

Banner Finance Training

Presented by Rebecca Bunn



Revenue Account Codes

Used to identify an inflow of money for a service or an activity that is accounted for as revenue (income)/increase or transfer-in.

- Revenue codes are five or six digits in length
- Lead digit will be 5
- No revenue in General Fund indexes



Expense Account Codes

Used to identify an outflow of money to pay for an item or service or an activity that is accounted for as an expenditure (expense)/deduction or transfer-out.

- expense codes are five or six digits in length
- Lead digit will be 6
 - **61xxx – Salary and benefits**
 - **62xxx – Operating expense**
 - **63xxx – Capital equipment**



Operating Expense

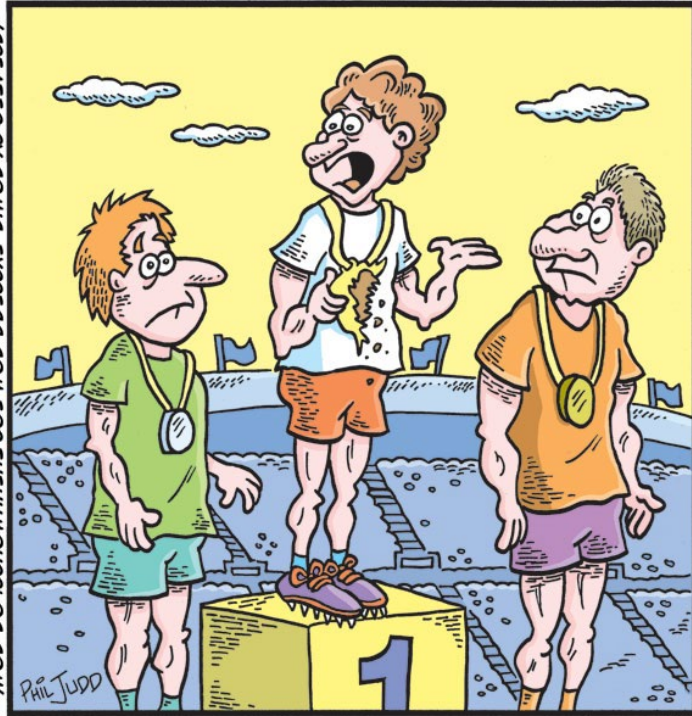
Operating expenses start with a 62xxx and are broken down into the following categories

- 621xx – Contracted Services
- 622xx – Supplies
- 623xx – Communications
- 624xx – Travel
- 625xx – Rent
- 626xx – Utilities
- 627xx – Repairs & Maintenance
- 628xx – Other



General Fund Index

What is a **General Fund** Index?



"Talk about budget cuts, mines
made of chocolate!"

- State appropriated indexes/funds begin with a **61xxxx**
- These indexes have no revenue (income), instead they are given “spending authority” or a **budget** each fiscal year.
- Funds are not carried forward to be spent in the following year



Banner Web Reports

UIT
Enterprise Services
PMO

University Information Technology
P.O. Box 173240
Bozeman, MT 59717-3240

UIT Service Desk
Tel: 406-994-1777
helpdesk@montana.edu
www.montana.edu/uit/servicedesk
Location: MSU Library Commons
M-F, 8 a.m. - 7 p.m.
excluding holidays & breaks

Vice President for IT & CIO:
Dr. Ryan Knutson
ryan.knutson2@montana.edu

UIT / Enterprise Services

Enterprise Services

NEWS & UPDATES

MSU IT Alerts
@MSU_IT_Alerts
UIT Update: International calling is functioning again. If you continue to run into any issues please contact your departmental IT team or the UIT Service Desk at 994-1777 or helpdesk@montana.edu.

[Enterprise Service Status Page](#)

[Expand all](#)

- Banner
- MyInfo
- Data Cookbook
- Reporting: Argos
- Reporting: Reports Web
- Electronic Document Management
- Xfeed
- SecurityWeb
- Appwork
- Chrome River

Banner Reports Web

[Log in](#)

Banner Web Reports Link:

<https://www.montana.edu/uit/esg/>

Click on the down arrow next to “Reporting: Reports Web” and click “Log in”



Be Brave. Be Bold. *Become.*

Login using your NetID and Password



GREAT FALLS
COLLEGE
MONTANA STATE
UNIVERSITY

LOGIN

Username:

7 characters, starts with a letter (e.g. a11b222)

Password:

Don't Remember Login

Login

Trouble logging in?

[Reset your password](#)

[Contact your campus Help Desk.](#)

Security Notice:


Remember to log out and close your web browser when finished.



Be Brave. Be Bold. *Become.*

MSU SwitchBoard v4.0

Banner Account Selection

User ID:	EMTER ▼
Database:	PROD ▼
	
<input type="button" value="Continue"/>	

Your Banner User ID and Database will automatically populate. Click “Continue”.



Select "Banner Reports v8.9"

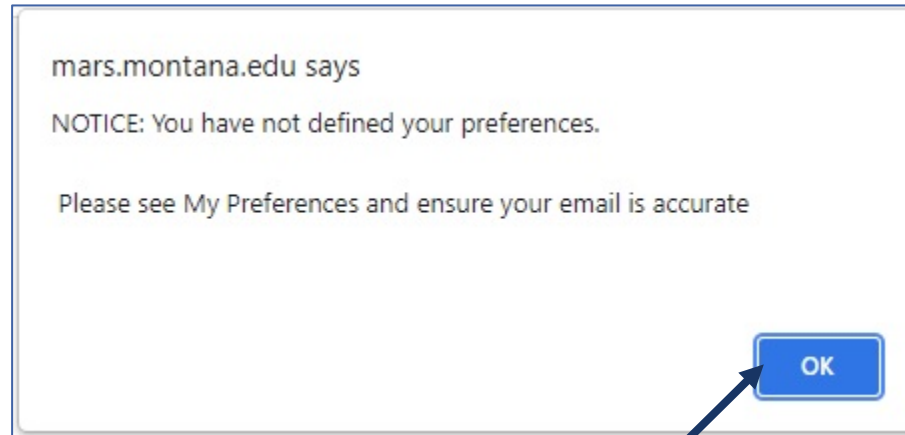
MSU SwitchBoard v4.0

Applications Available in Your Security Profile	
Banner Reports v8.9	Banner Reporting Web
SecurityWeb	Banner Security Web
xFeed	Banner External Feed Application

* logged in as **EMTER@PROD** *



If this is your first-time logging in, you may receive the message below.



Click
"OK"



Report Type: - Choose Report Group - ▾

My Groups

My Preferences

[Whats New](#)

Banner Reports Web 8.9 - G... [Close]

mars.montana.edu/cgi-bin/reportWeb_v8...

My Email Address

Print Duplex ▾

Click "My Preferences"

Enter your Email Address and click "Save" and "Close".

My Reports

Delete	Email	Report	Link	Completed or Scheduled Time	Status
--------	-------	--------	------	-----------------------------	--------

***Note: You will not receive this warning again after you have setup your My Preferences. ***



Report Type: - Choose Report Group - ▾

- Choose Report Group -
- Finance Admin Reports
- Finance COA Hierarchy
- Finance Reports**
- Fiscal Year End-Admin
- Fixed Assets
- Purchasing Card
- SABHRs-Related Reports

My Groups

My Preferences

[Whats New](#)

In the drop down for "Report Types" select "**Finance Reports**".

Update My Listing

My Reports

Delete Select All Clear All

Delete	Email	Report	Link	Completed or Scheduled Time	Status
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Report Type: Finance Reports

[My Groups](#)

[My Preferences](#)

[Whats New](#)

Available Reports

[Submit Selected Reports](#)

<input type="checkbox"/> Billed Scholarships	?	▶
<input type="checkbox"/> Budget Benefits Summary	?	▶
<input type="checkbox"/> Compare Annual Totals by Index	?	▶
<input type="checkbox"/> Encumbrances	?	▶
<input type="checkbox"/> Havre Operating Ledger Summary	?	▶
<input type="checkbox"/> Havre Operating Ledger Summary Index/Fund	?	▶
<input type="checkbox"/> Inception To Date	?	▶
<input type="checkbox"/> Operating Ledger Summary	?	▶
<input type="checkbox"/> Operating Ledger Transactions	?	▶
<input type="checkbox"/> Payroll Report	?	▶
<input type="checkbox"/> Tenure/Non-Tenure Budget Summary	?	▶
<input type="checkbox"/> Tenure/Non-Tenure Payroll/Enc Detail	?	▶

Scroll to see all the available reports for Finance.

[ACH Vendors](#)

[Update My Listing](#)

My Reports

[Delete](#) [Select All](#) [Clear All](#)

Delete	Email	Report	Link	Completed or Scheduled Time	Status
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Report Type: Finance Reports ▼

[My Groups](#)

[My Preferences](#)

[Whats New](#)

Available Reports

Submit Selected Reports

<input type="checkbox"/>	Billed Scholarships	?	▶
<input type="checkbox"/>	Budget Benefits Summary	?	▶
<input type="checkbox"/>	Compare Annual Totals by Index	?	▶
<input type="checkbox"/>	Encumbrances	?	▶
<input type="checkbox"/>	Havre Operating Ledger Summary	?	▶
<input type="checkbox"/>	Havre Operating Ledger Summary Index/Fund	?	▶
<input type="checkbox"/>	Inception To Date	?	▶
<input checked="" type="checkbox"/>	Operating Ledger Summary	?	▶
<input checked="" type="checkbox"/>	Operating Ledger Transactions	?	▶
<input checked="" type="checkbox"/>	Payroll Report	?	▶
<input type="checkbox"/>	Tenure/Non-Tenure Budget Summary	?	▶
<input type="checkbox"/>	Tenure/Non-Tenure Payroll/Enc Detail	?	▶

[ACH Vendors](#)

Update My Listing

Delete Select All Clear All

Delete	Email	Report	Link	Completed or Scheduled Time	Status
--------	-------	--------	------	-----------------------------	--------

1. Click the box next to the following reports:
 - Operating Ledger Summary
 - Operating Ledger Transactions
 - Payroll Report
2. Click "Submit Selected Reports" to run



Report Type: Finance Reports ▼

[My Groups](#)

[My Preferences](#)

[Whats New](#)

Available Reports

[Submit Selected Reports](#)

<input type="checkbox"/> Billed Scholarships	?	▶
<input type="checkbox"/> Budget Benefits Summary	?	▶
<input type="checkbox"/> Compare Annual Totals by Index	?	▶
<input type="checkbox"/> Encumbrances	?	▶
<input type="checkbox"/> Havre Operating Ledger Summary	?	▶
<input type="checkbox"/> Havre Operating Ledger Summary Index/Fund	?	▶
<input type="checkbox"/> Inception To Date	?	▶
<input checked="" type="checkbox"/> Operating Ledger Summary	?	▶
<input checked="" type="checkbox"/> Operating Ledger Transactions	?	▶
<input checked="" type="checkbox"/> Payroll Report	?	▶

Submit Report Arguments

Reports: Operating Ledger Summary
Operating Ledger Transactions
Payroll Report

Email Report

Schedule It

Index Group

Index	<input type="text" value="615016"/>
Fiscal Year (201X)	<input type="text" value="2022"/>
Month	<input type="text" value="AUG"/>

[Execute Report\(s\)](#)

My Reports

[Update My Listing](#)

[Delete](#) [Select All](#) [Clear All](#)

Delete	Email	Report	Link	Completed or Scheduled Time	Status
--------	-------	--------	------	-----------------------------	--------

1. Under "Submit Report Arguments" enter your Index Number, the Fiscal Year (20xx) and select the Month (current month for to-date balances).
2. Click "Execute Report(s)"



Report Type: Finance Reports ▼

[My Groups](#)

[My Preferences](#)

[Whats New](#)

Available Reports

<input type="checkbox"/> Billed Scholarships	?	
<input type="checkbox"/> Budget Benefits Summary	?	
<input type="checkbox"/> Compare Annual Totals by Index	?	
<input type="checkbox"/> Encumbrances	?	
<input type="checkbox"/> Havre Operating Ledger Summary	?	
<input type="checkbox"/> Havre Operating Ledger Summary Index/Fund	?	
<input type="checkbox"/> Inception To Date	?	
<input checked="" type="checkbox"/> Operating Ledger Summary	?	
<input checked="" type="checkbox"/> Operating Ledger Transactions	?	
<input checked="" type="checkbox"/> Payroll Report	?	

Report(s) Have been submitted OK

You will see your reports under “My Reports” and the Status will say “Running...”. Reports cannot be opened until this status changes to “Done”. To update your Status, click “Update My Listing”.

My Reports

Delete	Email	Report	Link	Completed or Scheduled Time	Status
	No	Operating Ledger Summary (indx=61 ,fsyr=2022,month=AUG)	PDF TXT	26-AUG-2021 13:44:05	Running...
	No	Payroll Report (indx=61 ,fsyr=2022,month=AUG)	PDF TXT	26-AUG-2021 13:44:05	Running...
	No	Operating Ledger Transactions (indx=61 ,fsyr=2022,month=AUG)	PDF TXT	26-AUG-2021 13:44:05	Running...



Report Type: Finance Reports ▼

[My Groups](#)

[My Preferences](#)

[Whats New](#)

Available Reports

[Submit Selected Reports](#)

<input type="checkbox"/> Billed Scholarships	?	
<input type="checkbox"/> Budget Benefits Summary	?	
<input type="checkbox"/> Compare Annual Totals by Index	?	
<input type="checkbox"/> Encumbrances	?	
<input type="checkbox"/> Havre Operating Ledger Summary	?	
<input type="checkbox"/> Havre Operating Ledger Summary Index/Fund	?	
<input type="checkbox"/> Inception To Date	?	
<input checked="" type="checkbox"/> Operating Ledger Summary	?	
<input checked="" type="checkbox"/> Operating Ledger Transactions	?	
<input checked="" type="checkbox"/> Payroll Report	?	

Report(s) Have been submitted OK

Once the status has changed to "Done" you can open the report(s) to view them by clicking **PDF** under Link.

[Update My Listing](#)

My Reports

[Delete](#) [Select All](#) [Clear All](#)

Delete	Email	Report	Link	Completed or Scheduled Time	Status
<input type="checkbox"/>	No	Operating Ledger Transactions (indx=61...,fsyr=2022,month=AUG)	PDF TXT	26-AUG-2021 13:44:07	Done
<input type="checkbox"/>	No	Operating Ledger Summary (indx=61...,fsyr=2022,month=AUG)	PDF TXT	26-AUG-2021 13:44:06	Done
<input type="checkbox"/>	No	Payroll Report (indx=61...,fsyr=2022,month=AUG)	PDF TXT	26-AUG-2021 13:44:05	Done

[Update My Listing](#)



Operating Ledger Summary – Indexes starting with 61xxxx

Operating Ledger Summary (indx=61 fsyr=2022,month=AUG)

EMTER

 * Operating Ledger *
 * Index 61 *
 * Fund 611000 Organization 61 *
 * Month AUG *
 * Fiscal Year 2022 *

Acct	Account Description	Base Budget	Revised Budget	Current	YTD	Encumber	Available	%Avail
61124	Contract Professional	134,023	134,023	10,269.92	16,431.87	117,590.59	.07	.00%
	Total Salaries	134,023	134,023	10,269.92	16,431.87	117,590.59	.07	.00%
	Total Salary	134,023	134,023	10,269.92	16,431.87	117,590.59	.07	.00%
	Total Personnel Services	134,023	134,023	10,269.92	16,431.87	117,590.59	.07	.00%
62102	Consultant & Professional	22,000	22,000	.00	.00	.00	22,000.00	100.00%
	Total Contracted Services	22,000	22,000	.00	.00	.00	22,000.00	100.00%
62202	Athletic & Recreational S	4,500	4,500	.00	.00	.00	4,500.00	100.00%
62203	Clothing & Personal Suppl	8,500	8,500	.00	.00	.00	8,500.00	100.00%
62209	Medical & Hospital Suppli	250	250	.00	.00	.00	250.00	100.00%
62212	Photo Reproduction Suppli	0	0	10.53	10.53	.00	-10.53	.00%
62249	Minor Software <\$100,000	2,500	2,500	2,904.00	2,904.00	.00	-404.00	-16.16%
	Total Supplies	15,750	15,750	2,914.53	2,914.53	.00	12,835.47	81.50%
62498	Non-Employee Travel	45,665	45,665	.00	.00	.00	45,665.00	100.00%
	Total Travel	45,665	45,665	.00	.00	.00	45,665.00	100.00%
62801	Dues	0	0	.00	1,250.00	.00	-1,250.00	.00%
	Total Other Expenses	0	0	.00	1,250.00	.00	-1,250.00	.00%
	Total Operations	83,415	83,415	2,914.53	4,164.53	.00	79,250.47	95.01%
	Total Expense	217,438	217,438	13,184.45	20,596.40	117,590.59	79,250.54	36.45%
	Income Less Expense	-217,438	-217,438	-13,184.45	-20,596.40	-117,590.59		
	Available Balance						79,250.54	.00%

Revised Budget: In indexes starting with a **61xxxx**, this is the “**spending authority**” you were given for the fiscal year.

Current: In general fund indexes, this is the **actual revenue & expenses for the month (August in this example)**.

YTD: In general fund indexes, this is the **actual revenue & expenses to date for the fiscal year (July through August in this example)**.

Encumber: Encumbrances are the unpaid salaries of **budgeted** positions that will be paid by the end of the fiscal year.



What is the balance in my General Fund (615xxx) Index?

Operating Ledger Summary (indx=61 fsyr=2022,month=AUG)

Acct	Account Description	Base Budget	Revised Budget	Current	YTD	Encumber	Available	%Avail
EMTER								

*	Operating Ledger							*
*	Index 61							*
*	Fund 611000 Organization 61							*
*	Month AUG							*
*	Fiscal Year 2022							*

61124	Contract Professional	134,023	134,023	10,269.92	16,431.87	117,590.59	.07	.00%
	Total Salaries	134,023	134,023	10,269.92	16,431.87	117,590.59	.07	.00%
	Total Salary	134,023	134,023	10,269.92	16,431.87	117,590.59	.07	.00%
	Total Personnel Services	134,023	134,023	10,269.92	16,431.87	117,590.59	.07	.00%
62102	Consultant & Professional	22,000	22,000	.00	.00	.00	22,000.00	100.00%
	Total Contracted Services	22,000	22,000	.00	.00	.00	22,000.00	100.00%
62202	Athletic & Recreational S	4,500	4,500	.00	.00	.00	4,500.00	100.00%
62203	Clothing & Personal Suppl	8,500	8,500	.00	.00	.00	8,500.00	100.00%
62209	Medical & Hospital Suppli	250	250	.00	.00	.00	250.00	100.00%
62212	Photo Reproduction Suppli	0	0	10.53	10.53	.00	-10.53	.00%
62249	Minor Software <\$100,000	2,500	2,500	2,904.00	2,904.00	.00	-404.00	-16.16%
	Total Supplies	15,750	15,750	2,914.53	2,914.53	.00	12,835.47	81.50%
62498	Non-Employee Travel	45,665	45,665	.00	.00	.00	45,665.00	100.00%
	Total Travel	45,665	45,665	.00	.00	.00	45,665.00	100.00%
62801	Dues	0	0	.00	1,250.00	.00	-1,250.00	.00%
	Total Other Expenses	0	0	.00	1,250.00	.00	-1,250.00	.00%
	Total Operations	83,415	83,415	2,914.53	4,164.53	.00	79,250.47	95.01%
	Total Expense	217,438	217,438	13,184.45	20,596.40	117,590.59	79,250.54	36.45%
	Income Less Expense	-217,438	-217,438	-13,184.45	-20,596.40	-117,590.59	79,250.54	.00%
	Available Balance						79,250.54	.00%

To find your balance in a 61xxxx index:

1. Take the Available balance at the bottom of the report.

$$\begin{aligned} & \text{Total Revised Budget} \\ & - \text{Total YTD} \\ & - \text{Total Encumbrances} \\ & \text{Available Balance} \end{aligned}$$
2. Subtract out any future payroll expenses for positions other than the budgeted positions (i.e. students, part-time temp, etc.)
3. Subtract out any expenses that have not posted in Banner (i.e. outstanding p-card expenses or BPA's)

*****Note: Available Balance should only be used to find the balance of a General Fund index.*****



Operating Ledger Transactions

Page 1

Operating Ledger Transactions (indx=61 fsyr=2022,month=AUG)

EMTER

* Operating Ledger Transactions *

* Index 61 *

* Fund 611000 Organization 61 *

* Month AUG *

* Fiscal Year 2022 *

Account	Rule Code	Date	Doc Code	Description	Actv Code	Budget	Income	Expense	Encumbrance
Expense									
61124	HENA	08/08/21	F0143348	Encumbrance Salaries	(-5,134.96
61124	HGNL	08/09/21	F0143371	HR Payroll 2021 6B 16 0				5,134.96	
61124	HENA	08/22/21	F0143681	Encumbrance Salaries	(-5,134.96
61124	HGNL	08/23/21	F0143715	HR Payroll 2021 6B 17 0				5,134.96	
Total Account 61124						0	.00	10,269.92	-10,269.92
62212	JRC	08/11/21	YR001989	Copy Charges				10.53	
Total Account 62212						0	.00	10.53	.00
62249	INNI	08/10/21	I1398672	Synergy Sports Technology LLC				2,904.00	
Total Account 62249						0	.00	2,904.00	.00
Grand Total						0	.00	13,184.45	10,269.92

- Rule Codes (Document Types):**
- **INNI** – Paid invoices (BPA's), the transaction description will show a vendor name.
 - **JE16**
 - If the **Document number** starts with a **PBxxxxxx**, this is a p-card transaction that was coded in Chrome River.
 - If the **Document number** starts with a **Jxxxxxxx/YJxxxxxx**, this is journal voucher representing a correcting entry.
 - **JRC** – Recharge Journal Entry represents a billing between your index and another campus index, such as the Mailroom, Printing Services, Copiers, Campus Store, etc.
 - **JOC** – Payments made to or received from other MSU Campuses (Bozeman, Havre or Great Falls)
 - **JIA** – Payments made to or received from other State of Montana agencies (Dept of Revenue, OCHE, etc.)
 - **H%** - Document types that begin with H are payroll related (Salaries or Benefits).



Payroll Report

Payroll Report (indx=61 ,fsyr=2022,month=AUG)

Page 1

EMTER

```
*****
* Payroll Report *
* Index 61XXXX Example Index *
* Fund 611000 Organization 61 *
* Month AUG *
* Fiscal Year 2022 *
*****
```

Main	Activity	Transaction		Doc #	Pay	Expense
Suppl	Date	Date	Name		No	
61124		Contract Professional				
M	08/09/21	08/11/21	Last Name, First Name	F0143371	16	3,673.42
M	08/09/21	08/11/21	Last Name, First Name	F0143371	16	1,461.54
M	08/23/21	08/25/21	Last Name, First Name	F0143715	17	3,673.42
M	08/23/21	08/25/21	Last Name, First Name	F0143715	17	1,461.54
		Total 61124 Contract Professional				10,269.92
		Total Benefits Pay No 17				.00
		Total Pay No 17				10,269.92
Total Salary						.00
Total Benefits						.00
Total Personal Services						10,269.92

The Payroll Report will provide the detail of who was paid and how much for each pay period.



Banner Links

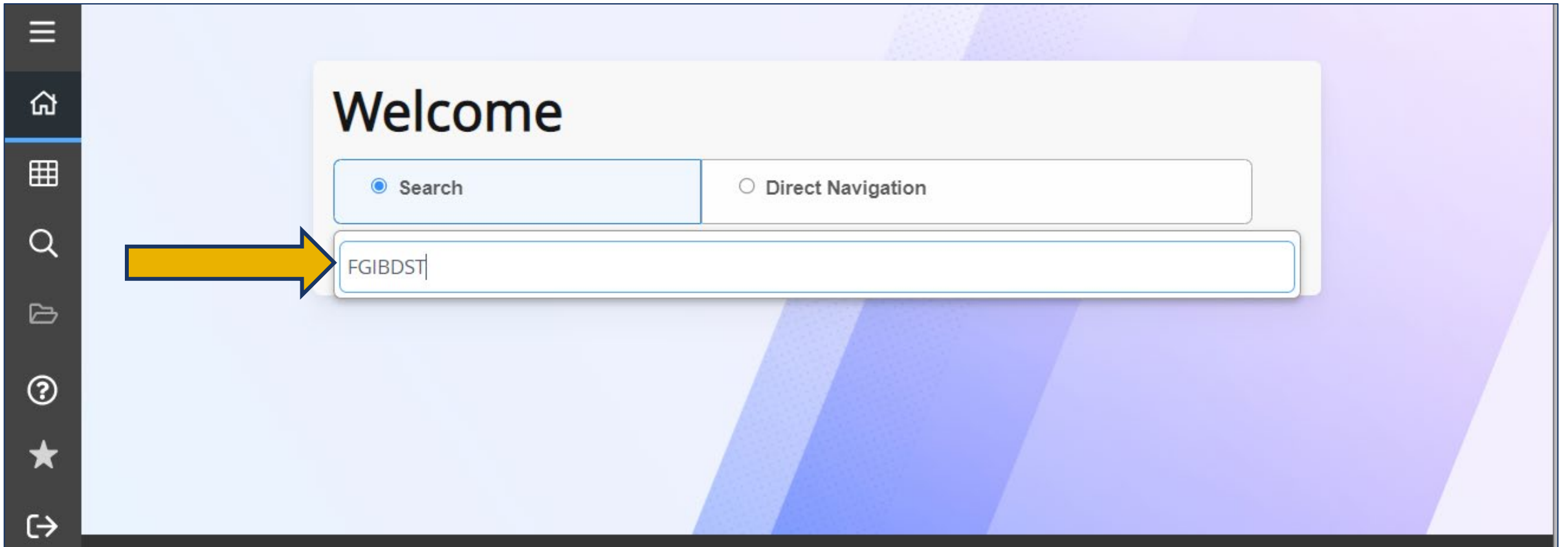
Banner Link:

<https://www.montana.edu/uit/esg/resources/banner/banner9resources/index.html>

The screenshot shows the Montana State University website header with the logo and a search bar. The main content area is titled "Banner 9 Resources" and includes a breadcrumb trail: "UIT / Enterprise Services / Resources / Banner / Banner 9 Resources". The page text states: "Beginning this fall, Montana State University will be transitioning to Banner 9. This new version of Banner retains all of the overall functionality that users are accustomed to, while incorporating the intuitive look, feel, and behavior of a modern web application. You will find many useful resources below, including links to the Banner 9 test environments, training and documentation, as well as frequently asked questions." Below this is a section for "Banner 9 Environments" with the text: "The Banner 9 environments are utilized for interface familiarization, solution development and system maintenance. These are essential components of the Banner 9 Transition Initiative." Under the "TEST (Test Environment)" heading, there is an orange button labeled "Banner 9 Log in". Under the "PROD" heading, there is a green button labeled "Banner 9 Log in". A yellow arrow points from the text box on the right to the green "Banner 9 Log in" button. The left sidebar contains contact information for the University Information Technology (UIT) department, including the address, phone number, email, and website.

The link above will take you to the Banner 9 Resources page. Click **Banner 9 Log in** under **PROD** to login with your NetID and Password.





In the search menu type in “**FGIBDST**”

This form will be the same information as what is in the **Operating Ledger Summary**.





Chart: * 1 ...

Montana State University

Index: [Redacted] ...

Fiscal Year: * 22 ...

Go

Query Specific: *

Account

Commit Type: Both

Include Revenue:

Accounts

Fund: ...

Organization: ...

Account: ...

Program: ...

Activity: ...

Account Type: ...

Location: ...

Open FGIBDST and type in your General Fund index number (61xxxx) and click "Go"

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.



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

Chart: 1 Montana State University Fiscal Year: 22 Index: 61 Query Specific Account: Start Over

Include Revenue Accounts: Commit Type: Both Organization: 61 Fund: 611000 General Operating

Program: 05 Student Services Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS Insert Delete Copy Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61124	L	Contract Professional	134,022.53	16,431.87	117,590.59	0.07
62102	E	Consultant & Professional Services	22,000.00	0.00	0.00	22,000.00
62202	E	Athletic & Recreational Supplies	4,500.00	0.00	0.00	4,500.00
62203	E	Clothing & Personal Supplies	8,500.00	0.00	0.00	8,500.00
62209	E	Medical & Hospital Supplies	250.00	0.00	0.00	250.00
62212	E	Photo Reproduction Supplies	0.00	10.53	0.00	-10.53
62249	E	Minor Software <\$100,000	2,500.00	2,904.00	0.00	-404.00
62498	E	Non-Employee Travel	45,665.00	0.00	0.00	45,665.00
62801	E	Dues	0.00	1,250.00	0.00	-1,250.00
Net Total			-217,437.53	-20,596.40	117,590.59	

10 Per Page Record 1 of 9

$$217,437.53 - 20,596.40 - 117,590.59 = \$79,250.54 \text{ Total Available Balance}$$

In Banner, the Total Available Balance must be calculated with the following formula:
Total Adjusted Budget – YTD Activity – Commitments = Total Available Balance

****Note: You will need to subtract any expenditures that have not posted in Banner to get your Total Remaining Spending Authority (Budget).****



To view the Transactions:

- Click on the Account Code you want to look at.
- Then click on “Related” and select “Transaction Detail Information [FGITRND]”

Organization Budget Status FGIBDST 9.3.6 (PROD) (BL)

Chart: 1 Montana State University Fiscal Year: 22 Index: 61 Query Specific Account:

Include Revenue Accounts: Commit Type: Both Organization: 61 Fund: 611000 General Operating

Program: 05 Student Services Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
61124	L	Contract Professional	134,022.53	11,296.91	117,59
62102	E	Consultant & Professional Services	22,000.00	0.00	
62202	E	Athletic & Recreational Supplies	4,500.00	0.00	
62203	E	Clothing & Personal Supplies	8,500.00	0.00	
62209	E	Medical & Hospital Supplies	250.00	0.00	
62212	E	Photo Reproduction Supplies	0.00	10.53	
62249	E	Minor Software <\$100,000	2,500.00	2,904.00	
62498	E	Non-Employee Travel	45,665.00	0.00	
62801	E	Dues	0.00	1,250.00	
		Net Total	-217,437.53	-15,461.44	117,59

Transaction Detail Information [FGITRND]

Transaction Detail Information [FGITRND]



Detail Transaction Activity FGITRND 9.3.12 (PROD) (BL)

COA: 1 Fiscal Year: 22 Index: 61 Fund: 611000 Organization: 6 Account: 62249 Program: 05 Activity: Location: Period: Start Over

Commit Type: Both

DETAIL TRANSACTION ACTIVITY Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *
62249	612202	05	YTD	2,904.00	+	INNI	I1398672	08/10/2021	08/10/2021	Synergy Sports Technology LLC	U	611000
62249	612202	05	OBD	2,500.00	+	BD01	L0007459	07/01/2021	07/14/2021	FY22 Approved Base Budget	U	611000
			Total	5,404.00	+							

1 of 1 Per Page Record 1 of 2

Rule Codes (Document Types):

- **INNI** – Paid invoices (BPA’s), the transaction description will show a vendor name.
- **JE16**
 - If the **Document number** starts with a **PBxxxxxx**, this is a p-card transaction that was coded in Chrome River.
 - If the **Document number** starts with a **Jxxxxxxx/YJxxxxxx**, this is journal voucher representing a correcting entry.
- **JRC** – Recharge Journal Entry represents a billing between your index and another campus index, such as the Mailroom, Printing Services, Copiers, Campus Store, etc.
- **JOC** – Payments made to or received from other MSU Campuses (Bozeman, Havre or Great Falls)
- **JIA** – Payments made to or received from other State of Montana agencies (Dept of Revenue, OCHE, etc.)
- **H%** - Document types that begin with H are payroll related (Salaries or Benefits).



Self-Support Indexes

What is a **Self-Support** Index?

- Self-supporting indexes that begin with:
 - **62xxxx – Grants**
 - **63xxxx – Designated**
 - **64xxxx – Auxiliaries**
 - **68xxxx – Renewal & Replacement**
- Also known as a “**rollover**” index, these funds carry over from year to year
- These indexes must generate enough revenue (income) to cover expenses.
- The budget in these indexes are estimates, not spending authority.



[Back to Login](#) **Banner Reports Web - (PROD)** [Back to My Apps](#)

Report Type: Finance Reports ▼ My Groups My Preferences [Whats New](#)

Available Reports

<input type="checkbox"/>	Billed Scholarships	?	▶
<input type="checkbox"/>	Budget Benefits Summary	?	▶
<input type="checkbox"/>	Compare Annual Totals by Index	?	▶
<input type="checkbox"/>	Encumbrances	?	▶
<input type="checkbox"/>	Havre Operating Ledger Summary	?	▶
<input type="checkbox"/>	Havre Operating Ledger Summary Index/Fund	?	▶
<input type="checkbox"/>	Inception To Date	?	▶
<input checked="" type="checkbox"/>	Operating Ledger Summary	?	▶
<input checked="" type="checkbox"/>	Operating Ledger Transactions	?	▶
<input checked="" type="checkbox"/>	Payroll Report	?	▶
<input type="checkbox"/>	Tenure/Non-Tenure Budget Summary	?	▶
<input type="checkbox"/>	Tenure/Non-Tenure Payroll/Enc Detail	?	▶

[ACH Vendors](#)

My Reports

Delete	Email	Report	Link	Completed or Scheduled Time	Status
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You will run the same Banner Web Reports for Self-Support indexes.

- Operating Ledger Summary
- Operating Ledger Transaction
- Payroll Report



Operating Ledger Summary – Self-Support Indexes

Operating Ledger Summary (indx=63 ,fsyr=2022,month=SEP) Page 1

EMTER

* Operating Ledger *

* Index 63 *

* Fund 63 Organization 62 *

* Month SEP *

* Fiscal Year 2022 *

Acct	Account Description	Base Budget	Revised Budget	Current	YTD	Encumber	Available	%Avail
52874	Supplies/Materials Fee	2,400	2,400	1,040.00	1,080.00	.00	1,320.00	55.00%
	Total Fees	2,400	2,400	1,040.00	1,080.00	.00	1,320.00	55.00%
	Total Revenue	2,400	2,400	1,040.00	1,080.00	.00	1,320.00	55.00%
62134	Honorariums/Speakers	75	75	.00	.00	.00	75.00	100.00%
	Total Contracted Services	75	75	.00	.00	.00	75.00	100.00%
62204	Educational Supplies	1,875	1,875	72.00	72.00	.00	1,803.00	96.16%
62241	Office Supplies	200	200	.00	.00	.00	200.00	100.00%
62280	Program Expense	250	250	.00	.00	.00	250.00	100.00%
	Total Supplies	2,325	2,325	72.00	72.00	.00	2,253.00	96.90%
	Total Operations	2,400	2,400	72.00	72.00	.00	2,328.00	97.00%
	Total Expense	2,400	2,400	72.00	72.00	.00	2,328.00	97.00%
	Income Less Expense	0	0	968.00	1,008.00	.00		
	Available Balance						1,008.00	.00%

****Note: There is revenue recorded in this index.****

Revised Budget: In self-support indexes, this is the **projected revenue & expenses** or your “goal” you were given for the fiscal year. These are only ESTIMATES and not actual money in the bank.

Current: In self-support indexes, this is the **actual revenue & expenses for the month** (September in this example).

YTD: In self-support indexes, this is the **actual revenue & expenses to date for the fiscal year** (July through September in this example).



How do I know if I'm generating enough Revenue to Cover expenses?

Operating Ledger Summary (indx=63_..._fsyr=2022,month=SEP) Page 1

EMTER

* Operating Ledger *

* Index 63 *

* Fund 63 Organization 62 *

* Month SEP *

* Fiscal Year 2022 *

Acct	Account Description	Base Budget	Revised Budget	Current	YTD	Encumber	Available	%Avail
52874	Supplies/Materials Fee	2,400	2,400	1,040.00	1,080.00	.00	1,320.00	55.00%
	Total Fees	2,400	2,400	1,040.00	1,080.00	.00	1,320.00	55.00%
	Total Revenue	2,400	2,400	1,040.00	1,080.00	.00	1,320.00	55.00%
62134	Honorariums/Speakers	75	75	.00	.00	.00	75.00	100.00%
	Total Contracted Services	75	75	.00	.00	.00	75.00	100.00%
62204	Educational Supplies	1,875	1,875	72.00	72.00	.00	1,803.00	96.16%
62241	Office Supplies	200	200	.00	.00	.00	200.00	100.00%
62280	Program Expense	250	250	.00	.00	.00	250.00	100.00%
	Total Supplies	2,325	2,325	72.00	72.00	.00	2,253.00	96.90%
	Total Operations	2,400	2,400	72.00	72.00	.00	2,328.00	97.00%
	Total Expense	2,400	2,400	72.00	72.00	.00	2,328.00	97.00%
	Income Less Expense	0	0	968.00	1,008.00	.00		
	Available Balance						1,320.00	.00%

1. Self-support indexes must bring in enough revenue (income) to cover expenditures.
2. To see this, use the YTD amount on the **Income Less Expense** line.

$$\begin{array}{r} \text{Total Revenue} \\ - \text{Total Expense} \\ \hline \text{Income Less Expense} \end{array}$$
3. Subtract out any expenses that have not posted in Banner (i.e. outstanding p-card expenses or BPA's).

*****Do not use the Available Balance line for Self-Support indexes.*****



Be Brave. Be Bold. Become.

How do I find the balance in my self-support index?

Locate the **fund** number on the **Operating Ledger Summary** report for the self-support index you would like the balance of.

Operating Ledger Summary (indx=63 ,fsyr=2022,month=SEP)

EMTER

* Operating Ledger *
* Index 63 *
* Fund 633117 Organization 6 *
* Month SEP *
* Fiscal Year 2022 *

Acct	Account Description	Base Budget	Revised Budget	Current	YTD
52874	Supplies/Materials Fee	2,400	2,400	1,040.00	1,080.00
	Total Fees	2,400	2,400	1,040.00	1,080.00
	Total Revenue	2,400	2,400	1,040.00	1,080.00



How do I find the balance in my self-support index?

Back to Login Banner Reports Web - (PROD) [Back to My Apps](#)


Report Type: Finance Reports My Groups My Preferences [Whats New](#)

[Encumbrance Detail Salary](#) ? ▶

[Fix Ast Govt Owned Assets by Org](#) ? ▶

[Fixed Assets Non MSU Title](#) ? ▶

[Foreign Travel](#) ? ▶

[General Ledger](#) ? ▶ 

[High Level Fund Balance Summary by Month](#) ? ▶

[Inactive Indexes](#) ? ▶

[Index ITD Balances Within Fund](#) ? ▶

[Index Listing \(by Fund\)](#) ? ▶

[Index Listing \(by Org\)](#) ? ▶

[OL Sum Grouped by Actv Code](#) ? ▶

[OL Sum by Fund and/or Orgn](#) ? ▶

[OL Sum by Fund with Fd Bal](#) ? ▶

[OL Transactions by Fund and/or Orgn](#) ? ▶

[OL Transctions Grouped by Actv Code](#) ? ▶

Report(s) Have been submitted OK

In Banner Web Reports, click on the **General Ledger** report.



How do I find the balance in my self-support index?

Back to Login Banner Reports Web - (PROD) [Back to My Apps](#)

Report Type: Finance Reports [My Groups](#) [My Preferences](#) [Whats New](#)

[Encumbrance Detail Salary](#) [Fix Ast Govt Owned Assets by Org](#) [Fixed Assets Non MSU Title](#) [Foreign Travel](#) [General Ledger](#) [High Level Fund Balance Summary by Month](#) [Inactive Indexes](#) [Index ITD Balances Within Fund](#) [Index Listing \(by Fund\)](#) [Index Listing \(by Org\)](#) [OL Sum Grouped by Actv Code](#) [OL Sum by Fund and/or Orgn](#) [OL Sum by Fund with Fd Bal](#) [OL Transactions by Fund and/or Orgn](#) [OL Transctions Grouped by Actv Code](#)

Submit Report Arguments

Reports: General Ledger	
<input type="checkbox"/>	Email Report
<input type="checkbox"/>	Schedule It
<input type="checkbox"/>	Fund Group
Fund	<input type="text" value="63"/>
Fiscal Year (201X)	<input type="text" value="2022"/>
Month	<input type="text" value="SEP"/>
<input type="button" value="Execute Report(s)"/>	

1. Under “Submit Report Arguments” enter you Fund number, the Fiscal Year (20xx) and select the Month (current month for to-date balances).
2. Click “Execute Report(s)”.



How do I find the balance in my self-support index?

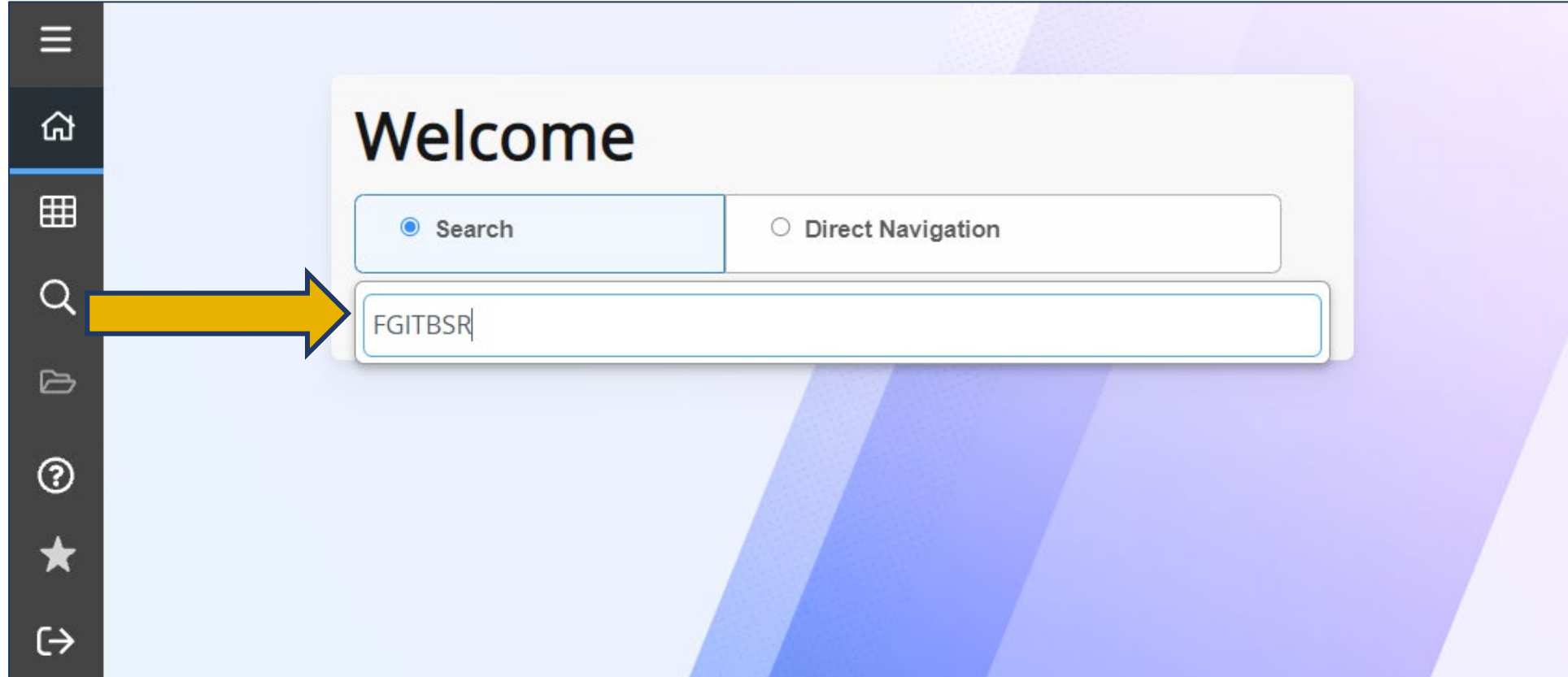
EMTER
***** *PRODUCTION*
* General Ledger *
* Fund 63 *
* Month SEP *
* Fiscal Year 2022 *

Account Description	Date	Doc Number	Norm Bal	Beginning Balance	Debit	Credit	Ending Balance
1104 Cash in Treasury							
Total Cash in Treasury			D	973.22	1,240.00	272.00	1,941.22
4101 Net Position - Unreserved							
Total Net Position - Unreserved			C	933.22	.00	.00	933.22
4910 Budgeted Revenue Control							
Total Budgeted Revenue Control			D	2,400.00	.00	.00	2,400.00
4911 Revenue Control							
Total Revenue Control			C	40.00	200.00	1,240.00	1,080.00
4930 Budgeted Expenditure Control							
Total Budgeted Expenditure Control			C	2,400.00	.00	.00	2,400.00
4931 Expenditure Control							
Total Expenditure Control			D	.00	72.00	.00	72.00
Total Debit							1,512.00
Total Credit							1,512.00
Total Fund Balance							1,941.22

1. On the General Ledger report, locate the **Total Fund Balance** at the bottom of the report.
2. This is the total self-support balance for this fund (like a check book balance).



Using Banner to find the balance in my self-support index



In the search menu type in “**FGITBSR**”

This form will be the same information as what is in the **General Ledger**.



Trial Balance Summary FGITBSR 9.0 (PROD) (BL)

COA: * 1 ... Fiscal Year: * 22 ... Go

Montana State University

Fund: [redacted] ... OR Fund Type: ...

Account: ... OR Acct 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.

Open FGITBSR and type in your self-support fund number and click "Go"



✕ Trial Balance Summary FGITBSR 9.0 (PROD) (BL)

 ADD RETRIEVE RELATED TOOLS

COA: 1 Montana State University Fiscal Year: 22 Fund: 63 OR Fund Type: Start Over

Account: OR Acct Type:

CURRENT FUND BALANCE Insert Delete Copy Filter

Acct Type	Account	Description	Beginning Balance	Debit/Credit *	Current Balance	Debit/...	*
1A	1104	Cash in Treasury	933.22	Debit	1,941.22	Debit	
2A	2107	Vouchers Payable	0.00	Credit	0.00	Credit	
2J	2505	Payments Received in Advance	0.00	Credit	0.00	Credit	
31	4101	Net Position - Unreserved	933.22	Credit	933.22	Credit	
41	4910	Budgeted Revenue Control	0.00	Debit	2,400.00	Debit	
41	4911	Revenue Control	0.00	Credit	1,080.00	Credit	
41	4930	Budgeted Expenditure Control	0.00	Credit	2,400.00	Credit	
41	4931	Expenditure Control	0.00	Debit	72.00	Debit	
41	4990	Budgeted Change to Net Position	0.00	Debit	0.00	Debit	
	Total	ALL ACCOUNTS	0.00		0.00		
					Current Fund Balance	1,941.22	Credit

1 of 1 10 Per Page Record 1 of 9

* - denotes amount is opposite of Normal Balance

In Banner, the Current Fund Balance is the balance in a self-support index (starts with 62, 63, 64 and 68)



Financial Services Contact Information

<https://www.msubillings.edu/financialservices/banner.htm>



Rebecca Bunn
Controller
657-1682



Dean Hanson
Grants Accounting Manager
657-1631



Ashley Ketch
Accountant
657-1681



Gina Herbert
Accountant
657-2625



Janet Eve
Accountant
657-1631



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