



## 2015 Administrative Leadership Conference

# Banner Finance Tips & Tricks

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# Workshop Presenters

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# Please ...



Turn off cell  
phones



Ask questions  
at any time



Avoid side  
conversations



Sign the  
attendance  
roster



Complete the  
evaluation at  
the end of the  
workshop

# Objectives

A yellow circle with a dark blue outline and a dark blue line extending from its top-left edge.

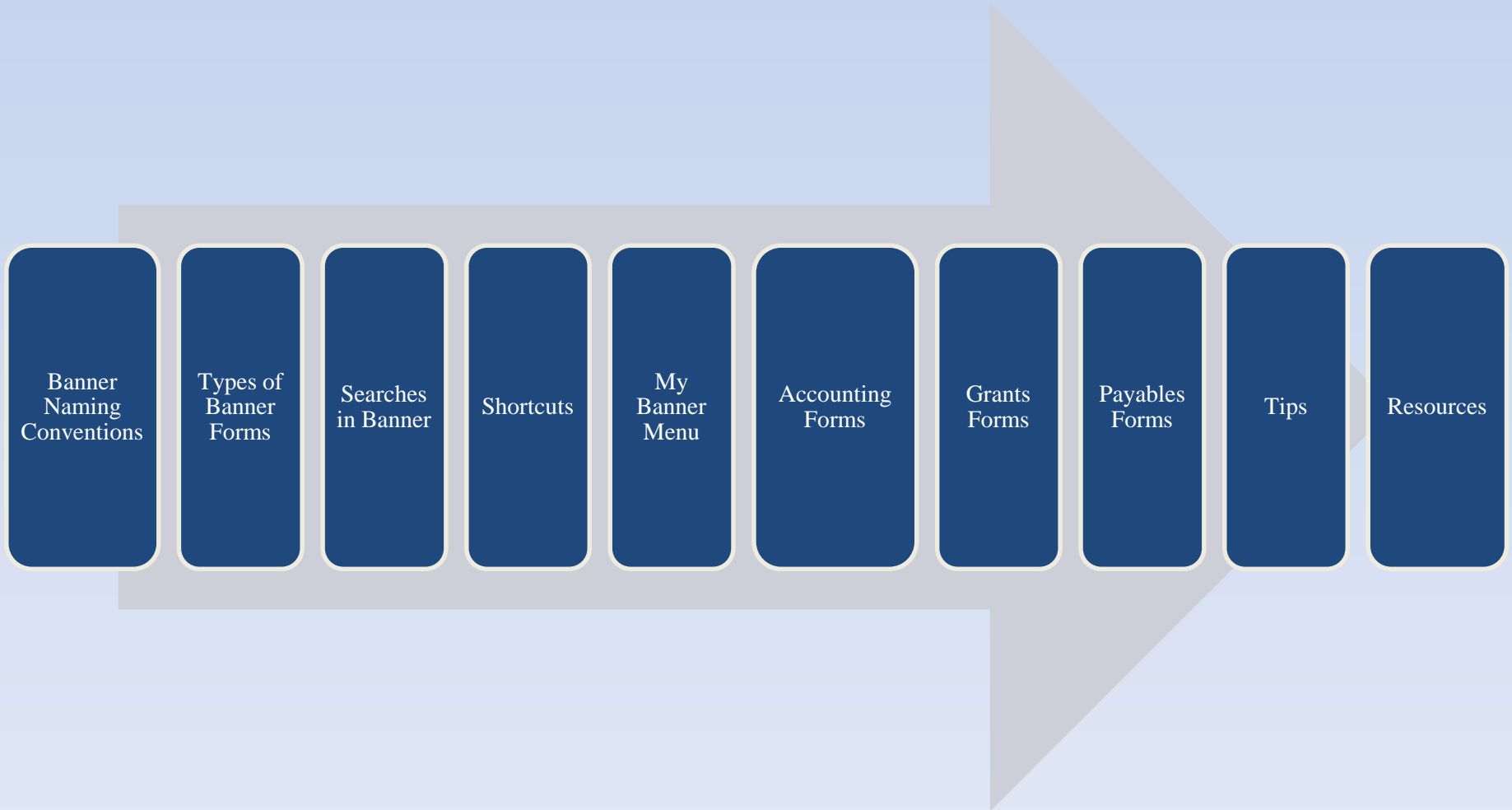
Use Banner more efficiently utilizing shortcuts and tips provided

A yellow circle with a dark blue outline and a dark blue line extending from its bottom-left edge.

Know the correct Banner form to use for different processes

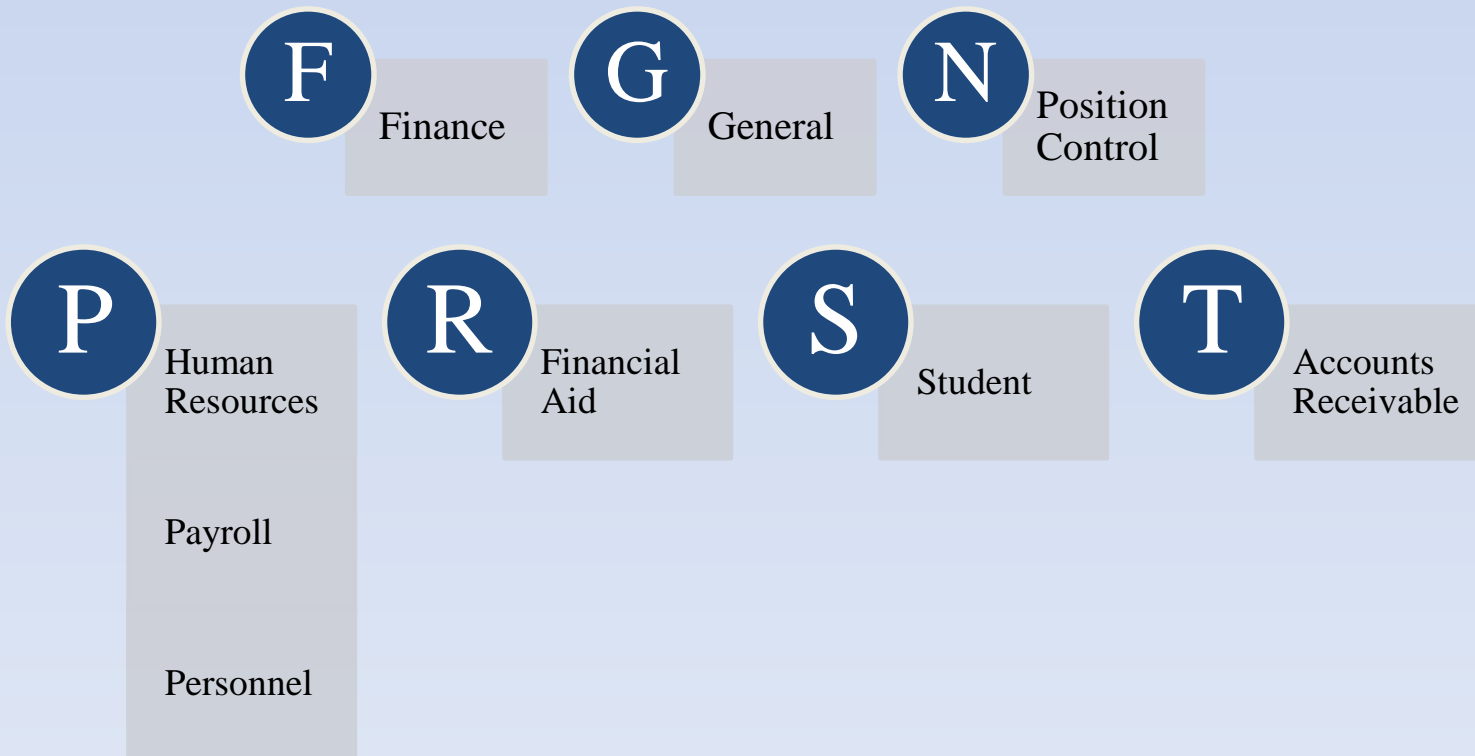


# Agenda



# Banner Naming Conventions

First position—Identifies the system, i.e.





# 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 & Procurement
- R = Research Accounting
- T = Validation Table/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**

*Repeating Table,  
Report/Process*

**V**

**Validation  
Form**





# Banner Naming Conventions

Positions 4, 5, 6, & 7—Unique Name  
for the form, report, or table

**FTVCOMM**

Validation table for  
commodity codes

**FGAJVCD**

Entry form for journal  
entries

**FGIDOCR**

Inquiry form for  
journal entries

**FTMVEND**

Maintenance form for  
vendor information

**FZIGITD**

Inquiry form for grant  
balances ITD

**FFIMAST**

Inquiry form to view  
Fixed Assets

# Types of Banner Forms

## Application Forms

- Used to enter, update, and view information

## Inquiry and Query Forms

- Used to look up existing information
  - Inquiry form can be opened from within another form or independently
  - Query form can only be access from another form

## Validation Forms

- Define values

## Maintenance Forms

- Used to update validation forms

# Searches in Banner

- Finance is case sensitive
- Percent sign (%) = unlimited amount of characters
  - Smith, M% = any Smith with M as first initial
  - 123%89 = all IDs starting 123 and ending with 89
- Underscore (\_) indicates one character
  - Smit\_, Cindy = Cindy Smitt, Smith, Smite....



# Shortcuts

- Banner Function Keys (Help → Show Keys)
- Values for cell (Help → List)
- Open 2<sup>nd</sup> window (File → Direct Access or F5)
- Calculator
- Dates
- Item Duplicate



# My Banner Menu

- Right click on blank area of desired form then left click and select “Add to Personal Menu”
- Go To GUAPMNU
  - Select desired forms
  - Move to your list
  - Give them useful names

# Accounting

FGIOENC

FGIDOCR

FOADOCU

FGIBDST

FGITBSR

FGITRND

FGIENC

# Grants

FZAGRNT

FZIGITD

FZIBDSG

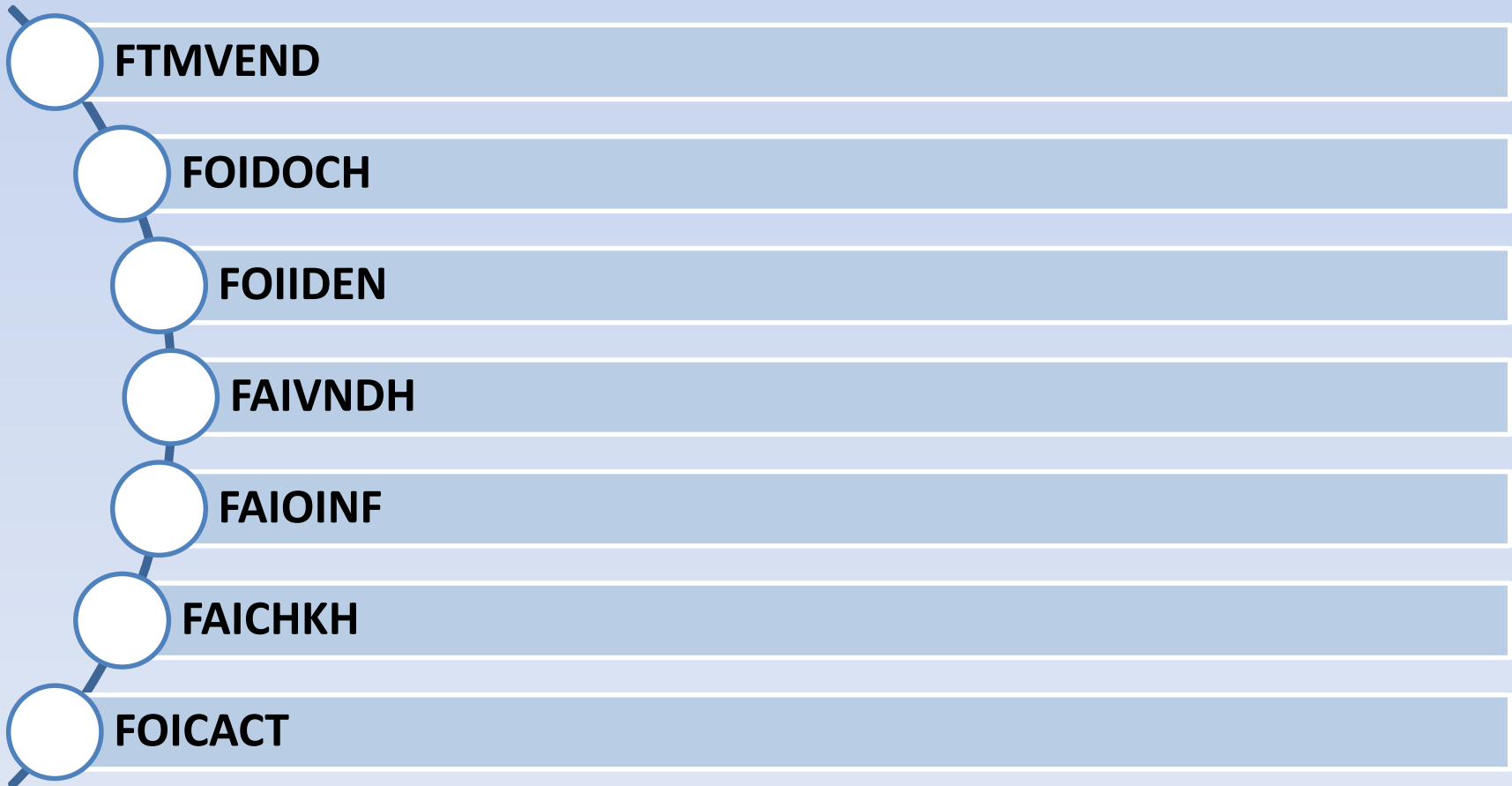
FZIBDET

FZIBILL

FRIPSTG

FRIORGH

# Payables







# Tips

- GUIOBS—to search for a form
- Look for “Options”
- Use Tab Key to move through forms
- Hover over field
- Auto hint line
- File menu



# Resources

- [Finance Systems Overview \(FN 100\)](#)
- [Banner Help Resource Job Aids](#)
  - [Banner Navigation Help](#)
  - [Customizing the “My Banner” Menu](#)
- [Guide to Banner Finance Forms](#)
- [Query Forms](#)
- [Financial Look Up Forms](#)



Questions / Concerns?