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

- Use Banner Finance more efficiently using shortcuts and tips provided

- Identify the correct Banner form to use for different processes

- Locate available resources

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

Customize My Banner

- 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!

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: GUIOBJS
- Always look for "Options"
- Calculator

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

- 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
- FOIAPPH: Who approved or denied a document

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

- FAICHKH: 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)

Customize My Banner

- General User Preferences (GUAUPRF)
  - Color schemes
  - My Links

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/
  - Customize User Preferences

Questions or Tips