2011 BUSINESS LEADERSHIP CONFERENCE

Banner Tips and Tricks

April 6
10:30 am and 3:15 pm
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: GUIOBSJS
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
• FAICCHKH: 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


• 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?