HOW TO query the Balance Sheet Accounts for a Fund in Banner (FGITBSR)

The form FGITBSR allows authorized users* to query the Trial Balance Summary for a fund or fund type, account code or account type.

*Authorized User = An individual with Banner access to the Finance module and Fund/Org query access.

This data may also be viewed by running the Trial Balance Summary Report found on the Financial Services website.

- Only authorized users, individuals with the appropriate Fund/Org access + **data warehouse access**, will be able to run these reports (more information). If you are unsure whether or not you have data warehouse access, contact the Finance Service Desk.
- Note: The data warehouse is updated daily from the Banner database - when you run a report it will not include transactions posted "today", but, will include all transactions posted up to "yesterday" (depending on the entered search parameters).

When to use FGITBSR

The Banner form FGITBSR is used to query the trial balance summary for a fund - balances for the following account codes:

- "1" - asset accounts
- "2" - liability accounts
- "3" - control accounts
- "4" - fund balance accounts

For more information about these account categories, consult the Account Codes HOW TO.

Only account codes which have recorded activity will be displayed with the following information:

- Account Type
- Account Description
- Beginning Balance and indicator as being Debit or Credit
- Current Balance and indicator as being Debit or Credit
- Current Fund Balance and indicator as being Debit or Credit

You may also query this form by Fund Type, Account Type, Fund and Account combinations. The level of drill down capability is diminished when querying higher level FOAPAL elements.

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How to view general ledger trial balances using the Banner FGITBSR

See our **Banner TIPS article for the Banner Tool Bar explained along with general Banner Tips**.

1. Log in to **Banner.**
2. Enter **FGITBSR** in the **Go To** field and hit **Enter**.
3. The **Chart** field will populate as "**1**", leave as is and **TAB**
4. Tab to the **Fiscal Year** field and enter the fiscal year, i.e. type "16" for Fiscal Year 2015/2016.
5. Tab to the **Fund** field and enter the fund code you wish to query.
   *Note:*If you want to query information by for all Funds of a Fund Type, leave the Fund code field blank and **TAB** to the **OR Fund Type** field.
6. Click on the **Next Block** icon or use **Ctrl-Page Down** if using the keyboard.
7. A balance summary per Account and Account type will be generated based on the parameters selected. Data will be posted into columns titled **Acct type**, **Account**, **Description**, **Beginning Balance Debit/Credit**, and **Current Balance** as well as a **Current Fund Balance**.

   TIP: Narrow your search

   You may narrow your queried results by specifying an Account code or an Account Type in the OR Acct Type field.

   You may query all accounts or account types by clicking on the search button next to field to pull a list of all account codes or account types.

8. To start a new query with a different Fiscal Period, Fiscal Year, or Fund code, click on the **Rollback** icon.

   TIP: Query transactions posted to a specific account
   You may view all transactions posted to a specific account:

   - Select the Account code you want to query by clicking on the Account code
   - Click on **Options**, select **Query General Ledger Activity [FGIGLAC].**

   Click on the **Exit icon (black X)** to return to FGITBSR.