



**UNIVERSITY OF ILLINOIS**

AT URBANA-CHAMPAIGN

**2015 BUSINESS LEADERSHIP CONFERENCE**

# **Banner Finance Tips and Tricks**

---

*A Shared Vision*

---

# Presenters

## Sherry Faith

- Associate Director
- University Accounting & Financial Reporting
- [slfaith@uillinois.edu](mailto:slfaith@uillinois.edu)
- 217-244-7264

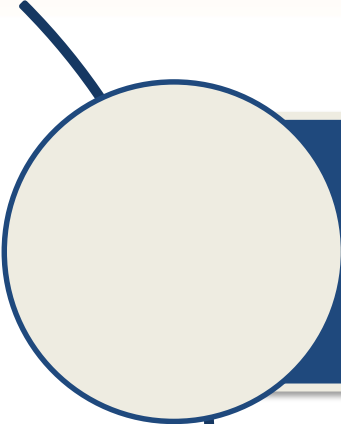
## Matt Murphy

- Assistant Director
- Grants & Contracts, Post-Award
- [murphymr@uillinois.edu](mailto:murphymr@uillinois.edu)
- 217-244-4766

## Jason Bane

- Senior Business & Financial Coordinator
- University Accounting & Financial Reporting
- [jabane@uillinois.edu](mailto:jabane@uillinois.edu)
- (217) 206-7848

# Objectives

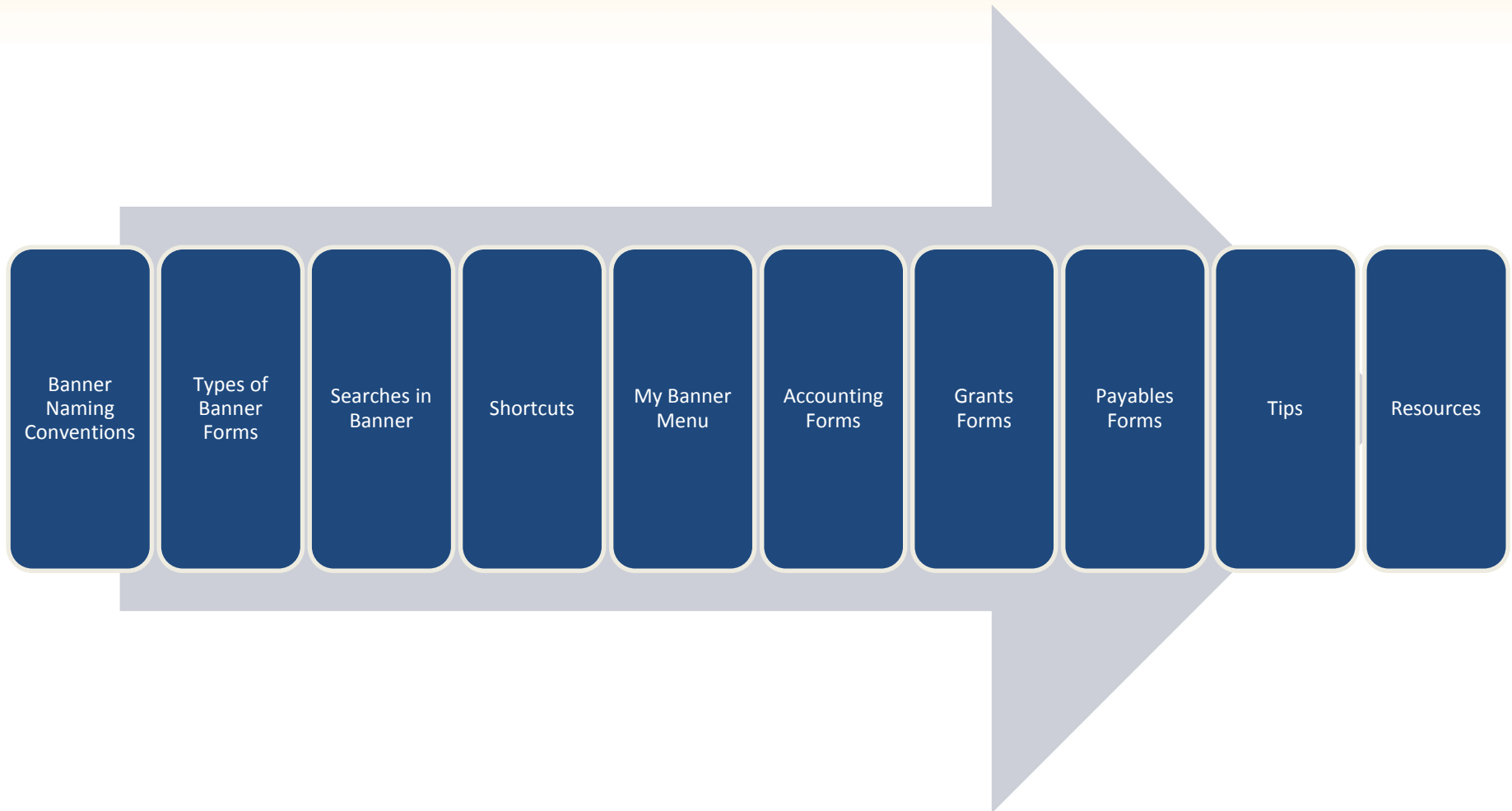


Use Banner more efficiently utilizing shortcuts and tips provided



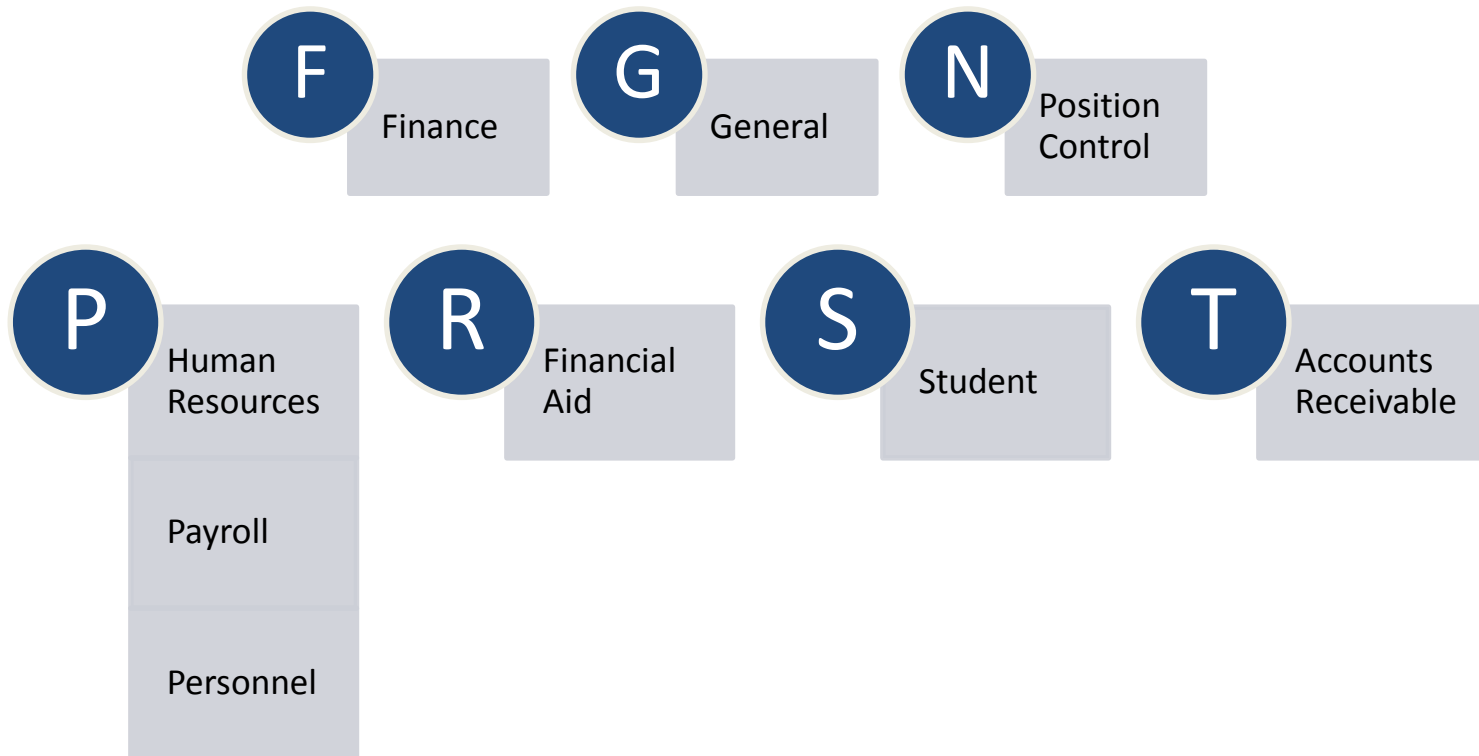
Know the correct Banner form to use for different processes

# Agenda



# Banner Naming Conventions

First position—Identifies the system, i.e.



# Banner Naming Conventions

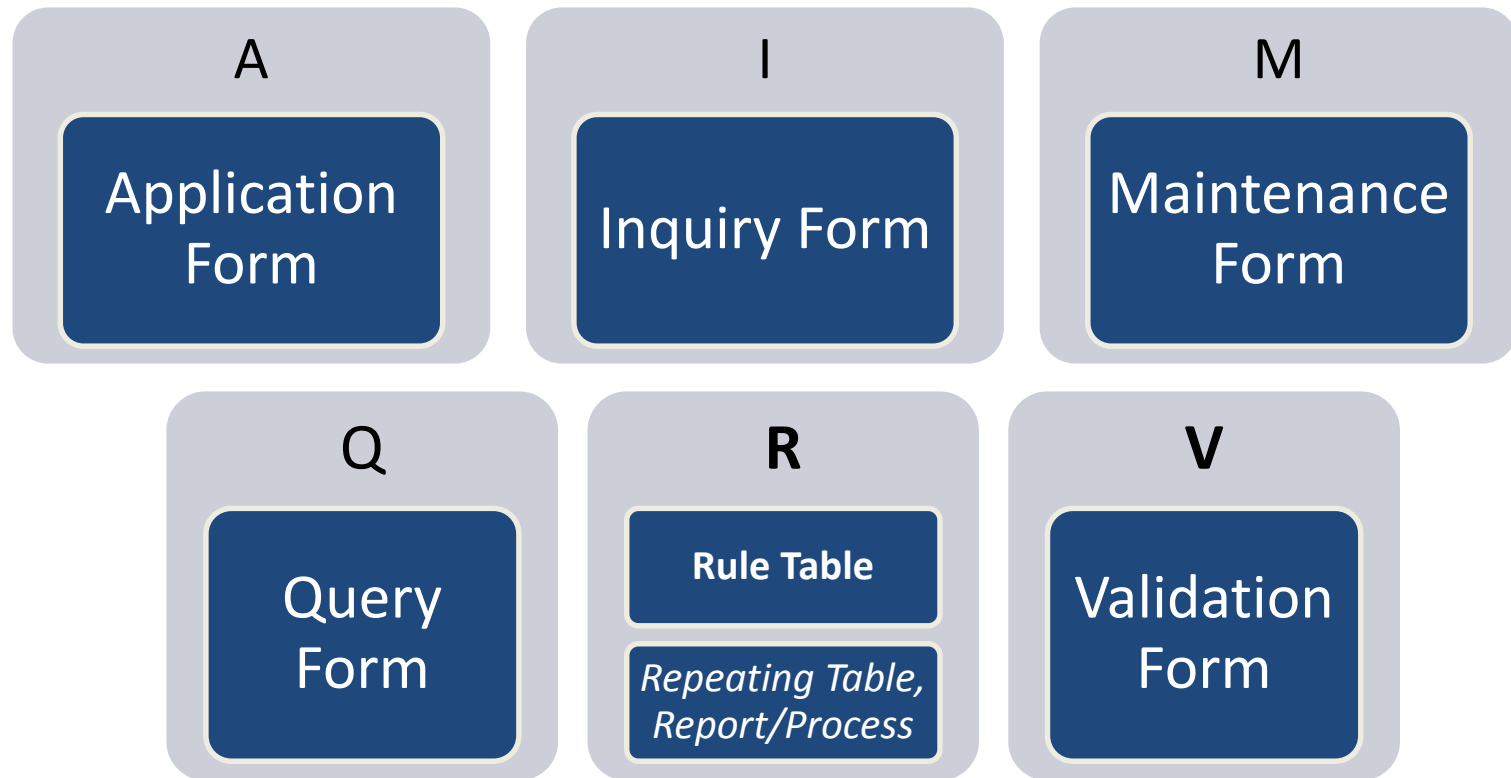
Second position—Identifies the module, i.e.

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



# 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....
- Query Searches Using One Field
- Query Searches Using Multiple Fields

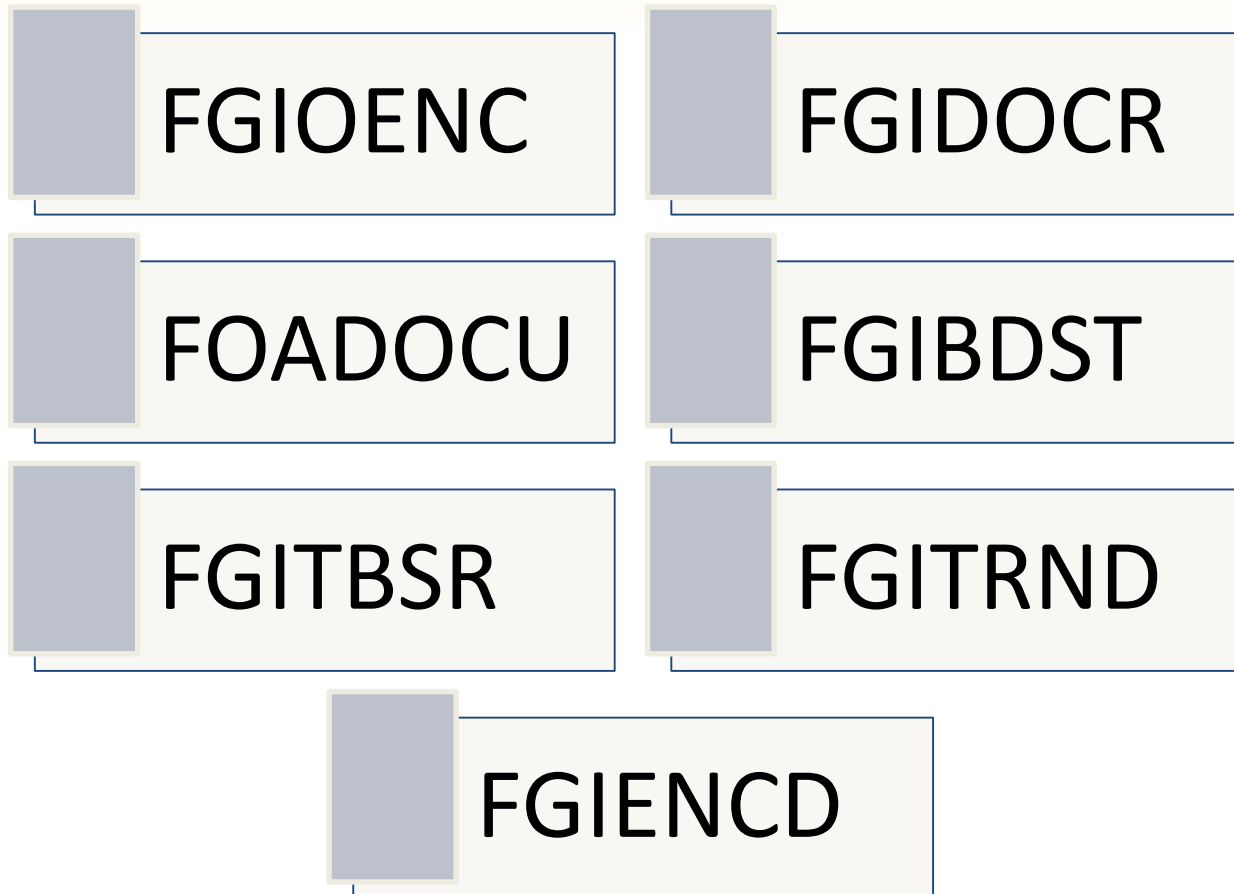
# Shortcuts

- 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



# Grants

FZAGRNT

FZIGITD

FZIBDSG

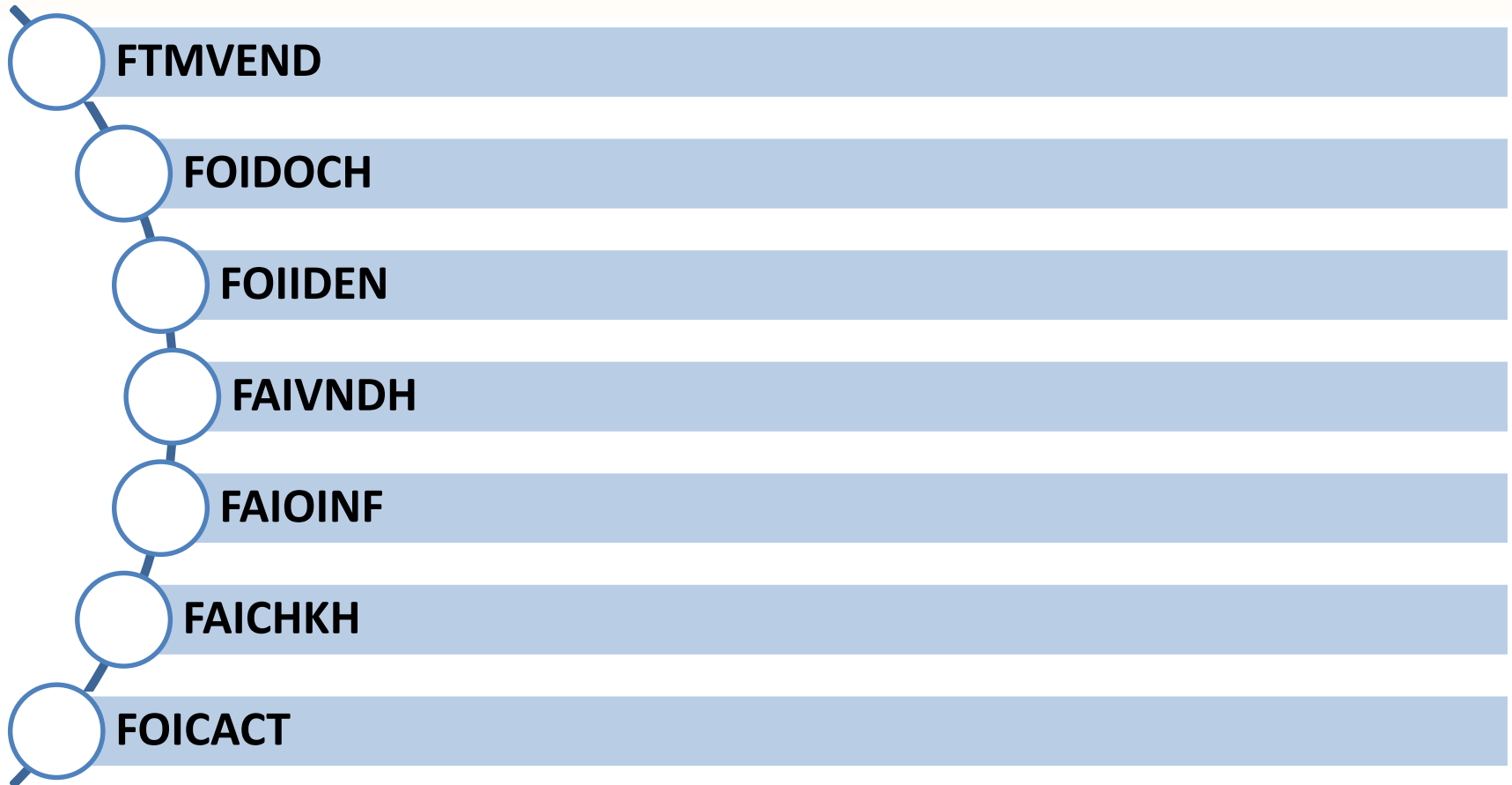
FZIBDET

FZIBILL

FRIPSTG

FRIORGH

# Payables



# Tips

- GUIOBJJS—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](#)

# QUESTIONS

Thank You!