

Finance

Basic Banner Finance


SUU

SOUTHERN UTAH UNIVERSITY

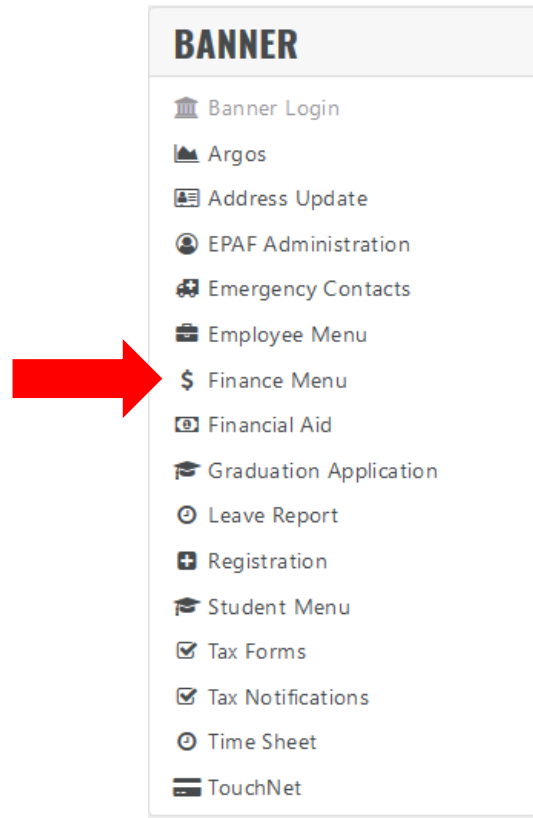
Training Objectives

- ▶ Requesting & gaining access to Banner Admin and Banner Self-Serve
- ▶ Developing basic Banner navigation skills
- ▶ Becoming familiar with basic Banner terms
- ▶ Understanding the elements of a Banner inquiry form
- ▶ Learning some basic Banner query techniques
- ▶ Understanding the Banner form naming rules
- ▶ Banner Shortcuts

Gaining Access to Banner

- ▶ Individuals needing access must first complete FERPA training at:
 - ▶ <https://my.suu.edu/ferpa>
- ▶ Supervisor initiates request using  button located at <https://my.suu.edu/it/banner> and following prompts
- ▶ Be sure to include:
 - ▶ T Number of employee needing access.
 - ▶ Copy from user (copies access from job predecessor if applicable)
 - ▶ Security Group: GENERAL Finance Account (for finance access)
 - ▶ Funds and Orgs you will need access to (if not copied from predecessor)

Banner Self Serve



















- Banner Self Serve gives a limited, summarized view of financial information
- Is used primarily for purchase requisition submissions / approvals
- Select 'Finance Menu' under Banner heading on my.suu.edu portal

Banner Self Serve - Finance

The screenshot shows a web browser window with two tabs: "(1) mySUU" and "Southern Utah University". The address bar displays the URL: https://bannersb.suu.edu/pls/proddad/twbkwbis.P_GenMenu?name=bmenu.P_Finan. The page header features the SUU logo and the text "SOUTHERN UTAH UNIVERSITY" on the left, and "Banner Self Serve" on the right. Below the header is a navigation menu with tabs for "Personal Information", "Alumni and Friends", "Volunteer", "Student", "Financial Aid", "Employee", and "Finance". The "Finance" tab is currently selected. A search bar with a "Go" button is located below the navigation menu. To the right of the search bar are links for "MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Financial Information" and contains a list of links: [Budget Queries](#), [Encumbrance Query](#), [Requisition](#), [Approve Documents](#), [View Document](#), and [Delete Saved Template](#). At the bottom of the content area, there is a breadcrumb trail: [\[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Saved Template \]](#). The footer of the page includes the text "RELEASE: 8.7" and "© 2015 Ellucian Company L.P. and its affiliates."


- The information available in Banner Self Serve will be covered in the Banner Self Serve and Purchasing training.


Logging into Banner Admin

BANNER
 Banner Login
 Argos
 Address Update
 EPAF Administration
 Emergency Contacts
 Employee Menu
 Finance Menu
 Financial Aid
 Graduation Application
 Leave Report
 Registration
 Student Menu
 Tax Forms
 Tax Notifications
 Time Sheet
 TouchNet



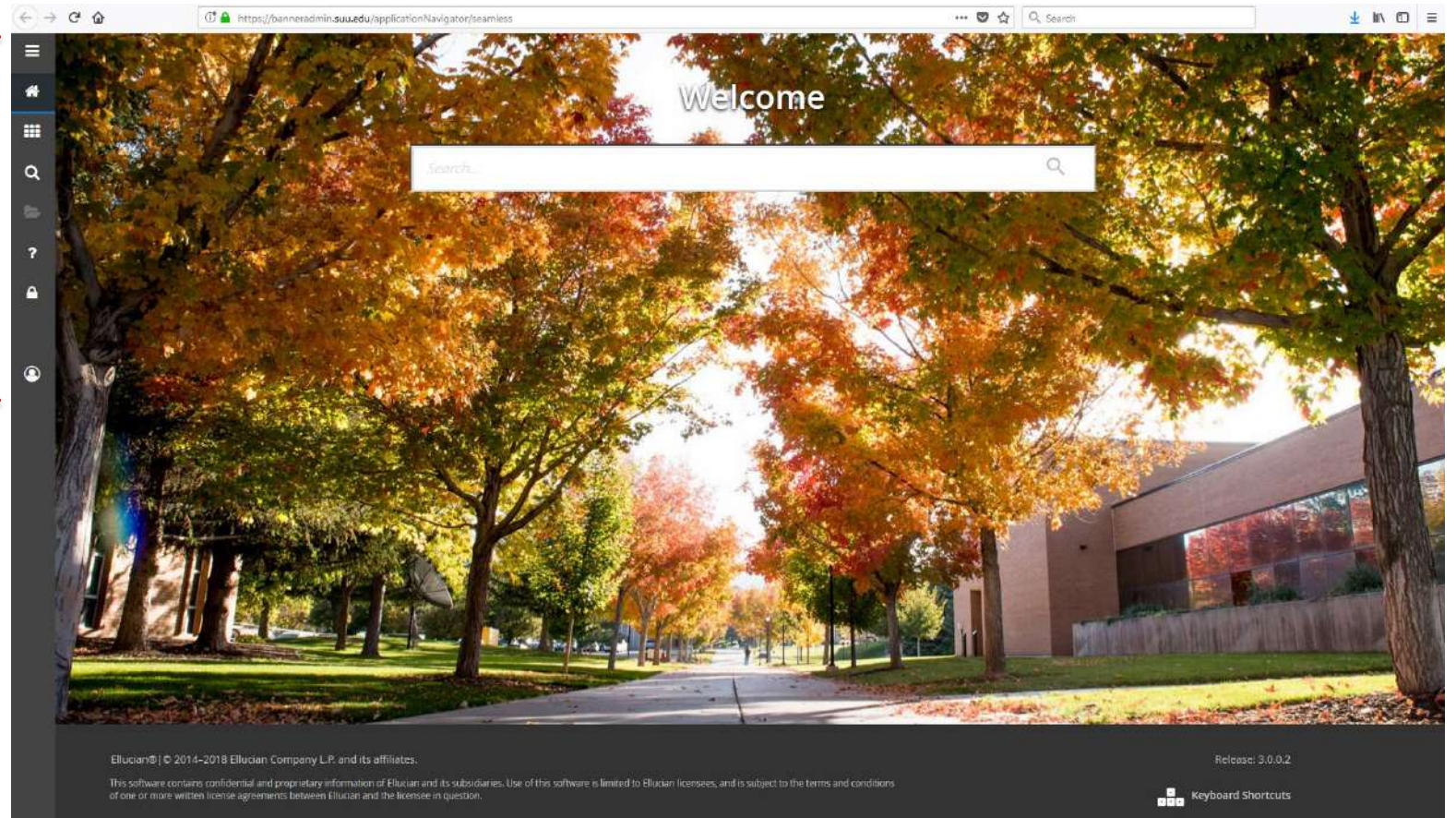
SUU Banner Links

 Banner
Banner Admin
Self Serve
Registration Self Serve

- Log into your my.suu.edu portal
- Scroll down under and under the Banner heading click on  Banner Login
- From the Banner Links page click on Banner Admin.

Banner Admin

- Banner Admin is the University's financial reporting system
- Menu to Banner Apps, MyBanner, Help, Recent Forms, and Search Menus
- The Welcome screen allows to search form code or form name
 - A Banner form is a view of information
 - Each form has a 7 digit code



Banner Form Display, Navigation & Tools

Title & Tool Bar

Close Form

Key Block - Lists financial area (FOAP) form is displaying below

Go / Start Over

Records Display - Lists information based on Key Block input above.






The screenshot shows the Banner Financial System interface. At the top is a blue title bar with a close button (X) and a title 'Executive Summary FCBDSR 9.3.7 (PROD)'. Below the title bar is a search and filter section with fields for Chart, Fiscal Year, Index, Query Specific Account, Include Revenue Accounts, and Commit Type. A 'Start Over' button is on the right. Below this is a key block with fields for Organization, Fund, State Appropriations, Program, Account, Account Type, and Activity. The main area is a table titled 'EXECUTIVE SUMMARY' with columns for Account, Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The table lists various accounts like Faculty Salaries, Administrative Faculty, and Health Insurance. At the bottom of the table is a 'Net Total' row. Below the table is a navigation bar with arrows, a page number '1 of 16', and a 'Per Page' dropdown set to '20'. At the very bottom is a footer bar with 'EDIT', 'Record: 1/16', 'FTVACCT_BLOCK.FT/ACCT_ACCT_CODE (1)', a 'SAVE' button, and the 'ellucian' logo.

Previous/Next Block

Save



Banner Buttons & Tools

- ▶  - Executes search of key block input parameters to display.
- ▶  - Returns to key block for search parameter adjustment
- ▶  - Navigate between blocks of information on a form. This will not navigate to the initial key block.
- ▶  - Displays related banner information of a given form selection.
- ▶  - Displays tools to print, export to excel, clear records, etc.
- ▶ F7 - Enters Query mode and allows you to enter search parameters within that form.
- ▶ F8 – From Query mode queries data based on form parameters

Banner Query Mode

- ▶ Query mode is initiated when navigating within a form's record field and pressing F7.
- ▶ Most banner fields can be queried and will vary by form.
- ▶ Select field(s) to be queried from dropdown menu. Adding additional fields will narrow search.
- ▶ Select a Query Operator for each field to be queried.
- ▶ Press F8 or 'go' to execute query and display records.
- ▶ Example Shows a FGITRND query of CTLR (000100-66000-60) for all year to date non-payroll expenses

The screenshot displays the Banner Query Mode interface. At the top, the window title is "Detail Transaction Activity FGITRND 9.3.6 (PROD)". Below this, the system parameters are shown: COA: T, Fiscal Year: 19, Index: CTLR, Fund: 000100, Organization: 66000, Account: Program: 60, Activity: Location: Period: Commit Type: Both.

The main area is titled "DETAIL TRANSACTION ACTIVITY". It features several input fields and a dropdown menu. The "Account" field is set to "7". The "Field" field is set to "YTD". The "Add Another Field ..." field is empty. The dropdown menu is open, showing the following options: Contains (highlighted), Like, Starts With, Ends With, Equals, Not Equal, Not Equal or IS NULL, IS NULL, and IS NOT NULL.

Below the input fields, a table of transaction activity is displayed. The table has the following columns: Account, Organization, Program, Fund, Amount, Increase (+) or Decrease (-), Type, Document #, Transaction Date, Activity Date, Description, Commit Type, Fund #, Activity, and Location. The table contains 11 rows of data, including a total row at the bottom.

Account	Organization	Program	Fund	Amount	Increase (+) or Decrease (-)	Type	Document #	Transaction Date	Activity Date	Description	Commit Type	Fund #	Activity	Location
7130	66000	60	YTD	30.00	+	PHU	50560977	08/01/2018	08/01/2018	E-OSCAR	U	000100		
7132	66000	60	YTD	560.00	+	PHU	50562023	08/15/2018	08/15/2018	PDGPRODEV	U	000100		
7205	66000	60	YTD	157.50	+	INEI	00338845	08/20/2018	08/21/2018	Business Solutions Group LLC	U	000100		
7205	66000	60	YTD	30.00	+	INEI	00337778	07/31/2018	07/31/2018	TLRH Community Services Inc	U	000100		
7205	66000	60	YTD	-30.00	-	CHS	01844103	07/30/2018	07/30/2018	TLRH Community Services Inc	U	000100		
7205	66000	60	YTD	10.24	+	PHU	50562051	07/25/2018	07/25/2018	OFFICE DEPOT #1080	U	000100		
7261	66000	60	YTD	11.01	+	PHU	50562072	08/22/2018	08/22/2018	OFFICE DEPOT #1080	U	000100		
7351	66000	60	YTD	225.00	+	PHU	50562074	07/25/2018	07/25/2018	AJCDN *ORDER	U	000100		
7362	66000	60	YTD	16.89	+	PHU	50562073	08/22/2018	08/22/2018	AMEN MKTP US	U	000100		
7365	66000	60	YTD	76.59	+	JE10	21500068	08/01/2018	08/06/2018	July Paper 2018	U	000100		
7372	66000	60	YTD	800.36	+	JE15	21500068	08/06/2018	08/06/2018	Post Office - July 2018	U	000100		
7510	66000	60	YTD	240.39	+	PHU	50562022	08/15/2018	08/15/2018	AMERICAN AIR012102970521	U	000100		
			Total	2,178.48	+									



Banner Form Naming Conventions

The Object Module (Position 2) and Type of Object (Position 3) are different for each Primary System

1 Primary System	2 Object Module	3 Type of Object	4-7 Object Name
F	G	I	BDSR
S (Student)	A (Accounts Payable)	A (Application Form)	BDSR (Executive Summary)
A (Advancement)	B (Budget)	B (Base Table)	BSUM(Budget Summary)
F (Finance)	G (General)	I (Inquiry Form)	DOCH (Document History)
N (Human Resources)	O (Operations)	M (Maintenance)	ENCD (Encumbrance Detail)
R (Financial Aid)	P (Purchasing)	R (Rule/Report)	IDEN (Identification)
G (General)	R (Research)	T (General)	TRND (Detail Transaction Activity)
T (Accounts Receivable)	T (Validation)	V (Validation)	VNDH (Vendor History)

Banner Shortcut Keys

- Alt + Page Down – Next Section
- Alt + Page Up – Previous Section
- F5 – Start Over
- F6 – Insert New Record
- F7 – Enter Query
- F8 – Execute Query
- F9 – List of Values
- F10 – Save
- Shift + F1 – Export
- Shift + F4 – Clear One Record
- Shift + F6 – Delete Record
- Ctrl + P - Print
- Ctrl + Q – Cancel Form/Query/Exit
- Ctrl + Y – Recently Opened Forms
- Alt+Shift+R – Open Related Menu
- Alt+Shift+T – Open Tools Menu
- Esc – Cancel Action