

## Banner Forms and Reports for Managing Restricted Funds

<u>Report</u>	<u>Description</u>
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 calendar month for example August is 08)
<u>Form</u>	<u>Description</u>
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 period 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