

A collage of four images on the left side of the slide: a green lawn with trees, a building with a tower, a classical archway, and a blue sky with clouds.

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

- Name: **Sherri Faith**

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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: GUIOBJIS
- 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 you 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 FGAJVCM: 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
- FGIDOCR: 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
- FAICKH: 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
- 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
- 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?