Additional Quick Tips for Banner

FORM	DESCRIPTION
GUAPMNU	To personalize your MyBanner, can be renamed when moved so that you understand it. Find on the left the form or part of the desc you want to add and then click the single arrow pointing to the right to move it to your personal menu. After the item is moved and is present on the right side, you can rename the description to make it what you need.
Main menu	Go to File preferences to add header row to data extracts, enable titles, forms to be listed on the title or menu bar.
FOADOCU	Screen in which you can deny an unprocessed voucher, budget change that you initiated. This will allow you to then go back into it and change an end date, fund/org changes etc. and recomplete for approvals and processing. Must know doc #.
FZISBVW	This is the budget salary budget view. This screen does not show salary budgets for grants/contracts. This is for the budget office only. It will show where payments have been processed on grants for faculty/staff.
FGIOENC	List of encumbrances for department (by org). Must enter org number.
FGIENCD	For more detail information on an encumbrance including payments processed. Must know encumbrance number.
FOAAINP	This will show you whose queue a requisition, budget change is in. Must know document number.
FOIDOCH	To give you requistion number (REQ) , PO number (PO), invoice number (INV) and check number (CHK). Must know one of these to pull up information. Drill down is available by going to options on the various information to get to the input screens.
FRAGRNT	To know true start and end date, sponsor ID #, whether it is cost reimbursable or fixed price, grant or contract, whether federal or not (would have CFDA #), principal investigator, agency and title. (All grants start with a G).
FTMFUND	Must exsist for every grant in order for expenses to hit the grant. This is where you can find out the accountant in CGA responsbile for the award.
FRMFUND	Must exist is indirect costs (F&A) is to charge. If nothing exists, then F&A will not process. There can be multiple F&A rates per one grant based on various reasons but a separate fund will be present for each.
FRIPROP	To pull all proposals in which an award has been issed for a department (org) by dates. Must know and enter responsible organization and it is best to enter >30-SEP-20XX on project end date to get all current fiscal year information. OR, must know CWID for PI to pull up only those related to a particular faculty member.
FRIGRNT	Same as FRIPROP except a list of grants. This only gives you grants and not the multiple funds that could be tied to them. Must know org, CWID, etc.

FRIGITD   Grant inception to date information for budget, actual, encumbrances and available balances. You can narrow by dates (date from and to) , hierachy (such as 720 on account and click hierarchy), account summary for not as much budget, expense information (level 2 account types), fund summay (list of all funds tied to specific grant). Remember to always take out program code.

FOAUAPP   To know if a requisition or PO is sitting in an NSF queue.   Type in THUDSON in the use ID field and click next block. Click F7 and tab to document number and put R% or P% to find requisitions or POS in the NSF queue. Any in the NSF queue will have an NSF in the queue type instead of DOC. No fear in using THUDSON as it will only allow query since you have no authority to do anything.