UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

2013 BUSINESS LEADERSHIP CONFERENCE

Banner Finance and HR Tips and Tricks
9:00 – 10:15
1:45 – 3:00

Destination Success
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, i.e.
  – F = Finance
  – G = General
  – N = Position Control
  – P = HR/Payroll/Personnel
  – R = Financial Aid
  – S = Student
  – T = Accounts Receivable
Banner Naming Conventions

- Second position—Identifies the module, i.e.

- 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
  - E = Employee
  - H = Time Reporting
  - P = General Person
  - T = Validation form
Banner Naming Conventions

• Third position—Identifies type of form
  – A = Application Form
  – I = Inquiry Form
  – M = Maintenance Form
  – Q = Query Form
  – R = Rule Table/Report
  – 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 is case sensitive; HR/Pay forms are not
  – Percent sign (%) = unlimited number of characters
    • Smith, M% = any Smith with M as first initial
    • 123%89 = all IDs starting 123 and ending 89
  – Underscore (_) indicates one character
    • Smit_, Cindy = Cindy Smitt, Smith, Smite....

• Date fields:
  – Day-month-year
  – Typing a “t” and return will bring up today’s date
Short cuts

• Banner Function Keys (Help → Show Keys)
• Values for that cell (Help → List)
• Open 2nd window (File → Direct Access or F5)
• Move using Tab, not mouse to reduce processing errors
• Search Forms: GUIOBSJS
• Always look for “Options”
• Calculator
Short cuts

• My Banner Menu (GUAGMNU)
  – Right click on blank area of desired form; left click and select “Add to Personal Menu”
  – Or, go to GUAPMNU, select the desired forms, move them to your list, and give them useful names!
Finance: Finding details

• FTMVEND: Find if a vendor exists in Banner, and the address. Text (FOATEXT) will show if a conflict is known.
  – Your search format is important!

• FOAIDEN/SOAIDEN: Find if a person exists in Banner, and the address (like SPAIDEN)

• FTVCOMM: Search Commodities listing

• FTVLOCN: Find a campus location
Finance: Processing documents

- FZAREQN: Prepare a requisition
- FPARDEL: Cancel a requisition
- FPARCVD: prepare to receive part or all of order
- FPARTRN: record return of shipment
- FGAJVCQ or FGAJVCQM: Journal voucher entry or to see an incomplete JV
- FGIJSUM: See the FOPs and transfer amount of incomplete JV
Finance: Approving

• FOAUAPP: Approve/disapprove a requisition
• FOAAINP: Check status of documents waiting for approval
Finance: Find processed documents

• FOICACT: commodity list, FOP for REQ, INV, PO
• FGIOENC: open encumbrances for org and/or fund
• TSICSRV: view a student account to see if funds deposited
• FOIDOCH: doc = associated req/PO/inv/check
• FGIDOOCR: doc = description, amount, CFOP
Finance: Find processed documents

- FOADOCU: user + FY/doc/status/activity date= description, date, amount
- 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
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—can search by serial number, etc.
- **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
  – Scroll to bottom for full total!
Expenditures

- FGITRND: Transactions details (specify FY and period range, or all)
- FGIENCD: Encumbrance details
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
- **FZMRND**: 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)
- FZIGTRRD: 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
- NHRDIST: Details based on “F” document and C-FOP
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
Other tips

• PZAREDS: labor redistributions; use tabs instead of Options menu

• Hovering over field with short display may show the full information (FZAGRNT, FZAREQN, FTMVEND, etc.)

• Use the auto hint line

• Use the File menu for recent locations
Resources

• Banner Help Resource Documents:
  – OBFS > Training Center > Job Aids & Training Materials > Banner Help Resource Documents
  – http://www.obfs.uillinois.edu/training/materials/help-resources/
Questions / Other tips?