Welcome to Internet Native Banner (INB) Finance Training!

Open the Internet Native Banner Tutorial PowerPoint & Directions for Internet Native Banner at budgetingandpayroll.cofc.edu/finance-training
Learn How To:

- Enter Budget Transfers
- Identify NSF Available Balances
- Review Finances by Account
- Execute Detailed Data Searches
Need Computer Assistance?

IT Service Desk
3-3375
INB Forms:

- **Budget Transfers**
  - Journal Voucher Mass Entry (FGAJVCM) - Enter budget transfers
  - List of Suspended -Journal Vouchers (FGIJVCD) - Review entered, but not approved, budget transfer entries

- **NSF Balances** - Budget Availability (FGIBAVL) - Displays available balances and pending items for non-sufficient funds processing

- **Finances by Account** - Organization Budget Status (FGIBDST) - Review finance information by Index and Account totals

- **Detailed Finance Information** - Detail Transaction (FGITRND) - Review specific transaction information for budgets, expenses, and encumbrances; Allows multiple filters
Most Used Shortcuts

- Filter Data = F7
  - % is a wildcard function
- Execute Filter = F8
- Export Data to Excel = Shift+F1
- Go/Next Page = Alt+PgDown
- Clear Query Data = Shift+F5
- Return to Prior Page = F5
- Close Form = Ctrl+Q
Budget Transfers

Journal Voucher Mass Entry (FGAJVCM)

• Document total is the absolute value of all entries
• BD04 = Temporary and BD02 = Permanent
• Transfer whole numbers only
• Budget entries must net zero. i.e. the “plus” entries and the “minus” entries must equal zero
• End-users will only be able to enter transfers under their security level
• Most common account numbers - 610211 Temporary Positions, 61030 Student Employment, 71010 Contractual Services, 72010 Supplies, 73010 Travel, 74010 Fixed Charges
  • Non-Ledger 1s can transfer to/from 62000 Fringe
Budget Transfers

• After Budget Transfers are Entered
  – Save! – Shortcut F10 or click “Save” at the bottom right
  – Email Budget@cofc.edu

• The following transfer(s) have been saved and are ready for approval:
  • J00XXXXX for $50
  • J00XXXXX for $70
  • J00XXXXX for $100

• Dollar amounts for each Budget Entry listed will be the Document Total*
<table>
<thead>
<tr>
<th>Key</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart</td>
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</tr>
<tr>
<td>Index</td>
<td>110033</td>
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<tr>
<td>Fund</td>
<td>110001</td>
</tr>
<tr>
<td>Account</td>
<td>8101</td>
</tr>
</tbody>
</table>

**Fiscal Year:** 21

**Commit Type:** Both

**Organization:** 302001

**Program:** 110

**Pending Documents:**
NSF Balances

• Budget Availability Status (FGIBAVL)
  – Displays the available balances for NSF
  – Chart = 1
  – Fiscal Year = XX
  – Enter Index
  – Account = 6101 (will show all account pools)

• Use F3 or “Pending Documents” to review submitted but not posted expense items
Finances by Account

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.
Finances by Account

- Organization Budget Status (FGIBDST)
  - Displays finance totals by account
  - Chart = 1
  - Fiscal Year = XX
  - Decide to include revenue accounts or uncheck
  - Enter Index

- Review Details – F3 or “Transaction Detail Information”
### Detail Transactions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
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<tr>
<td>Index</td>
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<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Commit Type</td>
<td>Both</td>
</tr>
</tbody>
</table>

**Optional**

- Account
- Fiscal Year
- Fund
- Activity
- Period

*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.*
Detail Transactions

• Detail Transaction Activity (FGITRND)
  – Allows review and filters for transactional details
  – Chart = 1
  – Fiscal Year = XX
  – Optional
    • Index
    • Account
Common filters

- E&G/Ledger 1 - Fund = 110001
- All personnel – Account = 6%
- All operating – Account = 7%
- Salary – Account = 61%
- Contractual Services – Account = 71%
- Supplies – Account = 72%
- Travel – Account = 73%
- Budget Transfer – Type = BD%
- AP Invoices – Field = YTD, Type = I%
- e-Procure Invoices – Field = YTD, Type = H%
- XEROX – Description = %XEROX%
- Verizon – Description = %VERIZON%
Questions?

Budget@cofc.edu

TEAMS Chat/Call

Thank you!