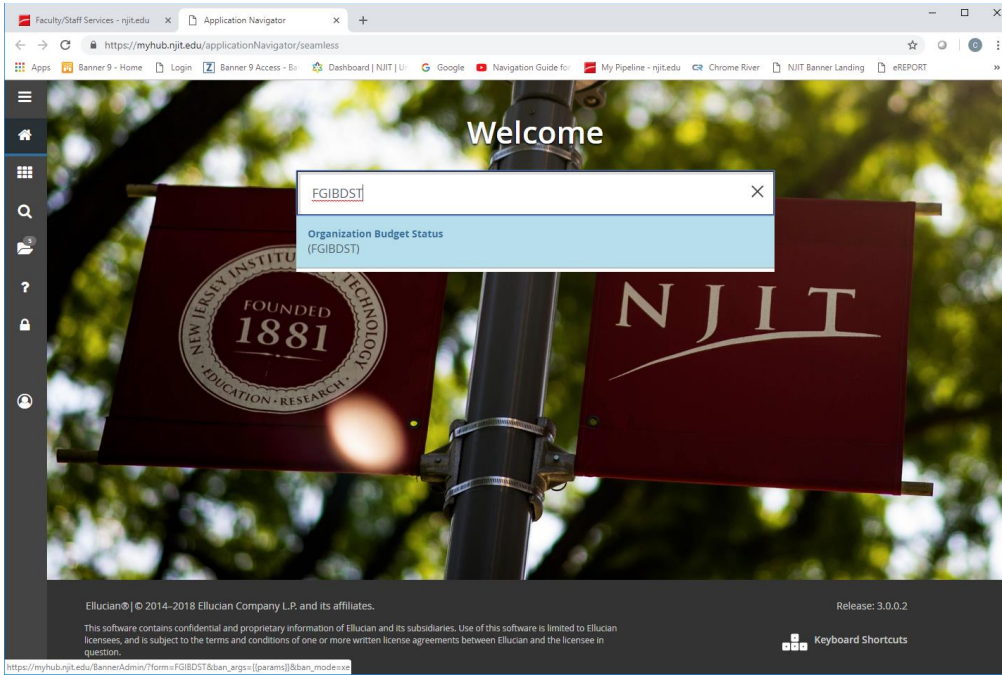


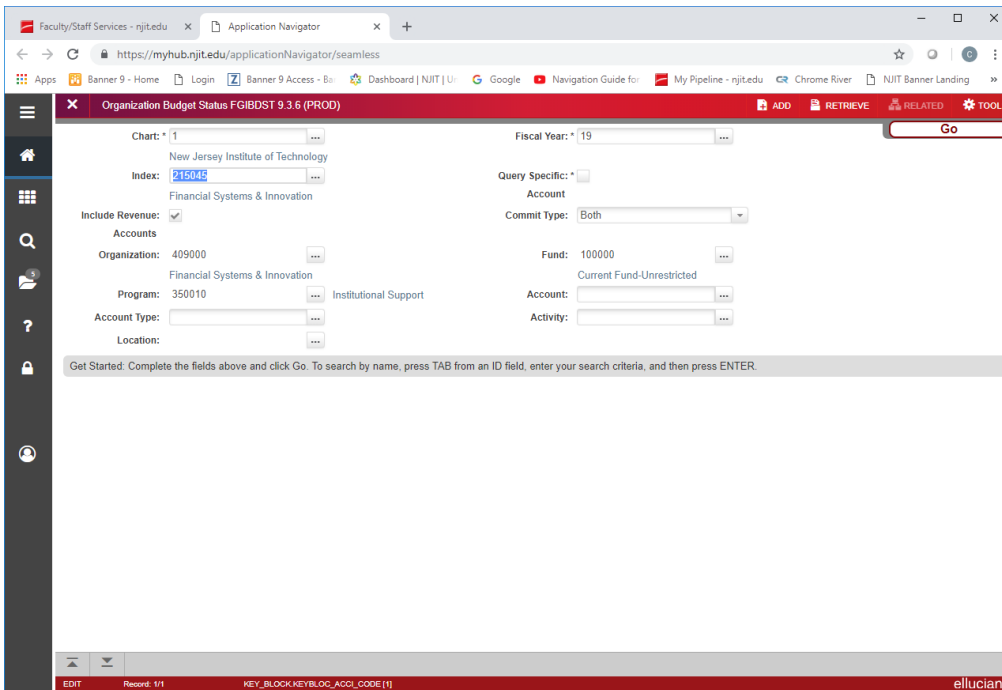
Navigate Banner 9 - Supplement

HOW TO DRILL DOWN AND VIEW BALANCES BY ACCOUNT TYPE

1. Enter "FGIBDST" in the field from the Welcome page



2. Enter your index



Navigate Banner 9 - Supplement

3. Check the box "Query Specific Account*"

The screenshot shows the Banner 9 application interface. The 'Query Specific Account*' checkbox is checked. The 'Account Type List (FTVATYP)' pop-up menu is open, displaying a table of account types. The table has three columns: Code, Account Type, and Account Title. The table contains 15 rows of data, with the first row being '1 72 Utilities'. The 'Account Type' field in the background is currently empty.

Code	Account Type	Account Title
1	72	Utilities
1	73	Supplies
1	74	Travel, Meals, Meetings, Registratn
1	75	Other Major Operating Expenses
1	76	Library Collections
1	77	Capital Improvements
1	78	Student Awards
1	79	Indirect Cost & Chargebacks
1	7A	Administration Overhead Expense

4. Click on the ellipse on the "Account Type" field. This will bring up a pop-up menu to select the account type the click on "GO"

The screenshot shows the Banner 9 application interface. The 'Account Type' field is now populated with '73' and 'Supplies'. The 'GO' button is highlighted. The 'Query Specific Account*' checkbox is still checked. The 'Account Type List (FTVATYP)' pop-up menu is no longer visible.

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- This will provide you with the screen below which includes all accounts in the account type and will give you a summary balance.

The screenshot displays the Banner 9 Organization Budget Status report. The report is titled "Organization Budget Status FGIBDST 9.3.6 (PROD)" and includes a "Start Over" button. The report parameters are: Chart: 1 New Jersey Institute of Technology, Fiscal Year: 19, Index: 215045 Financial Systems & Innovation, Query Specific Account: [dropdown], Include Revenue Accounts: [checked], Commit Type: Both, Organization: 409000 Financial Systems & Innovation, Fund: 100000 Current Fund-Unrestricted, Program: 350010 Institutional Support, Account: [dropdown], Account Type: 73 Supplies, Activity: [dropdown], Location: [dropdown].

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
734000	E	Supplies - Major	1,200.00	0.00	0.00	1,200.00
734010	E	Supplies - Office and Computer	0.82	49.74	0.00	-48.92
Net Total			1,200.82	49.74	0.00	1,151.08

Navigation: 1 of 1 | 10 Per Page | Record 1 of 2

Footer: EDIT Record 1/2 FTWACCT_BLOCKFTWACCT_ACCT_CODE [1] elucian