

Banner 9 Navigation Training

Finance and Accounting Systems Team

Montana State University

June 2018

Getting Started

- Banner 9 test website:
 - <https://tstabanner.montana.edu/applicationNavigator>
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*Click on Team in the upper right corner to return to Getting Started

BANNER ADMINISTRATIVE KEYBOARD SHORTCUTS

APPLICATION NAVIGATOR

Access Menu	CTRL	M
Display Dashboard	CTRL	SHIFT X
Search for Pages	CTRL	SHIFT Y
Recently Opened Items	CTRL	Y
Access Help	CTRL	SHIFT L
Sign Out	CTRL	SHIFT F

ACTION

Save	F10
Start Over/Rollback	F5
List of Values	F9
Select on a Called Page	ALT S
Close/Cancel/Exit	CTRL Q
Choose/Submit	ENTER

SECTION

Next Section	ALT	Page Down
Previous Section	ALT	Page Up
Clear All in Section	SHIFT	F5

MULTIPLE RECORDS

Next Record	Down Arrow
Previous Record	Up Arrow
Insert Record	F6
Delete Record	SHIFT F6
Clear Record	SHIFT F4
Duplicate Record	F4
First Page	CTRL HOME
Last Page	CTRL END
Next Page	Page Down
Previous Page	Page Up
Toggle Multiple/ Single Record	CTRL G

GLOBAL

Open Related Menu	ALT	SHIFT	R
Open Tools Menu	ALT	SHIFT	T
Data Export	SHIFT	F1	
Change MEP Context	ALT	SHIFT	C
Toggle Accessibility Mode	CTRL	B	
Page Tab 1	CTRL	SHIFT	1
Page Tab 2	CTRL	SHIFT	2
Print	CTRL	P	
More Information	CTRL	SHIFT	U

FIELD

Next Field or Item	TAB
Previous Field or Item	SHIFT TAB
Duplicate Item	F3
Edit	CTRL E
Expand/Collapse Dropdown	ALT Down Arrow

BDM

Add BDM Documents	ALT	A
Retrieve BDM Documents	ALT	R

QUERY

Search/Open Filter Query	F7
Execute Filter Query	F8
Count Query	SHIFT F2

WORKFLOW

Release Workflow	ALT	Q
Submit Workflow	ALT	W



Keyboard Shortcut Changes

Action	Banner 8	Banner 9
Change MEP Context	Not applicable	ALT+SHIFT+C
Expand/Collapse Drop-down Field	Click field	ALT+Down Arrow
Export	Extract Data with Key or Extract Data no Key	SHIFT+F1
First Page	Not applicable	CTRL+Home
Last Page	Not applicable	CTRL+End
More Information	ALT+H	CTRL+SHIFT+U
Next Section	CTRL+Page Down	ALT+Page Down
Open Menu Directly	F5	CTRL+M
Open Related Menu	Not applicable	ALT+SHIFT+R
Open Tools Menu	Not applicable	ALT+SHIFT+T
Page Tab 1		CTRL+SHIFT+1
Page Tab 2	Not applicable	CTRL+SHIFT+2
and so on		and so on
Previous Section	CTRL+Page Up	ALT+Page Up
Print	SHIFT+F8	CTRL+P
Rollback/Start Over	SHIFT+F7	F5
Select on a Called Page	SHIFT+F3	ALT+S
Toggle Multi/Single Records View	Not applicable	CTRL+G
Toggle Accessibility Mode ON/OFF for Current Session	Not applicable	CTRL+B
Release Workflow	Icon or Menu	ALT+Q
Submit Workflow	Icon or Menu	ALT+W
Add EDM Documents	Icon or Menu	ALT+A
Retrieve EDM Documents	Icon or Menu	ALT+R

Logging In

- Use NetID and NetID Password

LOGIN

NetID:

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

Password:

Don't Remember Login

Login

Reset your password:

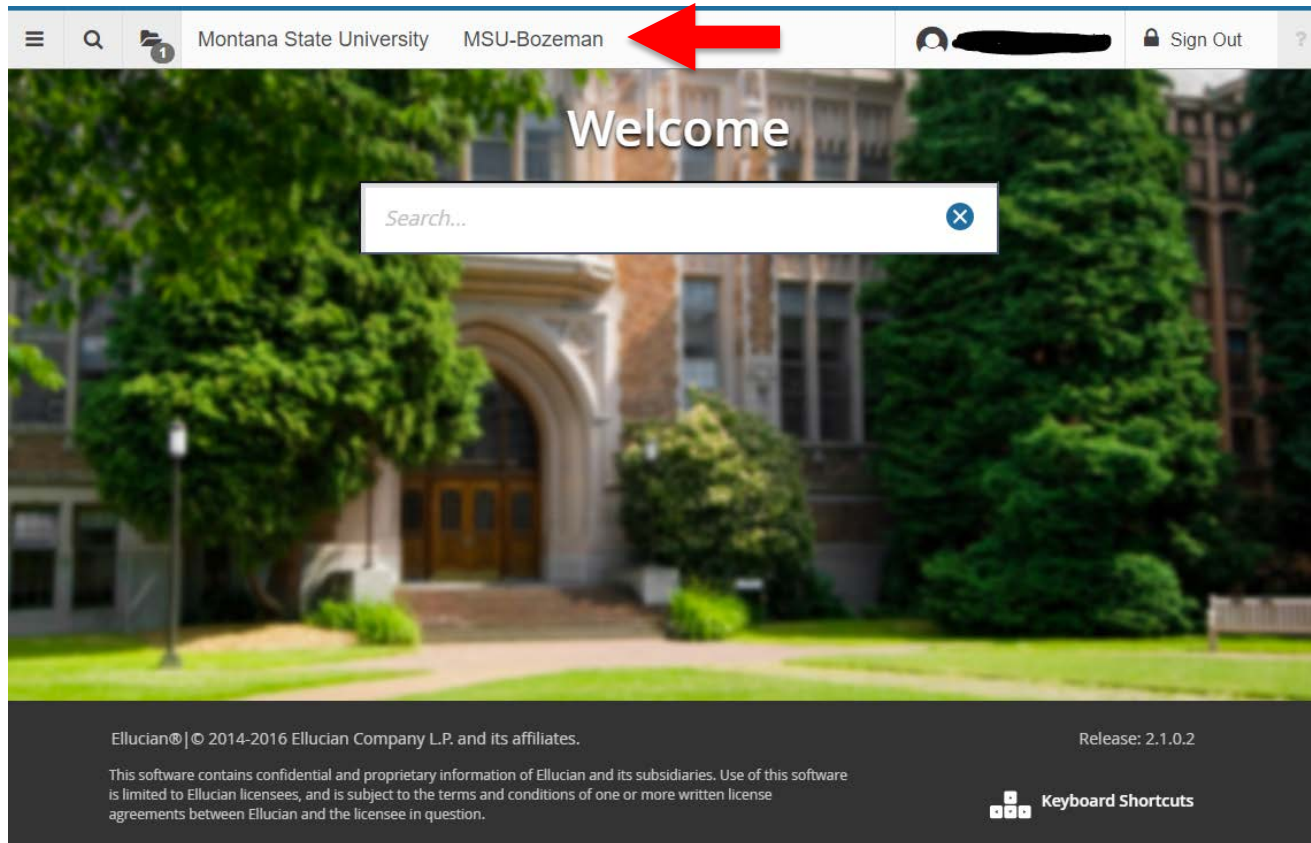
- Bozeman
- Billings
- Great Falls
- Northern

Trouble logging in?
Contact your campus Help Desk.

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

Reading the Welcome Screen

- Ensure you're in the correct campus (if necessary)



The screenshot shows the top navigation bar of the Ellucian system. On the left, there is a hamburger menu icon, a search icon, and a notification icon with the number '1'. The text 'Montana State University MSU-Bozeman' is displayed, with a red arrow pointing to it. To the right, there is a user profile icon, a 'Sign Out' button, and a help icon. Below the navigation bar is a large image of a university building with the word 'Welcome' overlaid in the center. A search bar with the placeholder text 'Search...' and a close button is positioned over the image. At the bottom of the screen, there is a dark footer area containing copyright information, a release version number, a disclaimer, and a keyboard shortcuts icon.

Montana State University MSU-Bozeman

Welcome

Search...

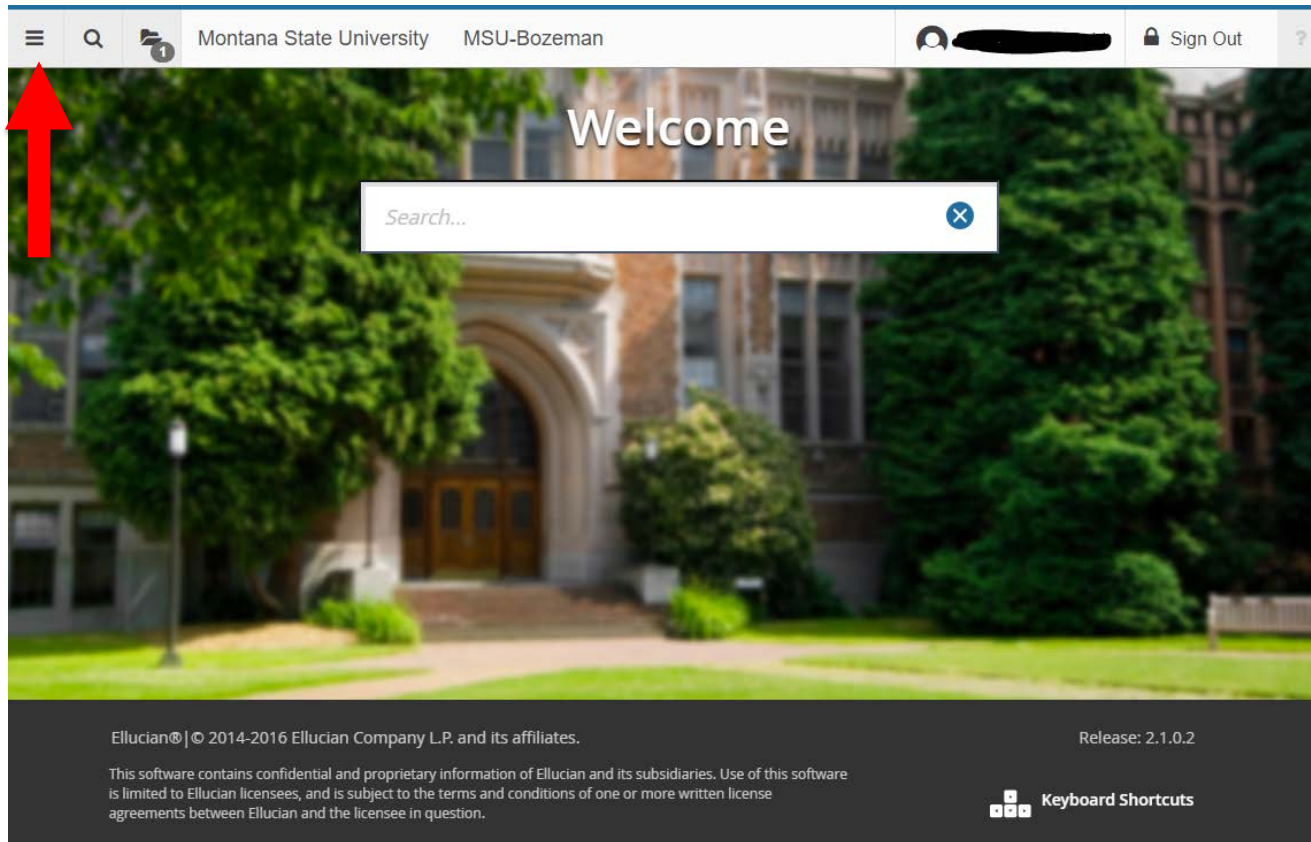
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Keyboard Shortcuts

Reading the Welcome Screen

- Menu



The screenshot shows the top navigation bar of the Montana State University MSU-Bozeman system. The bar includes a menu icon (three horizontal lines), a search icon, the text "Montana State University MSU-Bozeman", a user profile icon, and a "Sign Out" button. Below the navigation bar is a large image of a university building with the word "Welcome" overlaid in the center. A search bar with the placeholder text "Search..." and a close button is positioned below the image. At the bottom of the screen, there is a dark grey footer containing copyright information, a release version number, a disclaimer, and a "Keyboard Shortcuts" link.

Montana State University MSU-Bozeman

Welcome

Search...

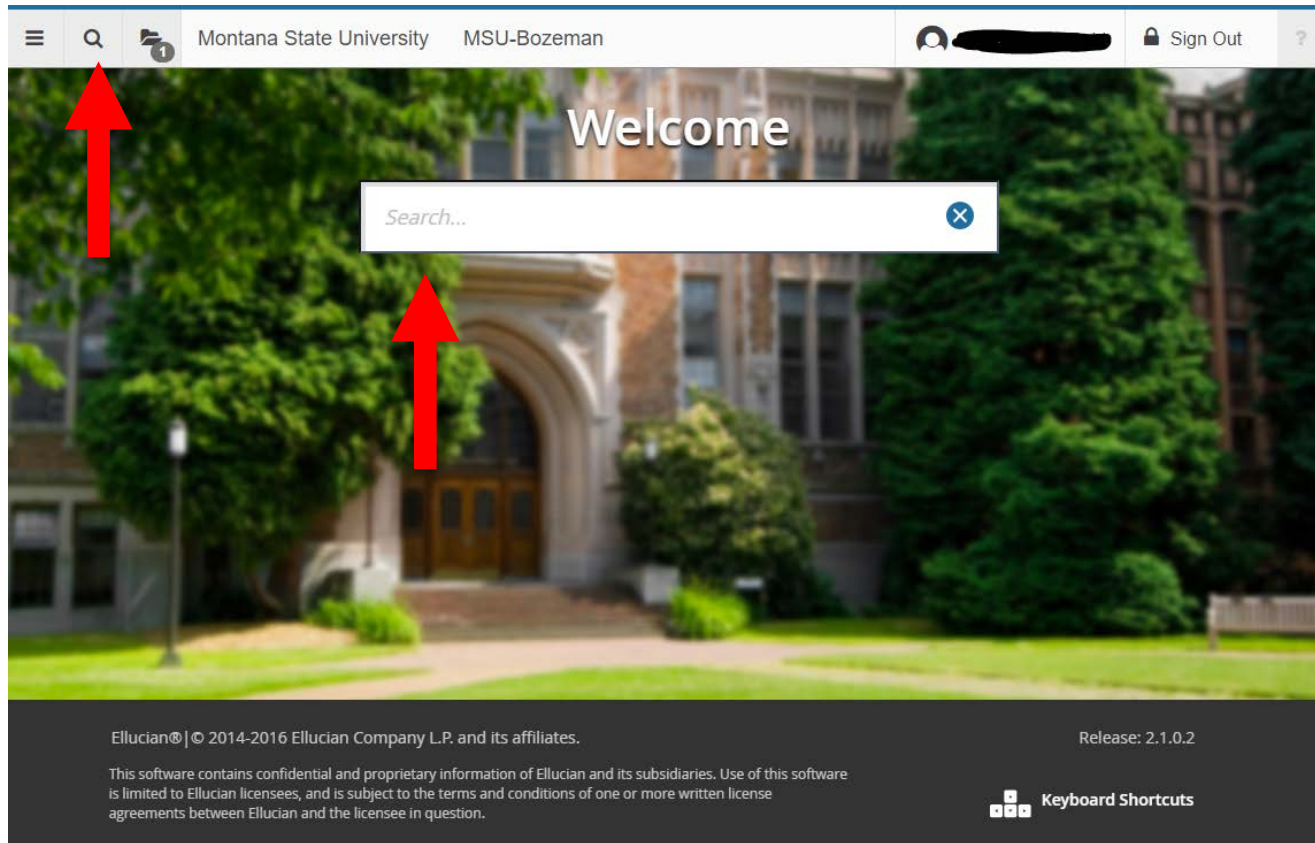
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Keyboard Shortcuts

Reading the Welcome Screen

- Search



The screenshot displays the Montana State University MSU-Bozeman welcome screen. The header includes a navigation menu, a search icon, the university name, and a user profile with a 'Sign Out' button. The main content area features a large 'Welcome' message and a search input field. Two red arrows point to the search bar and the search icon in the header.

Montana State University MSU-Bozeman

Search...

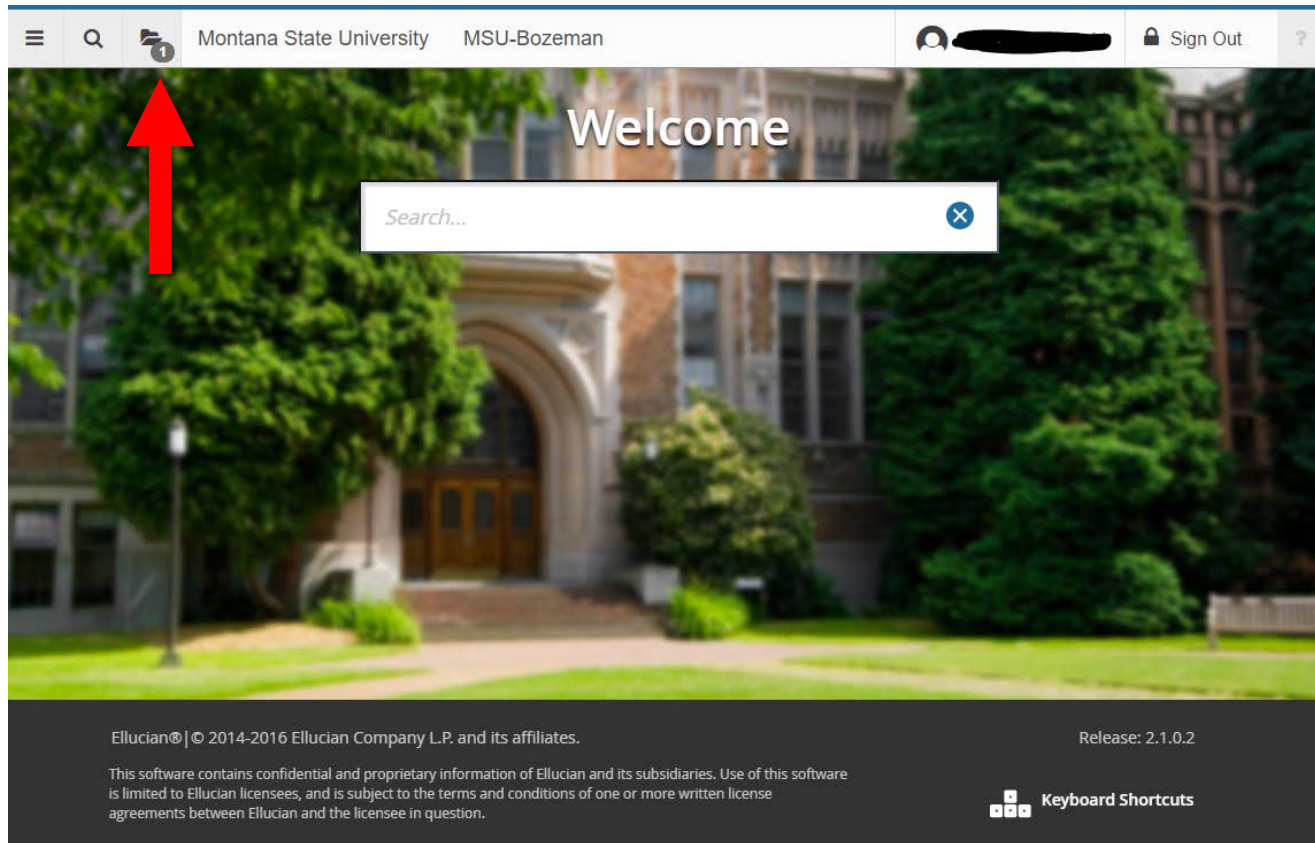
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Keyboard Shortcuts

Reading the Welcome Screen

- Recently Opened Forms



Montana State University MSU-Bozeman

Welcome

Search...

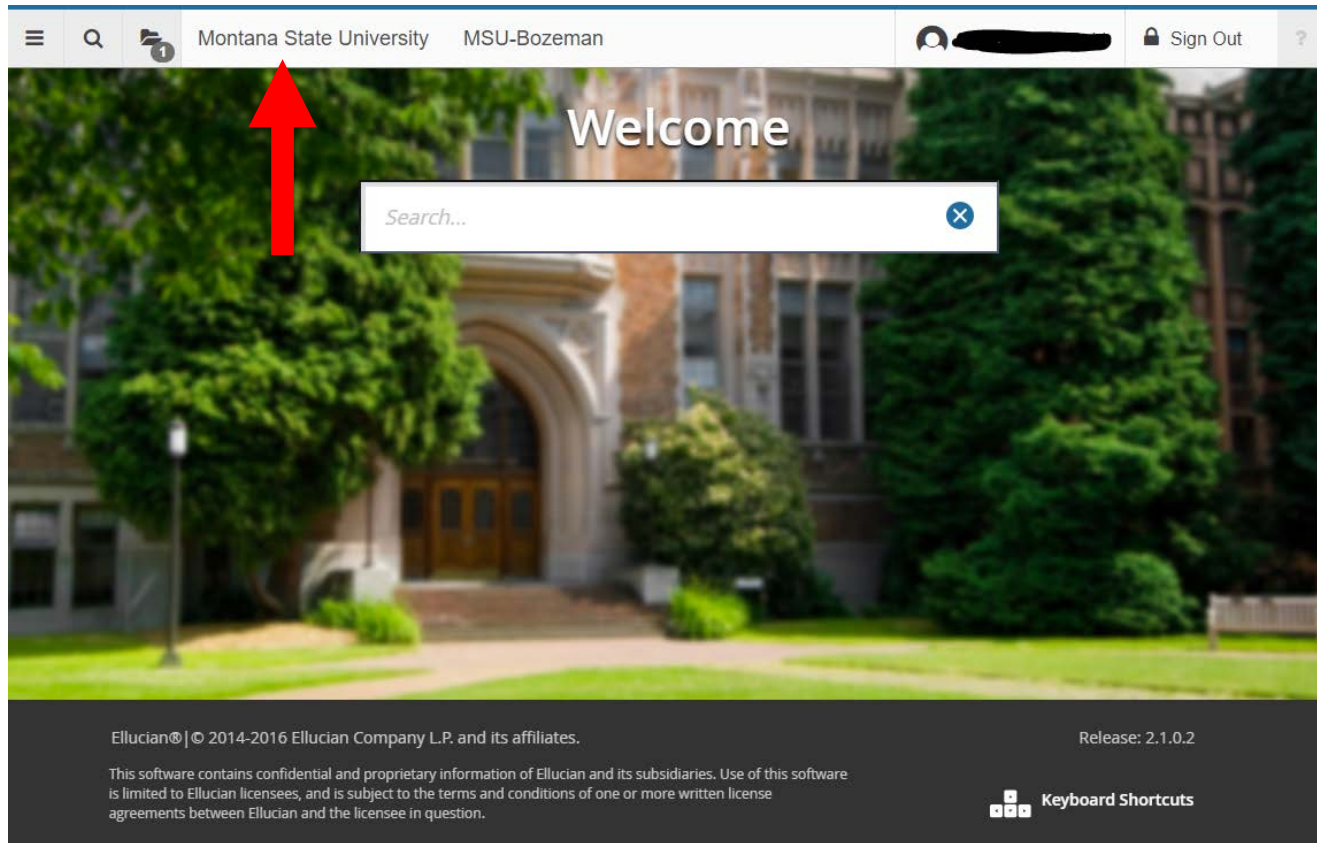
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Keyboard Shortcuts

Reading the Welcome Screen

- Link to Welcome Screen



Montana State University MSU-Bozeman

Welcome

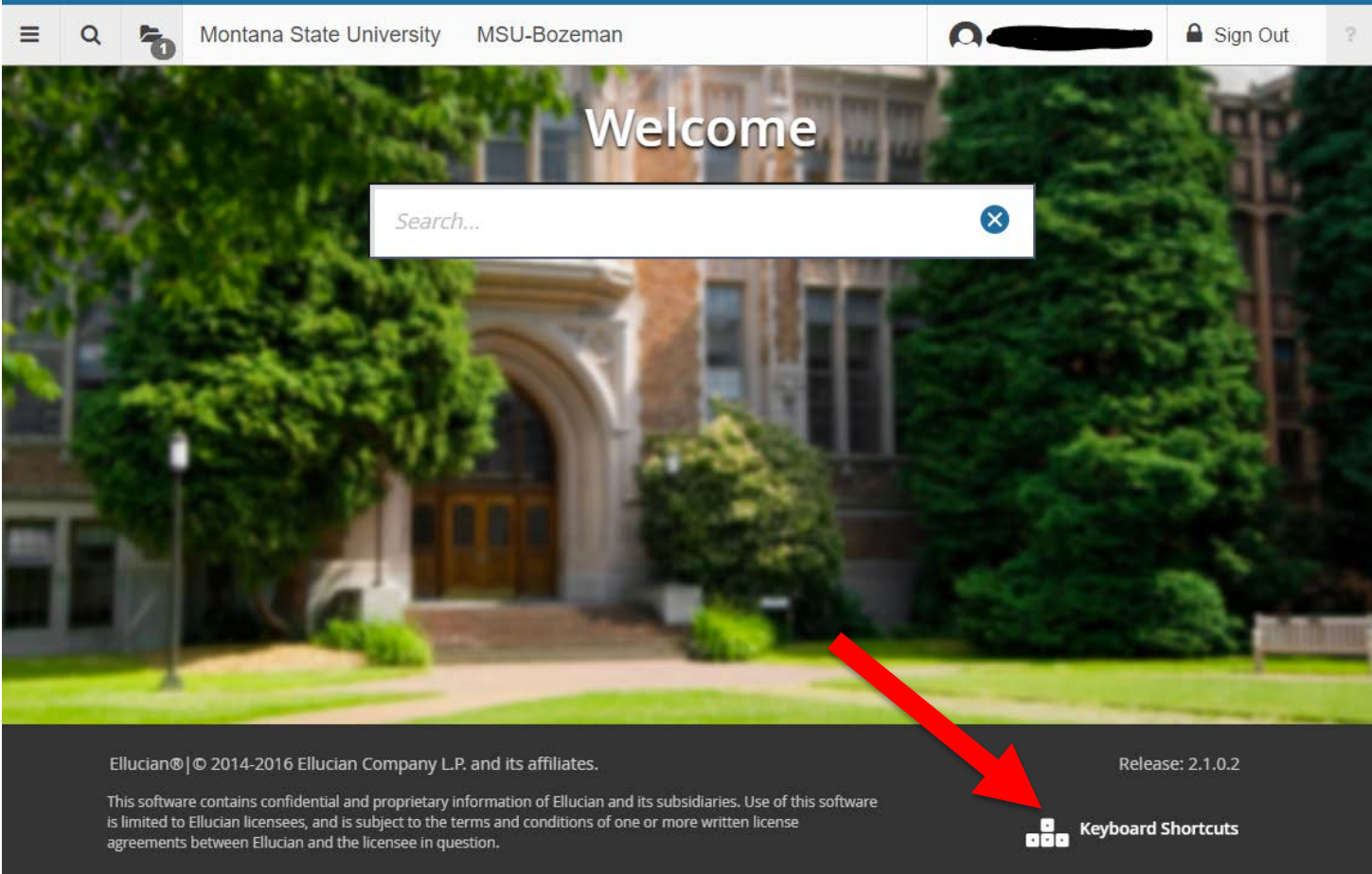
Search...

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Keyboard Shortcuts

Reading the Welcome Screen



Montana State University MSU-Bozeman


Welcome

Search...

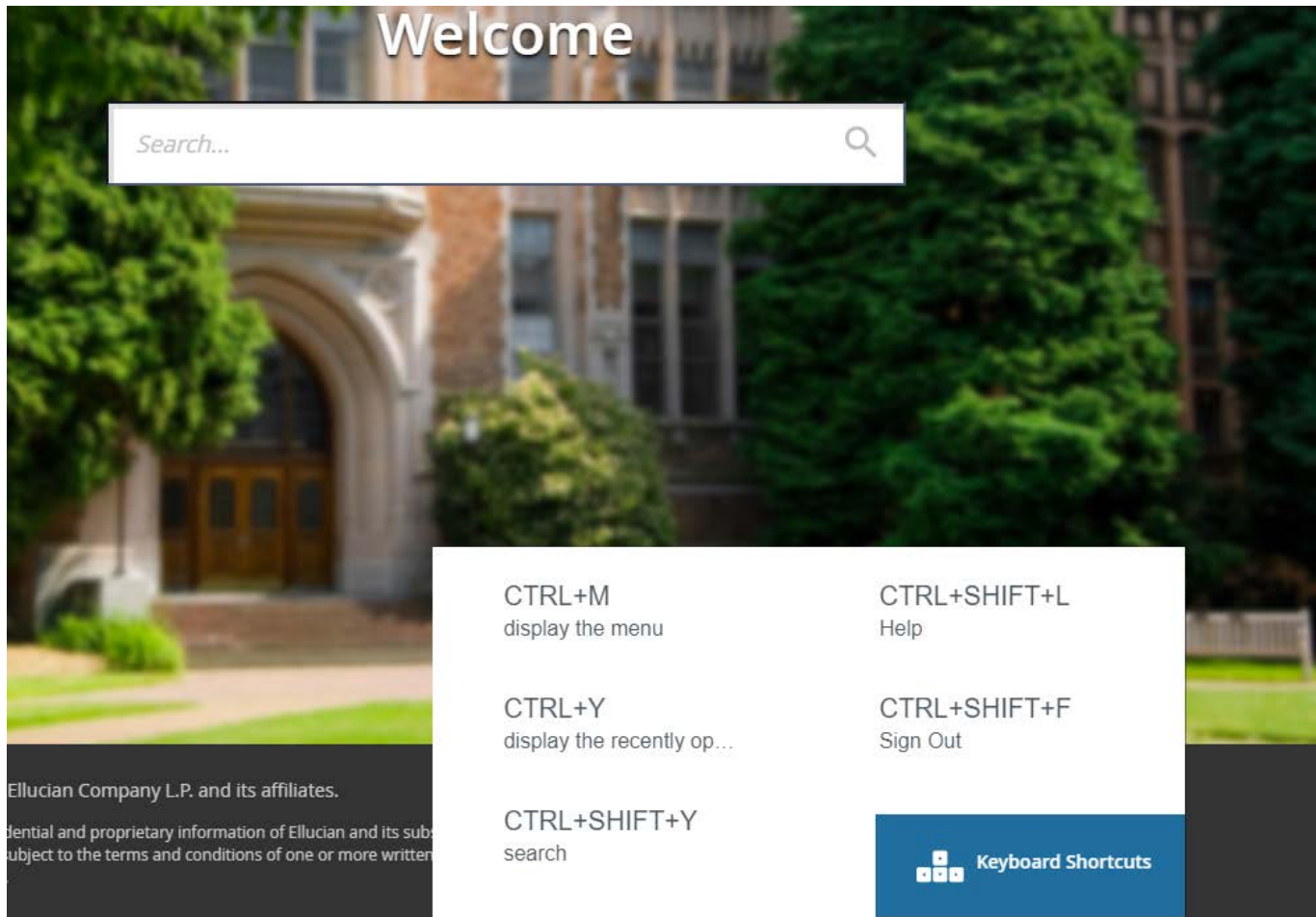
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 Keyboard Shortcuts

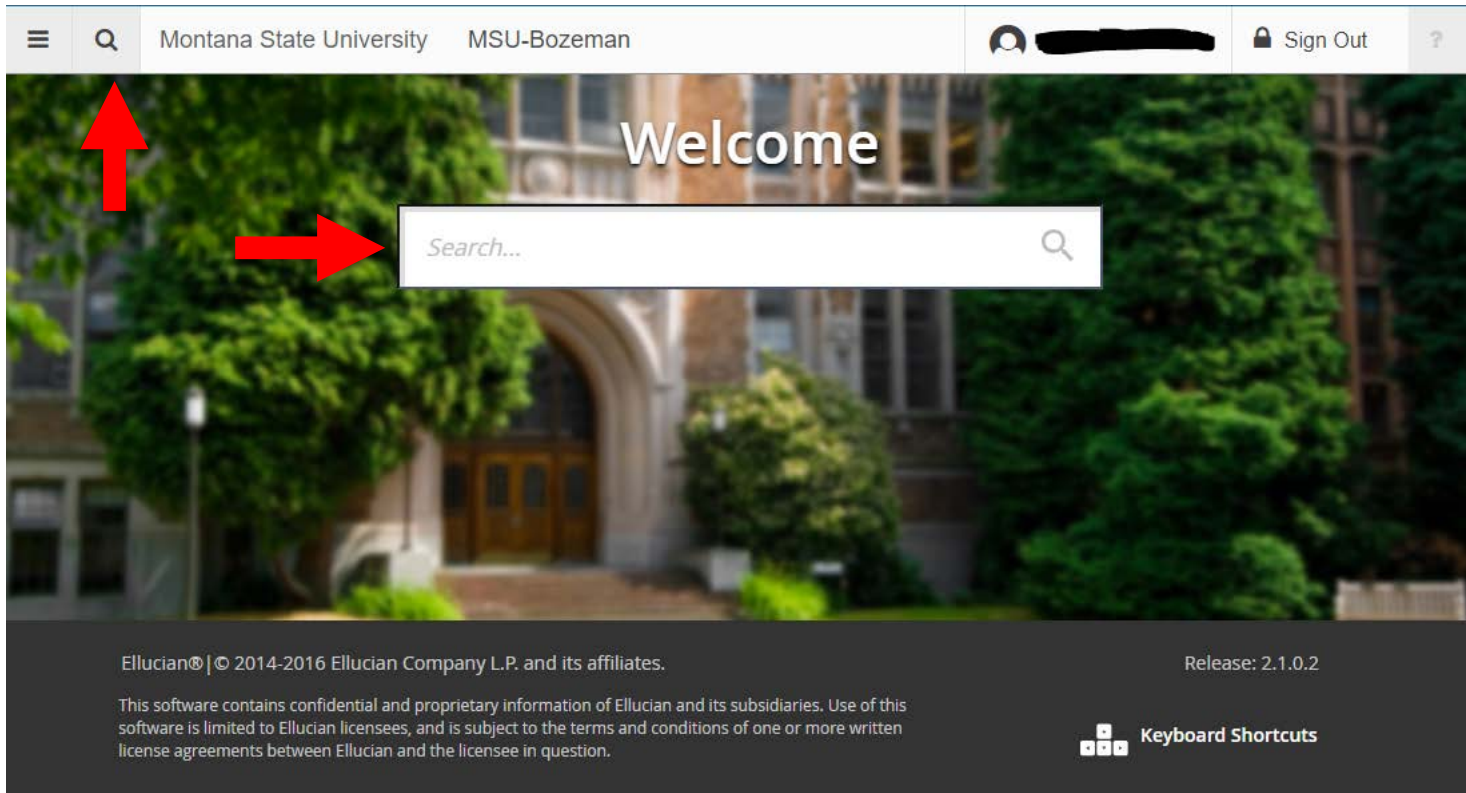
Reading the Welcome Screen



Accessing Forms

Accessing Forms – Option 1

- Place cursor in Search bar or click on magnifying glass



The screenshot displays the top navigation bar of the Montana State University website. The navigation bar includes a menu icon, a search icon, the text "Montana State University MSU-Bozeman", a user profile icon, and a "Sign Out" button. Below the navigation bar is a large banner image of a university building with the word "Welcome" overlaid. A search bar is positioned in the center of the banner, containing the text "Search..." and a magnifying glass icon. Two red arrows point to the search bar: one points to the magnifying glass icon, and the other points to the search input field. At the bottom of the page, there is a footer with copyright information, a release version, and a keyboard shortcuts icon.

Montana State University MSU-Bozeman

Welcome

Search...

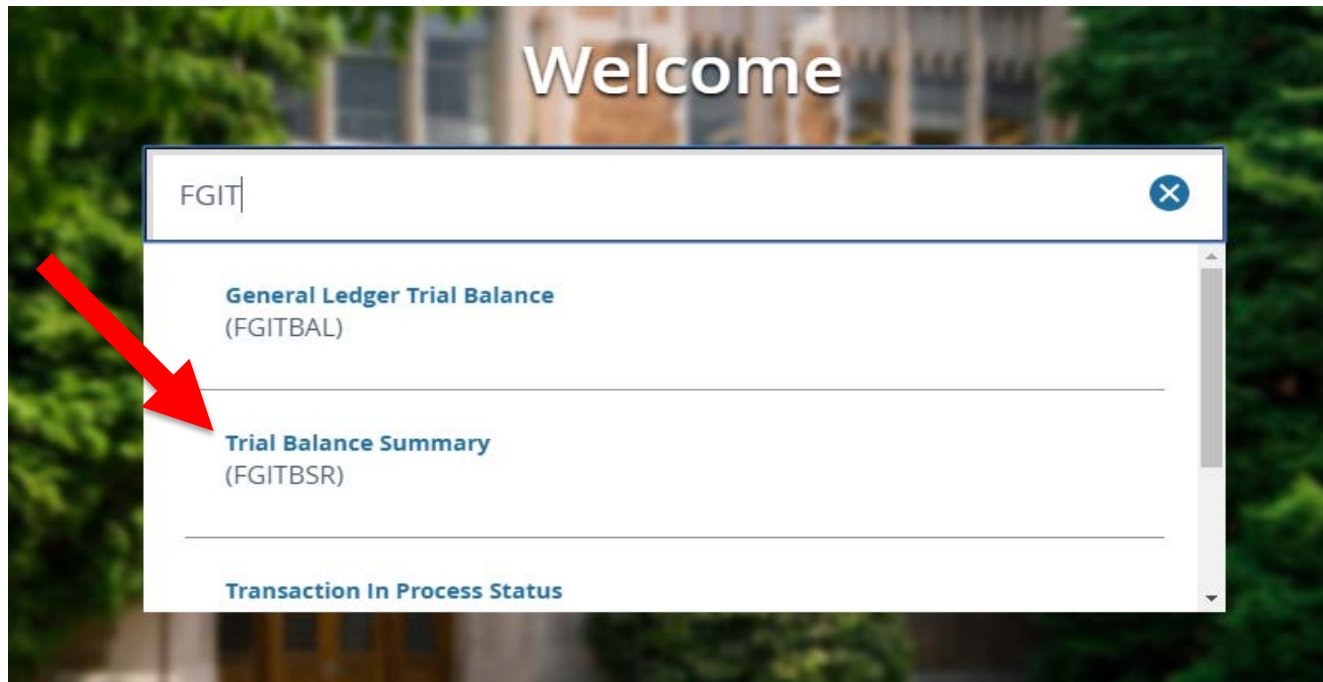
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Keyboard Shortcuts

1a. Accessing Forms

- Three options:
 - Enter entire form code (e.g. FGITBSR) and hit Enter
 - Enter first part of form (e.g. FGIT) and select desired form in dropdown menu
 - Enter the type of form you wish to access (e.g. Trial balance) and select desired form in dropdown menu

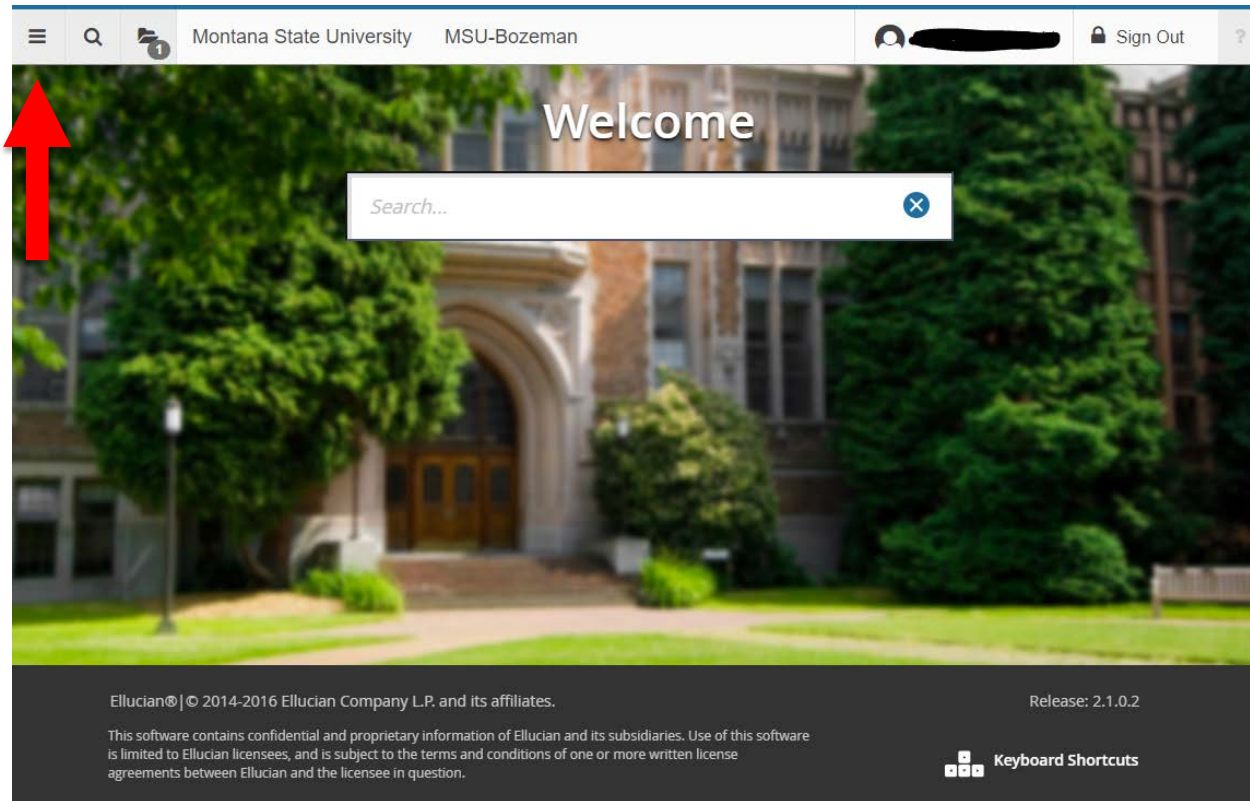


1b. Accessing Forms

The screenshot shows a web application interface for Montana State University. At the top, there is a navigation bar with the university name 'Montana State University MSU-Bozeman', a user profile icon, and a 'Sign Out' button. Below this is a blue header for the current page, 'Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)', with sub-headers for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area contains several input fields: 'COA: *' with a dropdown menu showing 'Montana State University', 'Fiscal Year: *' with a dropdown menu showing '18', 'Fund:', 'OR Fund Type:', 'Account:', and 'OR Acct Type:'. A green 'Go' button is positioned to the right of the 'Fiscal Year' field. A grey instruction bar below the fields reads 'Get Started: Fill out the fields above and press Go.' At the bottom, a browser address bar shows the URL 'xetestapp.msu.montana.edu:8080/applicationNavigator/seamless#' and the text 'ellucian'.

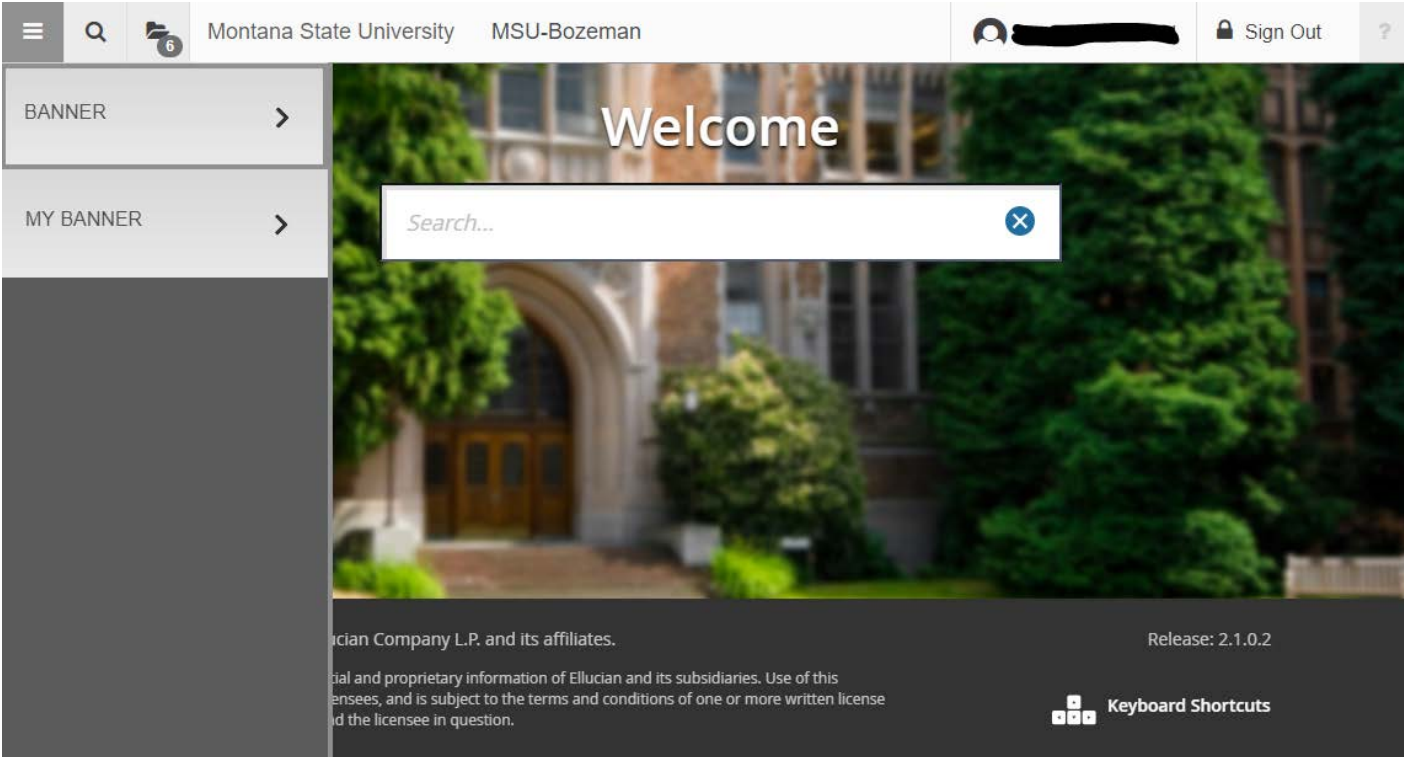
Accessing Forms – Option 2

- Click on Menu (3 horizontal lines) OR
- Ctrl + M



2a. Accessing Forms

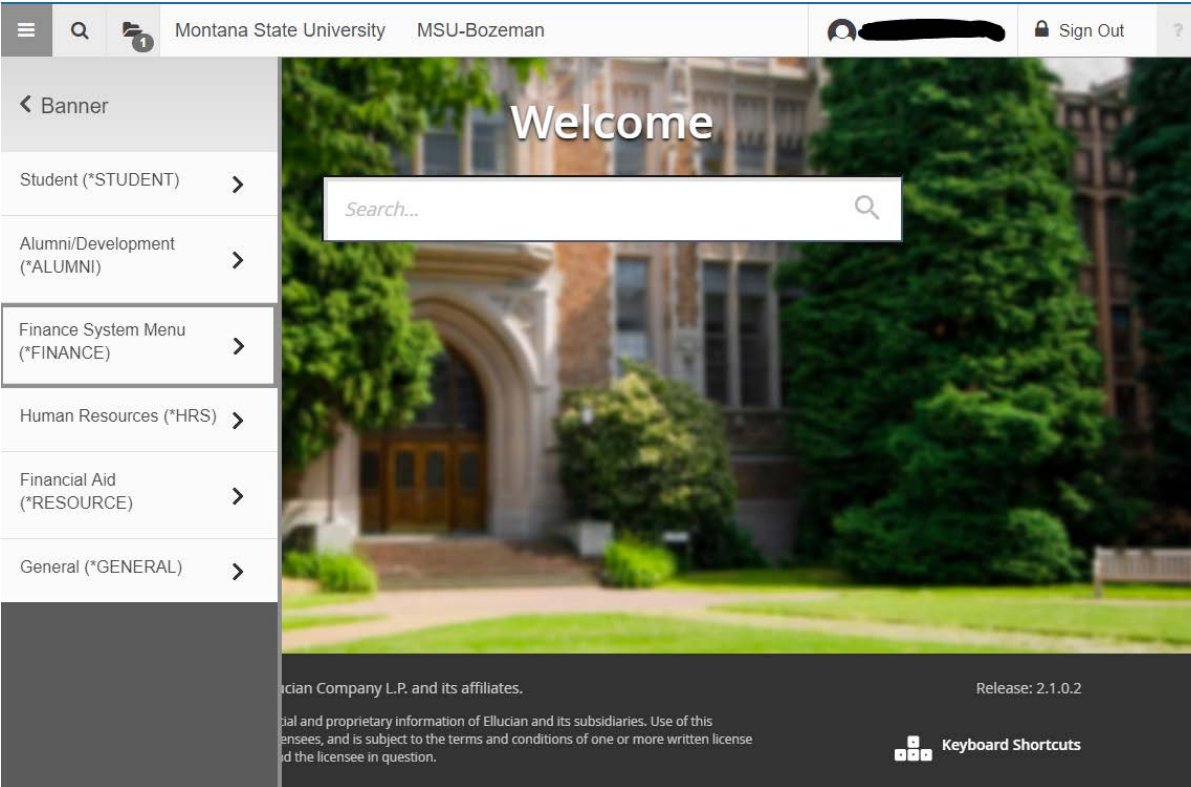
- Scroll down using down arrow and hit Enter OR
- Click on Banner



The screenshot displays the Banner system interface for Montana State University (MSU-Bozeman). The top navigation bar includes the university name, a search icon, a notification icon with the number 6, a user profile icon, and a 'Sign Out' button. The left sidebar contains a menu with 'BANNER' and 'MY BANNER' options, both with right-pointing chevrons. A red arrow points to the 'BANNER' option. The main content area features a large 'Welcome' message over a background image of a building entrance, a search bar with the placeholder text 'Search...', and a footer with legal notices and a 'Keyboard Shortcuts' link.

2b. Accessing Forms

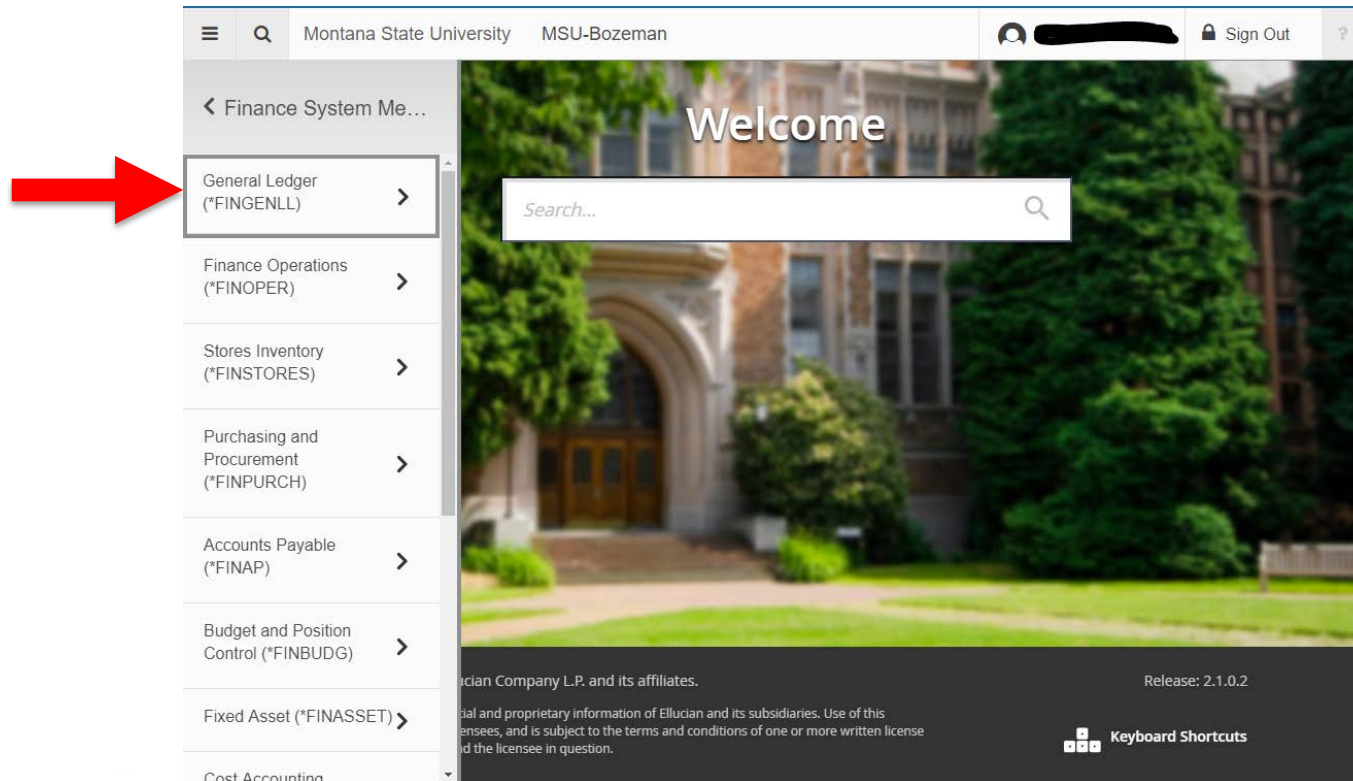
- Scroll down using down arrow and hit Enter OR
- Click on desired menu



The screenshot displays the Montana State University MSU-Bozeman website interface. The top navigation bar includes the university name, a search icon, a user profile icon, and a 'Sign Out' button. The main content area features a 'Welcome' banner with a search bar. A left-hand navigation menu is visible, listing various system categories: Banner, Student (*STUDENT), Alumni/Development (*ALUMNI), Finance System Menu (*FINANCE), Human Resources (*HRS), Financial Aid (*RESOURCE), and General (*GENERAL). A red arrow points to the 'Finance System Menu (*FINANCE)' option, which is highlighted with a grey background. The footer contains legal disclaimers and a 'Keyboard Shortcuts' link.

2c. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on desired menu



The screenshot shows the Montana State University Finance System interface. The top navigation bar includes the university name, a search icon, a user profile icon, and a 'Sign Out' button. The main content area features a 'Welcome' message over a background image of a building entrance. A search bar is positioned below the welcome message. On the left side, a vertical menu titled 'Finance System Me...' is displayed. A red arrow points to the 'General Ledger (*FINGENLL)' option in this menu. Other menu items include 'Finance Operations (*FINOPER)', 'Stores Inventory (*FINSTORES)', 'Purchasing and Procurement (*FINPURCH)', 'Accounts Payable (*FINAP)', 'Budget and Position Control (*FINBUDG)', 'Fixed Asset (*FINASSET)', and 'Cost Accounting'. The bottom of the page contains a footer with legal disclaimers, the release version '2.1.0.2', and a 'Keyboard Shortcuts' link.

2d. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on desired menu

The screenshot displays the user interface of the Montana State University financial system. The top navigation bar includes the university name, location (MSU-Bozeman), a user profile icon, and a 'Sign Out' button. The main content area is divided into a left-hand menu and a central 'Welcome' screen. The menu lists several options, with 'General Accounting Query Forms (*FINGENLQ)' highlighted by a red arrow. The 'Welcome' screen features a search bar and a background image of a university building. At the bottom, there is a footer with legal disclaimers and a 'Keyboard Shortcuts' link.

Montana State University MSU-Bozeman

Sign Out

General Ledger (*Fl...)

Chart of Accounts System Control (*FINCHRTS)

Chart of Accounts Account Codes (*FINCHRTA)

Chart of Accounts Entity Maintenance (*FINENTTY)

General Accounting Transaction Forms (*FINGENLA)

General Accounting Query Forms (*FINGENLQ)

Generate GASB Reports (*FINGENGB)

Welcome

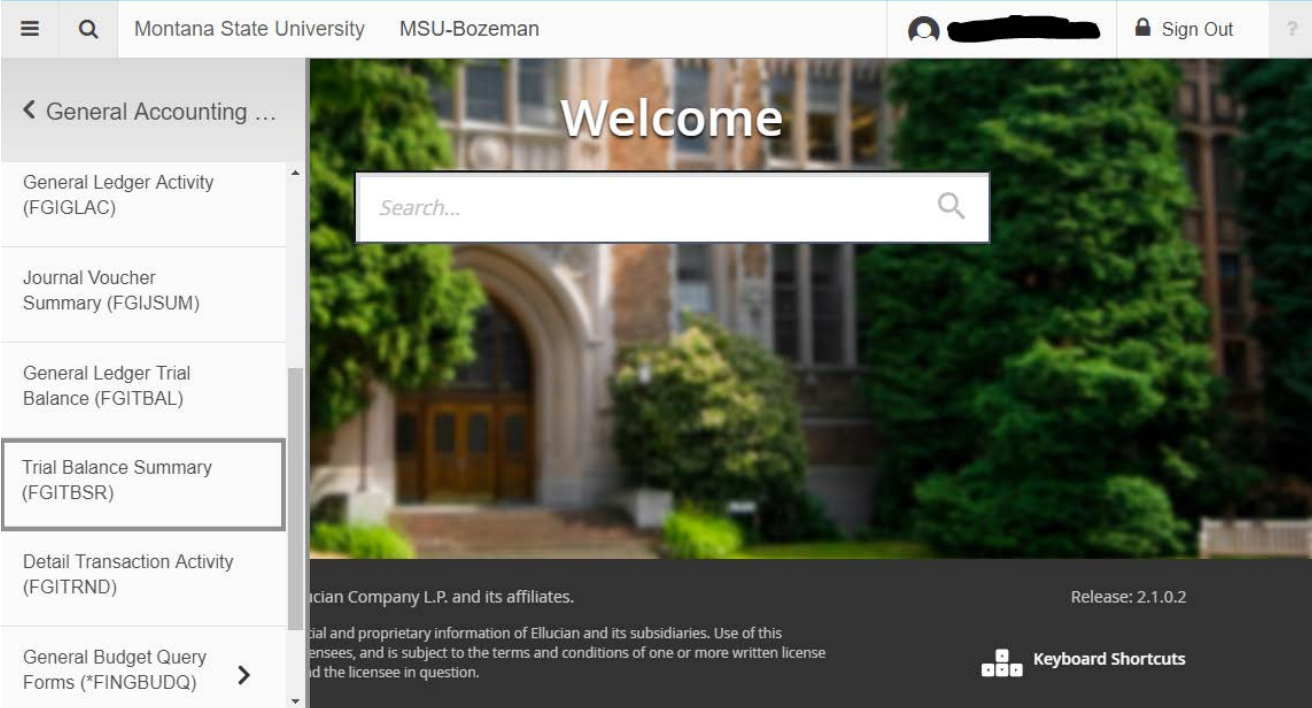
Search...

Release: 2.1.0.2

Keyboard Shortcuts

2e. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on desired form



The screenshot displays the user interface of the Montana State University MSU-Bozeman financial system. The top navigation bar includes the university name, a search icon, a user profile icon, and a 'Sign Out' button. The left sidebar, titled 'General Accounting ...', lists several forms: 'General Ledger Activity (FGIGLAC)', 'Journal Voucher Summary (FGIJSUM)', 'General Ledger Trial Balance (FGITBAL)', 'Trial Balance Summary (FGITBSR)', 'Detail Transaction Activity (FGITRND)', and 'General Budget Query Forms (*FINGBUDQ)'. A red arrow points to the 'Trial Balance Summary (FGITBSR)' form. The main content area features a 'Welcome' message over a background image of a building, with a search bar and a 'Sign Out' button in the top right. The footer contains copyright information and a 'Keyboard Shortcuts' link.

2f. Accessing Forms

Montana State University MSU-Bozeman

Montana State University

COA: * ...

Fiscal Year: * ...

Go

Montana State University

Fund: ...

OR Fund Type: ...

Account: ...

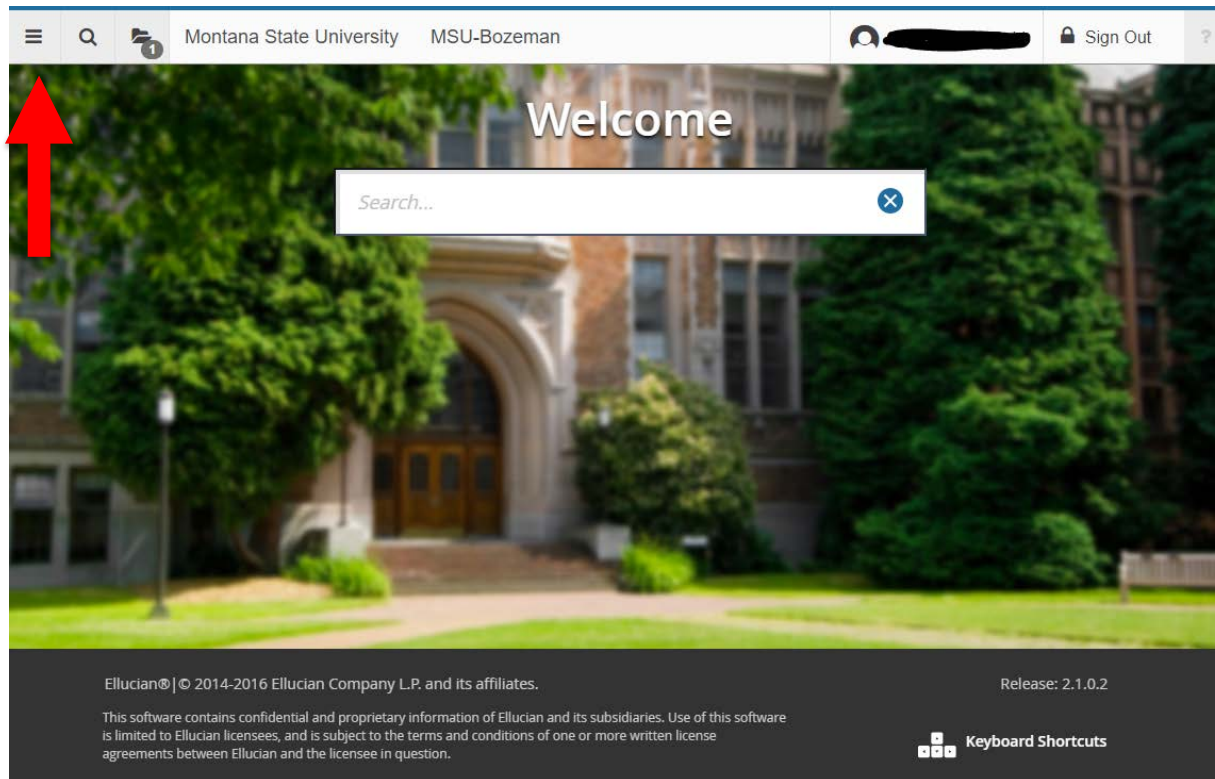
OR Acct Type: ...

Get Started: Fill out the fields above and press Go.

xetestapp.msu.montana.edu:8080/applicationNavigator/seamless# ODE [1] ellucian

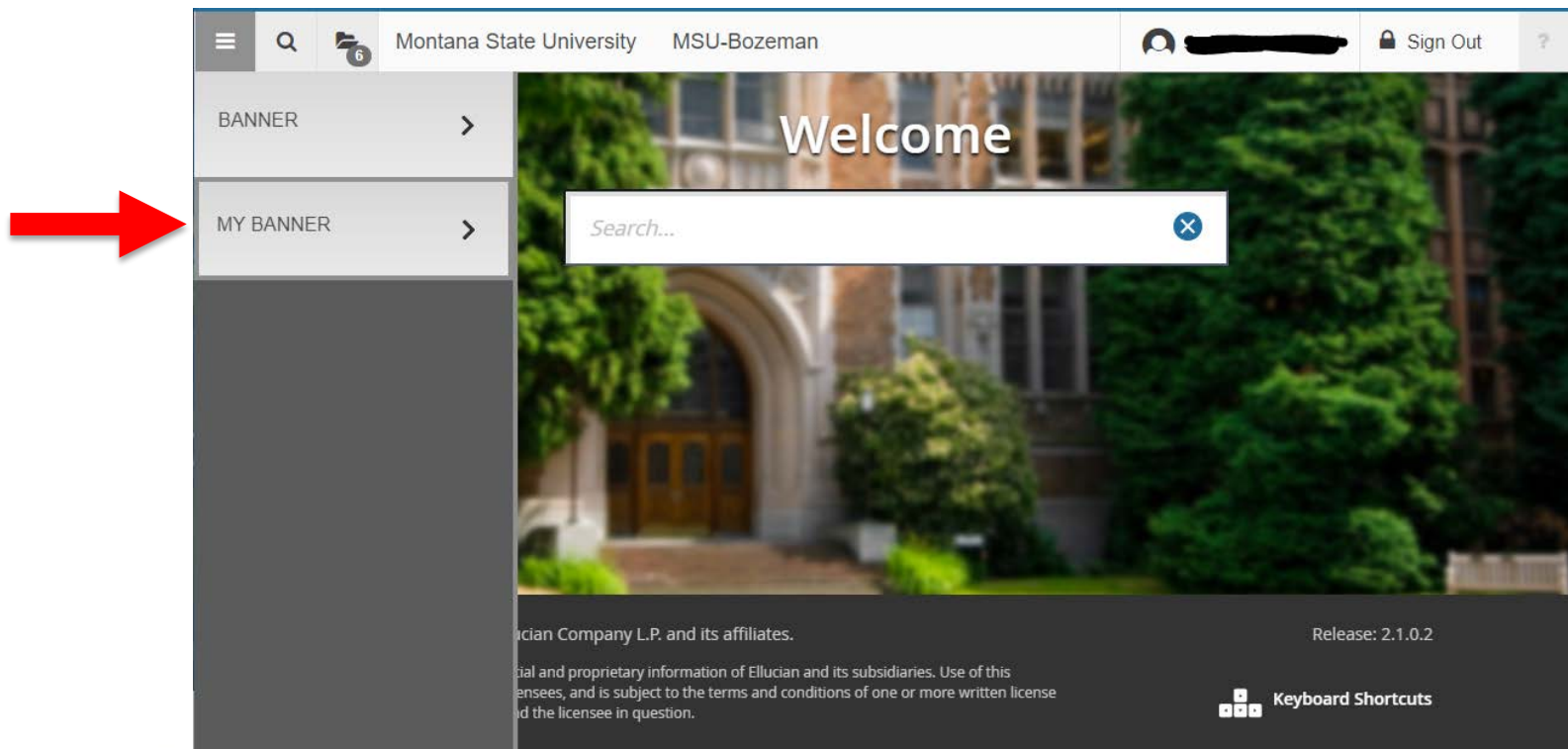
Accessing Forms – Option 3

- Click on Menu (3 horizontal lines) OR
- Ctrl + M



3a. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on My Banner



The screenshot shows the Banner system interface for Montana State University (MSU-Bozeman). The top navigation bar includes the university name, a search icon, a notification icon with the number 6, a user profile icon, and a 'Sign Out' button. The main content area features a 'Welcome' message over a background image of a building entrance, with a search bar below it. A left sidebar contains two menu items: 'BANNER' and 'MY BANNER', both with right-pointing chevrons. A red arrow points to the 'MY BANNER' item. The footer contains legal disclaimers, the version number 'Release: 2.1.0.2', and a 'Keyboard Shortcuts' link.

3b. Accessing Forms

- Scroll to (or click on) desired form

The screenshot displays the user interface of the Montana State University MSU-Bozeman portal. At the top, the header includes the university name, a search icon, a notification icon with the number 6, a user profile icon, and a 'Sign Out' button. The main content area features a 'Welcome' banner with a search bar. On the left, a navigation menu lists several forms: 'My Banner', 'Detail Transaction Activity (FGITRND)', 'Organization Security Maintenance (FOMUSOR)', 'Organization Budget Status (FGIBDST)', 'Encumbrance List (FGIENCB)', 'User Profile Maintenance (FOMPROF)', and 'Trial Balance Summary (FGITBSR)'. A red arrow points to the 'Trial Balance Summary (FGITBSR)' option. The footer contains legal disclaimers, the release version '2.1.0.2', and a 'Keyboard Shortcuts' link.

3c. Accessing Forms

Montana State University MSU-Bozeman

Sign Out

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

ADD RETRIEVE RELATED TOOLS

COA: * ...

Montana State University

Fiscal Year: * ...

Fund: ...

OR Fund Type: ...

Account: ...

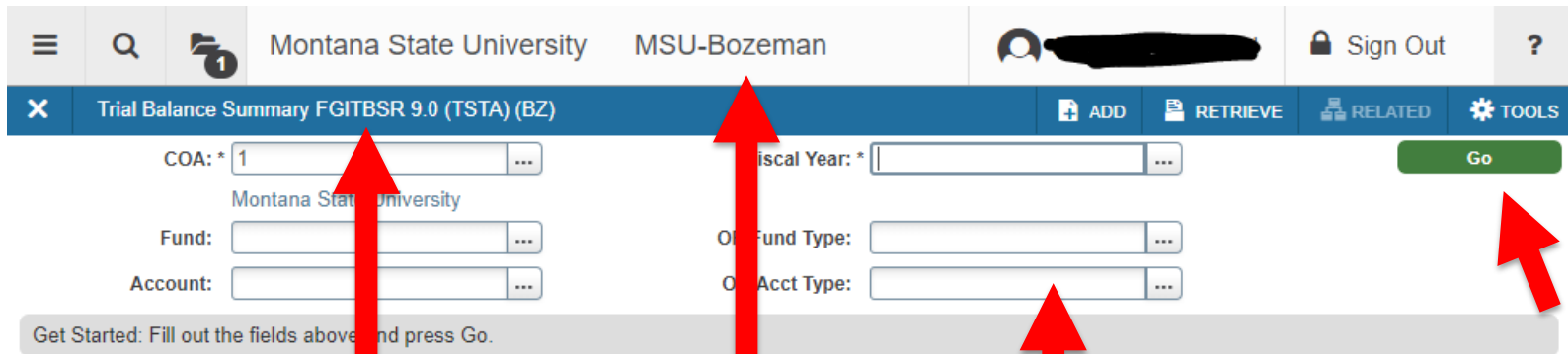
OR Acct Type: ...

Go

Get Started: Fill out the fields above and press Go.

xetestapp.msu.montana.edu:8080/applicationNavigator/seamless# ODE [1] ellucian

Reading the Form Screen



Montana State University MSU-Bozeman

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: * 1 ...

Fiscal Year: * ...

Go

Fund: ...

Montana State University

OF Fund Type: ...

Account: ...

OF Acct Type: ...

Get Started: Fill out the fields above and press Go.

Current Form

Campus

Fillable Fields



Next Section
(Alt + Page Down)



EDIT Record: 1/1 KEY_BLOCK.KEYBLOC_FSYSR_CODE [1] ellucian

Filling in Form Data

Filling in Form Data

- Enter information:
 - COA (mandatory with asterisk)
 - Fiscal Year (mandatory with asterisk)
 - Fund OR Fund Type (optional)
 - Account OR Account Type (optional)

The screenshot shows the user interface for the Montana State University financial system. The header includes the university name, user profile, and navigation options. The main content area displays a form for entering data for a Trial Balance Summary. The form includes fields for COA, Fiscal Year, Fund, OR Fund Type, Account, and OR Acct Type. A 'Go' button is present to submit the data. A red arrow points to the COA field, and another red arrow points to the Fiscal Year field. Blue arrows point to the Fund, Account, OR Fund Type, and OR Acct Type fields. A green 'Go' button is located to the right of the Fiscal Year field. A grey bar at the bottom of the form contains the text: 'Get Started: Fill out the fields above and press Go.'

Montana State University MSU-Bozeman

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: * 1

Fiscal Year: *

Fund:

OR Fund Type:


Account:

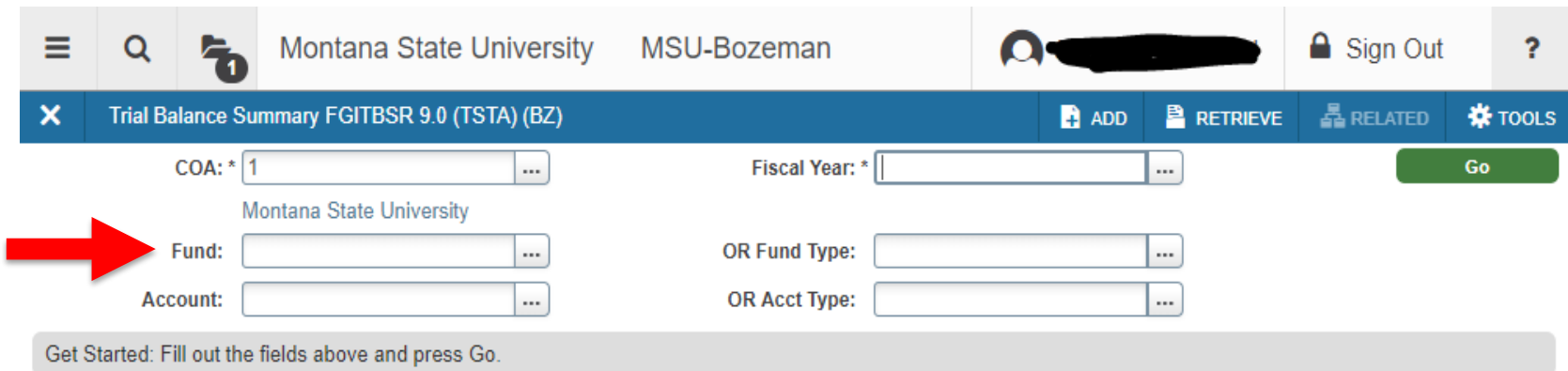
OR Acct Type:

Go

Get Started: Fill out the fields above and press Go.

Filling in Form Data

- Three options to retrieve list data:
 - Click on 
 - Double click in cell
 - Place cursor in cell then hit F9



Montana State University MSU-Bozeman

Montana State University

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: * 1 ...

Fiscal Year: * ...

Go

Montana State University

Fund: ...

OR Fund Type: ...

Account: ...

OR Acct Type: ...

Get Started: Fill out the fields above and press Go.

Filling in Form Data

- List data

Montana State University MSU-Bozeman

Fund Code Validation FTVFUND 9.0 (TSTA) (BZ)

ADD RETRIEVE RELATED TOOLS

FUND CODE VALIDATION

Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
	01	0A	ES-General Operating	<input checked="" type="checkbox"/>	A	07/01/1980	10/31/1998
1	0100CL	0A	ES Unrestricted Clearing	<input checked="" type="checkbox"/>	A	07/01/2009	
1	0100GP	0A	ES General Operating GAAP	<input checked="" type="checkbox"/>	A	07/01/1980	
1	0100GP	0A	ES Unrestricted GAAP	<input checked="" type="checkbox"/>	A	02/02/2007	
1	0100LN	0A	ES General Opr Inter Entity Borrow	<input checked="" type="checkbox"/>	A	07/01/1980	
1	0100LN	0A	ES Unrestricted Inter Entity Loan	<input checked="" type="checkbox"/>	A	02/02/2007	
1	011000	0A	ES General Fund	<input checked="" type="checkbox"/>	A	07/01/1980	
1	011001	0A	OTO Connecting MSU Ext Resear...	<input checked="" type="checkbox"/>	A	07/01/2007	
1	011001	0A	OTO Connecting MSU Ext Resear...	<input checked="" type="checkbox"/>	I	08/14/2009	08/14/2009
1	011002	0A	OTO HB13 \$450 Bonus Pmt ES	<input checked="" type="checkbox"/>	A	07/01/2007	
1	011002	0A	OTO HB13 \$450 Bonus Pmt ES	<input checked="" type="checkbox"/>	I	07/21/2010	07/21/2010
1	011003	0A	OTO ES LGC	<input checked="" type="checkbox"/>	A	07/01/2013	
1	011003	0A	OTO ES LGC	<input checked="" type="checkbox"/>	I	07/28/2015	07/28/2015
1	011010	0A	ES Smith Lever	<input checked="" type="checkbox"/>	A	07/01/1980	
1	011010	0A	ES Smith Lever	<input checked="" type="checkbox"/>	I	09/24/2012	09/24/2012
1	01R001	0A	Hi Ed HB645 ES Local Gov Ctr	<input checked="" type="checkbox"/>	A	07/01/2007	
1	01R001	0A	Hi Ed HB645 ES Local Gov Ctr	<input checked="" type="checkbox"/>	I	07/27/2011	07/27/2011
1	02	0B	ES-Designated	<input checked="" type="checkbox"/>	A	07/01/1980	10/31/1998
1	0200CL	0N	Restricted Clearing	<input checked="" type="checkbox"/>	A	07/01/2009	
1	0200CL	0N	Restricted Clearing	<input checked="" type="checkbox"/>	A	01/30/2013	

1 of 2868 Per Page Record 1 of 57345

CANCEL SELECT

Sorting and Filtering List Data

Filtering List Data

- Sorting and filtering data

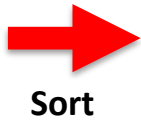
Montana State University MSU-Bozeman

Fund Code Validation FTVFUND 9.0 (TSTA) (BZ)

FUND CODE VALIDATION

Chart of Accounts	Fund Code	Fund Type	Title	Status	Effective Date
1	01	0A	ES-General Operating	A	07/01/1980
1	0100CL	0A	ES Unrestricted Clearing	A	07/01/2009
1	0100GP	0A	ES General Operating GAAP	A	07/01/1980
1	0100GP	0A	ES Unrestricted GAAP	A	02/02/2007
1	0100LN	0A	ES General Opr Inter Entity Borrow	A	07/01/1980
1	0100LN	0A	ES Unrestricted Inter Entity Loan	A	02/02/2007
1	011000	0A	ES General Fund	A	07/01/1980
1	011001	0A	OTO Connecting MSU Ext Resear...	A	07/01/2007
1	011001	0A	OTO Connecting MSU Ext Resear...	I	08/14/2009
1	011002	0A	OTO HB13 \$450 Bonus Pmt ES	A	07/01/2007
1	011002	0A	OTO HB13 \$450 Bonus Pmt ES	I	07/21/2010
1	011003	0A	OTO ES LGC	A	07/01/2013
1	011003	0A	OTO ES LGC	I	07/28/2015
1	011010	0A	ES Smith Lever	A	07/01/1980
1	011010	0A	ES Smith Lever	I	09/24/2012

CANCEL SELECT



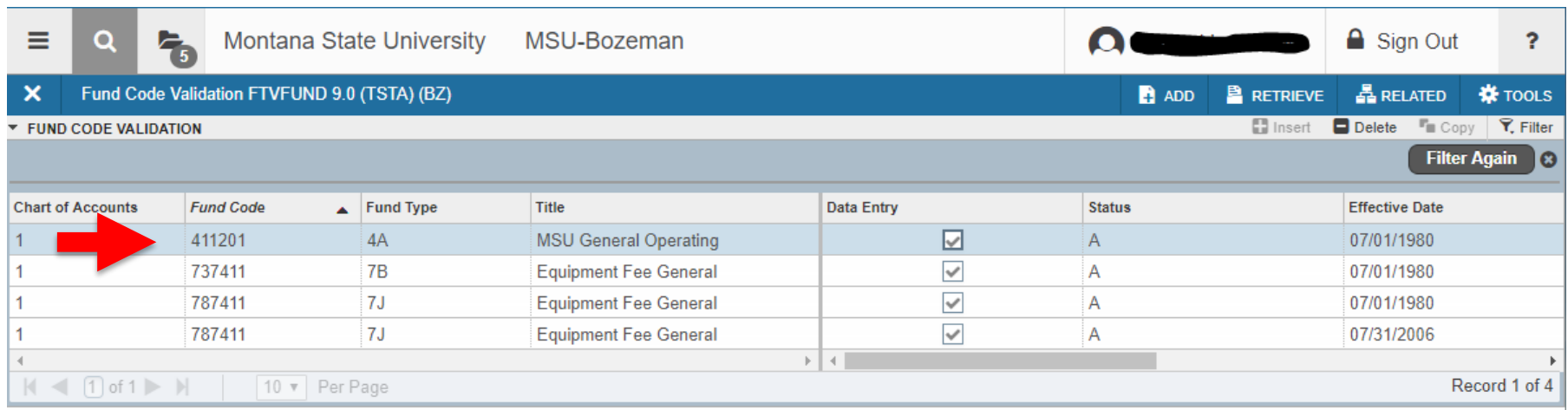
Filtering List Data

- Some filters are case-sensitive
- Multiple filters are available
- Three options to execute filter:
 - Enter
 - F8
 - Click “Go”

The screenshot displays the 'Fund Code Validation FTVFUND 9.0 (TSTA) (BZ)' interface. The top navigation bar includes the Montana State University logo, user profile, and 'Sign Out' button. The main content area is titled 'FUND CODE VALIDATION' and features a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter' options. Below the toolbar, there are two tabs: 'Basic Filter' and 'Advanced Filter'. The 'Basic Filter' section contains four filter rows, each with a dropdown menu for the field, a dropdown for the operator, and a text input for the value. The first row is 'Fund Code' with operator 'Contains' and value '411'. The second row is 'Title' with operator 'Contains' and value 'General'. The third row is 'Chart of Accounts' with operator 'Starts With' and an empty input. The fourth row is 'Fund Type' with operator 'Equals' and an empty input. Below these rows is an 'Add Another Field ...' button. At the bottom right of the filter section, there are two buttons: 'Clear All' and 'Go'. Red arrows point to the 'Go' button and the filter input fields.

Filtering List Data

- Two options to select the desired data:
 - Alt + S (after the data is highlighted)
 - Double-click



Montana State University MSU-Bozeman

Fund Code Validation FTVFUND 9.0 (TSTA) (BZ)

ADD RETRIEVE RELATED TOOLS

FUND CODE VALIDATION

Insert Delete Copy Filter

Filter Again

Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date
1	411201	4A	MSU General Operating	<input checked="" type="checkbox"/>	A	07/01/1980
1	737411	7B	Equipment Fee General	<input checked="" type="checkbox"/>	A	07/01/1980
1	787411	7J	Equipment Fee General	<input checked="" type="checkbox"/>	A	07/01/1980
1	787411	7J	Equipment Fee General	<input checked="" type="checkbox"/>	A	07/31/2006

1 of 1 Per Page 10 Record 1 of 4

Filtering List Data

☰ 🔍 📁 4 Montana State University MSU-Bozeman 👤 [Redacted] 🔒 Sign Out ?

✕ Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ) + 📄 📁 ⚙️

COA: * ... Fiscal Year: * ... Go

➔
 Fund: ... 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.

Executing Form Request

Executing Form Request

- Three options:
 - Alt + Page Down
 - “Go” button
 - Note: Enter will move the cursor between cells. And once you reach Go and hit Enter, it will execute the request.
 - “Next Section” button at the bottom left corner

Montana State University MSU-Bozeman

Montana State University

MSU General Operating

COA: * 1 Fiscal Year: * 18

Fund: 411201 OR Fund Type:

Account: OR Acct Type:

Go

Get Started: Fill out the fields above and press Go.

xetestapp.msu.montana.edu:8080/applicationNavigator/seamless# CODE [1] ellucian

Results

Montana State University MSU-Bozeman

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: 1 Montana State University Fiscal Year: 18 Fund: 411201 MSU General Operating OR Fund Type: Start Over

Account:	OR Acct Type:	Description	Amount	Debit	Credit
1F	1203	Accounts Receivable	0.00	Debit	
1F	1204	Accounts Receivable-Exp Abatements	0.00	Debit	
1F	1205	Accts Receivable-Dishonored Checks	0.00	Debit	
1F	1212	Allow for Uncollectible Account	0.00	Debit	
1F	1240	Accounts Rec NonAR Module	0.00	Debit	
1H	1302	Due From Federal Government	0.00	Debit	
1H	1306	Due From Other Bus Units	0.00	Debit	
1H	1345	Due From-Cash Cutoff	0.00	Debit	
1H	1345M	Cash Due From MSU agencies	0.00	Debit	
1H	1345S	Cash Due From State agencies	0.00	Debit	
1L	1902	Construction Advances	0.00	Debit	
1L	1904	Other Advances	0.00	Debit	
		Total ALL ACCOUNTS	0.00		
				Current Fund Balance	

1 of 3 | 20 Per Page | Record 1 of 59

* - denotes amount is opposite of Normal Balance

ellucian

Accessing New Form From Current Form

Accessing New Form – Option 1

- Select Search (magnifying glass) OR
- Ctrl + Shift + Y

Montana State University MSU-Bozeman

Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: 1 Montana State University Fiscal Year: 18 Fund: 411201 MSU General Operating OR Fund Type: Start Over

Account: OR Acct Type:

1F	1203	Accounts Receivable	0.00	Debit
1F	1204	Accounts Receivable-Exp Abatements	0.00	Debit
1F	1205	Accts Receivable-Dishonored Checks	0.00	Debit
1F	1212	Allow for Uncollectible Account	0.00	Debit
1F	1240	Accounts Rec NonAR Module	0.00	Debit
1H	1302	Due From Federal Government	0.00	Debit
1H	1306	Due From Other Bus Units	0.00	Debit
1H	1345	Due From-Cash Cutoff	0.00	Debit
1H	1345M	Cash Due From MSU agencies	0.00	Debit
1H	1345S	Cash Due From State agencies	0.00	Debit
1L	1902	Construction Advances	0.00	Debit
1L	1904	Other Advances	0.00	Debit
Total		ALL ACCOUNTS	0.00	
			Current Fund Balance	

Record 1 of 59

* - denotes amount is opposite of Normal Balance

SAVE ellucian






1a. Accessing New Form

- Three options:
 - Complete form name and hit Enter
 - Insert portion of form name and choose form in dropdown menu
 - Insert form type (e.g. budget status) and choose form in dropdown

The screenshot shows the user interface of the Montana State University financial system. At the top, the user is logged in as 'Montana State University MSU-Bozeman'. A search bar contains the text 'FGIBD', with a red arrow pointing to it. Below the search bar, a dropdown menu displays '2 results': 'Executive Summary (FGIBDSR)' and 'Organization Budget Status (FGIBDST)'. The main content area shows a 'Trial Balance Summary FGIBSR 9.0 (TSTA) (BZ)' for COA: 1 Montana State University, Fiscal Year: 18, Fund: 411201 MSU General Operating. Below this is a table titled 'CURRENT FUND BALANCE' with columns for Acct Type, Account, Description, Beginning Balance, Debit/Credit, and Current Balance.

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Currer
17	1260	Accounts Receivable-AR	0.00	Debit		
1A	1101	Cash Change Funds	14,175.00	Debit		
1A	1103	Revolving Cash Funds	400,000.00	Debit		
1A	1104	Cash in Treasury	6,994,596.76	Debit		
1A	1107	Cash on Hand at FYE	0.00	Debit		
1A	1109	Cash With Fiscal Agent	0.00	Debit		
1B	1613	Participant's STIP Investment	0.00	Debit		

1b. Accessing New Form




Montana State University MSU-Bozeman

Sign Out


X Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ)
 ADD
RETRIEVE
RELATED
TOOLS

Chart: * ...
 Fiscal Year: * ...
Go

Index: ...
 Query Specific:

Include Revenue:
Account

Accounts
 Commit Type: ▾

Organization: ...
 Fund: ...

Program: ...
 Account: ...

Account Type: ...
 Activity: ...

Location: ...

Accessing New Form – Option 2

- Select Menu (3 horizontal lines)

Montana State University MSU-Bozeman

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

Montana State University Fiscal Year: 18 Fund: 411201 MSU General Operating OR Fund Type: Account: OR Acct Type: Start Over

Account Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance
17	1260	Accounts Receivable-AR	0.00	Debit		0.00
1A	1101	Cash Change Funds	14,175.00	Debit		14,175.00
1A	1103	Revolving Cash Funds	400,000.00	Debit		400,000.00
1A	1104	Cash in Treasury	6,994,596.76	Debit		26,989,161.61
1A	1107	Cash on Hand at FYE	0.00	Debit		0.00
1A	1109	Cash With Fiscal Agent	0.00	Debit		0.00
1B	1613	Participant's STIP Investment	0.00	Debit		0.00
1B	1614	STIP Purchased Interest	0.00	Debit		0.00
1F	1203	Accounts Receivable	0.00	Debit		0.00

2a. Accessing New Form

- Select Banner

Montana State University MSU-Bozeman

Sign Out

BANNER

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: 1 Montana State University Fiscal Year: 18 Fund: 411201 MSU General Operating OR Fund Type: Account: OR Acct Type:

▼ CURRENT FUND BALANCE

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*
17	1260	Accounts Receivable-AR	0.00	Debit	
1A	1101	Cash Change Funds	14,175.00	Debit	
1A	1103	Revolving Cash Funds	400,000.00	Debit	
1A	1104	Cash in Treasury	6,994,596.76	Debit	
1A	1107	Cash on Hand at FYE	0.00	Debit	
1A	1109	Cash With Fiscal Agent	0.00	Debit	
1B	1613	Participant's STIP Investment	0.00	Debit	
1B	1614	STIP Purchased Interest	0.00	Debit	

2b. Accessing New Form

- Select Finance System Menu (*FINANCE)

The screenshot shows the Banner system interface. At the top, it displays 'Montana State University MSU-Bozeman'. Below this is a navigation menu on the left with options: Student (*STUDENT), Alumni/Development (*ALUMNI), Finance System Menu (*FINANCE), Human Resources (*HRS), and Financial Aid (*RESOURCE). A red arrow points to the 'Finance System Menu (*FINANCE)' option. The main content area shows a 'Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)' report for COA: 1 Montana State University, Fiscal Year: 18, Fund: 411201 MSU General Operating. The report includes a table of current fund balances with columns for Acct Type, Account, Description, Beginning Balance, and Debit/Credit.

Acct Type	Account	Description	Beginning Balance	Debit/Credit
17	1260	Accounts Receivable-AR	0.00	Debit
1A	1101	Cash Change Funds	14,175.00	Debit
1A	1103	Revolving Cash Funds	400,000.00	Debit
1A	1104	Cash in Treasury	6,994,596.76	Debit
1A	1107	Cash on Hand at FYE	0.00	Debit
1A	1109	Cash With Fiscal Agent	0.00	Debit
1B	1613	Participant's STIP Investment	0.00	Debit
1B	1614	STIP Purchased Interest	0.00	Debit
1F	1203	Accounts Receivable	0.00	Debit
1F	1204	Accounts Receivable-Exp Abatements	0.00	Debit
1F	1205	Accts Receivable-Dishonored Checks	0.00	Debit
1F	1212	Allow for Uncollectible Account	0.00	Debit
1F	1240	Accounts Rec NonAR Module	0.00	Debit
1H	1302	Due From Federal Government	0.00	Debit

2c. Accessing New Form

- Select General Ledger (*FINGENLL)

Montana State University MSU-Bozeman

Sign Out

Finance System Me...

General Ledger (*FINGENLL) >

Finance Operations (*FINOPER) >

Stores Inventory (*FINSTORES) >

Purchasing and Procurement (*FINPURCH) >

Accounts Payable (*FINAP) >

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: 1 Montana State University Fiscal Year: 18 Fund: 411201 MSU General Operating OR Fund Type:

Account: OR Acct Type:

CURRENT FUND BALANCE

Acct Type	Account	Description	Beginning Balance	Debit/Credit
17	1260	Accounts Receivable-AR	0.00	Debit
1A	1101	Cash Change Funds	14,175.00	Debit
1A	1103	Revolving Cash Funds	400,000.00	Debit
1A	1104	Cash in Treasury	6,994,596.76	Debit
1A	1107	Cash on Hand at FYE	0.00	Debit
1A	1109	Cash With Fiscal Agent	0.00	Debit
1B	1613	Participant's STIP Investment	0.00	Debit
1B	1614	STIP Purchased Interest	0.00	Debit
1F	1203	Accounts Receivable	0.00	Debit
1F	1204	Accounts Receivable-Exp Abatements	0.00	Debit
1F	1205	Accts Receivable-Dishonored Checks	0.00	Debit
1F	1212	Allow for Uncollectible Account	0.00	Debit
1F	1240	Accounts Rec NonAR Module	0.00	Debit
1H	1302	Due From Federal Government	0.00	Debit
1H	1306	Due From Other Bus Units	0.00	Debit

2d. Accessing New Form

- Select General Accounting Query Forms (*FINGENLQ)

Montana State University MSU-Bozeman

General Ledger (*FI...)

(*FINCHRTA)

Chart of Accounts Entity Maintenance (*FINENTTY)

General Accounting Transaction Forms (*FINGENLA)

General Accounting Query Forms (*FINGENLQ)

Generate GASB Reports (*FINGENGB)

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: 1 Montana State University Fiscal Year: 18 Fund: 411201 MSU General Operating OR Fund Type:

Account: OR Acct Type:

CURRENT FUND BALANCE

Acct Type	Account	Description	Beginning Balance	Debit/Credit
17	1260	Accounts Receivable-AR	0.00	Debit
1A	1101	Cash Change Funds	14,175.00	Debit
1A	1103	Revolving Cash Funds	400,000.00	Debit
1A	1104	Cash in Treasury	6,994,596.76	Debit
1A	1107	Cash on Hand at FYE	0.00	Debit
1A	1109	Cash With Fiscal Agent	0.00	Debit
1B	1613	Participant's STIP Investment	0.00	Debit
1B	1614	STIP Purchased Interest	0.00	Debit
1F	1203	Accounts Receivable	0.00	Debit
1F	1204	Accounts Receivable-Exp Abatements	0.00	Debit
1F	1205	Accts Receivable-Dishonored Checks	0.00	Debit
1F	1212	Allow for Uncollectible Account	0.00	Debit
1F	1240	Accounts Rec NonAR Module	0.00	Debit
1H	1302	Due From Federal Government	0.00	Debit
1H	1306	Due From Other Bus Units	0.00	Debit

xetestapp.msu.montana.edu:8080/.../seamless Record: 1/59 FGVTL3_BLOCK.FGVTL3_ACCT_CODE [1]

2e. Accessing New Form

- Select General Budget Query Forms (*FINGBUDQ)

Montana State University MSU-Bozeman

COA: 1 Montana State University Fiscal Year: 18 Fund: 411201 MSU General Operating OR Fund Type:

Account: OR Acct Type:

CURRENT FUND BALANCE

Acct Type	Account	Description	Beginning Balance	Debit/Credit
17	1260	Accounts Receivable-AR	0.00	Debit
1A	1101	Cash Change Funds	14,175.00	Debit
1A	1103	Revolving Cash Funds	400,000.00	Debit
1A	1104	Cash in Treasury	6,994,596.76	Debit
1A	1107	Cash on Hand at FYE	0.00	Debit
1A	1109	Cash With Fiscal Agent	0.00	Debit
1B	1613	Participant's STIP Investment	0.00	Debit
1B	1614	STIP Purchased Interest	0.00	Debit
1F	1203	Accounts Receivable	0.00	Debit
1F	1204	Accounts Receivable-Exp Abatements	0.00	Debit
1F	1205	Accts Receivable-Dishonored Checks	0.00	Debit
1F	1212	Allow for Uncollectible Account	0.00	Debit
1F	1240	Accounts Rec NonAR Module	0.00	Debit
1H	1302	Due From Federal Government	0.00	Debit

xetestapp.msu.montana.edu:8080/applicationNavigator/seamless#cord: 1/59 FGVTL3_BLOCK.FGVTL3_ACCT_CODE [1]

2f. Accessing New Form

- Select Organization Budget Status (FGIBDST)

Montana State University MSU-Bozeman

Montana State University MSU-Bozeman

COA: 1 Montana State University Fiscal Year: 18 Fund: 411201 MSU General Operating OR Fund Type:

Account: OR Acct Type:

Organization Budget Status (FGIBDST)

CURRENT FUND BALANCE				
Acct Type	Account	Description	Beginning Balance	Debit/Credit
17	1260	Accounts Receivable-AR	0.00	Debit
1A	1101	Cash Change Funds	14,175.00	Debit
1A	1103	Revolving Cash Funds	400,000.00	Debit
1A	1104	Cash in Treasury	6,994,596.76	Debit
1A	1107	Cash on Hand at FYE	0.00	Debit
1A	1109	Cash With Fiscal Agent	0.00	Debit
1B	1613	Participant's STIP Investment	0.00	Debit
1B	1614	STIP Purchased Interest	0.00	Debit
1F	1203	Accounts Receivable	0.00	Debit
1F	1204	Accounts Receivable-Exp Abatements	0.00	Debit
1F	1205	Accts Receivable-Dishonored Checks	0.00	Debit
1F	1212	Allow for Uncollectible Account	0.00	Debit
1F	1240	Accounts Rec NonAR Module	0.00	Debit
1H	1302	Due From Federal Government	0.00	Debit

xetestapp.msu.montana.edu:8080/applicationNavigator/seamless#cord: 1/59 FGVTL3_BLOCK.FGVTL3_ACCT_CODE [1]

2g. Accessing New Form

☰
🔍
Montana State University MSU-Bozeman🔒 Sign Out
?

✕
Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ)

➕ ADD
📄 RETRIEVE
🔗 RELATED
⚙️ TOOLS

Chart: * ...

Fiscal Year: * ...

Index: ...

Query Specific:

Account

Commit Type: ▾

Fund: ...

Account: ...

Activity: ...

Include Revenue:

Accounts

Organization: ...

Program: ...

Account Type: ...

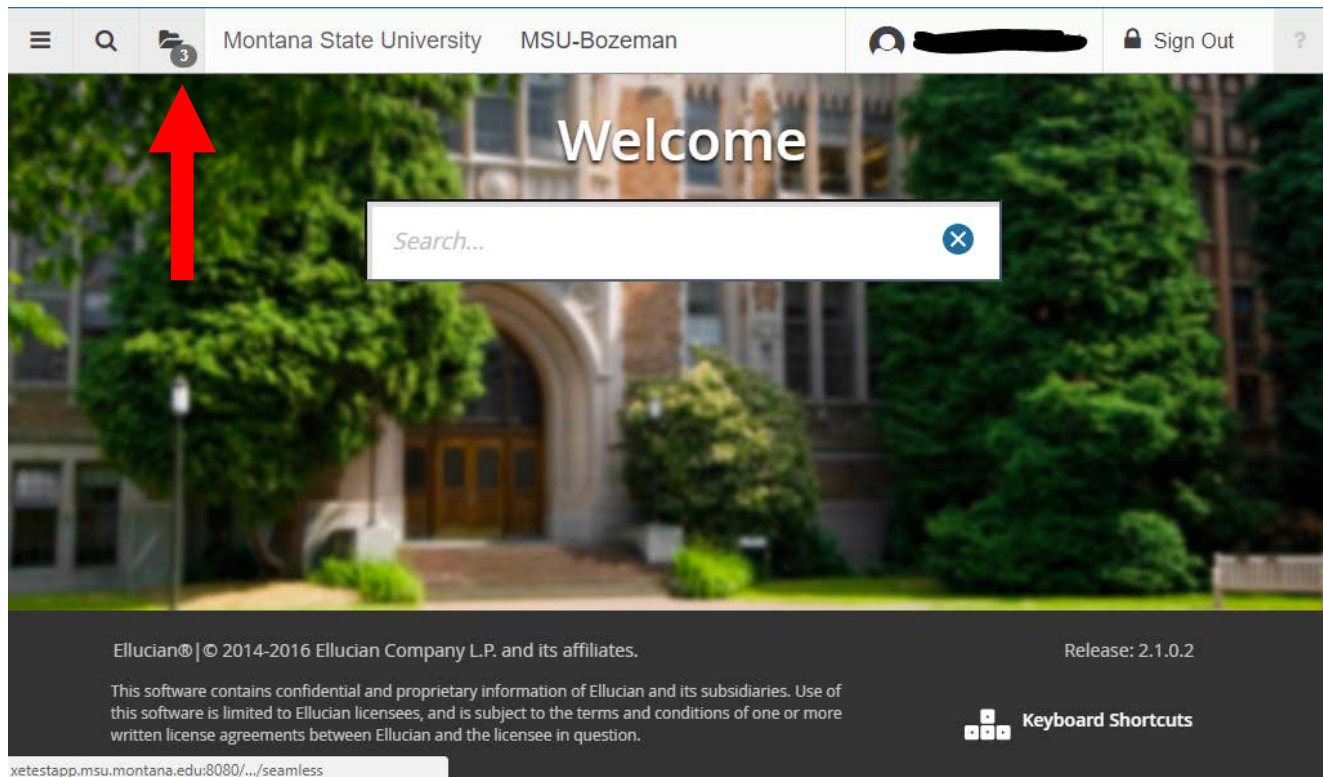
Location: ...

Go

Accessing Recently Opened Forms

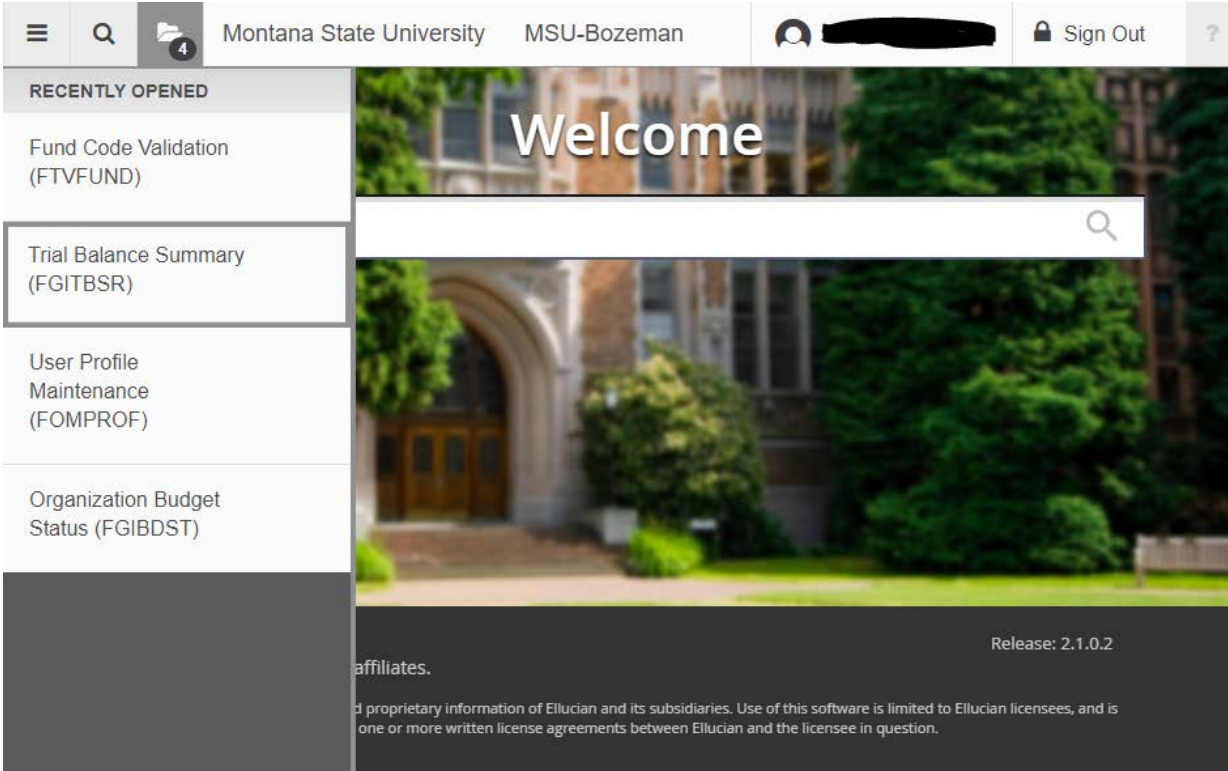
Accessing Recently Opened Forms

- Ctrl + Y OR
- Click on folder to the right of magnifying glass



Accessing Recently Opened Forms

- Either scroll down using down arrow and hit Enter OR
- Click on desired form



The screenshot displays the user interface for Montana State University MSU-Bozeman. At the top, the navigation bar includes the university name, location, a user profile icon, and a 'Sign Out' button. Below the navigation bar, a 'RECENTLY OPENED' menu is visible on the left side, listing several forms: 'Fund Code Validation (FTVFUND)', 'Trial Balance Summary (FGITBSR)', 'User Profile Maintenance (FOMPROF)', and 'Organization Budget Status (FGIBDST)'. A red arrow points to the 'Trial Balance Summary (FGITBSR)' option. The main content area features a 'Welcome' message and a search bar. At the bottom, there is a footer with the release version 'Release: 2.1.0.2' and a disclaimer about proprietary information.

Accessing Recently Opened Forms

Montana State University MSU-Bozeman

Sign Out

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

ADD RETRIEVE RELATED TOOLS

COA: * ...

Fiscal Year: * ...

Go

Montana State University

Fund: ...

OR Fund Type: ...

Account: ...

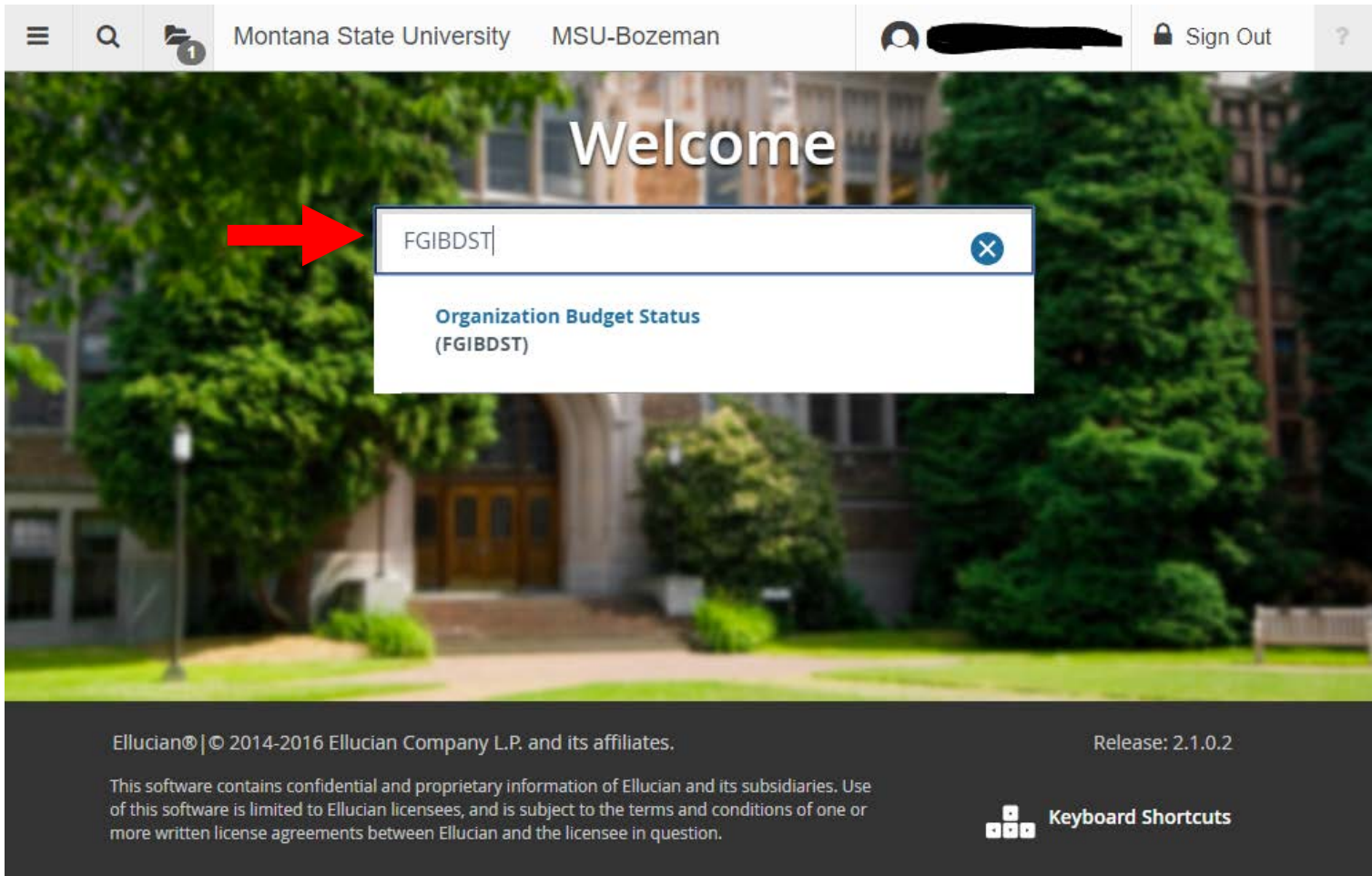
OR Acct Type: ...

Get Started: Fill out the fields above and press Go.

xetestapp.msu.montana.edu:8080/applicationNavigator/seamless# ODE [1] ellucian

Accessing Related Forms

Related Forms



The screenshot shows a web application interface for Montana State University. The header includes the university name, location (MSU-Bozeman), a user profile icon, and a 'Sign Out' button. The main content area features a large 'Welcome' message over a background image of a building. A search bar is present, containing the text 'FGIBDST'. A red arrow points to the search bar. Below the search bar, a dropdown menu is open, displaying the text 'Organization Budget Status (FGIBDST)'. The footer contains copyright information for Ellucian, a release version (2.1.0.2), a disclaimer about confidential information, and a 'Keyboard Shortcuts' link.

Montana State University MSU-Bozeman

Sign Out


Welcome

FGIBDST

Organization Budget Status
(FGIBDST)

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 **Keyboard Shortcuts**

Related Forms

☰
🔍
📄
Montana State University
MSU-Bozeman

Sign Out
?

✕
Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ)

➕ ADD
📄 RETRIEVE
📄 RELATED
⚙️ TOOLS

Chart: * ...

Montana State University

Index: ...

Include Revenue:

Accounts

Organization: ...

Program: ...

Account Type: ...

Location: ...

Fiscal Year: * ...

Query Specific:

Account

Commit Type: ▾

Fund: ...

Account: ...

Activity: ...

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.

Mountains & Minds

Related Forms

- Hit Tab to reach data you wish to analyze

Montana State University MSU-Bozeman

Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ)

Chart: 1 Montana State University Fiscal Year: 14 Index: 4A6100 Controllers Office Query Specific Account: Start Over

Include Revenue Accounts: Commit Type: Both Organization: 436100 Business Office Fund: 411201 MSU General Operating

Program: 06 Institutional Support Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
61124	L	Contract Professional		210636.36	0.0
61125	L	Classified Employee			0.0
61128	L	Contract Administrator			0.0
61131	L	Classified Employee-Overtime			0.0
61134	L	Termination Pay-Vacation			0.0
61165	L	Classified Employee-Lump Su...			0.0

ellucian

Related Forms

- Click on Related
 - Keyboard shortcut: Alt + Shift + R

Montana State University MSU-Bozeman

Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ)

Chart: 1 Montana State University Fiscal Year: 14 Index: 4A6100 Controllers Office Query Specific Account:

Include Revenue Accounts: Commit Type: Both Organization: 436100 Business Office Fund: 411201 MSU General Operating

Program: 06 Institutional Support Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
61124	L	Contract Professional		210636.36	0.0
61125	L	Classified Employee			0.0
61128	L	Contract Administrator			0.0
61131	L	Classified Employee-Overtime			0.0
61134	L	Termination Pay-Vacation			0.0
61165	L	Classified Employee-Lump Su...			0.0

EDIT Record: 1/60 FTVACCT_BLOCK.DISPLAY_SUM_YTD_ACTV [1] ellucian

Related Forms

- Click on FGITRND (or other pertinent related form)
 - Keyboard shortcut: F3

The screenshot shows the 'Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ)' form. The interface includes a header with the university name, a search bar, and navigation buttons. The main area displays a table of budget data and a 'RELATED' dropdown menu on the right. A red arrow points to the 'Transaction Detail Information [FGITRND]' option in the dropdown, which has the keyboard shortcut 'F3' listed below it.

Account	Type	Title	Adjusted Budget	YTD Activity
61124	L	Contract Professional		
61125	L	Classified Employee		
61128	L	Contract Administrator		
61131	L	Classified Employee-Overtime		0.00
61134	L	Termination Pay-Vacation		0.00
61165	L	Classified Employee-Lump Su...		0.00

RELATED Form List:

- Budget Summary Information [FGIBSUM] Shift+F2
- Organization Encumbrances [FGIOENC] F4
- Transaction Detail Information [FGITRND] F3

Related Forms

- Results – FGITRND

Montana State University MSU-Bozeman

Detail Transaction Activity FGITRND 9.3.6 (TSTA) (BZ)

COA: 1 Fiscal Year: 14 Index: 4A Fund: 411201 Organization: 436100 Account: 61124 Program: 06 Activity: Start Over

Location: Period: Commit Type: E

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
61124	436100	06	YTD	18,750.16	+	HGNL	F0099727	06/30/2014	07/10/2014	HR Payroll 201
61124	436100	06	YTD	18,111.13	+	HGNL	F0099070	06/11/2014	06/10/2014	HR Payroll 201
61124	436100	06	YTD	17,419.78	+	HGNL	F0098513	05/09/2014	05/08/2014	HR Payroll 201
61124	436100	06	YTD	12,027.15	+	HGNL	F0098058	04/11/2014	04/10/2014	HR Payroll 201
61124	436100	06	YTD	18,750.15	+	HGNL	F0097512	03/11/2014	03/10/2014	HR Payroll 201
61124	436100	06	YTD	15,289.00	+	HGNL	F0097070	02/11/2014	02/10/2014	HR Payroll 201
61124	436100	06	YTD	18,750.16	+	HGNL	F0096543	01/10/2014	01/08/2014	HR Payroll 201

QUERY Record: 1/12 FGVTRND.DISPLAY_ACCT_CODE [1] CANCEL SELECT ellucian

Extracting Data

Extracting Data

Montana State University MSU-Bozeman

Sign Out


Welcome

FGIBDST

Organization Budget Status
(FGIBDST)

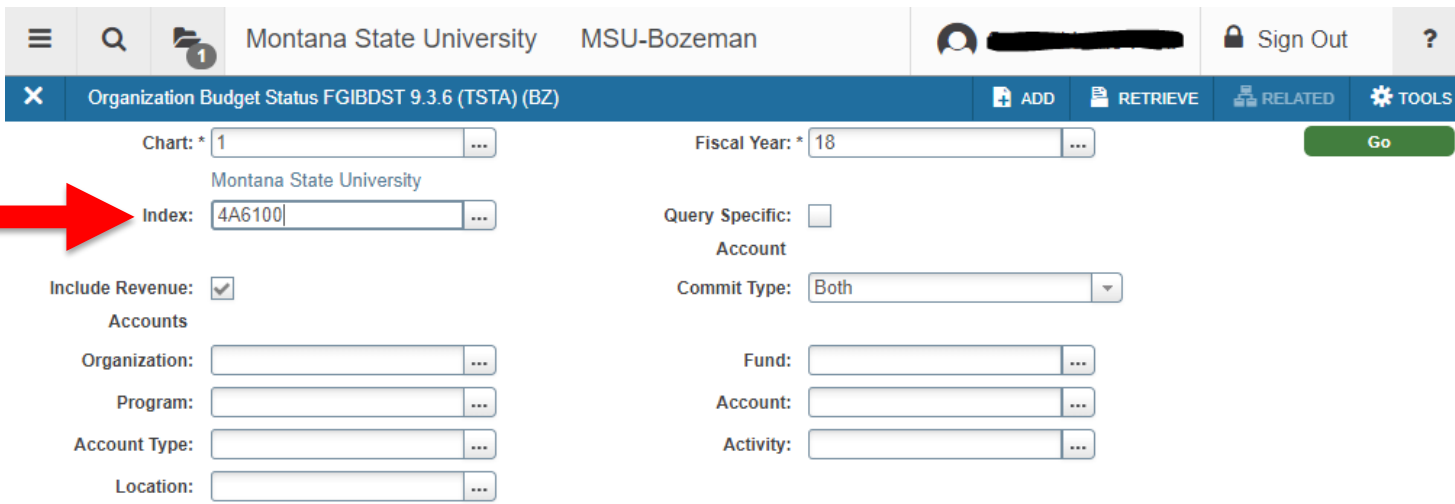
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 Keyboard Shortcuts

Extracting Data

1. Enter Index
2. Hit Alt + Page Down OR “Go”



Montana State University MSU-Bozeman

Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ)

Chart: * 1 Fiscal Year: * 18

Index: 4A6100

Include Revenue:

Accounts

Organization: Fund: Account: Activity:

Program: Account: Activity:

Account Type: Activity:

Location: Activity:

Query Specific:

Account

Commit Type: Both

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.

EDIT Record: 1/1 KEY_BLOCK.KEYBLOC_ACCL_CODE [1] ellucian

Extracting Data

1. Hit Tab to reach data you wish to analyze
2. Hit F3 to drill down

Montana State University MSU-Bozeman

Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ)

Chart: 1 Montana State University Fiscal Year: 18 Index: 4A6100 Controllers Office Query Specific Account: Start Over

Include Revenue Accounts: Commit Type: Both Organization: 436100 Business Office Fund: 411201 MSU General Operating

Program: 06 Institutional Support Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
61124	L	Contract Professional		55419.6	
61125	L	Classified Employee			
61128	L	Contract Administrator			
61134	L	Termination Pay-Vacation			
61225	L	Student			
61311	L	Communication Device Allowa...			
62102	E	Consultant & Professional Ser...			

ellucian

Extracting Data

- Select Tools
 - (Alt + Shift + T)

Montana State University MSU-Bozeman

Detail Transaction Activity FGITRND 9.3.6 (TSTA) (BZ)

COA: 1 Fiscal Year: 18 Index: 4A6100 Fund: 411201 Organization: 436100 Account: 61124 Program: 06 Activity: [Start Over](#)

Location: Period: Commit Type: Both

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
61124	436100	06	YTD	13,854.90	+	HGNL	F0119981	11/09/2017	11/07/2017	HR Payr
61124	436100	06	YTD	13,854.90	+	HGNL	F0119557	10/11/2017	10/10/2017	HR Payr
61124	436100	06	YTD	13,854.90	+	HGNL	F0119010	09/11/2017	09/08/2017	HR Payr
61124	436100	06	YTD	13,854.90	+	HGNL	F0118394	08/11/2017	08/10/2017	HR Payr
Total				55,419.60	+					

Record 1 of 4



Record: 1/4 FGVTRND.DISPLAY_ACCT_CODE [1] [CANCEL](#) [SELECT](#) ellucian

Extracting Data

- Select Export
 - (Shift + F1)

The screenshot shows a web application interface for Montana State University. The top navigation bar includes the university name, a user profile, and a 'Sign Out' button. Below this is a header for 'Detail Transaction Activity FGITRND 9.3.6 (TSTA) (BZ)' with buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. A search bar is visible on the right side of the header.

The main content area displays a table of transaction activity. The table has columns for Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, and Document *. The data shows four rows of transactions for account 61124, each with an amount of 13,854.90 and a total of 55,419.60. A red arrow points to the 'Export' option in the 'ACTIONS' menu that is open on the right side of the table.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *
61124	436100	06	YTD	13,854.90	+	HGNL	F0118397
61124	436100	06	YTD	13,854.90	+	HGNL	F0119010
61124	436100	06	YTD	13,854.90	+	HGNL	F0118394
			Total	55,419.60	+		

The 'ACTIONS' menu is open, showing the following options:

- Refresh (F5)
- Export (Shift+F1)
- Print (Ctrl+P)
- Clear Record (Shift+F4)
- Clear Data (Shift+F5)
- Item Properties
- Display ID Image

At the bottom of the interface, there is a status bar with 'Record: 1/4', 'FGVTRND.DISPLAY_ACCT_CODE [1]', and a user name 'ellucian'.

Extracting Data

- CSV download automatically begins
 - Select file located in the bottom left corner (Google Chrome)

Montana State University MSU-Bozeman

Detail Transaction Activity FGITRND 9.3.6 (TSTA) (BZ)

COA: 1 Fiscal Year: 18 Index: 4A6100 Fund: 411201 Organization: 436100 Account: 61124 Program: 06 Activity: Start Over

Location: Period: Commit Type: Both

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
61124	436100	06	YTD	13,854.90	+	HGNL	F0119981	11/09/2017	11/07/2017	HR Payroll 20
61124	436100	06	YTD	13,854.90	+	HGNL	F0119557	10/11/2017	10/10/2017	HR Payroll 20
61124	436100	06	YTD	13,854.90	+	HGNL	F0119010	09/11/2017	09/08/2017	HR Payroll 20
61124	436100	06	YTD	13,854.90	+	HGNL	F0118394	08/11/2017	08/10/2017	HR Payroll 20
Total				55,419.60	+					

Record 1 of 4

QUERY: FGITRND.DISPLAY_ACCT_CODE [1] ellucian

FGITRND (1).csv

Extracting Data

- Results

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	18	4A6100	411201	436100	61124		6							
2	61124	436100	6	11/7/2017	18:24	HGNL	F0119981	HR Payroll 2017 4M	11 0	U	411201	11/9/2017	YTD	13854.9	+
3	61124	436100	6	10/10/2017	9:35	HGNL	F0119557	HR Payroll 2017 4M	10 0	U	411201	10/11/2017	YTD	13854.9	+
4	61124	436100	6	9/8/2017	12:46	HGNL	F0119010	HR Payroll 2017 4M	9 0	U	411201	9/11/2017	YTD	13854.9	+
5	61124	436100	6	8/10/2017	13:10	HGNL	F0118394	HR Payroll 2017 4M	8 0	U	411201	8/11/2017	YTD	13854.9	+
6															

Amplifying Information

Browsers

- These browsers will support Banner 9 testing:

- Google Chrome (preferred)



- Mozilla Firefox



- Internet Explorer

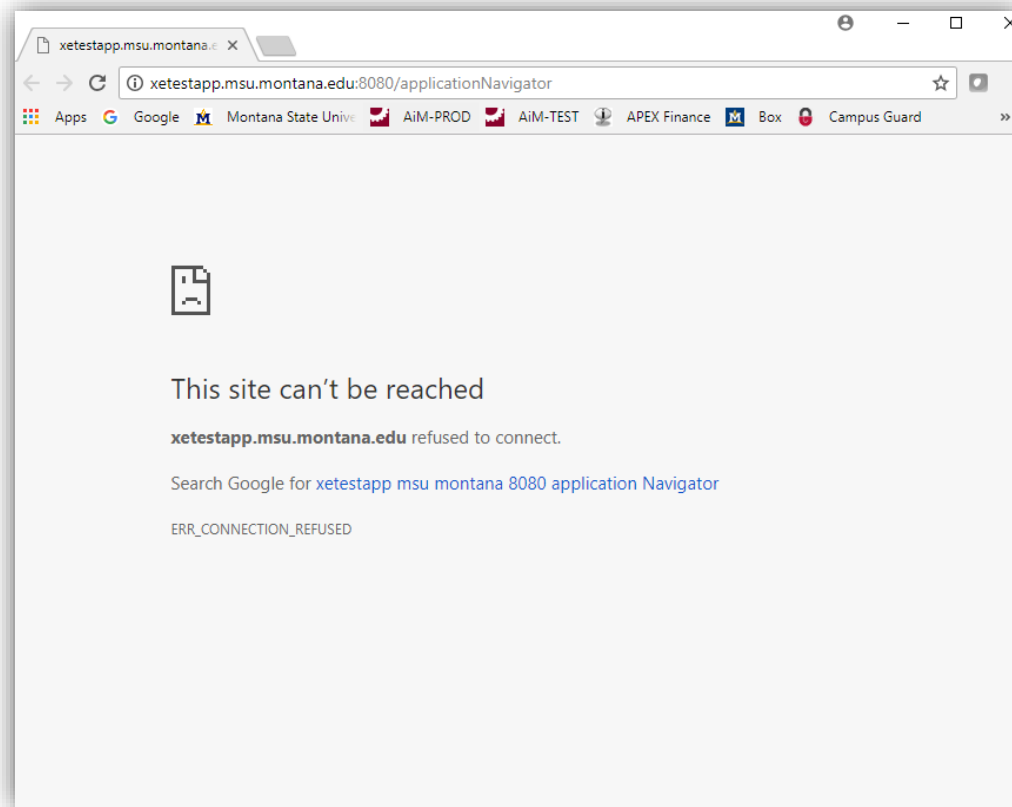


- Microsoft Edge



Test Site Maintenance

- Banner 9 test site is down for maintenance



EDM Browsers

- If you're **annotating and/or scanning** documents in EDM, Internet Explorer is the only browser that currently works.
- If you're **only viewing** documents in EDM, any of these browsers will work:
 - Google Chrome
 - Mozilla Firefox
 - Internet Explorer