Banner Finance Frequently Asked Questions

Question 1: **Answer:**	Where can I find the Organization number on the finance web reports? The Organization number is located on the left side of the page. It is located just below the Department number.

Question 2: **Answer:**	How can I get an employee paid until a grant has been established? In some situations, a principal investigator may wish to enact a letter of guarantee (LOG). A LOG is a letter signed by the department requesting an award to be established prior to the official award being executed. LOGs are for no more than 90 days and in the event the award does not materialize, the department is responsible for all costs incurred. Please contact the Office of Sponsored Programs for more information regarding letters of guarantee.

Question 3: **Answer:**	What Report will show all transactions on a grant? The finance web report Transaction Detail – Operating Ledger – Inception to Date will give all transactions from the inception of the grant or the beginning of the Banner Finance System (July 1998).

Question 4: **Answer:**	Why do I have some funds each month that do not have reports (not always the same fund numbers)? If there is no activity on a fund for the month requested, there will be no report.

Question 5: **Answer:**	Why do I get a blank page if there is no activity for the month? This is a header or separator page.

Question 6: **Answer:**	How can I determine the organization, fund and period the report is for? The organization and fund are on the top left side of the report, and the period is in the header information.

Question 7: **Answer:**	How can I tell which items are revenues and which items are expenditures on my report since both are shown as positive numbers? Revenue account codes begin with a zero (0) and expenditure account codes begin with one (1) or greater. Also, on the Snapshot by Organization report, the words "revenue" or "expenditure" appear in the heading in the actual to date column.

Question 8: **Answer:**	How can I avoid having to wait for the reports to come back to my e-mail after I submit them? Schedule reports to run each month at a time that will allow the reports to complete by the time you are ready to reconcile. See procedures for "Report Submission Users Manual" at the following link https://secure.hosting.vt.edu/www.controller.vt.edu/Training/ReferenceManuals/index.html

Question: 9 **Answer:**	When I run a report during the month why does it always say “for the Month of” rather than “as of” the date I run the report? All reports are programmed to give all information for a fiscal period (month), and most departments only run reports monthly.

Question 10: **Answer:**	Why do Virginia Tech Foundation reports look different than the University reports? The foundation controls funds by cash balances whereas, the university controls most funds by budget balance available.

Question 11: **Answer:**	How can I get my reports if email is down? Reports can be accessed using the report distribution system. Users can go to the website listed below to log in. https://ditto2.iwa.vt.edu/webdist/webviewer Any report that has been submitted within the past 30 days can be viewed here.

Question 12: **Answer:**	How can I determine if my report has finished running and I just haven’t received the email notification? Users can view the status of any report that has been submitted and has not finished running by going to the status button. It will tell you if the job is in a queue waiting to run, or whether it is currently running.