The Ledger

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HELP SOURCES

Need assistance working within Banner Finance? Choose the help source most appropriate for you:

- - Web Sites

Banner Finance -
http://bannerfinance.co.vt.edu/index.htm
Controller's Office –
http://co.vt.edu/index.htm

- - Help Request Form

On our web site click the "Finance Help" icon on the left margin.

- - Help Phone Line

Call 231-3479 on non-holiday weekdays from 8:00 a.m. until 4:30 p.m.

- - Scheduled Classes

On our web site (above) click the "Class Schedule" icon on the left margin. You must register for these hands-on classes by sending email to
financeuser@vt.edu

- - Individual Assistance

Come to Plaza One, Bldg A on non-holiday weekdays. To assure we can meet your schedule, please schedule an appointment by email or phone (both listed above). We're located across Country Club Dr. from Harris Teeter, near Radio Shack. Call for directions if needed.
NOTE - - This is a supplement to, not a replacement for, scheduled classes.

BANNER ADMINISTRATIVE REPORTS

- - Report Content

We have modified the Banner Administrative Report (web reports in Brio) titled "Transactions by Month/Period" to include the document reference number field. This field was inadvertently omitted from the report. This change was made for reports generated August 13, 1998 and later.

The document reference field includes data such as the Interdepartmental Service Request (ISR) number. Since these data were not available on the July 1998 month-end reports, the Controller's Office mailed copies of the ISRs, IPRs, and CEC folios to the departments that had internal service expenses in July. In the future you will not receive copies of these forms since the document number will be included on the reports.

Future Banner Administrative Reports will include the document number reference for all pre-numbered forms including ISR, IPR, CEC folio, motor pool, bookstore, and Federal Express. These numbers are also available by accessing FGIBDSR, highlighting an account number and clicking the Transaction Detail button to move to FGITRND, then highlighting a transaction and clicking the Document Query button.

- - FAQs Frequently Asked Questions

Below is a list of the most frequently encountered Banner Administrative Reports symptoms and solutions. In many cases difficulty is encountered because the user does not have access to Brio Reports. First check your file copy of Banner Finance System Access Request form to be sure you requested Part 4-Brio Reports access. If you need a new form, it's located on our web site (above) and should be submitted to the Controller's Office.

Symptoms and Solutions:

1-Symptom – Brio opens into a yellow page with no menu listing and you already submitted your form "Banner Finance System Access Request" (found on our web site) asking for Brio Reports Access to the Controller's Office.
1-Solution – Send email to financeuser@vt.edu. Include your name, Banner User ID (usually same as email ID), department name, phone number, office address, and mention yellow page symptom.

2-Symptom – No output displayed and you receive the Brio response "Your form results could not be processed because Brio On-Demand Server had an unexpected error."
2-Solution – You may have the incorrect bookmark which may be the result of routing.

Change the Brio bookmark in Netscape following the instructions below. The correct URL is HTTP://BARN.IWA.VT.EDU/ODS/LOGON.

- To add or edit your bookmarks begin by clicking on the Bookmarks icon within Netscape, then click on Edit, and this returns a list of current bookmarks.
- To edit a bookmark – Click on the Bookmarks icon within Netscape, then click on Edit and this returns a list of current bookmarks. Highlight the Brio Logon bookmark that should read "Banner Administrative Reports", then from the menu-bar of Netscape click Edit, and finally click Bookmark Properties. Now you may delete and retype both the name and the location of the URL if needed.
- To add a bookmark – Click File on the Netscape menu bar, then click New Bookmark. Then type in a name for the bookmark and the correct URL.

3-Symptom – Reports appear not to run and you get a message at the lower right of the form reading "0 of 0 rows".
3-Answer – No records exist that match your request. Be sure you use the correct Fiscal Year if that is requested – this is FY 1999. Be sure you use the correct Calendar Year and Month – July is 199807. Be sure you accurately type your Fund/Org/Dept, whichever is requested.

4-Symptom – Running Banner on a Mac and don't have Citrix installed on the computer, or have Citrix but can't complete the Hokies logon form to access Banner Administrative Reports.
4-Answer – Send email to financeuser@vt.edu listing your name, Banner ID, Eudora ID, phone number, office address, and whether you don't have Citrix or you do have Citrix but can't complete the Hokies logon form. We'll collect and forward this information to the appropriate contacts.

BANNER FINANCE TIPS

- - Changes to finance forms

Two Banner Finance forms, FGIBDSR and FGITRND are modified. The Index field has been removed, so use the Fund field to enter your fund number (usually the same as your Banner index and old FRS account number). Using the Fund field, the Program field is no longer automatically populated. This resolves some difficulties we've encountered in using these two forms.

You should continue to access FGIBDSR first, then use the Detail Transaction button to drill down into FGITRND. If you access FGITRND directly, you may encounter difficulties during that Banner session. A solution is under development.

- - Revenue-only funds

For revenue-only funds, the available balance in form FGIBDSR is interpreted differently than expense funds. In this form enter your index, delete default number in program field, enter AR in account field, then do Next Block. Returns output of summarized activity by account, and you may drill down by clicking the Transaction Detail button that displays form FGITRND.

If the revenue-only fund shows an Adjusted Budget amount in FGIBDSR, then the Available Balance figure in that form is actually the balance remaining to be collected to meet the projected revenue for the year. In this case you will notice that the Available Balance will be the Adjusted Balance (projected revenue) less the YTD Activity (revenue received).

- - Query on FGITRND

To view detailed transactions first access form FGIBDSR. Do not access directly into FGITRND as this will cause a problem in your output and you'll need to exit Banner completely to fix. This problem should soon be resolved. For now, access FGIBDSR first. Enter your Index Number, the Account Type (usually E% for labor & operating on E&G, %D for direct expenses on Grants), and do a Next Block. When output returns click in the Account field you want to view and click the Detail Transactions button. This will take you to the form FGITRND.

To receive all transactions click Enter Query, skip the Compose Query process, and click Execute Query. This is an open-ended query that returns all transactions.

To receive only transactions for a specific date click Enter Query, Compose Query with the specific date you want by entering DD-MTH-YYYY% (1998 for this calendar year), click Execute Query. The percent sign is required since all transactions have a time stamp for the exact second it was posted. If you want an entire month Compose Query by entering %-MTH-YYYY.

To receive transactions of a specific type click Enter Query, Compose Query by entering only the Type field, such as BBO for one-time-only budget transfers, click Execute Query.

- - End Ledger 8/21/98 Electronic Update - -