Chart V Labs – FAQs

Chart V Lab- Frequently Asked Questions
Updated: 2/22/19

Questions from Chart V Lab on February 20th, 2019

1. How do you find the status of a journal document?
   If you don't know the journal document number:
   Run FGRIDOC (incomplete document listing) to get a report of all incomplete documents with your username.
   Go to VandalWeb > Finance > Approve Documents > Submit Query and you will see all the pending documents that you have originated at the bottom of the list.

   If you know the journal document number:
   Go to FGIJVCD and query on the document.

   If the status is "I" then it was most likely disapproved. Check GUAMESG (general messages) for reason. Or check FOIAPHT (approval history) to see the user who disapproved it.
   If the status is "C" then it is in an approval queue. Check FOAAINP (document approval) to see whose queue it is in.

   If you prefer to use Vandal Web, you can go to Finance > View Document, then Choose type and enter the document number, then hit the Approval History button to see the approval history and whose queue it is in. You can also choose View Document to view the journal and see its status.

2. Where can we find a list of Banner forms or reports?
   There is a Banner Forms and Reports Help Guide available on the General Accounting website at https://www.uidaho.edu/finance/controller/general-accounting under Resources. An Excel Forms and Reports lookup tool is under development.

   You can also use natural language to type part of the form or report name in the Banner search bar, and it will provide a list of options to choose from.

   Additionally, clicking on Applications from the menu will give you a list of modules, and you can explore the forms and reports available under each.

   Once you have selected a form, you are then able to select the question mark on the left side tool bar to get more information regarding how to use that form (or type CTRL + SHIFT + L).

Questions from Chart V Lab on December 18th, 2018

3. Where can we find the expense code lookup tool?
   It can be found on the General Accounting page under Resources.

4. What is the replacement for the DOAR?
   FWRBUDS will be in PROD this Friday, December 21st. This is the summary portion.

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5. What are the reasons to create a new fund?
   Keep monies separate, internal versus eternal reporting…

6. Can you pay salaries out of an agency fund?
   No

Questions from Chart V Lab on November 29th, 2018

7. Is there a place to see which hours are attached to which fund in **PEIATND?**
   No, use PHAHOUR (Payroll ID: UI, #: Pay Period #, Search by Vandal ID).

8. What do we put in the account field in BAVL?
   NONPER - this will show other pools as well (PERS, SUBCTR, and OVERHD). Carryforward (99) will show in NONPER.

9. What's the difference between budget and funds transfers?
   A budget transfer moves spending authority within a fund. A funds transfer moves actual cash (carryforward plus revenue and/or transfers-in minus expenses and transfers-out) between different funds. Budget transfers can be done if the funds are identical. If they are different, then a funds transfer must be done. For example, all 8 budgets shared the same fund in Chart 9, so departments were able to do budget transfers. Now they each have their own fund in Chart V, so in order to move monies they need to send requests to General Accounting (for 16 fund types). Fiscal officers can use the new FT rule code for certain funds (i.e. 15, 30, 21, etc…).

10. Can we do funds transfers for student fees?
    For fund type 161, no transfers are allowed. For fund type 160, funds transfers require Budget Office approval.

11. How can we get funds transfer (FT) access?
    Send request to Fiscal Officer and if they approve, forward email to finaccess.

12. What journal type should OSP use for funds transfers?
    JE can be used. FT was set up for use by fiscal officers/ departments and has more restrictions than JE.

13. Where can we see the labor distribution change history for an employee?
    In NBAJOBS, go to Tools and click on Labor Distributions under Options (or click on Job Labor Distribution tab), and then go to Tools and click on View Labor Distributions Effective Dates under Options.

14. Is it better to use Vandalweb or Argos to query on budgets?
    It depends on whether you are looking for a detail drilldown or a snapshot view. It is really a matter of personal preference.

15. Can you see pending documents on FRIGITD?
    No, you cannot.

16. What do you do when you are having problems opening Banner 9 in Chrome, Firefox and others?
    Suggestion was to try clearing cache, don't use Internet Explorer and email banner9info@uidaho.edu

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17. How can I see my Banner messages in Banner 9?
     The form is GUAMESG.

18. Can you do multiple fund queries on the transaction detail report?
     No, choose your org or fund type and then filter or delete the data you do not need.

19. How do you find Chart 9 transaction detail data?
     Use the 'Transaction Detail Report' in the Chart 9 Reporting directory folder in Argos.

20. What can I do when my Excel pivot tables get too big and stop running?
     You can import into Access, which can easily handle larger data sets. Or you can pivot off smaller data sets by breaking them into chunks.   One suggestion was to have a detailed file for the current month and then use the operating summary report for past months.

21. What's the easiest way to access FOATEXT when cross-referencing journals?
     Open multiple Banner screens, or you can go to the journal header, click on Related, and jump to FOATEXT from there.

Previous Chart V Lab Questions

22. What should I use as a replacement for the FWRDOAR report?
     The FWRDOAR report had two components: the transaction detail section and a summary page at the end by the primary expense categories. In Argos, the "Transaction Detail Reports – Chart V" delivers the transaction detail component. This CSV file can be used to verify expenditures/revenues, create pivot tables, etc. FWRBUDS can be run from Banner Job Submission and delivers the summary page component. This report can be run by index (ACCI Code) and provides a summary by the primary expense categories. The Budget to Actual tool in Argos can also be used to see a summary of budget, YTD expenses and available balance by primary expense categories. You can query on index or FOAPAL.

23. Is there a fund balance report? How can I find my fund balance?
     FWRDSTR is currently under development in Argos. In Argos, the "Trial Balance Detail" report can be run by fund and/or fund type. You can also use FGITBSR. This form allows you to use either fund or fund hierarchy. Encumbrances are not subtracted from the fund balance. You can also use FGITBAL, but you must query on 90% to see your fund balance not including encumbrances.

24. How can I check budget status?
     A great place to check budget status is through VandalWeb. You can access "Budget Queries" either through the Employees tab (then select Finance Query for Non-Banner Users or Finance) or through the Finance tab. In-depth instructions on how to use the various queries are posted on the Banner Resources page. https://www.uidaho.edu/finance/controller/banner-resources

     You can also use the "Budget Status Report" in Argos (this is the replacement for FWRPBSR). Another option is the Budget to Actual tool in Argos. Budget to Actual shows budget, YTD expenses and available balance by primary expense categories (pending documents are not included).

25. Where can I find Banner 9 keyboard shortcuts?
     Currently the information is found on ITS's Key Projects webpage (the link is on the Banner Resources page). You can also find keyboard shortcuts embedded in the pages of Banner by clicking on Tools as

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shown below. Additionally, you can hover your mouse over clickable links and if there is a shortcut, it will appear.
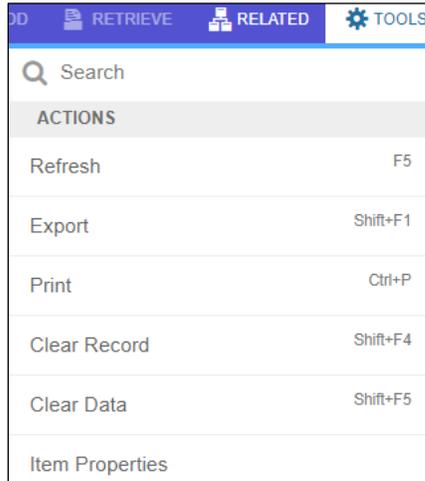
26. Where can I find the Banner 9 training?

    Training is located at the GoSignMeUp site through Employee Development and Learning (EDL) https://uidaho.gosignmeup.com. We recommend that all users - especially those who were still learning Banner 8 - retake all the training in order to better learn Banner 9.

27. Where can I find grant codes?

    A grant code column was added to the "Index Listing by Level 2, Level 3, or Org Code" in Argos. Note: you may need to scroll the page to see the farthest right hand column

28. Is there a report for payroll expenses?

    In Argos, the "Detailed Payroll Reporting (V)" shows payroll expenses. This report can be run on a number of parameters (e.g. employee ID, index, or grant code). The parameters you enter are determined by the report you choose (see required parameters for reports section). The report can be run by either payroll number or transaction dates, but entering both will result in a report by transaction dates. You can select from banded (PDF) reports or CSV files that contain more data fields.

29. How do I find total expenses by index?

    There are several methods available to find this information. In Argos, you can run the transaction detail report, use the Budget to Actual tool, or run an Operating Statement report, which shows you summary totals per E-code rather than transaction details. In Banner, you can query on your index in FGIBDST (keep in mind that if your index does not have an activity code, the query results will show you all expenses for the fund/orgn combination). You can also use the "Budget Status by Organizational Hierarchy" query in the Finance tab of Vandalweb. Another option is to query on expenses by fund in FGITBSR, account code 90EC.

30. Is there a Banner form like FGIBDST that works for level 3?

    You can use the Executive Summary form, FGIBDSR, and type the level 3 code into the orgn. field to see information for the entire level 3 (what used to be the midlevel). You can also filter by other parameters for more specific information (such as the level 3 and a specific fund type). For example, to look up the General Education funds for the College of Letters Arts and Social Sciences, type 3999 into the Organization field and 10 into the Fund field.

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31. Why do I see more than one index's activity in FGIBDST when I only entered one index?

If the index you entered doesn't have an activity code, then Banner interprets the blank activity field as a wild card meaning "all," so it will pull in ALL data that matches the fund/orgn combination, whether it has an activity code or not. On the other hand, if your index DOES have an activity code, then Banner will only pull in the data that matches the fund/orgn/activity code. It's important to be mindful that when you query on an index in FGIBDST, what you see will depend on how the index code was set up and what FOAPAL fields it includes.

32. What is the best way to look up pending transactions?

You can query on FGITINP or go to Banner BAVL, Find Related, Pending Documents. You can also do budget queries in VandalWeb.

33. Why are some index fields blank on my reports?

The index code doesn't actually post to the transaction detail tables. Reports are written to use the full FOAPAL on the transaction and search for a matching index. If the FOAPAL of an index has been changed, or there isn't a matching index it will show up as blank on the report. Examples of why this would happen are if you use an index to default the FOAPAL and then change the activity code, or if you use a generic index and add the activity codes when entering transactions.

34. What does the 3-digit ORGN signify and what replaces the old midlevel code?

The 3-digit org corresponds with the department code. The four digit level 3 code takes the place of the old midlevel code. The level 2 code is the executive area. The "Organization by Hierarchy Reports – Chart V" (found under Chart V Lists in Argos) will provide information on the structure of a specific area, similar to the org chart. You can also query on a specific org code on the Banner form FTIORGH.

35. What is the FOAPAL?

FOAPAL is the common acronym for the elements of the chart. The fund is the funding source. The organization is who is responsible for the money. The account is the type of transaction taking place. The program is the classification into University-wide categories, such as research, instruction, etc.; this can also be thought of as the purpose or function of the transaction. The activity is for tracking of department-specific programs or activities. The location is for fixed asset locations.

Index codes are shortcut codes that default a specific FOAPAL to simplify data entry.

More information can be found on the Banner Resources page under Chart V Training Materials.

36. Where can I find my Banner messages?

GUAMESG is the form you use to see your general messages, and you can add it to your My Banner folder using the instructions at:
http://www.webpages.uidaho.edu/pdl/Banner9resources/Mybanner.pdf

OTHER USEFUL TIPS

✓ All PIs should now have access to the Budget Queries in VandalWeb (Employees -> Finance Query for Non-Banner Users). This menu is called **Finance Self Service for Non-Banner** Users. Rather than running reports for the PIs, we encourage you to provide training for them to be able to access real-time

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financial data on their grants and other funds. As mentioned above, a step-by-step guide to the Budget Queries is available on the Banner Resource page.

✓ Query reports on fund/orgn, not on index.

✓ BAVL now includes funds transfers-in because in Banner 9 we can no longer exclude them from showing up in BAVL. This will be a discussion topic at future CUIBO meeting. The Budget to Actual tool is the Argos replacement for the way we used BAVL in chart 9.

✓ On the **Finance Self Service for Non-Banner** menu, the *Dept/Midlevel Roll Down* and the *General Ledger/Fund Balance* queries have been modified to reflect Chart V and seem to be working.

✓ If you manage grants and are not already using the FRAGRNT and FRIGITD screens, we strongly encourage you to learn to use these regularly. FRIGITD provides budget to actual by Primary Expense Codes when you check the box after "*By Sponsor Account*".

✓ Re-examine your business processes. Banner has evolved over time, so the business processes created 20 years ago may not be necessary. We have streamlined document approvals, so reconsider how important it is to view pending documents when the time between entry and approval is much quicker now. Reconsider printing reports for PIs when they have access to VandalWeb real-time information.