BANNER FINANCE DATA TOOLS WORKSHOP

Cynthia Vigil

July 18, 2025

Learning Objectives

- Navigate efficiently between Banner Finance forms.
- Understand FOAPAL elements (Fund, Org, Account, Program, Activity, Location).
- Access and interpret budget and account balances.
- Perform transaction inquiries – drill down from summary to the detail of transactions.
- Retrieve financial transactions for review or for audit support.

NM STATE

INDEX AND FOPAL

- **Index** – An index number is a shortcut to a specific Fund-Org-Program-Activity-Location (FOPAL) combination within the Banner System.
- **Fund** – Source of money (e.g., State appropriation, grant, gift)
- **Organization**- The department (e.g., Mechanical Engineering, Computer Science)
  Program – The function or activity (e.g., Public Service, Research, Internal Service)
- **Activity** – The event or project (e.g., Conference, Outreach, Lab upgrade)
- **Location** – The Physical Location or Site (e.g., Building, Lab, Remote)

FUND TYPES

Unrestricted – absence of external restrictions – can be one-to-one match index/fund or it can be multiple index numbers to one fund. Below are some examples of unrestricted funds.
- I&G – central funds distributed to departments
- RPSP – State funding to specific departments
- Auxiliary Enterprise funds – housing, dining, etc.
- Internal Service – UFO, testing labs, etc.

Restricted – limited by external sources – always a one-to-one match index/fund
- Grants and contracts
- Restricted gifts

Plant – to manage the infrastructure
- Investment in Plant – capital assets
- Renewal and Replacement – funds set aside for major maintenance

NM STATE

BANNER FINANCE LOOKUP

Banner Index Lookup
Options to look up index by Activity, Fund, Grant and Organization

Other Banner Finance Information
Account codes, transaction type, commodity codes and vendor tax form status

MAIN BANNER FINANCE SCREENS

FGIBDST – Organization Budget Status – shows the budget status for a specific FOPAL.
- View budget vs. actual balances
- See available balance
- View encumbrances
- Drill down into detailed transactions
- Facilitates efficient document retrieval
- Export data from Banner to Excel.

FGITBSR – Trial Balance Summary – shows a snapshot of the current balances in a fund.
- View beginning fund balance and current fund balance
- Total Expenditures for the year to date
- Total Revenue for the year to date
- Detailed transaction information is **not** accessible from this screen

MAIN BANNER FINANCE SCREENS

FRAGRNT – Grant Maintenance – used to create, review and manage grants.
- Responsible Org
- Agency and PI
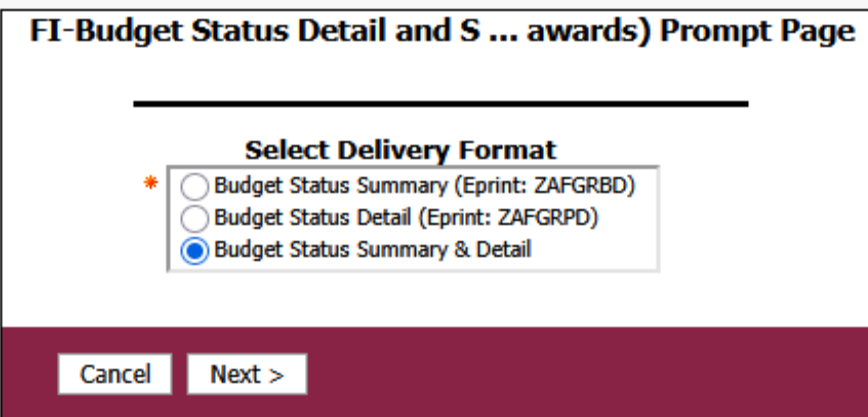- Project start and end date
- Dollar amount of the grant

FRIGITD – Grant Inception to Date – full accounting for an award from inception to present
- Adjusted Budget
- YTD activity
- Commitments
- Available balance
- Drill down to detailed transactions
- Facilitates efficient document retrieval
- Export data from Banner to Excel.

ANALYTICS FINANCE REPORTS

FI-Budget Status Report – Provides a detailed view of budget vs actual. It shows YTD as well a current month activity. It will show commitments, remaining balance and % of budget expended.
- Only pertains to unrestricted funds.
- You can get a summary report, a detailed report or both.
- Can run by Org, Fund or Index.

ANALYTICS FINANCE REPORTS

FI-Budget Status Report

ANALYTICS FINANCE REPORTS

RA-AFR-265A OL Transaction History –
Lists detailed expense data (e.g., vendors, accounts, amounts, and posting dates).

- Can be run by Fund, Grant, and Org codes
- This report is available for download in Excel for easy data sorting.

ANALYTICS FINANCE REPORTS

RA-SPA-ITD Sponsored Awards Detail and Summary – Provides a detailed view of budget vs actual. It shows YTD as well a current month activity. It will show commitments, remaining balance and % of budget expended.
- Only pertains to restricted funds.
- You can get a summary report, a detailed report or both.
- Can run by Org, Fund, Index or Award.

ANALYTICS FINANCE REPORTS

RA-SPA-ITD Sponsored Awards Detail and Summary

ANALYTICS FINANCE REPORTS

RA-SPA-Account Code Summary by Index – This screen shows a snapshot of the activity in a specific index. This report allows you to drilldown to the activity.

SPENDING

Principal Investigator: Garcia Carrillo, Luis Rodolfo
PI Department: KLIPSCH SCH OF ELECT AND COMPU
Fund Manager: Garcia Carrillo, Luis Rodolfo
Fund Manager Department: KLIPSCH SCH OF ELECT AND COMPU
Project Period: 6/1/23 - 5/31/26
Agency: National Science Foundation

Fund/Index: 614318/136298
Grant: GR0007625-ENHANCING STUDENT PERFORMANCE AND PERSISTENCE THROUGH A WISDOM COMMUNITY
Budget Rule: LARGE POOL - NO RESTRICTIONS
IDC Rate: 49.00%
Fiscal Monitor: FM 03 - Townsend, Robert
SPA Phone: 646-1675, SPA Email: spa_fm@nmsu.edu

Expense Category	Budget	Banner Encumbrances	Other Encumbrances	ITD Expenses	Budget Available
Faculty Salary Pool	0.00			10,614.94	-10,614.94
Graduate	0.00			37,361.33	-37,361.33
Fringe	0.00			2,135.04	-2,135.04
Fringe-Student	0.00			196.75	-196.75
Travel	0.00			2,303.00	-2,303.00
Supplies	0.00			3,501.40	-3,501.40
Services	0.00			4,459.00	-4,459.00
Large Budget Pool	207,258.00				207,258.00
Expenses	**207,258.00**	**0.00**	**0.00**	**60,571.46**	**146,686.54**
F and A Recovery	0.00			27,788.97	-27,788.97
F and A	**0.00**	**0.00**	**0.00**	**27,788.97**	**-27,788.97**
Total for Index 136298	**207,258.00**	**0.00**	**0.00**	**88,360.43**	**118,897.57**

NM STATE

ANALYTICS FINANCE REPORTS

RA-SPA-Expiring Funds – Provides a list of awards that are expiring in the next 30, 60 or 90 days. Also shows awards that have recently expired and require closeout actions.

- Is run by summary org
- Show PI name, grant number and the agency
- Will show the budget, ITD amount and available balance

REQUEST SUBMITTED BY WORKSHOP ATTENDEES

Document retrieval

Option 1 - Without having document number

- Navigate to the FGIBDST screen (enter the screen name or select from the menu).
- Enter the index number for the account.
- Locate and select the appropriate account number from the list.
- Click on the "Related" menu in the top-right corner.
- Select Transaction Detail Information.
- Click on the amount for the transaction you wish to review.
- Click RETRIEVE – this will open ApplicationXtender, and your supporting document will appear.

Option 2 - Search Banner documents, when you have a document number

- Log into MyNMSU
- Go to Admin Tools tab – NMSU Banner Document Management Card
- Click on 'B-F-DOCS – BANNER FINANCE PURCHASING / AP
- Select "New Query"
- In Document ID – type document number
- Click Run

REQUEST SUBMITTED BY WORKSHOP ATTENDEES

Document retrieval

Option 3 – Search with document number
- Log into MyNMSU
- Go to Finance tab – Finance Self-Service card and Open Finance Dashboard
- Click on the "View Document" option
- Pick the type of document
- Enter the document number and click view document

REQUEST SUBMITTED BY WORKSHOP ATTENDEES

Most frequently used document codes

- **F0XXXXXX** - Payroll Transactions
- **IJ0XXXXX** - AggieMart Invoices
- **PRXXXXXX** - Pcard Transactions
- **EP00XXXX** - AggieMart Catalog Vendors
- **TL0XXXX** - NMSU charges
- **WOXXXX -** Facilities Work Orders
- **VF0XXXXX –** Journal vouchers feeds
- **J0XXXXX** - Journal Vouchers

REQUEST SUBMITTED BY WORKSHOP ATTENDEES

NBAJOBS - Shows employee information along with pay rate and index the salary is being charged to.

HR-LD-287B Labor Expense Detail – Will show payroll transactions for a specific period.
Can be run by Finance Document Number, Index, Fund, Org, Account, Earnings Code, Employee ID, Position Number or Grant ID

Questions?

Thank you! We appreciate your participation today.