Banner Forms and Reports for Managing Restricted Funds

Report   Description

FWREXDP   Used to run DETAIL ledgers
ctrl page down; enter printer number; ctrl page down; FY code (07), start/end periods
arrow down to fund and enter then, ctrl page down, Save

FWGDEXP   Used to run ledgers with NO DETAIL
Same as FWREXDP except you must enter starting and ending fund numbers

FWREXCS   Cost Share Fund Report - list detail information including dates, budget and fund balance
ctrl page down; enter printer number; ctrl page down; enter start and ending org code
ctrl page down, F10

NWRSALD   Grant Salary Report - list employees paid on a fund, current and cumulative figures
for salary and fringe
ctrl page down;enter printer number;ctrl page down, enter fund, calendar year and
month (which is calender month for example August is 08)

Form   Description

FGITRND   Detail Transaction Activity; Used to find account codes & charges posted to
the accounts; enter fund; delete Org, Prog, Acct; enter period; ctrl page
down; F8;press roll back button to start new query; if no documents after F8
Ctrl Q and roll back

FOIDOCH   Document history & information - INVOICES, Requisitions, and Purchase Orders

FGIDOCR   Document history & information - JV'S

FGITBAL   This screen allows you to check the fund balance. Move the cursor to the
Fund field, enter your fund number, and control page down.

NHIDIST   This form allows you to query Salary/FB information on a fund or individual.
Enter the time preriod that you are looking for, and the fund number, control page down,
you can either use F8 to query everyone on the fund, or enter the MSU ID and query a specific person.

FGIBDST   Allows you to check the budget status on a fund by category. Budget amount, ytd exp,
balance available.

FGIBAVL   Allows you to check the available balance of a budget.
You must enter an account number on this screen.

FRAGRNT   Allows you to see the beginning and ending date of a fund. Also shows the amount
of money awarded, and if there is any text entered for the fund.

FRIGRNT   Allows you to query grant information. Partial contract number, amount, dates, etc.
You can also query by Principle Investigator ID number and/or organization number