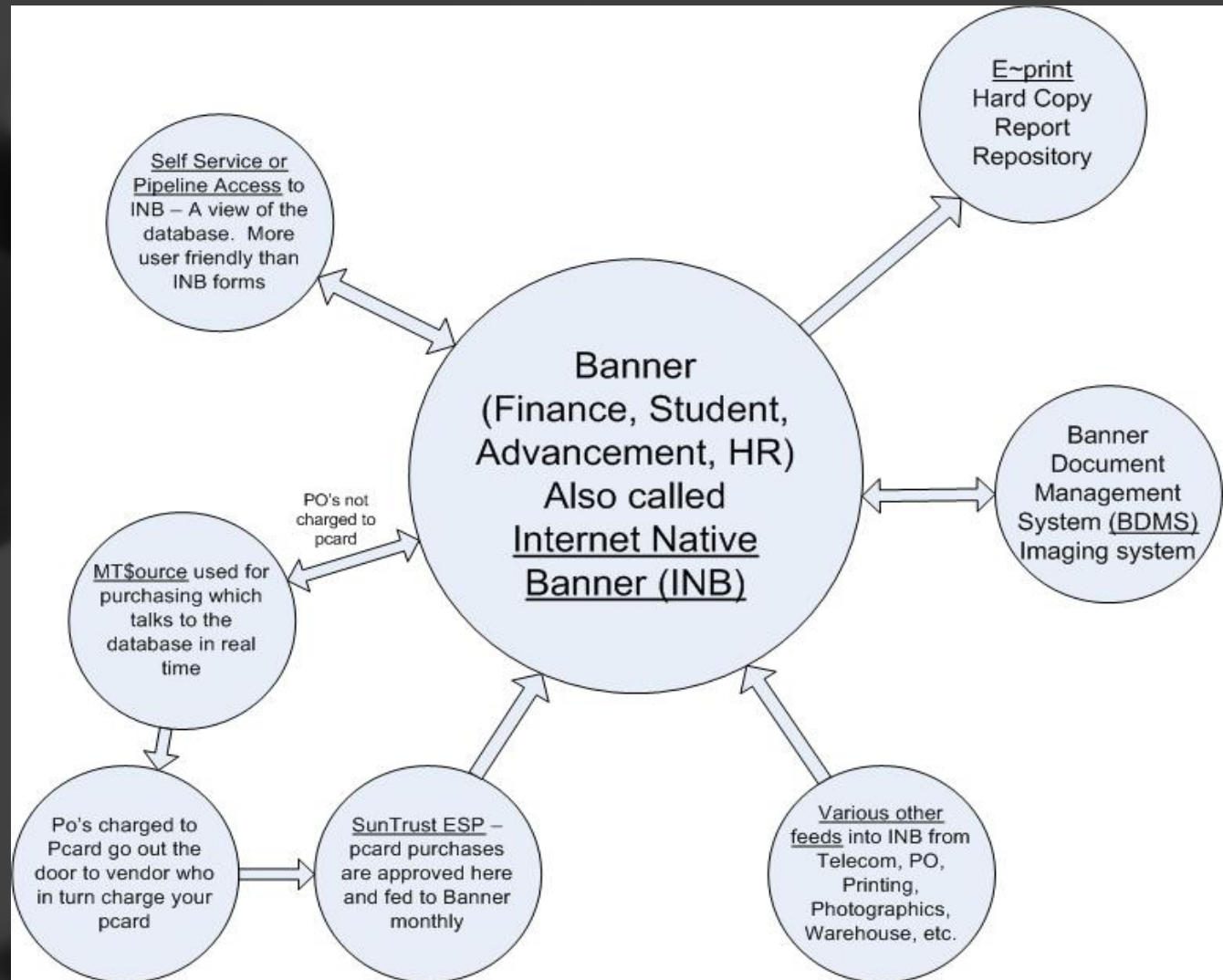


Banner Finance Administrative Pages

Class Topics

- **Big Picture**
- **E~print**
- **Navigation**
- **Budget Status**
 - **Operating Ledger (Budget/Actual)**
 - **General Ledger (Cash Balances)**
 - **Grant Ledger**
- **Document History/Retrieval**
- **Encumbrance/PO Balances**
- **Vendor/Check History**
- **Downloading Data to Excel**
- **BDMS**

But First....The Big Picture





E~print (hard copy reports)


- Reports are run monthly for the previous month, generally on the 5th business day of the next month
- Business Office emails are sent notifying campus once these are on e~print
- Reports are run as of the end of the previous month (ie. Oct. 31, 20xx)

Most common e~print reports to use

- FZRBDS – high level view of budget by index code
- FZRODTA – detail account code activity by index code
- FZRFAAC – high level view of cash by index code (Foundation/Agency)
- FZRGLTA – detail cash activity by Index Code (Foundation/Agency)

www.mtsu.edu/banner

[PipelineMT](#) [Athletics](#) [A-Z](#) [Directory](#)  

 **MIDDLE TENNESSEE
STATE UNIVERSITY**

[EXPLORE](#) [LEARN](#) [BELONG](#) [APPLY](#) [QUICK LINKS](#)

MTSU Banner and Related Systems

[Banner Admin Pages \(Banner 9\)](#)

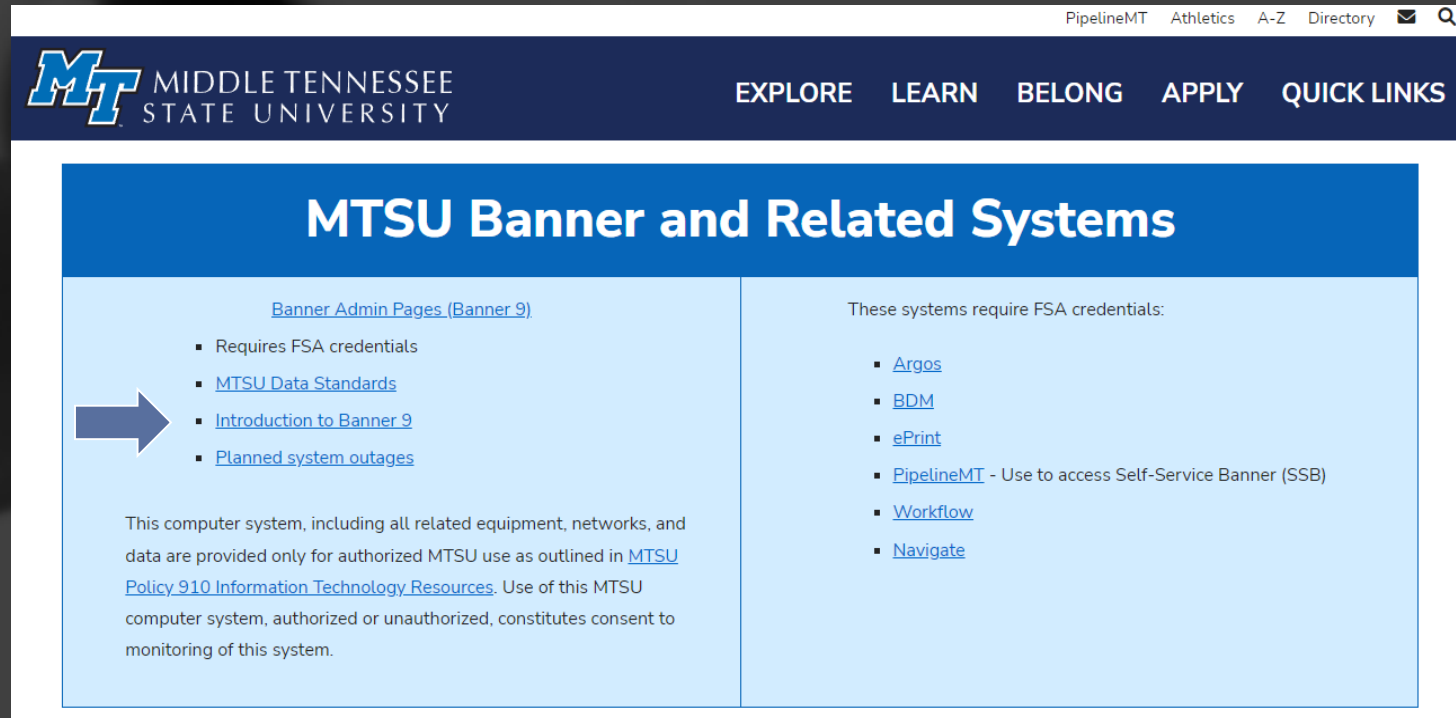
- Requires FSA credentials
- [MTSU Data Standards](#)
- [Introduction to Banner 9](#)
- [Planned system outages](#)

This computer system, including all related equipment, networks, and data are provided only for authorized MTSU use as outlined in [MTSU Policy 910 Information Technology Resources](#). Use of this MTSU computer system, authorized or unauthorized, constitutes consent to monitoring of this system.

These systems require FSA credentials:

- [Argos](#)
- [BDM](#)
- [ePrint](#)
- [PipelineMT](#) - Use to access Self-Service Banner (SSB)
- [Workflow](#)
- [Navigate](#)

Introduction to Banner 9 Link



PipelineMT Athletics A-Z Directory

MT MIDDLE TENNESSEE STATE UNIVERSITY

EXPLORE LEARN BELONG APPLY QUICK LINKS

MTSU Banner and Related Systems

[Banner Admin Pages \(Banner 9\)](#)

- Requires FSA credentials
- [MTSU Data Standards](#)
- [Introduction to Banner 9](#)
- [Planned system outages](#)

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These systems require FSA credentials:

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- [Navigate](#)

Link provides examples of Banner

Finance Menu

The screenshot shows a web browser window with the URL `appprod.mtsu.edu/applicationNavigator/seamless`. The browser's address bar and tabs are visible at the top. Below the browser window, a large banner image of a university campus is displayed. Overlaid on this banner is a white search box with the heading "Welcome". Inside the search box, the text "FGIBDST" is entered. Below the search box, a dropdown menu is open, showing the search results: "Organization Budget Status (FGIBDST)". The interface includes a sidebar on the left with various navigation icons and a footer at the bottom with copyright information and a disclaimer.

MTSU Banner and Related Systems Application Navigator

appprod.mtsu.edu/applicationNavigator/seamless

FootPrints Banner PROD Bannerdev AdminBDM MTSource PROD SQ TEST Evisions Prod Truist ESP Truist ACH Fraud C... Ellucian Customer S... PeopleAdmin - Login Outlook Groups

Welcome

☒ Search ☐ Direct Navigation

FGIBDST

Organization Budget Status (FGIBDST)

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Begin by typing FGIBDST in the search box for the Budget Status Page

Budget Status

- Operating Ledger
 - FGIBDST: Organization Budget Status
 - Dynamic, Real-time Balances
 - Specific Detail by Index Code
 - Shows
Budget/Actual/Encumbrances/Available
Balances for Revenues and Expenses
 - Drill-down to view image of document
 - Similar to e~print report FZRBDSC

FGIBDST

The screenshot displays the FGIBDST application interface within a web browser. The browser's address bar shows the URL `appprod.mtsu.edu/applicationNavigator/seamless`. The application title is "Organization Budget Status FGIBDST 9.3.6 (PROD)". The form contains the following fields and values:

- Chart: **M** (Middle Tennessee State University)
- Fiscal Year: **07**
- Index: **262100** (Business Office)
- Query Specific: ☒
- Account: (empty)
- Commit Type: **Both**
- Include Revenue: ☐
- Accounts:
 - Organization: **20200** (Business Office)
 - Program: **450** (Institutional Support)
 - Account Type: **74** (Operating Expenses)
 - Location: (empty)
- Fund: **110001** (Undesignated E and G)
- Activity: **111111** (Unassigned)

A message at the bottom of the form states: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

- Chart M is the University's Chart of Accounts,
- FY will default to the current fiscal year but can be changed
- Index Code should be entered and press tab to retrieve all other applicable fields
- Uncheck 'Include Revenue'
- Account Type should be 71 for Travel, 74 for Operating Exp. or 78 for Equipment
- Press GO

Available Balance

MTSU Banner and Related System x Application Navigator x +

appprod.mtsu.edu/applicationNavigator/seamless

FootPrints Banner PROD Bannerdev AdminBDM MTSource PROD SQ TEST Evisions Prod Truist ESP Truist ACH Fraud C... Ellucian Customer S... PeopleAdmin - Login Outlook Groups

Organization Budget Status FGIBDST 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: M Middle Tennessee State University Fiscal Year: 07 Index: 262100 Business Office Query Specific Account: ☒ Include Revenue Accounts: ☐ Commit Type: Both Start Over

Organization: 20200 Business Office Fund: 110001 Undesignated E and G Program: 450 Institutional Support Account:

Account Type: 74 Operating Expenses Activity: 111111 Unassigned Location:

ORGANIZATION BUDGET STATUS Master Settings Insert Delete Copy Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
74597	E	Noncomputer Sensitive Items	0.00	0.00	0.00	0.00
74980	E	Miscellaneous Unclassified	0.00	594.70	0.00	-594.70
75310	E	Prof and Admin Srvs by Instit ...	0.00	526.61	0.00	-526.61
Net Total			219,734.04	175,989.05	0.06	43,744.93

2 of 2 Per Page Record 21 of 23

On the last page, the total budget is shown along with Total YTD Activity (Expenses), YTD Open PO's, and Available Balance

Budget Status

- General Ledger
 - FGITBAL: General Ledger Trial Balance
 - Search by specific fund code only
 - Shows current cash balance
 - Most useful for Foundation and Agency Funds
 - Drill-down to view image of document
 - Similar to e~print report FZRFAAC

FGITBAL

MTSU Banner and Related System x Application Navigator x +

appprod.mtsu.edu/applicationNavigator/seamless

FootPrints Banner PROD Bannerdev AdminBDM MTSource PROD SQ TEST Evisions Prod Truist ESP Truist ACH Fraud C... Ellucian Customer S... PeopleAdmin - Login Outlook Groups

General Ledger Trial Balance FGITBAL 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: * F Fiscal Year: * 07 Go

Fund: 210105 Buchanan Scholars Program Account: ...

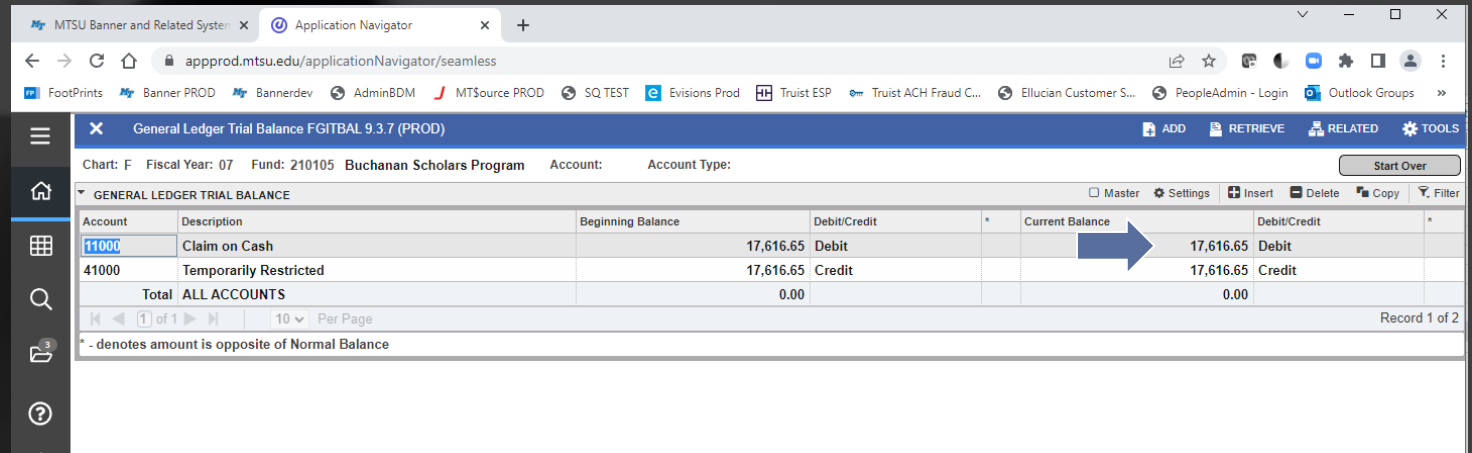
Account Type: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK:KEYBLOC_ATYP_CODE [1] ©2000 - 2022 Ellucian. All rights reserved. ellucian

Enter Chart F (Foundation), FY and Fund Code
Press GO

Claim on Cash



MTSU Banner and Related System x Application Navigator x +

appprod.mtsu.edu/applicationNavigator/seamless

FootPrints Banner PROD Bannerdev AdminBDM MTSource PROD SQ TEST Evisions Prod Truist ESP Truist ACH Fraud C... Ellucian Customer S... PeopleAdmin - Login Outlook Groups >>

General Ledger Trial Balance FGITBAL 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: F Fiscal Year: 07 Fund: 210105 Buchanan Scholars Program Account: Account Type: Start Over

GENERAL LEDGER TRIAL BALANCE Master Settings Insert Delete Copy Filter

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
11000	Claim on Cash	17,616.65	Debit		17,616.65	Debit	
41000	Temporarily Restricted	17,616.65	Credit		17,616.65	Credit	
Total	ALL ACCOUNTS	0.00			0.00		

10 Per Page Record 1 of 2

* - denotes amount is opposite of Normal Balance

Certain funds do not have budgets but are viewed by
Reviewing the available cash on hand as shown above.

Banner Forms

- Grant Ledger
 - FRIGITD: Grant Inception to Date
 - Uses Grant Code
 - Shows revenues/expenses from beginning of project
 - Can restrict to specific periods
 - Similar to e~print report FZRGITD

FRIGITD

The screenshot displays the 'Grant Inception to Date FRIGITD 9.3.22 (PROD)' application window. The interface includes a top navigation bar with tabs for 'MTSU Banner and Related System' and 'Application Navigator'. The browser address bar shows 'appprod.mtsu.edu/applicationNavigator/seamless'. A sidebar on the left contains icons for home, calendar, search, and other functions. The main content area is divided into two columns of search criteria. The left column includes fields for 'Chart of Accounts' (set to 'M'), 'Grant Year', 'Fund', 'Program', 'Location', 'Account', and 'Date From (MM/YY)' (set to '07 / 01'). The right column includes fields for 'Grant' (set to '220030'), 'Index', 'Organization', 'Activity', 'Account Type', 'Account Summary' (set to 'All Levels'), 'Date To (MM/YY)' (set to '10 / 06'), 'Include Revenue' (checkbox), 'Exclude Indirect' (checkbox), 'Costs' (checkbox), 'Hierarchy' (checkbox), and 'Fund Summary' (checkbox). A 'Go' button is located at the bottom right of the search criteria section. A footer message reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

Field	Value
Chart of Accounts	M
Grant	220030
Concrete Industry Management	
Grant Year	
Index	
Fund	
Organization	
Program	
Activity	
Location	
Account Type	
Account Summary	All Levels
Date From (MM/YY)	07 / 01
Date To (MM/YY)	10 / 06
Include Revenue	<input type="checkbox"/>
Exclude Indirect	<input type="checkbox"/>
Costs	<input type="checkbox"/>
Hierarchy	<input type="checkbox"/>
Fund Summary	<input type="checkbox"/>

Enter Chart and Grant number
From Date and To Date will include the grant period
Press GO

Details of Grant

MTSU Banner and Related System

Application Navigator

appprod.mtsu.edu/applicationNavigator/seamless

FootPrintsBanner PRODBannerdevAdminBDMMTSource PRODSQ TESTEvisions ProdTruist ESPTruist ACH Fraud C...Ellucian Customer S...PeopleAdmin - LoginOutlook Groups

Grant Inception to Date FRIGTD 9.3.22 (PROD)

ADDRETRIEVERELATEDTOOLS1

Chart of Accounts: MGrant: 220030Concrete Industry ManagementGrant Year: Index: Fund: Organization: Program: Activity: Location: Account Type:

Start Over

Account: Account Summary: All LevelsDate From (MM/YY): 07 / 01Date To (MM/YY): 10 / 06Include Revenue Accounts: Exclude Indirect Costs:

Hierarchy: Fund Summary: By Sponsor Account:

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
62500	L	Group Health Insurance	0.00	26,591.64	0.00	-26,591.64
62720	L	Employee Dependent Discount	0.00	3,075.75	0.00	-3,075.75
62910	L	401K Match	0.00	279.65	0.00	-279.65
73000	E	Travel Budget Pool	52,400.00	0.00	0.00	52,400.00
73210	E	Individual Out of State	0.00	20,626.99	0.00	-20,626.99
73215	E	Individual Out of State Admin	0.00	4,216.19	0.00	-4,216.19
73610	E	Visitors Out of State	0.00	2,041.31	0.00	-2,041.31
74000	E	Operating Expense Budget Pool	159,084.00	0.00	0.00	159,084.00
74230	E	Postal Charges	0.00	37.23	0.00	-37.23
74290	E	Other Communication Shipping Costs	0.00	751.39	0.00	-751.39
74435	E	Software Maintenance	0.00	36.72	0.00	-36.72
74570	E	Purchasing Card Supplies	0.00	0.00	0.00	0.00
74596	E	Computer Purchases	0.00	1,262.82	0.00	-1,262.82
74810	E	Grants and Subsidies to Orgs	0.00	0.00	0.00	0.00
74980	E	Miscellaneous Unclassified	0.00	0.00	0.00	0.00
79800	E	Indirect Cost Expense	37,284.00	45,416.85	0.00	-8,132.85

1 of 1

30

Per Page

Record 1 of 30

NET TOTAL

Adjusted Budget	Activity	Commitments	Available Balance
399,931.00	271,539.15	38,422.89	89,968.96

BDMS

- Banner Document Management System (imaging system)
- Can view the document used as support for an entry
- Documents that have been imaged:
 - Invoices (beginning with FY11)
 - Journal Vouchers (FY11)
 - Checks (beginning Dec 2010)

Retrieving Documents

The screenshot shows a web browser window with the URL `appprod.mtsu.edu/applicationNavigator/seamless`. The page title is "Detail Transaction Activity FGITRND 9.3.22 (PROD)". The breadcrumb trail is "COA: M Fiscal Year: 23 Index: Fund: 110001 Organization: 20200 Account: 74435 Program: 450 Activity: 11111 Location: Period: Commit Type: Both". The main table is titled "DETAIL TRANSACTION ACTIVITY" and contains the following data:

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
74435	20200	450	YTD	13,387.77	+	FT01	J0059582	07/31/2022	08/04/2022	SHI 10563573, J0055965, FY23
			Total	13,387.77	+					

A blue arrow points to the "RETRIEVE" button in the top right corner of the screen. Other buttons visible include "ADD", "RELATED", "TOOLS", "Start Over", "Delete", "Copy", and "Filter". The bottom of the screen shows pagination information: "1 of 1" and "10 Per Page".

From the detail screens, click on Retrieve to open Banner Document Management to display image In a new window