



UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN



2009 BUSINESS LEADERSHIP CONFERENCE

Banner Tips and Tricks

March 17 9:00 am and 1:15 pm

Business Leadership at Illinois: Collaborating for a Brilliant Future

Workshop Presenters

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Please ...

- Turn off cell phones.
- Ask questions or comment 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

Banner Naming Conventions

- Second position—Identifies the module

–Finance

- A = Accounts Payable
- F = Fixed Assets
- G = General Ledger
- O = Operations
- P = Purchasing
- T = Validation form

–HR/Pay

- H = Time Reporting
- B = Budget
- 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

- Banner Function Keys (Help → Show Keys)
- Open 2nd window (File → Direct Access or F5)
- My Banner Menu (GUAPMNU) to create own menu and personalize titles
- Wildcards
 - Percent sign (%) indicates an unlimited number of characters
 - Underscore (_) indicates one character

Short cuts

- Searches in Banner:
 - Finance forms case sensitive; HR/Pay forms are not
- Date fields:
 - Day-month-year
 - Typing a “t” and return will bring up today’s date

Purchasing/Accounts Payable/Account Receivable

- FOAIDEN: Find if a person exists in Banner, and the address
- FTMVEND: Find if a vendor exists in Banner, and the address. Text will show if a conflict is known.
- FZAREQN: Prepare a requisition
- FTVCOMM: Search Commodities listing
- FOAUAPP: Approve/disapprove a requisition

Purchasing/Accounts Payable/Account Receivable

- FOIDOCH: See the status and numbers of any requisitions, purchase orders, and checks and invoices that for a related purchase
- FOADOCU: Find documents (Req, PO, Inv, Enc or JV) by user
- FPARCVD: prepare to receive part or all of order
- FPARTRN: record return of shipment

Purchasing/Accounts Payable/Account Receivable

- FAIOINF: Open invoices by CFOAP
- FAIVNDH: Find all payments to a vendor or UIN by FY
- FAIVINV: Search for details and payment status by the vendor number and document number
- FAICKH: Find payment details by check number
- FOICACT: Find commodity code, FOP for REQ, INV, PO

Fixed Assets

- FFIFALV: Master list (PTag, OTag, Description)
- FFIPROC: Procurement query (above plus poss. PO, invoice, location, cost, org, SN), etc.
- FTVLOCN: Location search form
- FTVCOMM: Search Commodities listing

Expenditures

- FGIBDST: balance summary for ledgers 1,2,6
- 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: Search for 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

- Guide to Banner Finance Forms:
http://www.obfs.uillinois.edu/jobaids/JA_GuidetoBannerFinanceForms.pdf
- Banner web-based courses (Finance and HR/Payroll):
<http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=training&xmldata=webbased>
- Banner job aids on navigation, naming conventions, searching, etc.:
http://www.obfs.uillinois.edu/jobaids/banner_help.shtml

Questions? More tips?