

How to export expenditures out of INB:

1. Go to “FGITRND” and enter (if approval notifications come up, just close the screen)
2. Put in the COA as “J” , enter the 2 digit FY you want to see, enter the fund, enter the organization, enter account if necessary (leave blank if you want to see all expense), enter a program if necessary)
3. Click the “Next Block” button at the bottom (arrow down with a line below it)
4. A gray screen with fields will appear
5. In the Field enter YTD (year to date expenses)
6. Click on the “Go” button (off to the left)
7. A list of expenditures will appear
8. Click on Tools (top right)
9. Click on Export in drop down
10. An excel file will pop up at the bottom of your screen
11. Click on the file
12. It should pop up excel with all the YTD expenditure report
13. Click on “Enable Editing” in the yellow bar
14. You will need to delete any rows or columns you do not want on your report.
15. You will need to save your file from a csv file to an xls file by click on the save button, renaming the “File Name” and changing the save as file to “Excel Workbook (*.xlsx).
16. You can use excel to create Subtotals under the Data tab.

These tips will help narrow your search in INB.

Tip: you can put a wildcard search in the Document field to see different transactions with step #5 above.

F0% Cash receipts through Cashiers Office or Payroll expenditures

JV% Journal Vouchers

J0% Tax credits through A/P

I0% Invoices paid through A/P

TB% Telecom charges

WO% Facilities charges (The WO# will be 8 digits behind the WOXXXXX and dash)

PC% P-card charges

Tip: you can put a date in the Activity Date to see transactions for one day with step #5. Use date format 12-MAR-2020 for example.

Departments can ask Facilities to give them access to FAMIS Self Service to review WO status, billing information and details (see attached Self Service Manual to review billing detail).

Helpful INB HR Screens (see attach reference manual):

1. PEAEMPL – Employee
2. NBAJOBS – Employee Jobs – Job Labor Distribution (can see overloads under 01, 02, 50 suffix)
3. FTVORGN – Timesheet approver orgn look up (click filter put T in chart of accounts and in title put %supervisorlastnamehere% to search and hit go)
4. NBIJLHS – Labor Distribution Change History
5. PEIETOT – Employee YTD Totals
6. NHIDIST – Labor Distribution Data Inquiry
7. NHIEDST – Employee Distribution Inquiry
8. PEILHIS – Employee Leave History
9. PEALEAV – Employee Leave Balances

Helpful INB Finance Screens:

1. FGIOENC – Open Encumbrances
2. FGIENCD – Detailed Encumbrance Activity

3. FPIOPOV – Purchase Orders By Vendor
4. FAIVNDH – Vendor Detail History
5. FGIBAVL – Budget Available Balance
6. FGIBDSR – Executive Summary
7. FGITBSR – Trial Balance Summary
8. FGIBSUM – Org Budget Summary
9. FGIBDST – Org Budget Status
10. FGITRND – Detail Transaction Activity
11. FOIDDOCH – Document History

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