






## **Querying Data in Internet Native Banner (INB)**

## Training Goals

- Identify the Commands & Icons to query data
- Search using wildcard “%” or “\_” function
- Understand Query process using the forms FGIBDST and FGITRND

# Query Commands & Functions

Icon	Keyboard Command	Banner Menu Option	Purpose
	F7	<u>E</u> nter	Puts the form into Query mode so you can enter search criteria to see information already in the database.
	F8	<u>E</u> xecute	Executes the Query and searches the database and displays records that match your search criteria.
-	-	<u>L</u> ast Criteria	Enters the criteria from your last search (Enabled only when you are in Query mode).
	Ctrl + Q	<u>C</u> ancel	Cancels the Query and takes the form out of Query mode.
-	-	Count <u>H</u> its	Counts the number of records that match the search criteria and displays that number on the Auto Hint line.
-	-	<u>F</u> etch Next Set	If more records meet the search criteria that fit in the window, clicking this option replaces the current set of displayed records with the next set.

# Query Using Wildcards

**Wildcards** - You can use these wildcards with queries:

“%” (percent sign) represents any number of characters

“\_” (underscore) represents one occurrence of a character

**Procedure** - Follow these steps to perform a query.

<u>Step</u>	<u>Action</u>
1	Access the Banner form from which you want to perform a query.
2	Perform an <b>Enter Query</b> function to put the form in query mode.
3	Enter the data you wish to find, using wildcards if appropriate.
4	Perform an <b>Execute Query</b> function to find search results.

**Where do you Query?**

Query from a drop down menu; or

Query from a Banner form

# Query Using Organization Budget Status FGIBDST

Querying on the Index field illustrates the “drop down menu” method. Select the “down arrow” located to the right of the Index field and a pop-up box of selections will open.

The screenshot shows the Oracle Developer Forms Runtime interface for the FGIBDST application. The main form has several fields for query parameters:

- Chart: V
- Fiscal Year: 06
- Index: [Dropdown]
- Organization: 140101 (VP Hes)
- Fund: 9100EG (E & G General)
- Program: 5000 (Executive Management)
- Account: [Dropdown]
- Account Type: [Dropdown]
- Activity: [Dropdown]
- Location: [Dropdown]

Additional options include:

- Query Specific Account
- Include Revenue Accounts
- Commit Type: Both

A pop-up window titled "Account Index Code List (FTVACCI)" is open, showing a list of account index codes and titles. The list is as follows:

COA	Acct Index Code	Acct Index Title
V	101000	Reg Sess Tuition
V	101001	Fall Sem Tuition
V	101002	Spr Sem Tuition
V	101003	Summer Tuition
V	101005	Deposits Forfeited
V	101009	Excess Tuition Pc's
V	101010	Sas Dr Bal Py
V	101013	Finan Aid From E&G

The "Index" field in the main form is set to "V". The pop-up window has "Find%" in the search field and "Find", "OK", and "Cancel" buttons at the bottom.

At the bottom of the form, there is a "Net Total:" field and a status bar showing "Choices in list: 15401" and "Record: 1/1".

# Query Using Organization Budget Status FGIBDST

Try searching for the Index 140101- In the “Find” field, enter **V14%**

**V** – Indicates the Chart of Accounts

**14** – First two digits of Index

**%** - Wild Card

Click on the “Find” button

The screenshot shows the Oracle Developer Forms Runtime interface for the FGIBDST query. The main window has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The form contains several input fields for query parameters:

- Chart:** V
- Fiscal Year:** 06
- Index:** (empty)
- Organization:** 140101 (VP Hes)
- Fund:** 9100EG (E & G General)
- Program:** 5000 (Executive Management)
- Account:** (empty)
- Account Type:** (empty)
- Activity:** (empty)
- Location:** (empty)

There are also checkboxes for "Query Specific Account" (unchecked) and "Include Revenue Accounts" (checked), and a "Commit Type" dropdown set to "Both".

A dialog box titled "Account Index Code List (FTVACCI)" is open, showing a search for "V14%". The search results are as follows:

COA	Acct Index Code	Acct Index Title
V	101000	Reg Sess Tuition
V	101001	Fall Sem Tuition
V	101002	Spr Sem Tuition
V	101003	Summer Tuition
V	101005	Deposits Forfeited
V	101009	Excess Tuition Pc's
V	101010	Sas Dr Bal Py
V	101013	Finan Aid From E&G

The dialog box has "Find|V14%" in the search field and buttons for "Find", "OK", and "Cancel". The main form's table has columns for "Account Type", "Title", "Adjusted Bu...", and "Balance". The status bar at the bottom shows "Choices in list: 15401" and "Record: 1/1".

# Query Using Organization Budget Status FGIBDST

Returns all Index values beginning with "14"

Move cursor to 140101

Double click and 140101 will be placed in the Index field

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Organization Budget Status' form. The main window has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The form contains several input fields and checkboxes:

- Chart:** V
- Fiscal Year:** 06
- Index:** (empty)
- Query Specific Account
- Include Revenue Accounts
- Commit Type:** Both
- Organization:** 140101 (VP Hes)
- Fund:** 9100EG (E & G General)
- Program:** 5000 (Executive Management)
- Account:** (empty)
- Account Type:** (empty)
- Activity:** (empty)
- Location:** (empty)

A modal dialog titled 'Account Index Code List (FTVACCI)' is open, displaying a list of account index codes. The search criteria is 'Find|V%'. The list is as follows:

COA	Acct Index Code	Acct Index Title
V	140005	Comp_Chgbk-VP Hlt Sc
V	140006	Minority Fac Recruit
V	140007	Health Pol./Resrch.
V	140101	VP Hes
V	140102	Off of Strategic Pln
V	140103	Americans W/Disabil.
V	140104	Hlth Careers Opp Prg
V	140106	Instr Catbul Ec

The dialog has 'Find|V%' in the search field and 'Find', 'OK', and 'Cancel' buttons at the bottom. The background form shows a table with columns: Account Type, Title, Adjusted Bu..., and Balance. The status bar at the bottom indicates 'Choices in list: 544 (Choices in full list: 15401)' and 'Record: 1/1'.

# Query Using Organization Budget Status FGIBDST

Querying from a form.

On FGIBDST Enter an Index value, for training purposes use 140101. Press the **Tab** key and move to the Account field  
Query on the **Account** field by clicking on the “down arrow”. Form FTVACCT is displayed

Perform an **Enter Query** function to put the form in query mode. Enter the data you wish to find, using wildcards as needed.

To query for Accounts beginning with “5” (labor)

Enter **V** in the **Chart of Accounts** field and **5%** in the **Account Code** field

Perform an **Execute Query** function

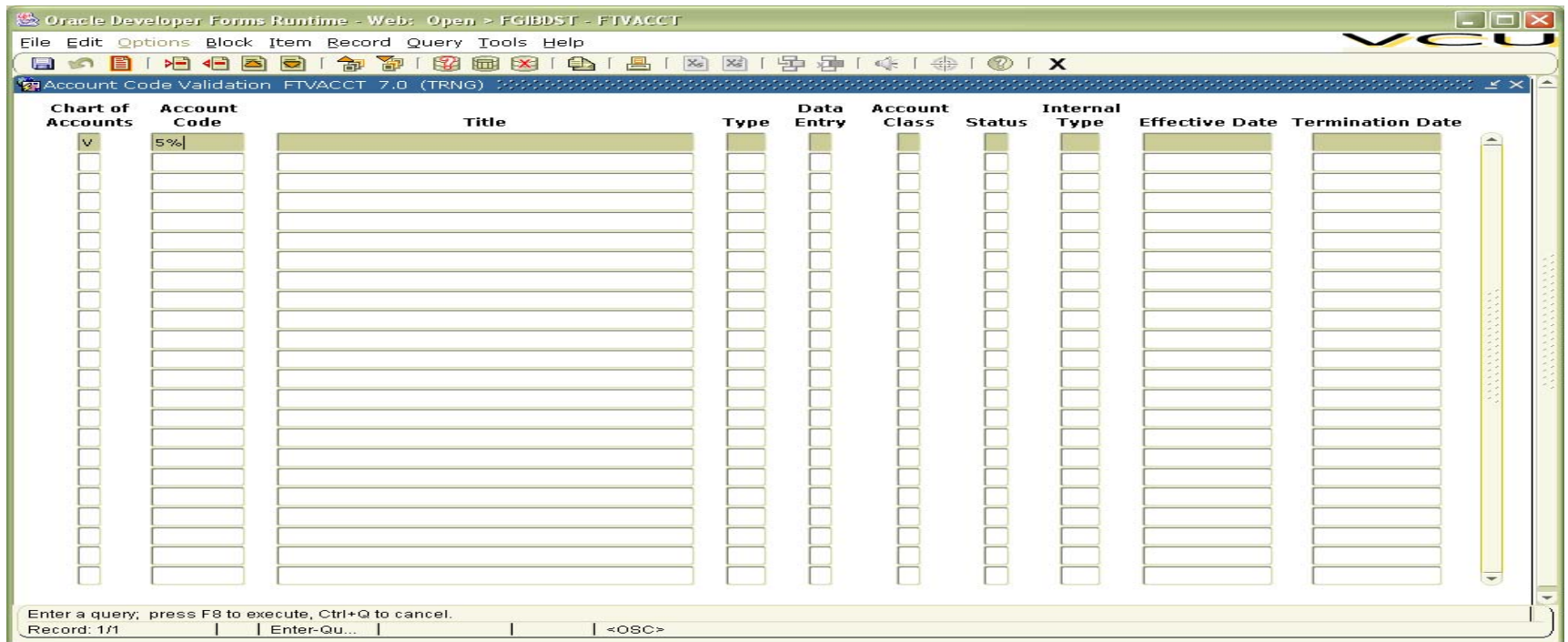


Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
V	5%								

Enter a query; press F8 to execute, Ctrl+Q to cancel.  
Record: 1/1 | | Enter-Qu... | | <OSC>



# Query Using Organization Budget Status FGIBDST

The values are returned based upon the selected criteria.

Double click on the **Title** field, which is highlighted, to return the value to the previous form.

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FTVACCT

File Edit Options Block Item Record Query Tools Help

Account Code Validation FTVACCT 7.0 (TRNG)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
V	50000	Unallocated Expenditure budget	5A	B		A	60	01-JUL-2000	
V	50001	Unallocated Personal Services	5A	B		A	60	01-JUL-2000	
V	50010	President	5A	B		A	60	01-JUL-2000	
V	500110	President Salaries	5A	Y		A	60	01-JUL-2000	
V	50018	President Fringe Benefits	5A	B		A	60	01-JUL-2000	
V	500180	President Fringe Benefits	5A	Y		A	60	01-JUL-2000	
V	51011	Administrative Faculty	5A	B		A	60	01-JUL-2000	
V	510110	Administrative Faculty Salaries	5A	Y		A	60	01-JUL-2000	
V	510112	Administrative Faculty Variable Cmp	5A	Y		A	60	01-JUL-2000	
V	510114	Administrative Faculty Admin Sup	5A	Y		A	60	01-JUL-2000	
V	510120	Admin Faculty Term Annual Leave	5A	Y		A	60	01-JUL-2000	
V	510130	Administrative Faculty Term Holiday	5A	Y		A	60	01-JUL-2000	
V	510140	Administrative Faculty PT Salaries	5A	Y		A	60	01-JUL-2000	
V	510160	Admin Faculty Active Military Supp	5A	Y		A	60	01-JUL-2000	
V	510165	Admin Faculty Workers Comp	5A	Y		A	60	01-JUL-2000	
V	510166	Admin Faculty Supp Disab	5A	Y		A	60	01-JUL-2000	
V	510170	Administrative Faculty Bonus Paymnt	5A	Y		A	60	01-JUL-2000	
V	510171	Administrative Faculty Overseas Sup	5A	Y		A	60	01-JUL-2000	
V	51018	Administrative Faculty Fringe Ben	5A	B		A	60	01-JUL-2000	
V	510180	Administrative Faculty FB Full Time	5A	Y		A	60	01-JUL-2000	
V	510181	Administrative Faculty FB Part Time	5A	Y		A	60	01-JUL-2000	
V	51111	Teaching Research Faculty	5A	B		A	60	01-JUL-2000	
V	511110	Teaching Research Faculty Salary	5A	Y		A	60	01-JUL-2000	

Record: 1/?



# Query Using Detail Transaction Activity FGITRND

Enter an Index, for training purposes use 140101; **Tab** off the field

Select **Next Block**

Press F8 to populate the Data Block fields.

Oracle Developer Forms Runtime - Web: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 7.0 (TRNG)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

V 06 140101 9100EG 140101 5000 R

Account	Organization	Program	Activity Date	Type	Field Code	Amount	Increase (+) or Decrease (-)
400120	140101	5000	31-JAN-2006	X01	YTD	-100,000.00	-
400130	140101	5000	31-JAN-2006	X01	YTD	100,000.00	+
51011	140101	5000	12-JAN-2006	BD02	ABD	275,000.00	+
510110	140101	5000	12-JAN-2006	JE15	YTD	150,000.00	+
51018	140101	5000	12-JAN-2006	BD02	ABD	75,000.00	+
510180	140101	5000	12-JAN-2006	JE15	YTD	35,000.00	+
51111	140101	5000	12-JAN-2006	BD02	ABD	300,000.00	+
51111	140101	5000	10-DEC-2005	BD01	OBD	500,000.00	+
51111	140101	5000	10-DEC-2005	BD01	OBD	4,000,000.00	+
51111	140101	5000	10-DEC-2005	BD01	OBD	500,000.00	+
51111	140101	5000	10-DEC-2005	BD01	OBD	2,500,000.00	+
511110	140101	5000	12-JAN-2006	JE15	YTD	200,000.00	+
51118	140101	5000	12-JAN-2006	BD02	ABD	75,000.00	+
511180	140101	5000	12-JAN-2006	JE15	YTD	65,000.00	+
52011	140101	5000	10-DEC-2005	BD01	OBD	1,000,000.00	+
60000	140101	5000	13-FEB-2006	BTE	TMP	50.00	+
60000	140101	5000	13-FEB-2006	BTE	ABD	50.00	+
<b>Total:</b>						9,675,100.00	+

Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record: 1/? <OSC>





# Query Using Detail Transaction Activity FGITRND

Displays all Account transactions with a **Type** value beginning with “X”

Oracle Developer Forms Runtime - Web: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity Form FGITRND 7.0 (TRNG)

COA: V Fiscal Year: 06 Index: 140101 Fund: 9100EG Organization: 140101 Account: Program: 5000 Activity: Location: Period: Query Type: R Commit Type:

Account	Organization	Program	Activity Date	Type	Field Code	Amount	Increase (+) or Decrease (-)
400120	140101	5000	31-JAN-2006	X01	YTD	-100,000.00	-
400130	140101	5000	31-JAN-2006	X01	YTD	100,000.00	+
600002	140101	5000	16-MAR-2006	XEX	YTD	-50.00	-
600002	140101	5000	13-FEB-2006	XEX	YTD	25,000.00	+
600002	140101	5000	07-FEB-2006	XEX	YTD	-50.00	-
600002	140101	5000	25-JAN-2006	XEX	YTD	50.00	+
600002	140101	5000	25-JAN-2006	XEX	YTD	-50.00	-
600002	140101	5000	19-JAN-2006	XEX	YTD	100,000.00	+
600007	140101	5000	01-MAY-2006	XEX	YTD	50.00	+
600007	140101	5000	13-FEB-2006	XEX	YTD	-25,000.00	-
600007	140101	5000	07-FEB-2006	XEX	YTD	-50.00	-
600007	140101	5000	19-JAN-2006	XEX	YTD	-100,000.00	-
600012	140101	5000	08-MAY-2006	XEX	YTD	50.00	+
600012	140101	5000	08-MAY-2006	XEX	YTD	50.00	+
600012	140101	5000	08-MAY-2006	XEX	YTD	50.00	+
600012	140101	5000	08-MAY-2006	XEX	YTD	50.00	+
600012	140101	5000	08-MAY-2006	XEX	YTD	50.00	+
<b>Total:</b>						150.00	+

Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record: 1/?

start | Linda T Dorsey - ... | 2 Microsoft Po... | 2 Microsoft Excel | 3 Internet Expl... | TUITION ASSESS... | 5:33 PM

# Need Additional Help with Banner Finance?

(No Audio-Information Only)

- Call the Banner Finance Help Desk at 828-0388 or [finsecurity@vcu.edu](mailto:finsecurity@vcu.edu)
- Grants & Contracts Help Desk at 828-8104 or [gcavcu@vcu.edu](mailto:gcavcu@vcu.edu)
- Procurement & Payment Help Desk at 828-1077 extensions 164 or 138 or [evapurch@vcu.edu](mailto:evapurch@vcu.edu)