UNIVERSITY OF ILLINOIS

AT URBANA-CHAMPAIGN

2011 BUSINESS LEADERSHIP CONFERENCE

Banner Tips and Tricks

April 6

10:30 am and 3:15 pm

Business Leadership at Illinois: Partnering to Meet New Challenges

Workshop Presenters

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Please …

- Turn off cell phones.

- Avoid side conversations.

- Ask questions anytime!

- Sign the attendance roster.

- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Obtain information about shortcuts, form naming conventions, queries, navigation, and other tips and tricks to help the user with Banner

- Improve efficiency and decrease aggravation in the office by utilizing more features of Banner on a daily basis

Banner Naming Conventions

- First position—Identifies the system
  - F = Finance
  - G = General
  - N = Position Control
  - P = HR/Payroll/Personnel
  - T = Accounts Receivable

Banner Naming Conventions

- Second position—Identifies the module

  – Finance
    - A = Accounts Payable
    - B = Budget Development
    - F = Fixed Assets
    - G = General Ledger
    - O = Operations
    - P = Purchasing
    - R = Research Accounting
    - T = Validation form

  – HR/Pay
    - B = Budget
    - H = Time Reporting
    - T = Validation form
    - Z = Modification for UI

Banner Naming Conventions

- Third position—Identifies type of form
  - A = Application Form
  - I = Inquiry Form
  - M = Maintenance Form
  - Q = Query Form
  - R = Rule Table
  - V = Validation Form

- Positions 4, 5, 6, & 7—Identifies the unique, four-character name for the form, report, or table

Types of Banner Forms

- Application Forms—used to enter, update, and view information

- Inquiry and Query Forms—used to look up existing information
  - Inquiry forms can be opened from within another form or independently
  - Query forms can only be accessed from another form

- Validation Forms—define values

- Maintenance Forms—used to update validation forms

Short cuts

- Searches in Banner:
  - Finance forms case sensitive; HR/Pay forms are not
  - Percent sign (%) indicates an unlimited number of characters
  - Underscore (_) indicates one character
- Date fields:
  - Day-month-year
  - Typing a "t" and return will bring up today's date
- Always look for "Options"

Short cuts

- Banner Function Keys (Help → Show Keys)

- Values for that cell (Help → List)

- Open 2nd window (File → Direct Access or F5)

- My Banner Menu (GUAPMNU) to create own menu and personalize titles; Save!

- Move using Tab, not mouse to reduce processing errors

- Search Forms: GUIOBJS

General Finance

- FOAIDEN: Find if a person exists in Banner, and the address (like SPAIDEN)
- FTMVEND: Find if a vendor exists in Banner, and the address. Text (FOATEXT) will show if a conflict is known.
  - On some forms, like this one, hover over the cell and missing text will show
- FZAREQN: Prepare a requisition
- FTVCOMM: Search Commodities listing
- FOAUAPP: Approve/disapprove a requisition

General Finance

- FOIDOCH: See the status and numbers of any requisitions, purchase orders, and checks and invoices that for a related purchase

- FPARDEL: Cancel a requisition

- FOADOCU: Find documents (Req, PO, Inv, Enc or JV) by user and their status

- FPARCVD: prepare to receive part or all of order

- FPARTRN: record return of shipment

General Finance

- FAIOINF: Open invoices by CFOAP

- FAIVNDH: Find all payments to a vendor or UIN by FY (all units, not just yours)

- FAIVINV: Search for details and payment status by the vendor number and document number

- FAICHKH: Find payment details by check number

General Finance

- FOICACT: Find commodity list, FOP for REQ, INV, PO

- FGIJSUM: See the FOPs involved in your JV

- FGIJVCD: Suspended journal vouchers

- FGIOENC: open encumbrances for org and/or fund

- TSICSRV: view a student account to see if funds deposited

Fixed Assets

- FFIMAST ⟶ FFIFALV: Master list (PTag, OTag, Description) ⟶ FFIMAST (commodity code, cost, date, SN, vendor, FABWEB data, fund)

- FFIPROC: simple version of above with less information

- FTVLOCN: Location search form

- FTVCOMM: Search Commodities listing

Expenditures

- FGIBDST: balance summary for ledgers 1,2,6
  - Uncheck revenue accounts box
- FGITBSR: balance summary for ledger 3
- FZIGITD: balance summary for ledgers 4,5; can specify grant year, period to review
  - Check fund summary box to see all related funds and their summaries

Expenditures

- FGITRND: Transactions details (specify FY and period range, or all)

- FOIDOCH: document history (connects requisitions with purchase orders with invoices with checks)

vs.

- FGIDOCR: detailed transaction information for a certain document

Grants

- FZAGRNT: Find grant duration, code, PI, amount. FOATEXT may include other details.

- FRIPSTG: All grants held by PI

- FZIBDSG: See budget for grant by account code (including cost share)

- FZMFUND: Query a fund or grant code

- FZMRFND: Query a fund's indirect cost codes

Grants

- FZIBILL: View billing and payment history

- FZIBDET: View billing, paid, and refunds

- FZIGITD: Grant balance summary (inception to date)

- FZIGTRD: Grant transaction details (can specify dates)

vs.

- FGITRND: Transactions details (specify FY and period range, or all)

Payroll/HR issues

- NBIPINC: see who has held a certain position number

- RJASEAR: determine if student eligible for Federal Work Study

- GOAINTL: visa type, start and end date

- GUIALTI: SSN/SIN alternate ID search

Payroll/HR issues

- NBAJOBS, Payroll Default tab: shows timesheet organization, time entry method (both common sources of problems)

- NZIESUM: summary of all jobs held by individual for period specified by Query Date and "Show Future Jobs"

- PZILIST: Pay periods paid, pay amounts

Payroll/HR Issues

- PHADSUM: Alternative way to approve payroll

- PHIJOBS: Hours turned in for all employees during specified pay period in one org

- PZAREDS: Labor redistributions

   -Did you know, if you use Options-Search and Replace, you can correct, for example, all incorrect account codes at once?

   -Good place to see redistributions, since they won't appear in NBAJOBS

Resources

- Guide to Banner Finance Forms: http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=927728

- Banner web-based courses (Finance and HR/Payroll): http://www.obfs.uillinois.edu/training/web-courses/

- Banner job aids on navigation, naming conventions, searching, etc.: http://www.obfs.uillinois.edu/training/materials/help-resources/

Questions / Other tips?