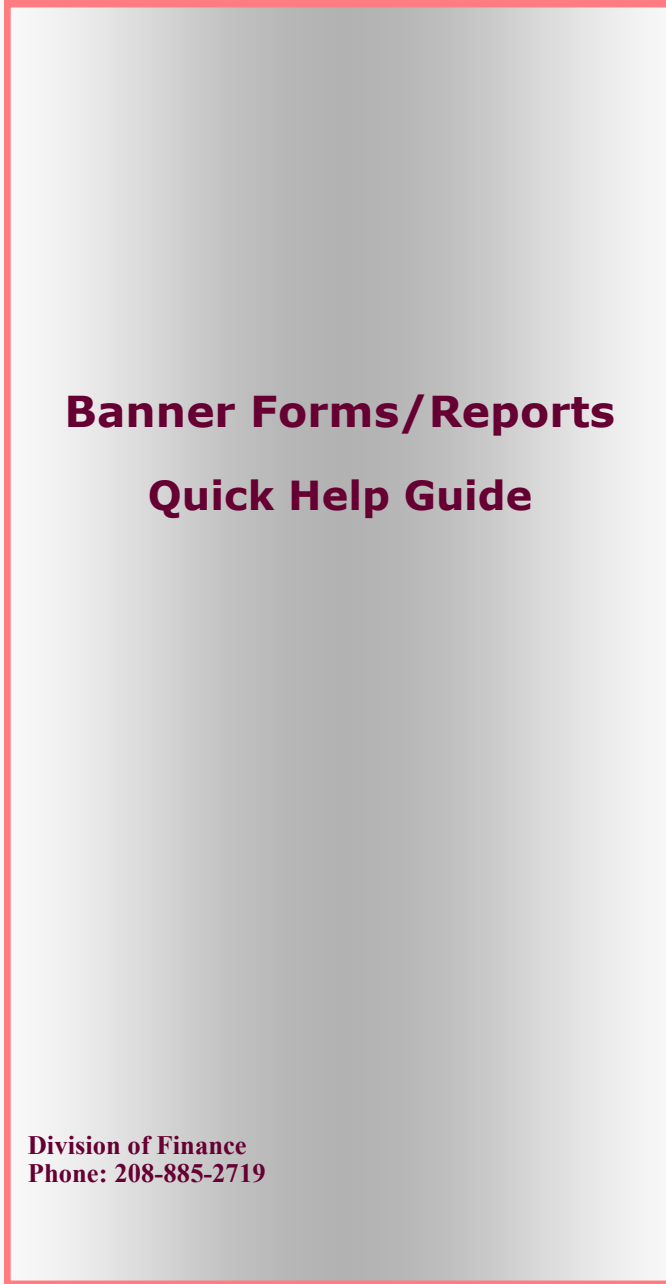




Division of Finance
Phone: 208-885-2719
Updated: August 2016



Banner Forms/Reports

Quick Help Guide

Division of Finance
Phone: 208-885-2719

Finance Forms/Screens

Notes

FAINVL	Invoice/Credit Memo List	Provides a list of open invoices/credit memos.
FAINVE	Invoice/Credit Memo Query	Allows the user to view on-line invoices. Information is limited, user may need to refer to FOIDDOCH.
FAIOINF	Open Invoices	Allows user to view open invoices by budget or FOAPAL.
FAIVHIS	Vendor History	Provides a summary listing of total invoice payments by vendor per year.
FAIVNDH	Vendor Detail/History	Allows the user to view all invoices paid to a vendor.
FGAJVCD	Journal Voucher Entry	Form used to create a financial document into Banner.
FGIBAVL	Budget Availability	Allows the user to view available budgeted funds. Includes all posted and non-posted transactions. On sponsored programs budgets does NOT include overhead on unposted items.
FGIBDST	Budget Status	Allows the user to view posted transactions expensed or credited to an organization. Can drill down to see transaction level detail via the options menu.
FGIDOCR	Document Retrieval	Allows the user to view posted documents.
FGIENCD	Detail Encumbrance Activity	Allows the user to view posted detailed transaction activity for an encumbrance.
FGIOENC	Organization Encumbrance List	Provides a list of all outstanding encumbrances for a specified organization.
FGITBAL	Trial Balance	Allows the user to query account balances for a fund. First page shows assets, liabilities, control accounts and current account balances. Hit F7 to enter a query, then type 4%, and hit F8. This will show your actual fund balance (expenses + revenue +/- transfers - encumbrances +/- beginning fund balance). Can drill down to see transaction level detail via the options menu.
FGITBSR	Balance Summary Form	Allows the user to see fund balance (balance does not include encumbrances). Can view total activity for a specific account (mainly use account codes that begin with the number 4...)

Notes

FOADOCU	Document Disapproval Form:	Allows the “originator” to disapprove a document before it goes through the next approval queue.
FOAAINP	Document Approval Form	Allows the user to locate a document in the approval process and identify who the next approver is.
FOIAPHT	Approval History Form	Displays the document approval history and status of a specific document.
FOIAPPH	Document Approval History	Displays the approval or disapproval a document has received.
FOIDOCH	Document History Form	Allows the user to view the status of Purchasing/Accts Payable transactions and ties associated documents together.
FPACHAR	Change Order Form	Allows you to enter a change order for a purchase order.
FPAEOCD	Encumbrance Open/Close Form	Allows user to close an existing purchase order encumbrance.
FPAPDEL	Purchase/Blanket Order Cancel	Allows you to cancel a Departmental Purchase Order that has been completed and posted.
FPAPURR	Purchase Order Entry Form	Allows you to enter a Departmental Purchase Order into Banner.
FPARDEL	Requisition Cancel Form	Allows you to cancel a Requisition that has been completed and posted, but no purchase order issued yet.
FPAREQN	Requisition Entry Form	Allows you to enter a Requisition into Banner.
FPIOPOF	Purchase Orders by FOAPAL	Provides a list of Purchase Orders by budget or FOAPAL.
FPIOPOV	Purchase Orders by Vendor	Provides a list of Purchase Orders by Vendor.
FPIPURR	Purchase/Blanket/Change Order Query	Allows a user to view a purchase order or change order, no matter what status it is in.
FPIREQN	Requisition Query	Allows a user to view a requisition, no matter what status it is in.
FTVORGN	Organization Code Validation Form	Allows a user to query on all budgets numbers (active or inactive), that have been set up for their area.

Finance Forms/Screens Continued

FWAIDEN	Identification Form	Shows you addresses, telephone, email, etc if not marked private.
FWAUSOR	Report User Query Form	Shows what budgets will print in certain reports.
FWIBAKO	Outstanding Documents Not Posted	Allows you to see documents for a budget that are incomplete or in approvals that affect budget availability.
FWIQBUD	Budgets in Approval Queue	Shows you what budgets and document types go through your approval queue.
FWIROLL	Roll-Up or Mid-level Query	Shows what budgets fall under a particular Roll-up or Mid-level.
FWIVEND	Vendor Maintenance	Allows the user to determine if W-9 is on the system and find specific addresses for a vendor.

Finance Reports

FGRGLTA	General Ledger Detail Transactions	Shows detailed transactions within the General Ledger.
FGRIDOC	Incomplete Document Listing	Lists incomplete documents for a specified user ID.
FGRORGH	Organization Hierarchy Report	Shows your midlevel, roll-up code and budget numbers that fall under a specific roll-up code (3 digit number). This helps to determine if budgets are in the correct area.
FWRBDRV	Budget Revenue Comparison	For UA, UB, UC funds only; compares the adjusted budget with revenue.
FWRDOAR	Detail by Org or Activity Report	Shows beginning adjusted budgeted amounts, expenses and/or income for a specific period, encumbrances and a cumulative balance by primary expense code; may also be printed by expense class code or activity code.

Human Resources Forms/Screens

NBAJOBS	Employee Jobs	Allows the user to check the status of an employee.
NBAPBUD	Position Budget	Shows permanent budgeted amounts and labor distribution.
NBAPOSN	Position Definition	Shows title number, page grade, person currently in that position.
NBIPINC	Position Incumbent List	Shows all individuals who have been appointed to that PCN.
NOAAPSM	Electronic Approval Summary	Personnel action (EPAF) approval form.
NHIDIST	Labor Distribution Data Inquiry	Show individual expenditures by earn code and organization.
NHIEDST	Employee Distribution Inquiry	Allows you see payments made for a specific period.
NOAAPSM	Electronic Approval Summary	Personnel action (EPAF) approval form.
NOAEPAF	Electronic Personnel Action Form	Allows you to create an EPAF for an Individual.
NTRPCLS	Position Class Rules	Title (class code) query form.
NWRVACT	Vacant Position Report	Shows positions in your Midlevel or Department that are currently vacant
NWRDERP	Departmental Employees Report	Shows various employee information including, job titles, pay rates, employee class, leave balances, etc.
PEAEMPL	Employee History Form	Shows hire dates, leave balances and other pertinent information.
PEAFACD	Faculty Information Form	Shows rank and effective dates of faculty.
PEIJTOT	Job Year To Date Totals	Shows you the gross earnings by person for a calendar year.
PHILIST	Pay Event List:	Shows list of payments made to that individual.

Finance Reports Continued

FWRDSTR	Statement of Changes	This report shows by org range; the beginning fund balance; YTD income; YTD expenditures; YTD transfers; current encumbrances; and the ending fund balance. Mostly used for income generating accounts with a single budget to fund relationship.
FWRITEM	Itemization Report	List of itemized expenditures and payroll by person for specific date range. Was originally created for grants, but you can now use any budget. Allows you to narrow down your start and end date by actual days instead of periods (ie: 01=July, 02=August, etc.)
FWROERP	Outstanding Encumbrance Report	Shows all outstanding encumbrances for specified budgets.
FWRPBSR	Budget Status Report	Report shows by organization, mid-level and fund type; the current adjusted budgeted amounts by primary expense; their associated expenditures for the selected period; the associated cumulative expenditures year –to-date; the current encumbrances; and the available balance.
FWRJVPR	Print Journal Voucher	Allows you to print a completed journal voucher; does not have to be posted.
FWRTPEC	Operating Budget/Primary Expense Class	Shows original budgets by primary expense as entered into Banner for the budget setting process.
GUAPMNU	Personal Menu	Allows you to input Banner forms and reports for direct access.
FOATEXT	General Text Entry	Allows you to add text to a Banner document.
FOAUAPP	User Approval	Allows user to access approval queue to approve documents.
FOAPOXT	Text Entry	Allows user to add text to a Purchase Order or Requisition after it has posted.
NWRSERP	Salary Encumbrance Report	This report displays YTD salaries paid, encumbered salary amounts and total annual salary that will be paid for the fiscal year and pay period entered.

Office of Sponsored Programs Continued

FRAGRNT	Grant Maintenance	Shows all of the basic grant/contract information, including PI, sponsor, responsible department, etc.
PWRGREM	Report of Employees Paid from Grant	Shows employees assigned to a budget for a specific fiscal year and whether they are active or terminated
FRIGITD	Grant Inception to Date	Shows information on all posted budget and expense transactions from the inception of the award. May be Narrowed down by the time period
FRIGTRD	Grant Transaction Detail	Shows detailed information on transactions. Available through the options menu of FRIGITD.
FWRSUMR	Grant Summary Report	Summarizes information by grant inception to date through specified end date. Allows for multiple selections or selection by sponsor ID. Included % time remaining and % funding remaining.
FWRBRTE	Roll-up Code Summary Report	Shows a summary of the roll-up information contained in FWRSUMR. Good for checking that spending is occurring at a reasonable rate.

Payroll Reports

FWRPEDR	Personnel Expenditure Report	Shows, by org and pay period, the personnel expenditures, by person. It includes salaries, irregular help, overtime and fringe benefits. (Must use legal paper.)
NWREMPS	Employee or Supervisor Report	Allows you to see who supervisors are by employee, department or mid-level.
NWREMPT	Employee Termination Report	Lists by organization roll-up, 01 suffix employees who do not have EPAF termination dates. Report shows terminations after specified date on parameter 1.
NWRPREX	Personnel Expenditures	Shows, by budget, and date as specified, name, hourly rate, and amount paid in each expense account code that is applicable (ie: E4105). Lists total wages and fringes paid.

Payroll Reports Continued

NWRPYSV	Salary Savings Report	Shows, by org., the estimated current fiscal year salary residuals at a point-in-time. Has detail about year-to-date and estimated expenditures, by person.
NWRTBSR	Budgeted Salary Report	Shows, by budget, PCN, name, title, classification, FTE %, annual salary, and percentage of salary for that budget for full time, board appointed positions.
PWRDIST	Payroll Distribution Detail with Adjustments	This report will display earnings codes, payroll salary amounts, and fringe benefit expenses by employee for the date range and Midlevel or Department Code entered.
PWRLEAV	Leave Taken	This report will display annual, sick and comp time amounts earned and taken for the date range specified.
PWRWTES	Web Time Entry Summary Report	Allows you to see the history or status of a time sheet. Uses legal paper, or do a "no print" to view all columns.
PWRWTES	Web Time Entry Summary Report	Allows you to see the history or status of a time sheet. Uses legal paper, or do a "no print" to view all columns.