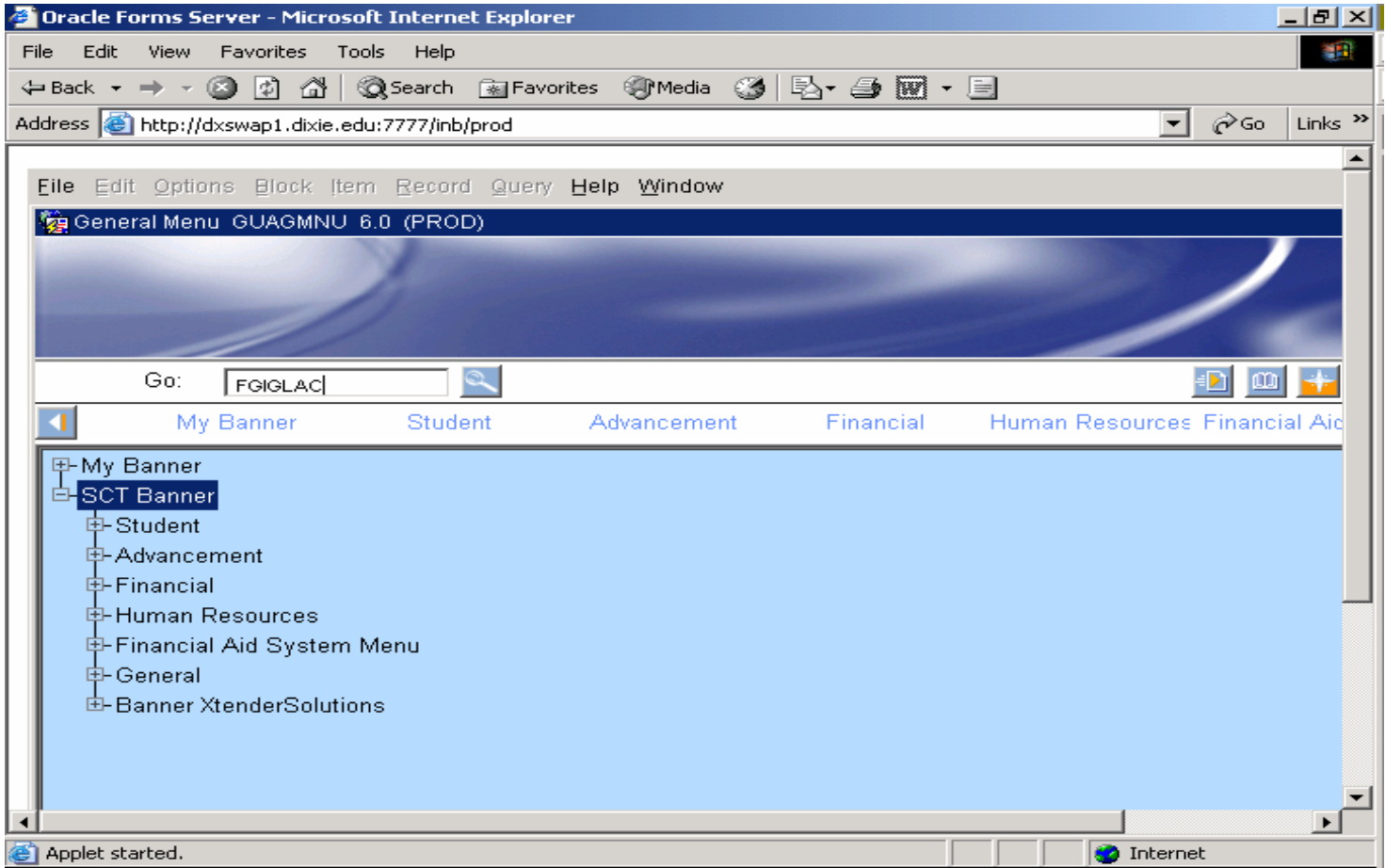
Action	Keystroke	Menu Bar	Explanation
Beginning of Line	home		Moves cursor to beginning of field line
Block Menu	F5		Lists all blocks in the current and related forms
Cancel Query	control q	Query > Cancel	Cancels a query
Clear Block	shift F5	Block > Clear	Clears current block
Clear Field/Item	control u	Field > Clear	Clears current field
Clear Form (see Rollback)			
Clear Record	shift F4	Record > Clear	Clears record
Commit (see Save)			
Count Query Hits	shift F2	Query > Count Hits	Counts number of records
Delete Backwards	backspace		Deletes characters to the left of the cursor
Delete Character	delete		Deletes characters to the right of the cursor
Delete Record (see Remove Record)			
Display Error	shift F1	Help > Display Error	Displays error when error message appears
Duplicate Field/Item	F3	Field > Duplicate	Creates duplicate of previous record
Duplicate Record	F4	Record > Duplicate	Creates duplicate of previous record
Dynamic Help		Help > Dynamic Help Query	Provides help and explanations at the field, block and screen levels
Enter	enter or return		(Some keyboards have a return key rather than an enter key)
Enter Query	F7	Query > Enter	Begins a query (or search)
Execute Query	F8	Query > Execute	Executes a query (or search)
Exit Menu Bar	esc		Exits the menu bar, when using keystrokes to navigate the menu bar
Exit with Value/Select	shift F3	File > Select	Exits a validation table with data/value
Exit/Cancel/ Exit without Value	control q	File > Exit	Exits a form, ends a query
Insert Record	F6	Record > Insert	Inserts a new blank record
List of Values (LOV)	F9	Help > List	Displays the validation table for a particular field
Menu Bar	PC: alt (plus first letter of menu) Mac: command (plus first letter of menu)		Opens a menu on the menu bar. Use up and down arrow keys to navigate within the menu; left and right arrow keys to move to other menus. Type <enter> to select a command, or <esc> to exit menu bar.
Next Block	control pagedown	Block > Next	Moves cursor to next window or block
Next Field/Item	tab	Field > Next	Moves cursor to next field

Action	Keystroke	Menu Bar	Explanation
Next Record	downarrow	Record > Next	Shows the next record
Next Set of Records	control > or control shift >	Query > Fetch Next Set	Shows the next set of records from a list that scrolls beyond the screen
Previous Block	control page up	Block > Previous	Moves cursor to previous block
Previous Field/Item	shift tab	Field > Previous	Moves cursor to previous field
Previous Menu	control enter		Exits to previous menu
Previous Record	uparrow	Record > Previous	Shows previous record
Print	shift F8	File > Print	Prints current screen
Refresh	control p	File > Refresh	Refreshes the computer screen
Remove Record	shift F6	Record > Remove	Removes (deletes) record
Rollback/Clear Form	shift F7	File > Rollback	Returns cursor to key block/top of form
Save/Commit	F10	File > Save	Saves (or commits) data
Scroll Down	downarrow	Record > Scroll Down	Scrolls down
Scroll Left	leftarrow		Scrolls left
Scroll Right	rightarrow		Scrolls right
Scroll Up	uparrow	Record > Scroll Up	Scrolls up
Select Pull-Down List	arrows enter		Selects item from pull-down list
Select Radio Groups	arrows		Selects item from radio group
Select (see Exit with Value)			
Show Function Keys	control F1	Help > Show Keys	Shows a list of available keystrokes
System Menu	shift F10 or alt a		Shows System Menu Bar
Toggle Check Boxes	space bar		Toggles check box on/off
Wildcards	%		Wildcard value



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4. General Ledger Activity Form (FGIGLAC)

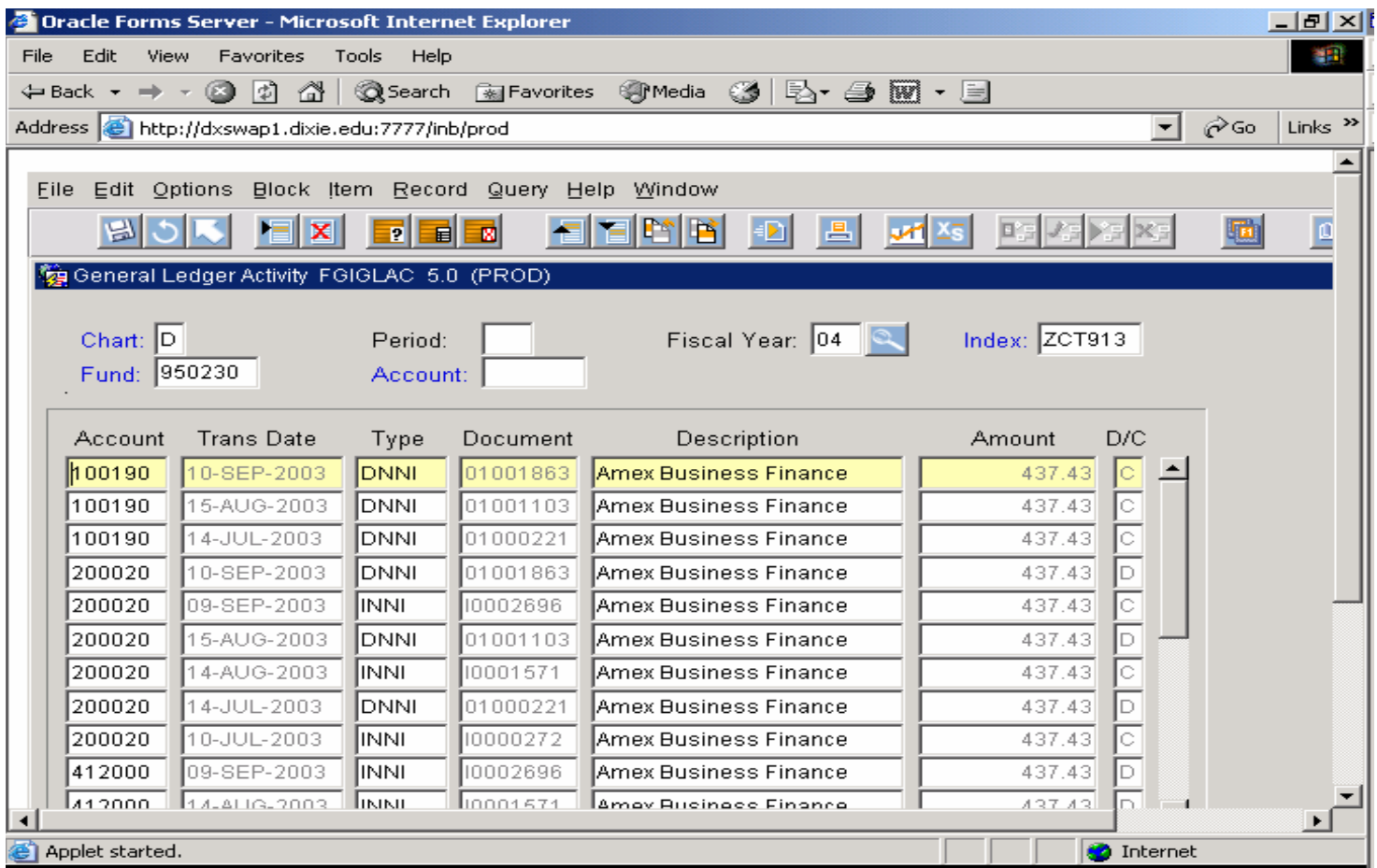
In the “Go” field, enter the form name “FGIGLAC” and press the “Enter” key.



You are now looking at the “General Ledger Activity” form (FGIGLAC). This form is like screen 23 in FRS for the general ledger. Use this form to query detail transaction activity for General Ledger account codes. This form requires the following fields to be entered:

-  Chart – Enter a “D” for Dixie State College of Utah.
-  Fiscal Year – Enter “04” for 07/01/03 through 06/30/04.

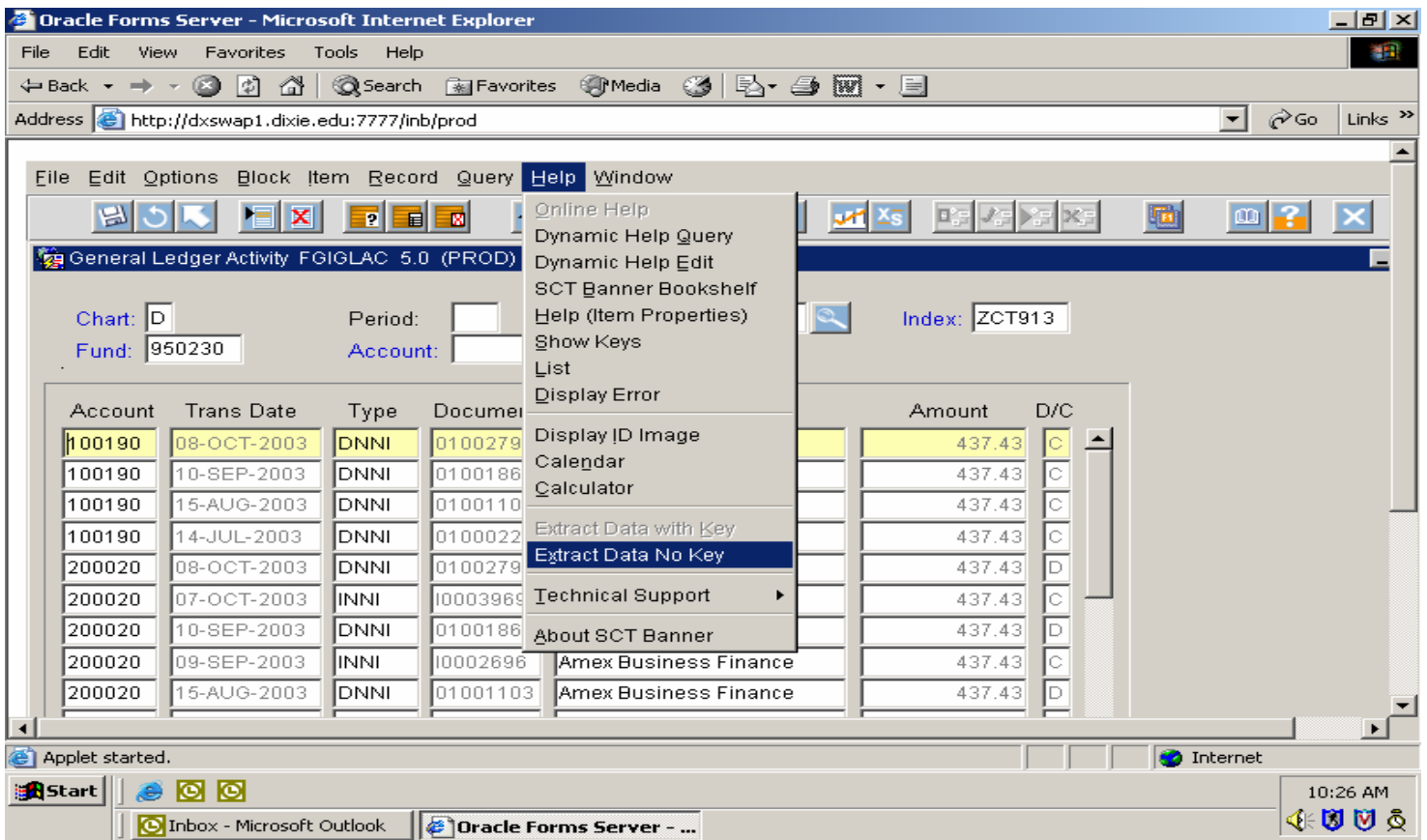
- ✚ Index or Fund – Enter an index code in the “Index” field or enter a fund code in the “Fund” field. Because the fund code defaults from the index code, you only need one or the other.
- ✚ Account – If you want to look at detail for a specific account code, enter the account code in the “Account” field (i.e., 120100 – Accounts Receivable-Credit Cards).
- ✚ Then perform a next block function (i.e., Ctrl Page Down). You should now see something similar to the figure below. If you don’t, press F8 to execute the query.



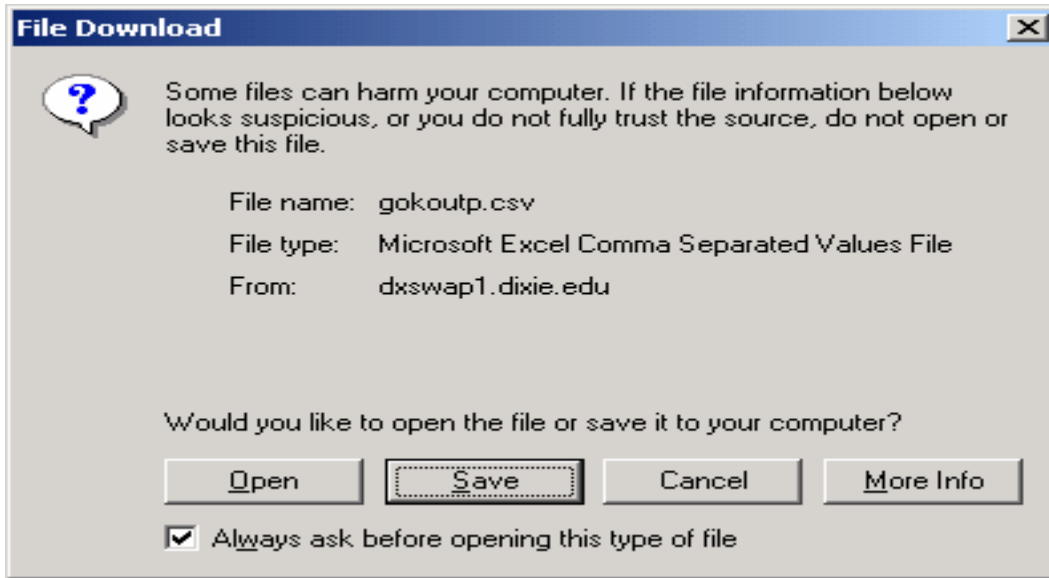
Due to the number of records in the Transaction History Detail Table (FGBTRND), the total for all records is not displayed automatically at the bottom of the form when the query is executed. If you want to see the total, then select “Query Total for all records” from the “Options” menu to display the last record retrieved by the query and to display the total for all records

retrieved. If you want to see the documents that created a particular balance (i.e., Checks, Invoices, Cash Receipts), highlight the balance and choose “Query Transactions Source Info” from the “Options” menu. While you are in this form, you have the option to download the data into a Microsoft Excel if you have a need to work with the numbers in a spreadsheet. To download the data perform the following steps:

- ✚ Click on the “Help” menu.
- ✚ Then click on “Extract Data No Key”.



- ✚ In the “File Download” dialog box, click on “Open”.



All the financial data from the query will open in Microsoft Excel and will look similar to the figure below.

	A	B	C	D	E	F	G	H
1	100190	8-Oct-03	DNNI	1002795	Amex Busines	437.43	C	
2	100190	10-Sep-03	DNNI	1001863	Amex Busines	437.43	C	
3	100190	15-Aug-03	DNNI	1001103	Amex Busines	437.43	C	
4	100190	14-Jul-03	DNNI	1000221	Amex Busines	437.43	C	
5	200020	8-Oct-03	DNNI	1002795	Amex Busines	437.43	D	
6	200020	7-Oct-03	INNI	10003969	Amex Busines	437.43	C	
7	200020	10-Sep-03	DNNI	1001863	Amex Busines	437.43	D	
8	200020	9-Sep-03	INNI	10002696	Amex Busines	437.43	C	
9	200020	15-Aug-03	DNNI	1001103	Amex Busines	437.43	D	
10	200020	14-Aug-03	INNI	10001571	Amex Busines	437.43	C	
11	200020	14-Jul-03	DNNI	1000221	Amex Busines	437.43	D	
12	200020	10-Jul-03	INNI	10000272	Amex Busines	437.43	C	
13	412000	7-Oct-03	INNI	10003969	Amex Busines	437.43	D	
14	412000	9-Sep-03	INNI	10002696	Amex Busines	437.43	D	
15	412000	14-Aug-03	INNI	10001571	Amex Busines	437.43	D	
16	412000	10-Jul-03	INNI	10000272	Amex Busines	437.43	D	
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5. General Ledger Trial Balance Form (FGITBAL)

In the “Go” field, enter the form name “FGITBAL” and press the “Enter” key.

Acct	Description	Beginning Balance			Current Balance		
		Balance	DC	*	Balance	DC	*
100190	Cash Interfunds	0.00	D		1,312.29	C	*
200020	Accounts Payable-Control Acct	0.00	C		437.43	C	
412000	Expenditure Control	0.00	D		1,749.72	D	

You are now looking at the “General Ledger Trial Balance” form (FGITBAL). This form is like general ledger screen 18 in FRS. Use this form to obtain a trial balance for each fund for all account types, or account codes.

- Chart – Enter a “D” for Dixie State College of Utah.
- Fiscal Year – Enter “04” for 07/01/03 through 06/30/04.
- Fund – Enter a fund code in the “Fund” field.
- Account Type – If you want to look at a balance for a specific account type, enter the account type in the “Account Type” field (i.e., 11 – Current Assets).

- ✚ Account Code – If you want to look at a balance for a specific account code, enter the account code in the “Account Code” field (i.e., 120100 – Accounts Receivable-Credit Cards).
- ✚ Then perform a next block function (i.e., Ctrl Page Down).

Every account balance displays a debit or credit indicator. Asterisks display if the account balance differs from the normal balance. By selecting “Query General Ledger Activity Info” from the “Options” menu you can review detail transactions about the highlighted balance.

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Developed by:

Eric R. Grob, Staff Accountant
Dixie State College of Utah
Student Services Center (SSC)
Phone: (435) 652 - 7609
E-mail: grob@dixie.edu
<http://www.dixie.edu/busoff/index.html>