

2016 BUSINESS ADMINISTRATORS SEMINAR SERIES

Banner Finance Tips and Resources

September 26, 2016

11:00 AM – 12:00 PM

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

707 South Morgan Street

Workshop Presenters

- **Sha’Ron Pruitt**
Associate Director of Finance and
Administration, School of Public Health
pruittsl@uic.edu

- **Jason Bane**
Senior Business and Financial Coordinator,
University Accounting and Financial Reporting
jabane@uillinois.edu

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: GUIOBJJS
- 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
- FAICCHKH: 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

- OBFS Home » Training Center » Job Aids & Training Materials » [Banner Help Resource Documents](#)
 - [Banner Navigation Help](#)
 - [Banner Function Keys](#)
 - [Guide to Banner Finance Forms](#)
 - [Query Searches Using Multiple Fields](#)
- OBFS Home » Training Center » Job Aids & Training Materials » [Introduction to Banner and Finance](#)
 - [Customize User Preferences](#)
 - [Customizing the “My Banner” Menu](#)

Questions or Tips