

## **REPORTS**

### **NWRPORG - Report of Lapsed Positions by VP Code**

#### **Parameters:**

Fiscal Year – 4 digits

Org Code – 440104 for Staff Lapsed or 440305 for Faculty Lapsed

VP Code – Enter your 3 digit VP code....201, 202, 203, etc.

### **PWREBFY – Employees pay by Fiscal Year**

#### **Parameters:**

Fiscal Year – 4 digits

Org Code – Enter your org number

Beginning Month – 2 digits 07=July, 08=August, etc.

Ending Month – 2 digits

Fund Code (Optional) – Enter your fund number

Sequence Number Indicator – 0=Original Payroll only, 1=adjustment or redistributions only, 2=all

Position Number (Optional) – Enter your position number for example: 001234

MSU ID Number (Optional) – Enter the 9 digit MSU ID

### **NWRDLSR - Salary Balances by Org**

This report can only be run after the previous month has closed. The month is closed at 8 a.m. the 4<sup>th</sup> working day of the following month.

#### **Parameters:**

Fund Code – Enter your 2 digit fund

Year – Enter the 4 digit Calendar Year

Period – 01=July, 02=August, etc.

Fiscal Year – 4 digits

Pooled Position – Y/N, Y will give you only the pooled positions, N will give you all other positions

Org – Enter your org number

### **NWRSALD – Grant Salary Report**

#### **Parameters:**

Fund Code – Enter your 6 digit fund (This report can only be run for Designated or Restricted Funds)

Calendar Year – 4 digits

Beginning Month – 07=July, 08=August, etc.

Ending Month – Enter ending month

MSU ID Number (Optional) – Enter 9 digit ID or leave blank for all employees

Include Inception to Date – Y/N

## **HELPFUL FORMS IN BANNER**

### **FGIBAVL – Budget Availability Status**

Displays Available Balance used for NSF checking. This form includes pending documents that have been keyed but not yet posted.

### **FGIBDST – Organization Budget Status**

Displays activity for each account number. This form can be used to look at the available balance by position number. You just need to enter your fund, org, and position number and page down. The position number should be entered in the Location Field as P, zero, and the last 4 digits of your position number, for example. P01234.

### **NBIPINC – Position Incumbent List**

Displays all employees in a particular position number. The query date should **ALWAYS** be the last day of the current Fiscal Year. For example, June 30, 2026.

### **NBIPORG – Position List by Organization**

Displays all of the position numbers for a particular org. The query date should **ALWAYS** be the last day of the current Fiscal Year. For example, June 30, 2026.

### **NHIDIST – Labor Distribution Data Inquiry**

Displays salary and fringe information by individual employee. This form works best if you filter on the details after you hit Go. Enter the desired filters and hit Go.