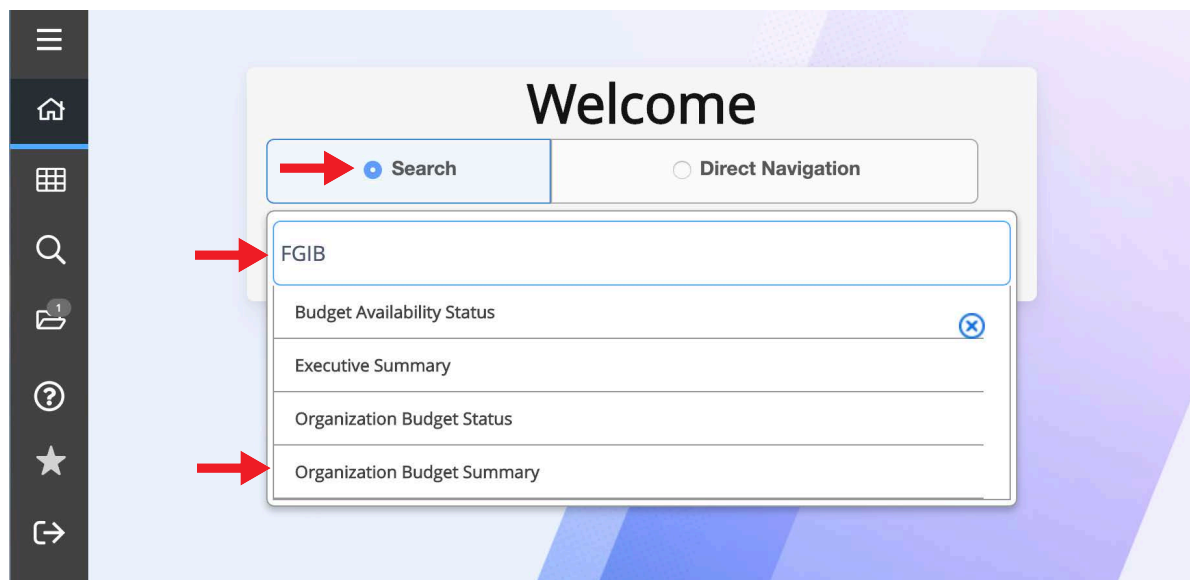# PACE UNIVERSITY

Banner 9 Navigation - Budget Representatives

This document details step by step how to navigate through **two** processes in Banner commonly used by Budget Representatives. The methods shown are designed to be applied in a generic way to other Banner 9 pages (formally called Forms in Banner 8).

FGIBDST (Organizational Budget Status)

From the Dashboard/Homepage in Banner 9, ensure "Search" is selected, begin to type the letters of either the page code or the page title if the page code is not known. The example below shows how the application searches automatically as you enter letters – by entering FGIB, we can see page options available and we select FGIBDST.

This will bring up the FGIBDST key block (see on next page)

In the FGIBDST key block:

1) Enter the *Fiscal Year* (if desired) or enter the *Index*:

2) Then press the Tab key on your keyboard, this will return the information from Banner and the *Organization, Program, Location, Fund,* and *Activity* fields will populate:

3) Next, either click the *Go* button at top right (3a), or alternatively, you can enter an *Account Type* (3b) and then click the *Go* button. This will now load all the records for Organization Budget Status below the key block (see on next page):

4) In the list of records, please click into the record you would like more detail about (4). This activates the record.
5) Then, in the top right page header, click the Related menu and a drop-down menu of available pages that the related to THIS record will appear. It is intended that you apply the Related pages method to drill down into other records in any other pages you use in Banner 9.
6) Click the Transaction Detail Information option:

This will bring up the Transaction Detail Information / Activity page (see on next page)

On the Transaction Detail Activity page (image below), you will see expanded detail of the record selected in the previous steps.
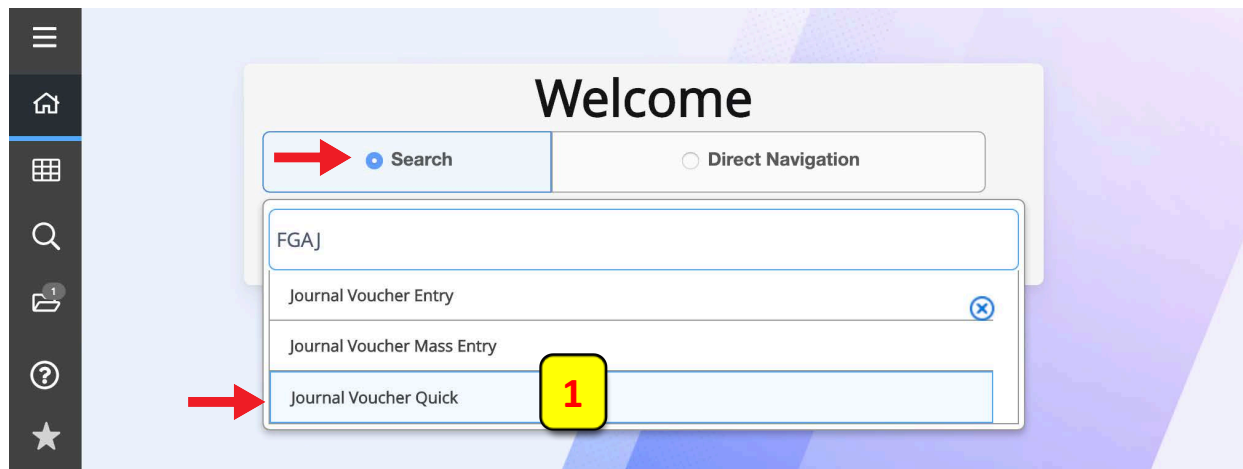
Notes:

- By using the *Related* pages menu, Banner 9 will drill down into most forms on most record lines. If the *Related* icon is greyed out and inactive, then Banner has no further associated pages with the record.
- To review another index, please click the *Start Over* button in the top right below the page header.
- To search and review another page by title and/or code, you can either 'x' out of all open pages (Banner 9 stacks them on top of each other) or click the house icon in the grey menu bar at left to return to the Dashboard/Homepage.
- To export or print the information, click on the *Tools* menu in the top right header of the page, and click *Export* or *Print* from the options.
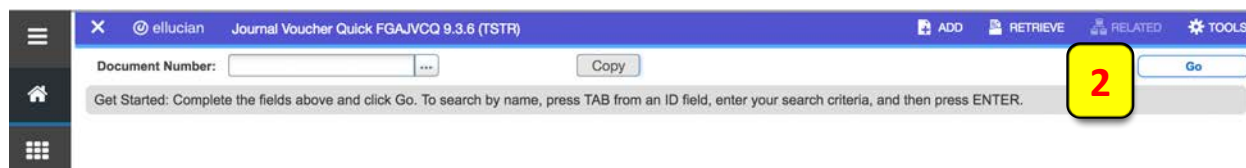
FGAJVCQ (Journal Voucher Quick)

1) From the Dashboard/Homepage in Banner 9, ensure "Search" is selected, enter FGAJ and select "Journal Voucher Quick"
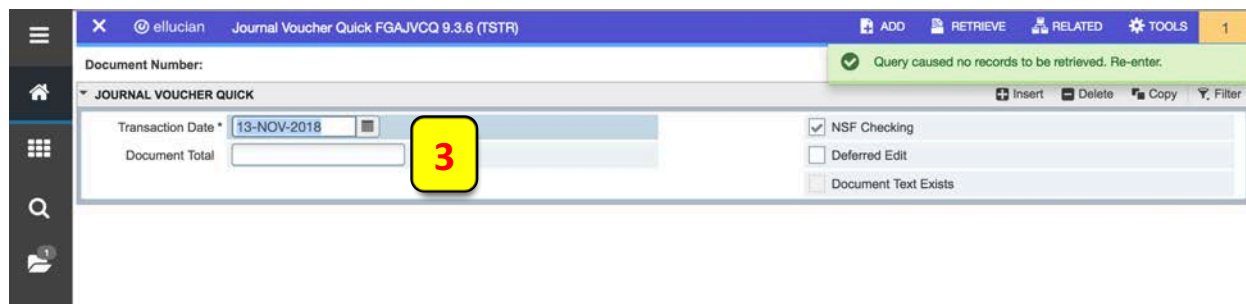Please note, sometimes there are more pages to select from if you have entered only three or less letters. To see these, use the subtle light grey scroll bar in the right side of the page titles.

2) This will bring up the FGAJVCQ key block. Click the Go button at top right (2):

This will populate the *Transaction Date* and auto-check the *NSF Checking* box:

3) Enter the document total into *Document Total*. **Note:** *Document Total must equal sum of ALL transactions. E.g. Moving $500 out of E19101 and putting the $500 into E19201, the document total would equal $1,000.*

4) Then down the **bottom left** of the page, click the grey down arrow – this will run the query / filter and bring up the Journal Voucher Detail (see on next page)

Journal Voucher Detail.

Progressing through this particular page requires entering specific values into associated fields and using the tab key (sometimes a few times in succession) to advance to the next relevant field.

To start, tab to the *Journal Type* field, enter BDT then using tab to advance after each field's entry, fill out:

- *Index* – the Fund, Activity, Location, Organization, Program fields will auto-populate
- *Account*
- *Amount*
- *Debit/Credit* – enter minus or plus (depending on transaction)
- *Description*
- *Budget Period* – e.g. November is budget period 05, July is 01, August 02 etc
- Press F6 (Insert/Create record) on keyboard - Will bring you to blank Screen
- Press F4 (Duplicate selected record) - Will duplicate what was on previous screen

Then to continue entering other voucher details, begin from '**To start**' above and overwrite the duplicated values with the next voucher's details and so on.

- Once entire process is complete press the *Next Section* arrow (1) on the bottom left of screen
- Press the *Complete* button (2) and *Save* button (3) at bottom right (IMPORTANT!)