Banner Management Tools for Labor Distribution Handout

To use the following forms you need to use Internet Native Banner (INB), with your specific ID and Password.

NBIPORG: List of Positions within an organization for a specified query date
> In this form you can find: Position number, Position title, Status, Begin and End Dates, Type-pooled or single, FTE
> An org code needs to be entered, you can either enter the org or if you do not know the org you can do a search
>> You can look up your org by clicking on the arrow next to the box
>> Once you find the correct org. double click to populate the field
> Then tab through and go to Next Block

NBIPINC: Lists incumbents in a position for a specified query date
> This form consists of: Employee/Banner ID (7#), Employee name, Status, Job FTE, Job Begin and End date
> Type in a position number and the rest of the information in the Key Block will come up automatically
> Then go to Next Block

NBAPOSN: Provides detailed information about a position
> This form consists of: Position Class, Employee Class, Salary Grade-CJS level, Salary Range, Reports to Position, Appointment Percent, Budget Type
> Type a position number in the Key Block, if you do not know the position number you can look it up by clicking the arrow next to the box (it is much easier to look up a position number in NBIPORG)
> Then go to Next Block

NBAPBUD: Associates budget and accounting information with a position
> This form consists of 6 tabs: Position Budget, Salary Budget, Fringe Benefit, Premium Earnings Totals, Labor Distributions, Comments
> Position Budget Tab: Status, Type, Position Begin and End Dates, Salary and Premium Earnings Budget Role Rules, Authorization
> Salary Budget Tab: Shows Past, Current, Future Fiscal Years; Status, COA, Organization, Budgeted FTE; Displays Budgeted, Encumbered, Expended, and Remaining Salary Amounts
> Fringe Benefit Tab: Information created during the fiscal year budget roll; Displays Budgeted, Expended and Remaining Benefit Amounts; Budget to be Posted
> Premium Earnings Totals Tab: Displays Budgeted, Expended and Remaining Premium Earnings Amounts; Budget to be Posted
> Labor Distributions Tab: Budget information from Salary Budgets tab; Budget and Labor Expense Accounting Lines, FOPAL, Salary Budget, Percent, To be Posted
> Type the fiscal year and position number in the Key Block, then go to next block

Now you can navigate through this form by clicking on the tabs just below the header information

NBIJLHS: Provides the history of Labor Distribution Changes
You need to know the banner 700 number, and type that into the ID box
The name and position number that corresponds with the 700 number will automatically come up in the Key Block
Go to Next Block
When you are in the form you can navigate in the first box labeled "Job Labor Distribution Changes", by choosing an effective date and Change reason
In the next section below labeled "Job Labor Distribution Detail" shows the detail of the change that was selected in the first section of the form

NHIDIST: Provides query access to all payroll distribution data
This form consists of earnings and benefit data
COA field is mandatory, their should be a "C" in this field
From Date and To Date, Index, and Hierarchy roll up are all optional fields
Select a category
> The category depends on what you want to see, the different categories are Expenses, Liabilities, Encumbrances, Accruals (Defer Pay), Payout (Defer Pay), Clearing Account, Fringe Actuals, Budget

Put in a FOPAL, the Fund and Org are the only required fields
Go to Next Block
The form will be in a *Enter Query* mode
Enter additional information to refine your query as desired(all fields are queryable except Hours, Amount, and D/C)
Execute Query

Tips for Querying
- Using the % as a wildcard helps to better define your search
- Omit using the Program Code in your queries
- Use of a combination of search parameters will allow you to narrow the results of your query, for example ID number and Payroll event information will allow you to match your results from NHIDIST to your Monthly Labor Distribution Report