

# **BANNER Forms and Reports for Sponsored Programs**

Office of Sponsored Programs  
Grant Administrator (GA) 101 Certification Program  
Session 5

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## Banner Forms & Reports – Grant Management

### 1) Where to look for general grant information:

- a. **Form: Notification of Award (non-Banner)** – Includes title, PI, budget per FGIBDST, report due dates, restrictions, subcontracts and cost share information. Currently only available to OSP.
- b. **Form: FRAGRNT** – Contains the same basic information shown in the top section of the notification of award. Specific restrictions or other information can be accessed through options menu to FOATEXT.
- c. **Form: FOATEXT** – Contains specific information regarding restrictions, subcontracts, billing information, extensions pending, etc. (see list).

### 2) How to find your budgets:

- a. **Report: FGRORGH** – Shows all budgets associated with a specific organization code as of specific date.
- b. **Form: FWIQBUD** – Shows list of budgets and types of documents that go through queue for a specific User ID. For grant budgets the information is sent to IT from OSP, so if budgets are missing notify your sponsored programs administrator.

<b>Budget:</b>	BGK964	<b>Title:</b>	USDA-CSREES Membrane Estrogen Recept
<b>Fund / Prog:</b>	D4A964 / 02ORO	<b>Agency:</b>	USDA-CSREES
<b>Proposal:</b>	08219	<b>Start:</b>	03-JAN-08
<b>Award/Contract:</b>		<b>End:</b>	31-JUL-08
<b>F&amp;A Rate/Base:</b>	0.0% /	<b>PI:</b>	Davis, Tracy L.

<b>Technical Report Due Dates:</b>
None

<b>Rebudgeting Restrictions:</b>
20% rebudgeting allowed

<b>Budget:</b>			
PE Code	Budgeted	Expenditures	Available Balance
05 - Operating Expense	\$10,000.00	\$0.00	\$10,000.00
<b>Total</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>

<b>Other Grantor Approval Required:</b>
None

<b>Disallowed Expenditures:</b>
No foreign travel

<b>Property Vests With:</b>
Equipment vests with sponsor

<b>Subcontracts:</b>
None

<b>Cost Share Committed:</b>	
01 - Salaries	\$10.00
02 - Fringe	\$15.00
05 - Operating Expenses	\$25.00
<b>Total</b>	<b>\$50.00</b>

Grant Maintenance FRAGRNT 7.2 (\* PROD \*) 05-FEB-2008 09:12 AM

Grant: ACK177 Proposal: 06619 Text Exists: Y

Main Grant Agency Location Cost Code Personnel Billing User Defined Data

Chart of Accounts: Responsible Organization: 007 Chemistry

Long Title: BATTELLE Advanced Environmental Studies

Title: BATTELLE Advanced Envir. Studi

Agency: BATTELLE Battelle

Principal Investigator ID: V00007814 Wai, Chien M.

Project Start Date: 01-AUG-2006 Project End Date: 30-SEP-2008 Proposal: 06619

Termination Date: Expenditure End Date: Pass Through Indicator

Status: A Active Status Date: 30-JUL-2006

Alternate Description:

Current Amount: 20,000.00 Cumulative Amount: 88,607.00 Maximum Amount:

Related Grant:

Grant Type: C Category: E Sub Category: 2

CFDA Number: 81.113 Sponsor ID: 27887

### FRAGRNT (Grant Maintenance)

- Enter a budget number and page down to see general information, such as granting agency, principal investigator, start & end date, responsible department/institute/college, total awarded, contract number (sponsor ID), etc.
- If there have been modifications increasing the amount of the award, the amount of the most recent modification will be in the "Current Amount" field.
- To see other contract requirements (e.g. early final, special invoicing, budget restrictions, etc) access FOATEXT through the options menu.

Type:  Code:  Default Increment:

Text	Print	Line
Itemization of Expenses	<input checked="" type="checkbox"/>	100
Payroll Report with invoice	<input checked="" type="checkbox"/>	101
Submit 2 invoices to:	<input checked="" type="checkbox"/>	111
Battelle, Pacific Northwest Division	<input checked="" type="checkbox"/>	112
ATTN: ACCOUNTS PAYABLE	<input checked="" type="checkbox"/>	113
PO Box 999, MSIN: J1-04	<input checked="" type="checkbox"/>	114
Richland, WA 99352	<input checked="" type="checkbox"/>	115
NO FOREIGN TRAVEL W/O PRIOR AGENCY APPROVAL	<input type="checkbox"/>	131
More funding pending - LT 12/18/07	<input checked="" type="checkbox"/>	157
3-year grant incrementally funded	<input type="checkbox"/>	176
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

**FOATEXT**

- Text regarding grant parameters may be accessed either through the options menu in FRAGRNT, or else by directly typing in FOATEXT, entering GRT in the "type" field, and the budget number in the "code" field, and then paging down.
- OSP has assigned specific line item numbers for specific grant conditions (see list).
- Items which are checked to print are specific to the billing process.

**REVISED FOATEXT LINE ITEM NUMBERS - effective 2/5/08**

**0-99: Closeout completion**

- 0 - Final invoice complete (date & initials)
- 1 - Cost share complete (date & initials)
- 2 - Final Financial Status Report complete (date & initials)
- 3 - Final Misc reporting done (date & initials)
- 5 - Cost share incomplete
- 6 - Termination certificate received
- 7 - IRF received

**100-125: Financial Unit Billing Information**

- 100 - Itemization of Expenses with invoice
- 101 - Payroll Report with invoice
- 102 - Additional invoice copies – quantity
- 103 - Cost Share on invoice
- 104 - Accrual information on invoice
- 105 - Accompanying documents (progress report, etc)
- 106 - Special forms or electronic invoicing details
- 107 - Other budgets are tied to this award (LOC only)
- 108 - Commission or other annual closeout required.
- 109 - \$0 invoice required
- 110 - Periodic financial reporting required (SF-269 or 272)
- 111 – 125 Other miscellaneous instructions such as addresses, etc

**126-140: Allowability**

- 126 - No rebudgeting without agency approval
- 127 - XX% rebudgeting allowed
- 128 - \$xxxx rebudgeting allowed
- 129 - No capital outlay (over \$5000)
- 130 - No tuition
- 131 - No foreign travel or no travel
- 132 - Other Restrictions
- 133 - 90-day pre-award taken
- 134 - Major program
- 135 - No carryforward
- 136 - Automatic carryforward allowed
- 137 - Modular award

**141-150: Subcontract Information (Contractee(s) and amounts)**

**151-175: Other Information**

- 151 - Federal pass-through contract #
- 152-153 Additional CFDA numbers
- 154 - Cost share requirement
- 155 - Equipment vests with Agency
- 156 - Time extension pending (date & initials)
- 157 - Additional funding pending (date & initials)
- 158 - Final in 30 days
- 159 - Final in 45 days
- 160 - Final in 60 days
- 161 - Special F&A distribution %
- 162 - No F&A return on waived OH
- 163 -
- 164 - National Science Foundation survey code
- 165 - ACUC number/renewal date
- 166 - HAC number/renewal date
- 167 - Biohazard number/renewal date
- 168 - Radiation number/renewal date

**176-200: Other Miscellaneous Information**

Process: FGRORGH Organization Hierarchy Report

Parameter Set:

Printer Control

Printer:

Special Print:

Lines: 52

Submit Time:

Parameter Values

Number

Parameters

Values

Number	Parameters	Values
01	Chart of Accounts	9
02	As of Date (DD-MON-YYYY)	08-FEB-2008
03	Organization	007
04	Show Active Organizations	Y

Submission

Save Parameter Set as

Name: Description:

Hold

Submit

**FGRORGH (Organization Hierarchy Report)**

- Shows all budgets associated with a specific organization code as of specific date.
- Need to specify chart "9" in parameter 01.
- Parameter 04 allows report to be run for only active budgets.





User ID: LISAB  
 Document Type:  Document Description:   
 Organ Code:

**Budgets in Approval Queue for User: LISAB**

Document Type	Chart	Fund Code	Orgn Code	Acct Type	Acct Code	Prog Code
Invoice or Claim Voucher	9		067A			
Journal Document	9		067A			
Purchase Order or Dept PO	9		067A			
Requisition	9		067A			
Invoice or Claim Voucher	9		BJC013			
Journal Document	9		BJC013			
Purchase Order or Dept PO	9		BJC013			
Requisition	9		BJC013			
Invoice or Claim Voucher	9		BJC045			
Journal Document	9		BJC045			
Purchase Order or Dept PO	9		BJC045			
Requisition	9		BJC045			
Invoice or Claim Voucher	9		BJC046			
Journal Document	9		BJC046			
Purchase Order or Dept PO	9		BJC046			
Requisition	9		BJC046			
Invoice or Claim Voucher	9		BJH102			
Journal Document	9		BJH102			
Purchase Order or Dept PO	9		BJH102			
Requisition	9		BJH102			

**FWIQBUD (Query of Budgets in your Queues)**

- Shows list of budgets and types of documents that go through queue for a specific User ID.
- For grant budgets the information is sent to IT from OSP, so if budgets are missing notify your sponsored programs administrator.

## Banner Forms & Reports – Expense & Balances Management

### 1) How to access your current budget balance information:

- a. **Form : FGIBAVL** – Gives a current balance by primary expense (PE) category for this fiscal year. This balance INCLUDES unposted items in the approval queue, but not the indirect expense (if any) associated with those items.
- b. **Report: FWRSUMR** – Summarizes the total budget from the start date of the grant, expenses through the date specified, encumbrances, remaining budget, percent of budget remaining and percent of time remaining. This report DOES NOT include any unposted items that are in the approval queue (see FWIBAKO for unposted items).
- c. **Report: FWRDOAR** – Reports expenses only for specific period range of a particular fiscal year. Can be run for a range of budgets, a range of accounts or funds, and with varying levels of detail or breaks. Run RECAP ONLY for report by Primary Expense code. This report does not include unposted expenses.

### 2) How to see expenses for a specific time period:

- a. **Form: FRIGITD** – Banner assumes information for life of grant is desired unless specific dates or fiscal years entered prior to page down. To get accurate totals must go to bottom of list. Options menu allows for drill-down to specific transactions.
- b. **Report: FWRITEM** - Summary report will give expenses for the designated period by expense code, as well as a sub-total by PE code and a total for the period. Detail report will also give transaction detail for PE categories 04 (travel), 05 (operating expense), 06 (capital >\$5K), 07 (capital <\$5K), 10 (tuition & training). Always run award by “g” (grant code).
- c. **Report: FWRDOAR** – See 1)c. Limited to expenses within a single fiscal year.

### 3) Where to look for a particular POSTED expense:

- a. **Form: FRIGTRD** – Screen which allows querying based on grant, e-code (account), period, fiscal year, or specific time period, etc. Use the options menu to query document and see specifics of transaction. This screen is also the “drill-down” screen from a number of other forms (see below).
- b. **Form: FRIGITD** – See 2)a. Drill down (cursor must be in account column) to get to specific expense or specifics of transaction in FRIGTRD.
- c. **Form: FGIBDST** – Same information as FRIGITD, but only for fiscal year specified. Drill down to get to specific expense or specifics of transaction in FRIGTRD.
- d. **Form: FGIDOCR** – Can access any kind of posted document (invoice, CV, Credit Card, Journal Entry, etc.) and shows how document posted, including overhead charged. Document text is accessible through the options menu.

### 4) Where to look for a particular unposted expense:

- a. **Form: FWIBAKO** – Query on budget number to see specific documents either incomplete or still in approval queue. Cannot see drill down to see specific item information from this screen.
- b. **Form: FOADOCU** – If User ID is known, can query to see status, and, if you are the originating user can deny document so that changes can be made. Options menu allows drill-down to document specifics, approval history (FOIAPPH), and document history (FOIDOCH). Note: All users should check this screen periodically for incomplete documents.

- c. **Form: FOIAPPH** – Shows history of approvals and disapprovals.
- d. **Form: FOAAINP** – Show list of next scheduled approver(s).
- e. **Form: FOAUAPP** – To access documents pending in your queue.
- f. **Form: FAIINVE or FOIDOCH** – To determine the status of an unposted invoice if it does not show up on FOIAPPH. FAIINVE will show full document, FOIDOCH only shows status, but options menu will allow drill-down to FAIINVE.

**5) How to see active/close encumbrances:**

- a. **Form: FGIOENC (Organization Encumbrance List)** – Enter the fiscal year and budget number and page down to see all associated encumbrances.
- b. **Form: FPAEOCD (Encumbrance Open/Close)** – To close encumbrances at end of grant.



Process:  Grant Summary Report Parameter Set:

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Chart of Accounts	9
02	End Date	31-dec-2007
03	Beginning Grant	amk141
04	Ending Grant	amk141
05	Fund Type Code	%
06	Mid-Level code	%
07	Department Code	%
08	Print all mid-level totals	y

**Submission**

Save Parameter Set as Name:  Description:   Hold  Submit

Inception Date: 15-AUG-04  
End Date: 14-AUG-08

Budget/Title: AMK: ISU: Wide-Band-Gap Semi:cd  
P/I Manager:

Percent of Time Remaining: 16%

	ADJUSTED BUDGET	INCEPTION TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	MONEY REMAINING
01 Salaries	70,292.72	61,599.43	0.00	8,693.29	12%
02 Fringe Benefits	4,344.92	4,862.06	0.00	-517.14	-12%
03 Irregular Help	7,598.01	15,433.73	0.00	-7,835.72	-103%
04 Travel	9,650.00	11,841.27	0.00	-2,191.27	-23%
05 Other Expense	56,135.80	36,425.58	0.00	19,710.22	35%
06 \$5K or > Capital Outlay	10,000.00	6,642.25	0.00	3,357.75	34%
07 < \$5K Capital Outlay	2,000.00	1,680.79	0.00	319.21	16%
10 Trustee/Benefits	13,497.55	11,350.55	0.00	2,147.00	16%
Personnel Costs	82,235.65	81,895.22	0.00	340.43	0%
Other Direct Costs	91,283.35	67,940.44	0.00	23,342.91	26%
Indirect Costs	0.00	0.00	0.00	0.00	0%
GRANT TOTALS	173,519.00	149,835.66	0.00	23,683.34	14%

Process: **FWRDOAR**  Detail by Orgn or Actv Report

Parameter Set:

**Printer Control**

Printer:   Special Print:  Lines:  Submit Time:

**Parameter Values**

Number	Parameters <input type="button" value="v"/>	Values <input type="button" value="v"/>
01	Chart of Accounts:	9
02	Fiscal Year:	08
03	Beginning Period Range:	01
04	Ending Period Range:	01
05	Beginning of Orgn Range:	KIK992
06	Ending of Orgn Range:	KIK992
07	Beginning of Account Range:	
08	Ending of Account Range:	
09	Beginning of Fund Range:	
10	Ending of Fund Range:	
11	Beginning of Activity Range:	
12	Ending of Activity Range:	
13	Break on Orgn or Activity?	O
14	Break expense?	A
15	Print RECAP ONLY?	N

**Submission**

Save Parameter Set as Name:  Description:   Hold  Submit

**FWRDOAR (Detail by Organization or Activity Report)**

- Reports expenses only for specific period range of a particular fiscal year.
- Can be run for a range of budgets, a range of accounts or funds, and with varying levels of detail or breaks.
- Run RECAP ONLY for report by Primary Expense code.
- This report does not include unposted expenses.



University of Idaho  
 DATE: 08-Feb-2008  
 TIME: 10:47:23 AM

DETAIL TRANSACTION REPORT by Organization Code  
 Period: 01 - 01  
 JUL - JUL  
 Fiscal Year: 08

Page: 1  
 Orgn: KIK992  
 CRITFC Genetic Analysis OE

Date	Type	Number	Ref	Description	Fund	Actv	Budget	Expense	Reserve	Balances
Account Code E5023 (Express Mail) BEGINNING BALANCES										
16-JUL-07	INNI	I1190096		Federal Express	D49552		0.00	0.00	0.00	0.00
16-JUL-07	INNI	I1190096		Federal Express	D49552		0.00	12.00	0.00	0.00
16-JUL-07	INNI	I1190096		Federal Express	D49552		0.00	8.44	0.00	0.00
Account Code E5724 (Research Supplies) BEGINNING BALANCES										
03-JUL-07	E090	ENRL7000		ENCUMBRANCE ROLL	D49552		0.00	0.00	342.50	0.00
05-JUL-07	DNMC	I0028372	I1188126	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
05-JUL-07	DNEI	I0028372	I1184899	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
05-JUL-07	DNEI	I0028372	I1184898	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
05-JUL-07	DNEI	B1314576	I1184960	Qiagen Inc.	D49552		0.00	0.00	0.00	0.00
09-JUL-07	FORD	DP335658		Integrated DNA Tech Inc	D49552		0.00	0.00	34.00	0.00
10-JUL-07	DNEI	I0028446	I1186342	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
10-JUL-07	FORD	DP335660		Phenix Research Product	D49552		0.00	0.00	253.40	0.00
11-JUL-07	FORD	DP335659		Fisher Scientific Co.	D49552		0.00	0.00	50.37	0.00
12-JUL-07	DNEI	I0028498	I1186882	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
12-JUL-07	INEI	I1189760	DP335660	Phenix Research Product	D49552		0.00	0.00	0.00	0.00
12-JUL-07	INEI	I1189760	DP335660	Phenix Research Product	D49552		0.00	237.66	0.00	0.00
12-JUL-07	DNEI	B1315358	I1185665	Phenix Research Product	D49552		0.00	0.00	0.00	0.00
12-JUL-07	DNEI	B1315550	I1186964	New England Biolabs Inc	D49552		0.00	0.00	0.00	0.00
13-JUL-07	INEI	I1189932	DP335659	Fisher Scientific Co.	D49552		0.00	0.00	-50.37	0.00
13-JUL-07	INEI	I1189932	DP335659	Fisher Scientific Co.	D49552		0.00	50.37	0.00	0.00
17-JUL-07	DNEI	I0028610	I1186883	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
18-JUL-07	INEI	I1190868	DP335660	Phenix Research Product	D49552		0.00	0.00	-15.74	0.00
18-JUL-07	INEI	I1190868	DP335660	Phenix Research Product	D49552		0.00	0.00	0.00	0.00
18-JUL-07	INEI	I1191086	DP335658	Integrated DNA Tech Inc	D49552		0.00	0.00	-34.00	0.00
18-JUL-07	INEI	I1191086	DP335658	Integrated DNA Tech Inc	D49552		0.00	34.00	0.00	0.00
19-JUL-07	DNEI	I0028655	I1188236	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
26-JUL-07	DNEI	I0028802	I1189932	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
26-JUL-07	FORD	DP336191		Qiagen Inc.	D49552		0.00	2,449.27	0.00	0.00
26-JUL-07	FORD	DP335952		Fisher Scientific Co.	D49552		0.00	777.31	0.00	0.00
26-JUL-07	FORD	DP335662		Applied Biosystems	D49552		0.00	0.00	1,562.10	0.00
26-JUL-07	FORD	DP335661		Integrated DNA Tech Inc	D49552		0.00	0.00	145.40	0.00
30-JUL-07	INEI	I1192995	DP335662	Applied Biosystems	D49552		0.00	0.00	-1,352.02	0.00
30-JUL-07	INEI	I1192995	DP335662	Applied Biosystems	D49552		0.00	1,352.02	0.00	0.00
30-JUL-07	INEI	I1192998		Fisher Scientific Co.	D49552		0.00	59.50	0.00	0.00
30-JUL-07	INEI	I1192991	DP335952	Fisher Scientific Co.	D49552		0.00	0.00	-22.68	0.00
30-JUL-07	INEI	I1192991	DP335952	Fisher Scientific Co.	D49552		0.00	22.68	0.00	0.00
30-JUL-07	DNEI	B1317511	I1191086	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
30-JUL-07	DNEI	B1317511	I1191086	Fisher Scientific Co.	D49552		0.00	0.00	0.00	0.00
30-JUL-07	DNEI	B1317568	I1189760	Phenix Research Product	D49552		0.00	0.00	0.00	0.00
31-JUL-07	INEI	I1193210	DP335952	Fisher Scientific Co.	D49552		0.00	0.00	-358.88	0.00
31-JUL-07	INEI	I1193210	DP335952	Fisher Scientific Co.	D49552		0.00	358.88	0.00	0.00
31-JUL-07	INEI	I1193146	DP336191	Qiagen Inc.	D49552		0.00	0.00	-2,449.27	0.00
31-JUL-07	INEI	I1193146	DP336191	Qiagen Inc.	D49552		0.00	2,449.27	0.00	0.00
Account Code E5982 (Overhead) BEGINNING BALANCES										
							0.00	4,615.45	1,093.73	5,709.18
							0.00	0.00	0.00	0.00

**Chart of Accounts:** 9 ▾ **Grant:** ACK ▾ BATTELLE XXXXXXXXXX **Grant Year:**    
**Index:**  **Fund:**  **Organization:**   Fund Summary   
**Program:**  **Activity:**  **Location:**   Hierarchy   
**Account Type:**  **Account:**  **Account Summary:** All Levels ▾  By Sponsor Account   
**Date From (MM/YY):** 07 / 06 **Date To (MM/YY):** 02 / 08  Include Revenue Accounts

Account Type	Adjusted Budget	Activity	Commitments	Available Balance
E5199 E Other Professional Service	0.00	22.50	0.00	-22.50
E5345 E Testing/Grading/Inspecting	0.00	322.50	0.00	-322.50
E5365 E Private Auto-Out of State	0.00	33.95	0.00	-33.95
E5381 E Airfare-Out of State	0.00	737.80	0.00	-737.80
E5392 E Public Conveyance-Out of State	0.00	50.00	0.00	-50.00
<b>E5397 E Subsistence-Out of State</b>	<b>0.00</b>	<b>827.91</b>	<b>0.00</b>	<b>-827.91</b>
E5570 E Data Processing Software	0.00	26.67	0.00	-26.67
E5630 E R&M Machinery & Equipment	0.00	148.40	0.00	-148.40
E5724 E Research Supplies	0.00	3,370.13	0.00	-3,370.13
E5741 E Med Lab & Tech Supplies	0.00	844.17	0.00	-844.17
E5982 E Overhead	0.00	18,416.62	0.00	-18,416.62
E5990 E Non-State Empl Exp	0.00	894.20	0.00	-894.20
E6850 E Medical/Surgery/Lab Equipment	0.00	1,207.43	0.00	-1,207.43
E7140 E Tuition and Fees - Grad Assistants	0.00	14,700.52	0.00	-14,700.52
<b>Net Total:</b>	<b>88,607.00</b>	<b>72,893.99</b>	<b>0.00</b>	<b>15,713.01</b>

**FRIGITD (Grant Inception to Date)**

- **Adjusted Budget** is for the life of the grant through today including all modifications & budget transfers, unless "Date From" and "Date To" are specified.
- **YTD Activity** is expenses for the life of the grant unless "Date From" and "Date To" are specified.
- **Commitments** – encumbrances not yet paid for time period specified.
- **Available Balance** as of today after all posted expenses.
- If no data retrieved, check that all fields match (e.g. fund is correct for grant entered, no account type, etc.)
- To see available balance after all POSTED items scroll down to bottom of screen.
- To download information to Excel spreadsheet, go to "Help" menu "extract data no key" and hold down "Ctrl" key on your keyboard until dialog box saying "do you want to open this file" appears.
- Budgets that began before UI switched to Banner (start date will assume 1993) will not give you correct totals. Use FGIBDST for correct totals.
- If you enter specific "From Date," and the budget entries were not made during that time period the expenses will be correct, but not Available Balance or Adjusted Budget.
- Entire month will be included unless current month is the "Date To," in which case expenses through today will be included.

Process:

Parameter Set:

### Printer Control

Printer:

Special Print:

Lines:

Submit Time:

### Parameter Values

Number

Parameters

Values

Number	Parameters
01	Beginning Grant/PMS/Budget
02	Ending Grant/PMS/Budget
03	From Date
04	To Date
05	[D]etail, [S]ummary, or [B]oth

Values
AMK
AMK
01-JUL-2007
31-JUL-2007
B

### Submission

Save Parameter Set as

Name:

Description:

Hold

Submit

University of Idaho  
Itemized Expenditures by Orgn Code  
From 01-JUL-2007 To 31-JUL-2007

Orgn: AMK [REDACTED] - ISU- [REDACTED]

Salaries

E4105 Salaries	7127.28
	-----
	\$ 7127.28

Fringe Benefits

E4215 Workers Compensation	29.92
E4225 Retirement Contribution	439.08
E4230 Sick Leave Reserve	111.40
E4245 FICA Medicare	101.02
E4255 Unemployment Insurance	28.52
E4260 FICA	432.02
	-----
	\$ 1141.96

Operating Expenses

E5030 Telephone-Local Service	18.50
E5420 Non-Capital Office Equipment	35.91
E5560 Data Processing Supplies	9.25
E5724 Research Supplies	28.16
E5749 Other Specific Use Supplies	709.35
	-----
	\$ 801.17

Report Total	-----	\$ 9070.41
--------------	-------	------------

University of Idaho  
Itemized Expenditures by Orgn Code  
From 01-JUL-2007 To 31-JUL-2007

Orgn: AMK - ISU-  
-----

Salaries

E4105 Salaries 7127.28

-----  
\$ 7127.28

Fringe Benefits

E4215 Workers Compensation 29.92

E4225 Retirement Contribution 439.08

E4230 Sick Leave Reserve 111.40

E4245 FICA Medicare 101.02

E4255 Unemployment Insurance 28.52

E4260 FICA 432.02

-----  
\$ 1141.96

Operating Expenses

E5030 Telephone-Local Service

06-JUL-07 TC070607 JUN-TELEPHONE SERVICE 18.50

E5420 Non-Capital Office Equipment

30-JUL-07 Z0689862 0712-WAL MART 35.91

E5560 Data Processing Supplies

26-JUL-07 J0657764 Bookstore; 76A BATTERIES 2.50

26-JUL-07 J0657764 Bookstore; AA/4PK 3.25

26-JUL-07 J0657764 Bookstore; AAA 4PK 3.50

E5724 Research Supplies

20-JUL-07 I1191324 Oxarc Inc. 28.16

E5749 Other Specific Use Supplies

09-JUL-07 Z0689438 0622-REGAL PIEDMONT-DN 661.00

09-JUL-07 Z0689438 0625-HUNTINGTON MECHANICAL 48.35

-----  
\$ 801.17

Report Total

-----  
\$ 9070.41

COA	Grant	Index	Fund	Organization	Account	Program	Activity	Location	Commit	Year	Period	Date From	Date To
9	GFK677											20-MAY-2007	29-FEB-2008

Account	Organization	Program	Activity Date	Type	Document	Description	Field	Amount	Increase(+) or Decrease(-)
01	GFK677	02ORO	12-JUN-2007	BDPG	J0650347	wf Budget Set-Up	OBD	6,993.00	+
02	GFK677	02ORO	12-JUN-2007	BDPG	J0650347	wf Budget Set-Up	OBD	3,007.00	+
05	GFK677	02ORO	12-JUN-2007	BDPG	J0650347	wf Budget Set-Up	OBD	10,000.00	+
E4105	GFK677	02ORO	13-SEP-2007	HGNL	F0075213	HR Payroll 2007 UI 19 0	YTD	426.61	+
E4105	GFK677	02ORO	31-AUG-2007	HGNL	F0074963	HR Payroll 2007 UI 18 0	YTD	861.84	+
E4105	GFK677	02ORO	16-AUG-2007	HGNL	F0074729	HR Payroll 2007 UI 17 0	YTD	1,000.35	+
E4205	GFK677	02ORO	30-AUG-2007	HGRB	F0074983	HR Payroll 2007 UI 18 0	YTD	13.96	+
E4205	GFK677	02ORO	16-AUG-2007	HGRB	F0074751	HR Payroll 2007 UI 17 0	YTD	13.96	+
E4210	GFK677	02ORO	13-SEP-2007	HGRB	F0075234	HR Payroll 2007 UI 19 0	YTD	287.77	+
E4210	GFK677	02ORO	30-AUG-2007	HGRB	F0074983	HR Payroll 2007 UI 18 0	YTD	287.77	+
E4210	GFK677	02ORO	16-AUG-2007	HGRB	F0074751	HR Payroll 2007 UI 17 0	YTD	287.77	+
E4215	GFK677	02ORO	13-SEP-2007	HGRB	F0075234	HR Payroll 2007 UI 19 0	YTD	1.79	+
E4215	GFK677	02ORO	30-AUG-2007	HGRB	F0074983	HR Payroll 2007 UI 18 0	YTD	3.62	+
E4215	GFK677	02ORO	16-AUG-2007	HGRB	F0074751	HR Payroll 2007 UI 17 0	YTD	4.20	+
E4225	GFK677	02ORO	13-SEP-2007	HGRB	F0075234	HR Payroll 2007 UI 19 0	YTD	40.04	+
E4225	GFK677	02ORO	30-AUG-2007	HGRB	F0074983	HR Payroll 2007 UI 18 0	YTD	93.42	+
E4225	GFK677	02ORO	16-AUG-2007	HGRB	F0074751	HR Payroll 2007 UI 17 0	YTD	108.44	+
<b>Total:</b>								23,431.54	+

**FRIGTRD (Grant Transaction Detail)**

- This is a query screen. Once Grant Code and Date From/Date To are entered, page down and hit F8 key to get all records for period.
- May be queried on various fields, including Activity Date, Type, Document number.
- Data extract to Excel spreadsheet not available at this time.
- Drill-down to FGIDOCR (journal entries, feed documents) or FAIINVE (invoices, etc.) available in options menu.
- To get totals, use options menu "Query Total for All Records" or scroll to bottom.

**Chart:** 9  
**Fiscal Year:** 08  
**Index:** ACK  
 Query Specific Account  
 Include Revenue Accounts  
**Commit Type:** Both

**Organization:** ACK BATTELLE  
**Fund:** D4A BATTELLE  
**Program:** 02ORO Organized Research on Campus  
**Account:**  
**Account Type:**  
**Activity:**  
**Location:**

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
E5070	E	Conference/Registration Se	0.00	138.00	0.00	-138.00
E5345	E	Testing/Grading/Inspecting	0.00	7.50	0.00	-7.50
E5365	E	Private Auto-Out of State	0.00	33.95	0.00	-33.95
E5381	E	Airfare-Out of State	0.00	693.80	0.00	-693.80
E5392	E	Public Conveyance-Out of S	0.00	50.00	0.00	-50.00
E5397	E	Subsistence-Out of State	0.00	827.91	0.00	-827.91
E5724	E	Research Supplies	0.00	253.40	0.00	-253.40
E5741	E	Med Lab & Tech Supplies	0.00	406.88	0.00	-406.88
E5982	E	Overhead	0.00	8,185.41	0.00	-8,185.41
E6850	E	Medical/Surgery/Lab Equipr	0.00	1,207.43	0.00	-1,207.43
E7140	E	Tuition and Fees - Grad Ass	0.00	9,372.00	0.00	-9,372.00
R3711E	R	Grants & Contracts - Feder	0.00	35,236.53	0.00	-35,236.53
<b>Net Total:</b>			-50,949.54	0.00	0.00	

**FGIBDST (Organization Budget Status)**

- Enter chart of accounts (always 9), fiscal year, and budget number and page down.
- To extract data to Excel spreadsheet go to "Help" menu "Extract Data No Key" and hold down "CTRL" key on your keyboard until dialog box pops up saying "do you want to open this file."
- To drill down to specific items, go to "Options" "Transaction Detail Information" (FGITRND). You can then drill further down into specifics of transaction with "Options" "Query Document."
- **Adjusted Budget** is budget rollover from the last fiscal year, net of any budget transfers or modifications.
- **YTD Activity** is posted expense activity for this fiscal year.
- **Commitments** is amounts encumbered but not yet expensed.
- **Available Balance** is a total of the first three columns, but e-codes are not netted against PE codes.
- To determine the balance after posted expenses, reverse the signs (i.e. positive becomes negative and vice versa) on the "Net Total" in the "Adjusted Budget" column and the Revenue "YTD Activity" and add together (in this example  $\$50,949.54 - \$35,236.53 = \$15,713.01$ ).

Document: CV173672 Submission Number: Document Type: INV

**Header Information**

Transaction Date: 30-JAN-2008 Fiscal Year: 08 Fiscal Period: 07 Items: 5 Commit Type: U Text Exists: Y

**Detail Information**

Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	1	INNI	City of Twin Falls	25.92	+		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
9	EDK058	D48058	EDK058	E5870	011GF				N	12	

Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	1	GRIR	City of Twin Falls	4.85	+		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
9	XGY700	YXG700	XGY700	R3906E	07GAX						

**FGIDOCR (Document Retrieval Inquiry)**

- Enter a document number and page down to see posting information.
- Sequence first item is the expense code and budget being charged (only non-automatic entry).
- If there is overhead on the budget, then the second item is the revenue side of the overhead automatically charged out by Banner when the document posts.
- Item three increases the general ledger (FGITBAL) account for "Unbilled Charges" (0263).
- If there is overhead on the budget, then item four is the expense side of the overhead charge.
- Item five is the revenue automatically accrued by Banner when an expense posts.





Original User ID:  COA:  Fiscal Year:  Document Type:  Document:   
 Status:  Activity Date From:  Activity Date To:

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
P	JV	J0677685		0	Bookstore; ADOBE ACROBAT PRC	02-JAN-2008	159.00	
P	JV	J0677928		0	dh/provide funds for CO, 15	02-JAN-2008	19,848.48	
P	JV	J0677945		0	dh/provide funds for IH, OE	03-JAN-2008	375.00	
P	JV	J0677945		0	dh/provide funds for IH, OE	03-JAN-2008	1,176.48	
P	JV	J0678032		0	dh/provide funds for OE, fees	03-JAN-2008	42.00	
P	JV	J0678032		0	dh/provide funds for OE	03-JAN-2008	167.60	
P	JV	J0678597		0	dh/provide funds for travel	09-JAN-2008	2,400.00	
P	JV	J0679102		0	dh/provide addition support	10-JAN-2008	2,000.00	
P	JV	J0679132		0	dh/provide funds for TH	15-JAN-2008	2,783.80	
P	JV	J0679132		0	dh/provide funds for TH	15-JAN-2008	143.80	
P	JV	J0679140		0	dh/provide funds for TH, fringe	15-JAN-2008	1,238.16	
P	JV	J0679145		0	dh/provide funds for salary	15-JAN-2008	3,448.00	
P	JV	J0679174		0	dh/provide funds for TH	15-JAN-2008	20,000.00	
P	JV	J0679200		0	dh/transfer to pending hatch	14-JAN-2008	11,240.82	
P	JV	J0679314		0	dh/provide funds for CO >5K	14-JAN-2008	9,000.00	
P	JV	J0679316		0	dh/provide funds for CO >5K	14-JAN-2008	24,000.00	

**FOADOCU (Document by User)**

- Can enter any "Original User ID" but can only deny documents if they are your own and not yet posted.
- Must enter a fiscal year and COA (chart of accounts).
- Can further refine search by selecting document type, document number, status, or activity dates.
- Anyone who creates documents should periodically query on status of "incomplete." Incomplete documents will affect FGIBAVL balance.
- Options menu allows drill-down to document specifics, approval history (FOIAPPH), and document history (FOIDOCH).





User ID:

Document:

Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input checked="" type="checkbox"/>	REQ	R0013505			DEBBIEF	28,403.00	DOC	<input checked="" type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>		Queue: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	INV	CV169920		0	MSOHNS	21,219.00	DOC	<input checked="" type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>		Queue: <input type="checkbox"/>		
<input type="checkbox"/>	INV	CV171166		0	SHARONB	225.00	DOC	<input checked="" type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>		Queue: <input type="checkbox"/>		
<input type="checkbox"/>	INV	CV174817		0	RGROVES	358.17	DOC	<input checked="" type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>		Queue: <input type="checkbox"/>		
<input type="checkbox"/>	INV	CV175181		0	MSOHNS	2,475.00	DOC	<input checked="" type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>		Queue: <input type="checkbox"/>		
<input type="checkbox"/>	INV	CV175182		0	MSOHNS	3,124.00	DOC	<input checked="" type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>		Queue: <input type="checkbox"/>		

Invoice/Credit Memo Header FAIINVE 7.2 (\* PROD \*) 05-FEB-2008 08:45 AM

Invoice Date: 08-JAN-2008 Transaction: 02-FEB-2008 Cancel:   Document Accounting

Check Vendor:

Address Code: AP Sequence Number: 13  
 Street Line 1: 13633 Collections Center Dr  
 Street Line 2:   
 Street Line 3:

Collects Tax: N Collects no taxes  
 City: Chicago  
 State or Province: IL ZIP or Postal Code: 60693-3685  
 Nation:

Discount Code: 03 Payment Due: 04-FEB-2008  
 Bank:   
 Vendor Invoice: 5301573598  1099 Vendor  
 1099 Tax ID:   
 Income Type:

Receipt Required:  Receipt Required  
 Credit Memo  
 Text Exists  
 Direct Deposit Status: N  
 Direct Deposit Override

User ID: SHARONB  
 Activity Date: 02-FEB-2008

**FAIINVE (Invoice/Credit Memo Query)**

- Enter a document number and page down to see invoice/credit memo information
- Access options menu or continue to page down to see commodity information, accounting amounts, balancing/completion.
- If "Text Exists" box is checked, can access options menu to view FOATEXT for document.
- This screen is accessible via drilling down from a number of other forms.

Document History FOIDOCH 7.0 (\* PROD \*) 05-FEB-2008 08:50 AM

Document Type: INV Invoice or Claim Voucher Document Code: I1233962

Requisition	Status	Bid	Status	Purchase Order	Status	Issues	Status
R0012895	A			P0015743	A		

Invoice	Status	Check	Status	Return	Status	Receiver	Status
I1233962	C						

Asset Tag	Status	Asset Adjustment	Status

**FOIDOCH (Document History)**

- Enter a document type and document number and page down to see status information.
- Screen will identify other associated documents, such as requisitions, purchase orders, checks, and the status of each of those items.
- Use options menu to view definitions of each status indicator, or so see details of each document.

## Banner Forms & Reports – Payroll Management

### 1) How to verify labor distribution and salary amounts:

- a. **Form: PHAHOUR** – Shows pay rate, status, and budget distribution for a specific pay period. Through the options menu can also view various other forms such as leave balances and history, job details, etc.
- b. **Form: NBAJOBS** – Lists current as well as historical information on position, salary, labor distribution, deferred pay, supervisor and work schedule. Not pay period specific.

### 2) How to view or report on historical information:

- a. **Form: PHAHOUR** – See 1)a. and 2)a. Information is limited to a single pay period.
- b. **Form: PHILIST** – Shows history of gross and net pay for a specific employee. Can query on year or payroll number. Space for one comparative operator is also available when performing query (e.g. Payroll Number >10).
- c. **Form: NHIEDST** – Reports information for specific **employee** by PAID DATES (i.e. lagged from actual work time). Both salary and fringe information included. Can query information by budget, rule class, expense code (E41% for salaries, E42% for fringe).
- d. **Form: NHIDIST** – Reports information for specific **budget** by PAID DATES (i.e. lagged from actual work time). Both salary and fringe information included. Can query information by budget, rule class, expense code (E41% for salaries, E42% for fringe).
- e. **Report: FWRPEDR** – Reports information by budget or budget range with detail for each employee for a specified time period with one page generated per pay period within the dates specified. Lists both pay date and payroll number. Must be printed on legal-size paper, as it prints each fringe category. Best choice for payroll cost transfer backup.
- f. **Report: NWRPREX** – Reports information by budget or budget range with employee detail for specified time period. No breakdown of pay periods or fringe categories.
- g. **Report: FWRDOAR** - Can be run for salaries only (E41% in account range) or salaries and fringe (E41% to E42%). By paid date; no employee information.

### 3) Other miscellaneous reports:

- a. **PWRGREM (Report of employees paid from grant)** – By budget shows employees assigned to budget for a specific fiscal year and whether they are active or terminated. A budget range parameter is not currently allowed but has been requested.
- b. **NWRPYSV (Payroll Savings Report)** – By budget shows salaries in FGIBDST, salaries paid to date, estimated salaries through the end of the fiscal year, and potential salary savings or deficit. **Note that since grants are not budgeted based on fiscal years this report is only useful for departmental budgets.** Also note that if report is run during EPAF/payroll processing (see HR calendar) estimates will be off due to current payroll being in both expenditures to date and estimated expenditures.
- c. **NWREMPT (Employee Termination Report)** – This report will show all temporary people (01 suffixes on PCN) based on last date of employment. If you run for last date of employment after today will show all active.



Year: 2007 Payroll ID: UI Payroll Number: 14

**History Jobs**

ID: [redacted] Organization: 007 Disposition: 70 Complete  
 Position: 009051 01 Status: A Effective Date: 11-FEB-2007 Rate: 18.250000 Method: P

**History Earnings**

Total Units: .00 Total Hours: 40.00

Earnings Shift	Hours or Units	Generated	Special Rate	Amount	Attendance	SUN	MON	TUE	WED	THU	FRI	SAT
						Jun17	Jun18	Jun19	Jun20	Jun21	Jun22	Jun23
> REG	1	40.00	N	730.00	N		4.00	4.00	4.00	4.00	4.00	

**Time Distribution**

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
40.00	100.00	9	ACK177	D4A177	ACK177	E4105	02ORO				
40.00	100.00										

**PHAHOUR (On-Line Time Entry)**

- Year is calendar (not fiscal year).
- Payroll ID is always "UI."
- If you tab after entering the payroll number the selection criteria (ID number, organization , etc.) can be entered.
- See options menu for other pertinent forms.

### Payroll Deadlines FY 08

Pay #	Work Dates	Pay Date (Friday)	EPAF Deadline (Tuesday 5 pm)	Timesheets Available (Friday)	Time/Leave Entry Deadline (Tuesday 5 pm)
15	07/01/07 - 07/14/07	07/27/07	07/10/07	07/13/07	07/17/07
16	07/15/07 - 07/28/07	08/10/07	07/24/07	07/27/07	07/31/07
17	07/29/07 - 08/11/07	08/24/07	08/07/07	08/10/07	08/14/07
18	08/12/07 - 08/25/07	09/07/07	08/21/07	08/24/07	08/28/07
19	08/26/07 - 09/08/07	09/21/07	09/04/07	09/07/07	09/11/07
20	09/09/07 - 09/22/07	10/05/07	09/18/07	09/21/07	09/25/07
21	09/23/07 - 10/06/07	10/19/07	10/02/07	10/05/07	10/09/07
22	10/07/07 - 10/20/07	11/02/07	10/16/07	10/19/07	10/23/07
23	10/21/07 - 11/03/07	11/16/07	10/30/07	11/02/07	11/06/07
24	11/04/07 - 11/17/07	11/30/07	11/13/07	11/16/07	<b>**Monday** 11/19/07</b>
25	11/18/07 - 12/01/07	12/14/07	11/27/07	11/30/07	12/04/07
26	12/02/07 - 12/15/07	12/28/07	12/11/07	12/14/07	12/18/07
1	12/16/07 - 12/29/07	01/11/08	<b>**Wednesday** 12/19/07</b>	<b>**Friday** 12/21/07</b>	<b>**Wednesday** 01/02/08</b>
2	12/30/07 - 01/12/08	01/25/08	01/08/08	01/11/08	01/15/08
3	01/13/08 - 01/26/08	02/08/08	01/22/08	01/25/08	01/29/08
4	01/27/08 - 02/09/08	02/22/08	02/05/08	02/08/08	02/12/08
5	02/10/08 - 02/23/08	03/07/08	02/19/08	02/22/08	02/26/08
6	02/24/08 - 03/08/08	03/21/08	03/04/08	03/07/08	03/11/08
7	03/09/08 - 03/22/08	04/04/08	03/18/08	03/21/08	03/25/08
8	3/23/08 - 04/05/08	04/18/08	04/01/08	04/04/08	04/08/08
9	04/06/08 - 04/19/08	05/02/08	04/15/08	04/18/08	04/22/08
10	04/20/08 - 05/03/08	05/16/08	04/29/08	05/02/08	05/06/08
11	05/04/08 - 05/17/08	05/30/08	05/13/08	05/16/08	05/20/08
12	05/18/07 - 05/31/08	06/13/08	05/27/08	05/30/08	06/03/08
13	06/01/08 - 06/14/08	06/27/08	06/10/08	06/13/08	06/17/08
14	06/15/08 - 06/28/08	07/11/08	06/24/08	06/27/08	07/01/08

**\*\*Highlighted Deadlines Subject to Change\*\***

11/14/2007

Employee Jobs NBAJOBS 7.3D (\* PROD \*) 05-FEB-2008 11:43 AM

ID: [REDACTED] Last Paid Date: 26-JAN-2008  
 Position: 009051 Suffix: 01 Query Date: 13-JAN-2008

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/... Default Earnings Work Schedules Job Labor Distribution

Effective Date: 13-JAN-2008  
 Personnel Date: 30-DEC-2007  
 Status: Active  
 Title: 14002-Research Assistant  
 Job FTE: .500  
 Appointment Percent: 100.00  
 Encumbrance Hours:  
 Encumbrance Indicator: System Calculated  
 Hours per Day: 4.00  
 Employee Class: TA Teach/Resrch Assistants  
 Leave Category:  
 Change Reason: REAPT Reappointment  
 Employer Code: UI Regents, University of Idaho

Pay Plan  
 Group: 2008 Grade: GN  
 Table: GN Step: 0

Compensation  
 Rate: 18.25  
 Hours per Pay: 40.00  
 Assign Salary: 730.00  
 Factor: 26.0  
 Pays: 26.0  
 Annual Salary: 18,980.00

### NBAJOBS (Employee Jobs)

- An ID number and position number must be entered.
- To see historical changes use up arrow on keyboard (most recent is at bottom of list).
- Can access various other forms from options menu

ID:

Year	Payroll ID	Payroll Number	Sequence Number	Event Type	Disposition	History Date	Gross	Net
2008	UI	3	0	C Original	70	08-FEB-2008	730.00	637.69
2008	UI	2	0	C Original	70	25-JAN-2008	730.00	637.69
2008	UI	1	0	C Original	70	11-JAN-2008	730.00	637.69
2007	UI	26	0	C Original	70	28-DEC-2007	730.00	636.77
2007	UI	25	0	C Original	70	14-DEC-2007	730.00	636.77
2007	UI	24	0	C Original	70	30-NOV-2007	730.00	636.77
2007	UI	24	1	V Voided	70	30-NOV-2007	-730.00	-636.77
2007	UI	24	2	R Redistribute	70	30-NOV-2007	730.00	636.77
2007	UI	23	0	C Original	70	16-NOV-2007	752.00	653.47
2007	UI	23	1	V Voided	70	16-NOV-2007	-752.00	-653.47
2007	UI	23	2	R Redistribute	70	16-NOV-2007	752.00	653.47
2007	UI	22	0	C Original	70	02-NOV-2007	730.00	636.77
2007	UI	22	1	V Voided	70	02-NOV-2007	-730.00	-636.77
2007	UI	22	2	R Redistribute	70	02-NOV-2007	730.00	636.77
2007	UI	21	0	C Original	70	19-OCT-2007	730.00	636.77
2007	UI	20	0	C Original	70	05-OCT-2007	730.00	636.77
2007	UI	19	0	C Original	70	21-SEP-2007	730.00	636.77

**PHILIST (Pay Event List)**

- Enter ID number and page down to historical information.
- To see a specific calendar year query on year.
- To see information for a range of payrolls or dates can use comparison operator (<>).
- History date is date paid, not dates worked (2-week lag).

ID:

Home Organization:

Category:  From Date:  To Date:

Earnings	Deduction	Benefit Fund	Orgn	Account	Program	Activity	Location	COA	Rule Class	Hours	Amount	Amount Percent
USP		D49141	AMK	E4105	02ORO			9	HGNL	60.80	2,025.24	16.57
	WC8	D49141	AMK	E4215	02ORO			9	HGRB		8.50	.07
	ORD	D49141	AMK	E4225	02ORO			9	HGRB		1.86	.02
	ORP	D49141	AMK	E4225	02ORO			9	HGRB		30.18	.25
	ORT	D49141	AMK	E4225	02ORO			9	HGRB		187.50	1.53
	SL	D49141	AMK	E4230	02ORO			9	HGRB		55.70	.46
	FHI	D49141	AMK	E4245	02ORO			9	HGRB		28.22	.23
	UEM	D49141	AMK	E4255	02ORO			9	HGRB		8.10	.07
	FCA	D49141	AMK	E4260	02ORO			9	HGRB		120.68	.99
USP		D4A017	AMK	E4105	02ORO			9	HGNL	49.60	1,652.18	13.52
	WC8	D4A017	AMK	E4215	02ORO			9	HGRB		6.94	.06
	ORD	D4A017	AMK	E4225	02ORO			9	HGRB		1.52	.01
	ORP	D4A017	AMK	E4225	02ORO			9	HGRB		24.61	.20
	ORT	D4A017	AMK	E4225	02ORO			9	HGRB		152.96	1.25
	SL	D4A017	AMK	E4230	02ORO			9	HGRB		45.43	.37
	FHI	D4A017	AMK	E4245	02ORO			9	HGRB		23.02	.19
	UEM	D4A017	AMK	E4255	02ORO			9	HGRB		6.62	.05
<b>Totals:</b>										320.00	12,224.72	100.00

**NHIEDST (Employee Distribution Inquiry)**

- Enter or search for a V-number and page down to see information on salaries and fringe paid for a specific employee for all budgets the employee worked on during the time period.
- Remember that "From Date" and "To Date" are relative to dates paid, not dates earned.
- Form may be queried on various fields, such as Rule Class and Account.

Finance Document Number:

COA: 9

Index: ACK

Hierarchy Roll Up

From Date: 01-JUL-2007

To Date: 31-JUL-2007

Category: Expenses

Fund: D4A

Orgn: ACK BATTLE

Account:

Program: 02ORO Organized Research on Campus

Activity:

Location:

ID	Last Name	First Name	Middle Name	Earnings Code	Benefit Code	Hours	Amount	Debit or Credit
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	REG		40.00	730.00	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	REG		40.00	730.00	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	REG		40.00	730.00	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	REG		40.00	730.00	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		WC8		3.07	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		WC8		3.07	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		WC8		3.07	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		WC8		3.07	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		FHI		10.58	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		FHI		10.59	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		UEM		2.92	D
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		UEM		2.92	D
<b>Net:</b>						160.00	2,959.29	

**NHIDIST (Labor Distribution Inquiry)**

- Enter a budget number and page down to see information on salaries and fringe paid for a specific budget and time period by employee.
- Remember that "From Date" and "To Date" are relative to dates paid, not dates earned.
- Form may be queried on various fields, such as ID, Earnings Code, and Account.

Process:

Parameter Set:

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Payroll Year (YYYY)	2007
02	Beginning Date (DD-MON-YYYY)	01-JUL-2007
03	Ending Date (DD-MON-YYYY)	31-JUL-2007
04	Organization Code (Beginning)	ACK
05	Organization Code (Ending)	ACK
06	Print mode (E)xcel or (R)repor	R

**Submission**

Save Parameter Set as Name:  Description:   Hold  Submit

**FWRPEDR (Payroll Expense Detail Report)**

- For specified time period prints one page for each payroll, by employee, with all salary and fringe benefit expense codes detailed.
- Prints on legal paper.

ORGANIZATION: ACK TITLE: BATTLE

Payroll Date: 13-Jul-2007 Payroll Number: 14

NAME	Salaries (E4105)	Deferred Pay	Total Earned Salaries	IH (E4110)	IH Student (E4135)	Shift Differ (E4140)	Overtime (E4175)	Overtime Non-FLSA (E4180)	Comp Leave (E4190)	Life Insur (E4205)	Health Insur (E4210)	Plex Benefit (E4211)	Workers Comp (E4215)	Retire Contrib (E4225)	Sick Retire (E4230)	FICA Medicare (E4245)	Unempl Insur (E4255)	FI (E4260)
	730.00		730.00										3.07			10.58		
TOTAL	1,460.00	0.00	1,460.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.14	0.00	0.00	10.58		2.92



Process:

Parameter Set:

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Beginning Orgn Code:	ack
02	Ending Orgn Code:	ack
03	Start Date (DD-MON-YYYY):	01-JUL-2007
04	End Date (DD-MON-YYYY):	31-JUL-2007
05	Fund Type ('%' for all):	%
06	Employee Last Name(% for all):	%
07	(P)printer or (S)preadsheet	P

**Submission**

Save Parameter Set as    Name:     Description:      Hold     Submit

**NWRPREX (Personnel Expenditures)**

- For specified time period prints single report, by employee, with all salary expense code detail and summary fringe benefit information

nwrprex

Personnel Expenditures  
01-JUL-2007 - 31-JUL-2007

ACK [REDACTED] - BATTELLE [REDACTED]

Name	Hourly Rate	ACK [REDACTED] Pct	E4105 Total	E4110 Total	E4135 Total	E4175 Total	Total Wages	Fringe Total
[REDACTED]	18.25	100.00	1,460.00	0.00	0.00	0.00	1,460.00	6.14
[REDACTED]	18.25	100.00	1,460.00	0.00	0.00	0.00	1,460.00	123.67
			2,920.00	0.00	0.00	0.00	2,920.00	129.81

Process: PWRGREM Grant Employees List Parameter Set:

**Printer Control**

Printer: Special Print: Lines: 65 Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Enter the Orgn (Grant) Code:	ACK
02	Enter the Fiscal code (YYY)	2008

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

pwrgram.pc Employees Paid from Grant 06-Feb-2008  
 Organization: ACK Fiscal Year: 2008

<u>Orgn</u>	<u>Name</u>	<u>ID</u>	<u>Job Status</u>
ACK			A

1 persons found.

Process:

Parameter Set:

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

**Parameter Values**

Number	Parameters	Values
<input type="text" value="01"/>	Beginning Orgn:	aix
<input type="text" value="02"/>	Ending Orgn:	aix
<input type="text" value="03"/>	Midlevel:	%
<input type="text" value="04"/>	Fund type:	%
<input type="text" value="05"/>	For (P)rinter or (S)preadsheet	P
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

**Submission**

Save Parameter Set as Name:  Description:   Hold  Submit

**NWRPYSV (Payroll Savings Report)**

- Use report for departmental budgets only, since grant budgets are not based on fiscal years.
- Report first looks at the budget from FGIBDST for the fiscal year, then subtracts out the salaries already paid, and the estimated salaries to be paid through the end of the fiscal year OR the employee term date if term date is prior to end of fiscal year.
- Estimates are based on multiplying the most recent payroll by the number of payrolls left in the fiscal year or prior to the employee term date if terminating prior to fiscal year end.
- This report should not be run during EPAF/payroll processing time (see HR calendar) as the current payroll will show up in both "expenditures to date" and "estimated expenditures" so reported saving will be inaccurate.

nwpjysv

Estimated Salary Savings for Fiscal Year 08  
As of 07-FEB-08 11:36 a.m.

AIX - Philosophy

Posn Name	Posn Title	NBAJOBS Ann. Sal*	Orgn Pct	AIX019 Ann. Sal	Expenditures To Date**	Estimated Expenditures	Estimated Salary Diff.
0260	[REDACTED]	48,131	1.0000	48,131	29,538	18,512	82
0261	[REDACTED]	82,790	0.7490	62,010	49,204	23,850	<11,044>
0262	[REDACTED]	40,030	1.0000	40,030	24,634	15,396	0
0262	[REDACTED]	53,622	1.0000	53,622	3,500	0	50,122
0262	[REDACTED]	53,622	1.0000	53,622	1,832	0	51,790
0263	[REDACTED]	68,432	1.0000	68,432	41,973	26,320	139
0264	[REDACTED]	55,224	1.0000	55,224	33,838	21,240	146
0270	[REDACTED]	15,851	1.0000	15,851	9,755	6,097	0
9085	[REDACTED]	11,001	1.0000	11,001	6,770	4,231	0
9085	[REDACTED]	24,008	0.6250	15,005	8,657	5,771	577
9086	[REDACTED]	27,019	0.3335	9,011	5,195	3,466	350
				214,894		124,883	

Budgeted salary on FGIBDST:  
Expenditures 350,556

JE Expenditures To Date: 0  
Salary Expenditures To Date\*\*\*: <214,894>  
Estimated Salary Expenditures: <124,883>  
All Other Expenditures To Date: 0  
Estimated Salary Savings: 10,779

\* NBAJOBS Annual Salary may show \$1 if the employee has terminated.  
\*\* Expenditures To Date column does not include lag pay but does include overtime pay (E4175) if applicable.  
\*\*\* If the salary expenditures to date are different than the expenditures to date, query the organization using FGIBDST. Look under account E4105 year-to-date activity for 'JE' type where Document is like 'LAG.....'