

Frequently–Used INB Shortcut Keys

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
Display Error	Shift + F1
Duplicate Item	F3
Duplicate Record	F4
Enter Query	F7 – clears screen
Execute Query	F8
Exit	Ctrl + q
Main Menu	Ctrl + .
Next Block	Ctrl + page down
Next Field	Tab
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
Save	F10
Up	Ctrl + p

Budget Pools

62000 Benefits
73000 Travel
74000 Operating
75100 Utility Expense
75300 Allocated Charges
75400 Departmental Revenue
78000 Capital Expenditures
79000 Scholarships and Fellow Budget

Operating Ledger Account Types

50 Revenues
5x Revenues
60 Salaries & Benefits
61 Salaries
62 Benefits
70 Expenditures
71 Travel
74 Operating
75 Departmental Revenue
78 Capital Assets
79 Scholarships and Fellowships (Including tuition remissions)
80 Transfers
81 Transfers

Key Account Numbers

Individual In-State Travel	73100
Individual Out-of-State Travel	73200
Visitor-Out-of-State	73600
Individual Out-of-Country	73250
Equipment Maintenance	74310
Computer Software	74430
Consulting Services	74440
Membership Dues	74480
Subscriptions	74481
Other Professional Admin Services	74490
Supplies	74500
Rental of Space	74632
Training Cost for Employees	74830
Meals & Food Services	74983
Other Services & Expenses	74986

TAGGED EQUIPMENT

Controlled Equipment under \$1,500	74504
Sensitive Equipment (\$1,500—\$4,999)	74510
Computers (\$1,500-\$4,999)	74511
Office Equipment (Over \$5,000)	78110
Operational Equipment (Over \$5,000)	78120
Instructional Equipment (Over \$5,000)	78130

Banner Finance Reference Card

<http://bf.memphis.edu/spectrum/>

Banner Finance Program Guide

THE UNIVERSITY OF
MEMPHIS[®]

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e~Print Report Names and Short Descriptions

FAROINV Open Invoice Report	FGRPDTA Program Detail Activity Report
FGRACCI Account Index Report	FGRPRGH Program Hierarchy Report
FGRACTH Account Hierarchy Report	FPROPNP Open Purchase Order Report
FGRACTV Activity Codes Report	FPROPNR Open Requisition Report
FGRBDSC Budget Status (current period)	FPRPURA Purchase Order Activity Report
FGRCGBA Comparative Stmtns of Rev, Expn and Changes in Fund Bal	FGRCTRL G/L Subsidiary Ledger Control
FGRFAAC Fund/Account Activity Report	FGRCASH Bank Interfund Account Control
FGRFNDH Fund Hierarchy Report	FGRTBEX Trial Balance Exception Report
FGRGLTA G/L Transaction Activity Report	FGRTRNR Transaction Error Report
FGRIDOC Incomplete Document Report	FGRORGH Organization Hierarchy Report
FGRJVLK Journal Voucher Listing Report	FGRTBAL Trial Balance Report
FGRODTA Organization Detail Activity Report	FRRGBFY Grants Budget Status Report
FGRPNE Open Encumbrance Report	FGRTBAL Grants Inception to Date Report

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)
- FPIOPOV** - Open Purchase Orders by Vendor
- FAIVNDH** - Vendor Payment Detail History
- 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
- FGIBDSR** - Current information on adjusted budget, year to date activity, budget reservations and available balance

Class Code	Rule Class Title/Transaction Codes	Class Code	Rule Class Title/Transaction
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A01	AVP-Finance JE	INNI	Invoice without Encumbrance
B01	Bursar JE	R01	Grants JE
BD4	Departmental Temporary Budget Transfer	XCG	Tiger Copy Graphics
CSS1	Bursar Cash Payment	XCV	Copier Vending
F01	Financial Reporting JE	XCX	Cellular Phone Charges Overages
G01	Accounting JE	XLD	Long Distance Telephone Charges
ICEI	Invoice Cancel with PO	XMS	Mail Services
ICNI	Invoice Cancel without PO	XNR	Telephone Non Recurring
INEC	Credit Memo with Encumbrance	XPC	Purchasing Card
INEI	Invoice with Encumbrance	XPP	Physical Plant
INNC	Credit Memo without Encumbrance	XTC	Local Telephone Charges

Business and Finance Contacts

Area	Email	Ext.	Area	Email	Ext.
Allocations	accounting@memphis.edu	X2271	Payroll	bf-payroll@memphis.edu	X3841
Budget/Financial Planning	budget@memphis.edu	X2117	Travel POs/Claims	accountspayable@memphis.edu	X2271
Bursar	bursar2@memphis.edu	X2712	Transfer Vouchers	accountspayable@memphis.edu	X2271
Cash/Meal Reimbursements	accountspayable@memphis.edu	X2271	Vendor Invoices	accountspayable@memphis.edu	X2271
Fixed Assets	wf-fixed-assets@memphis.edu	X2271	Vendor POs - Tigerbuy	purchasing@memphis.edu	X2265
General Acctg Questions	accountspayable@memphis.edu	X2271	Vendor Setup - Tigerbuy	purchasing@memphis.edu	X2265
Grants & Contracts Acctg	grants@memphis.edu	X4769	Vendor Setup	accountspayable@memphis.edu	X2271

INB Form—Naming Convention Example:

FGIBDST

F = Primary system = Finance
 G = Application module = General Ledger
 I = Type of form = Inquiry
 BDST = Budget Status

FAIVNDH

F = Primary system = Finance
 A = Application module = Accounts Payable
 I = Type of form = Inquiry
 VNDH = Vendor Detail History

Document ID:

- I = Invoice
- A = Check Disbursement
- J = Budget Transfer/Journal Entry
- P = Purchase Order/Travel Purchase Order
- R = Requisition
- ! = ACH Disbursement