

Frequently–Used INB Shortcut Keys

Application Menu	Ctrl + ,
Accept	F10 – save – commit/accept
Block Menu	F5
Cancel	Esc
Clear Block	Shift + F5
Clear Form	Shift + F7
Clear Item	Ctrl + u
Clear Record	Shift + F4
Debug Mode	Ctrl + ?
Delete Backward	Backspace
Display Error	Shift + F1
Duplicate Item	F3
Duplicate Record	F4
Edit	Ctrl + e
Enter Query	F7 – clears screen
Execute Query	F8
Exit	Ctrl + q
Left	Left arrow
List of Values (LOV)	F9 – list of valid values
Main Menu	Ctrl + .
Next Block	Ctrl + page down
Next Field	Tab
Next Primary Key	Shift + F3
Next Record	Arrow down
Previous Block	Ctrl + page up
Previous Field	Shift tab
Previous Menu	Ctrl + enter
Previous Record	Arrow up
Print	Shift + F8
Return	enter
Right	Right arrow
Save	F10
Show Keys	Ctrl + F1
Up	Ctrl + p

Key Contacts

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Account Types

10 Assets	11 Assets
20 Liabilities	21 Liabilities
30 Control	31 Control Accounts
40 Fund Balances	41 Net Assets
50 Revenues	5x Revenues
60 Salaries & Benefits	61 Salaries 62 Benefits
70 Expenditures	71 Travel 74 Operating 78 Capital Assets 79 Scholarships and Fellowships (Including tuition remissions)
80 Transfers	81 Transfers
90 Fund Additions/Deductions	9x Fund Additions / Deductions

Budget Pools

62000	Benefits
73000	Travel
74000	Operating
77100	Grants & Contracts (G&C) Pool Print Duplic and Film Proc
77200	G&C Communication and Shipping costs
77300	G&C Maintenance and Repairs
77400	G&C Professional and Administrative Services
77500	G&C Supplies
77600	G&C Rental and Insurance
77800	G&C Awards and Indemnities
77900	G&C Utilities and Fuel
78000	Capital Expenditures
79000	Scholarships and Fellow Budget



Banner Finance Reference Card

<http://spectrum.memphis.edu>

Helpdesk: 678-8888

<https://umhelpdesk.memphis.edu>

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Revised 7/17/2008

e-Print Report Names and Short Descriptions

FAROINV Open Invoice Report	FPROPNP Open Purchase Order Report
FGRACCI Account Index Report	FPROPNR Open Requisition Report
FGRACTV Activity Codes Report	FPRPURA Purchase Order Activity Report
FGRBDSC Budget Status (current period)	FGRTBAL Trial Balance Report
FGRCGBA Comparative Stmt of Rev, Expn and Changes in Fund Bal	FRRGBFY Grants Budget Status Report
FGRFAAC Fund/Account Activity Report	FGRTBAL Grants Inception to Date Report
FGRGLTA G/L Transaction Activity Report	FYBR001 Revenue Budget Estimate/Worksheet by Org
FGRIDOC Incomplete Document Report	FYBR005 Budget by Organization Current Year and Base
FGRODTA Organization Detail Activity Report	FYBR006 Budget Status by Organization
FGROPNE Open Encumbrance Report	FYBR018 Base Budget Transfer Listing
FGRPDTA Program Detail Activity Report	

Salary Account Codes Used for Electronic Budget Transfers, if not Listed Below Use Paper

61150 Support Pay AdminProf	61365 Grants Recovery Support Clerical
61151 Interim Pay Administrative	61366 Undistributed Salary Budget
61155 Summer Other Compensation	61370 Support Cell Phone Allowance
61160 Budget Advances AdminProf Salaries	61373 Shift Differential
61161 Salary Lapse AdminProf	61374 Overtime Support Clerical
61165 Grants Recovery AdminProf	61375 Support Clerical Temporary Employee
61166 Undistributed Salary Budget	61380 Longevity Support Clerical
61170 Administrative Cell Phone Allowance	61385 Support Clerical Salary Prior Year
61180 Longevity AdminProf	61395 Prior Year Adj Support Clerical
61185 Admin Salary Payment Prior Year	61396 Support Clerical Deceased Employee
61181 One Time Bonus	61410 Student Assistants Hourly
61195 Prior Year Adjustment AdminProf	61415 Student Assistants Monthly
61196 AdminProf Salary Deceased Emp	61485 Student Salary Payment Prior Year
61215 RODP Academic	61495 Prior Year Adj Student Assistants
61250 Support Pay Academic	61601 Other Miscellaneous Earnings
61251 Interim Pay Academic	61602 Employee Awards
61252 Temporary Instructor Non Credit	61603 Housing
61253 Temporary Instructor Credit	61650 Support Pay Professional Support
61254 Summer Credit Non Instruction	61651 Interim Pay Professional Support
61255 Summer Other Compensation	61657 Administrative Graduate Assistants
61256 Summer Credit Instruction	61660 Budget Advance Professional Support
61257 Academic Graduate Assistants	61661 Salary Lapse Professional Support
61265 Grants Recovery Academic	61665 Grants Recovery Prof Support
61266 Undistributed Salary Budget	61666 Undistributed Salary Budget
61270 Academic Cell Phone Allowance	61670 Professional Cell Phone Allowance
61275 Academic Temporary Post Retirement	61675 Prof Support Temporary Employees
61285 Academic Salary Prior Year	61680 Longevity Professional Support
61295 Prior Year Adjustments Academic	61681 One Time Bonus
61296 Academic Salary Deceased Employee	61685 Prof Support Salary Prior Year
61351 Interim Pay Support Clerical	61695 Prior Year Adj Prof Support
61360 Budget Advances Clerical Salaries	61696 Prof Support Deceased Employee
61361 Salary Lapse Support Clerical	

Frequently-Used INB Forms

- FAIVNDH** - Online list of vendor invoice/credit memo/payment transactions
- FGIDOCR** - Document Retrieval Query
- FPIOPOF** - Open Purchase Orders by FOAPAL (includes Index)
- FPIRQST** - Purchase Requisitions by FOAPAL
- FTMACCI** - Index inquiry form
- FGITRND** - Lists Transactions posted to a fund and organization
- FGIBAVL** - Budget Availability Status. Information includes Pending and Post Documents
- FGIBDST** - Current information on adjusted budget, year to date activity, budget reservations and available balance
- FGIOENC** - Listing of all open encumbrances for an organization and fund
- FGITBAL** - Online trial balance showing the current account balance and the beginning of the year balance for assets, liabilities, and fund balance accounts including operating control accounts

INB Form-Naming Convention Example:

- F = Primary system = Finance
- G = Application module = General Ledger
- I = Type of form = Inquiry
- B
- D
- S = Budget Status
- T

*BDST is the four character form name

Document ID:

- I = Invoice
- A = Check Disbursement
- J = Budget transfer/journal entry
- P = Purchase Order/Travel Purchase Order
- R = Requisition
- ! = ACH Transaction