

# Finance

Basic Banner Finance

# Suggested Prior Trainings

- Finance Training - Fiscal Responsibility



# Training Objectives

- Requesting access to Internet Native Banner (INB) 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 search techniques
- Understanding the Banner form naming rules
- Banner Shortcuts

# Gaining Access to Banner

- Email a request to your department Accountant
  - Please CC your supervisor on the email request
- Be sure to include:
  - What areas of Banner you need access to (payroll, finance, student, etc.)
  - Funds and Orgs you will need access to



# Gaining Access to Banner

- You must complete the following trainings before we activate your access:
  - Registrars Office - FERPA Training
  - Controller's Office - Fiscal Responsibility
- Once completed we will give you a username and password
- Your password will be the first letter of your last name and birthday in mmddyy format. See example below.
  - Name: Hilary Swank
  - Birthday: 07/30/1974
  - Username: s073074

# Logging into Banner

SUU Central Authentication

Please sign in to your SUU account.

Username

Password

Sign in

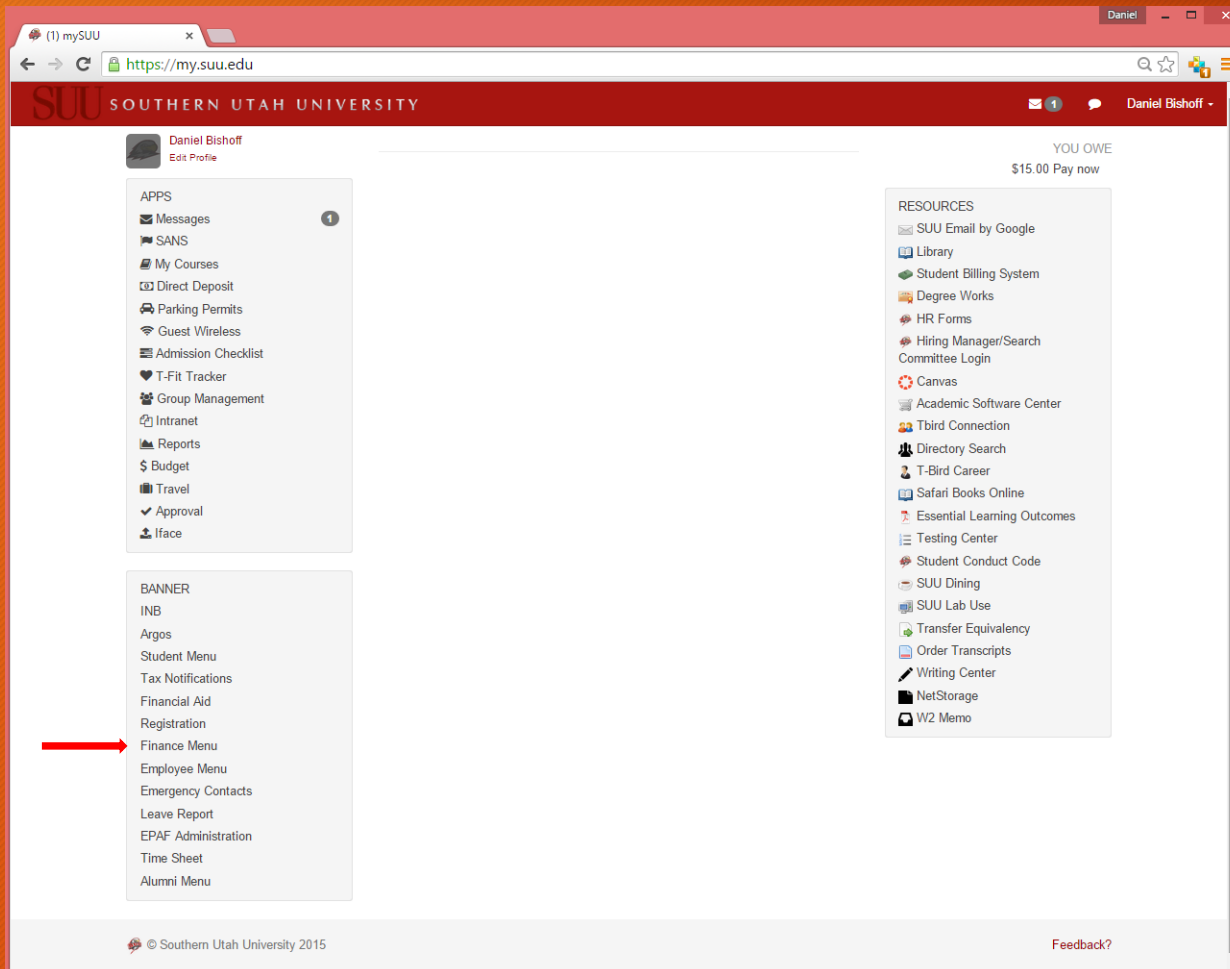
[Forgot username or password?](#) [Activate your account](#)

Need help?

How do I verify that this sign in page is authentic?  
Tip Check the website address in your browser.

- Log into your mySUUportal

# Banner Self Serve



- Banner Self Serve gives a limited, summarized view of financial information
- Select 'Finance Menu'



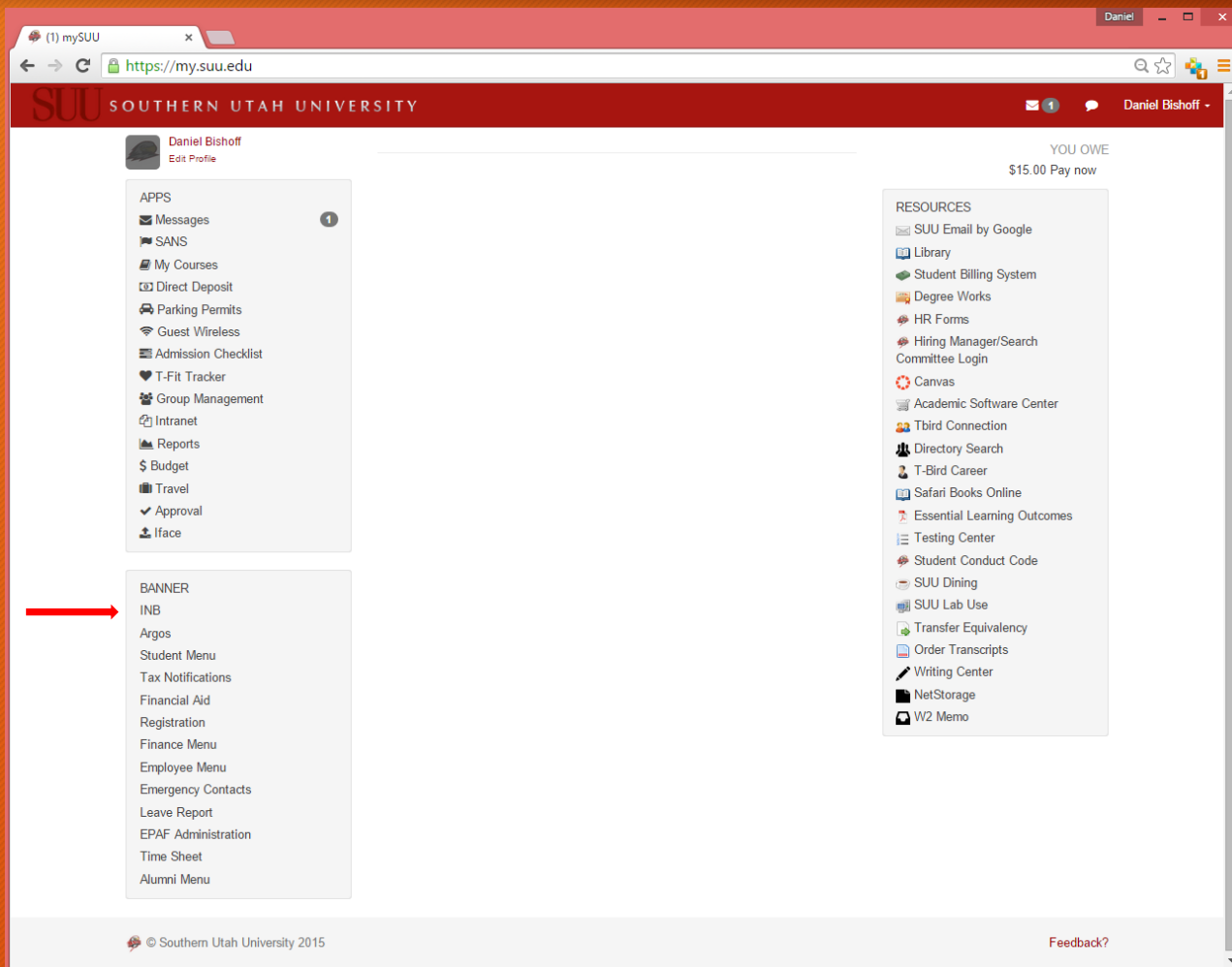
# Banner Self Serve - Finance

The screenshot shows a web browser window with the URL [https://bannersb.suu.edu/pls/proddad/twbkwbis.P\\_GenMenu?name=bmenu.P\\_Finan](https://bannersb.suu.edu/pls/proddad/twbkwbis.P_GenMenu?name=bmenu.P_Finan). The page header includes the Southern Utah University logo and the text "Banner Self Serve". A navigation menu contains tabs for "Personal Information", "Alumni and Friends", "Volunteer", "Student", "Financial Aid", "Employee", and "Finance", with "Finance" currently selected. Below the navigation is a search bar with a "Go" button and links for "MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Financial Information" and lists several links: "Budget Queries", "Encumbrance Query", "Requisition", "Approve Documents", "View Document", and "Delete Saved Template". A horizontal line separates this list from a footer area that contains a link list: "[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Saved Template ]", the text "RELEASE: 8.7", and the copyright notice "© 2015 Ellucian Company L.P. and its affiliates."

- The information available in Banner Self Serve will be covered in the Banner Self Serve Training

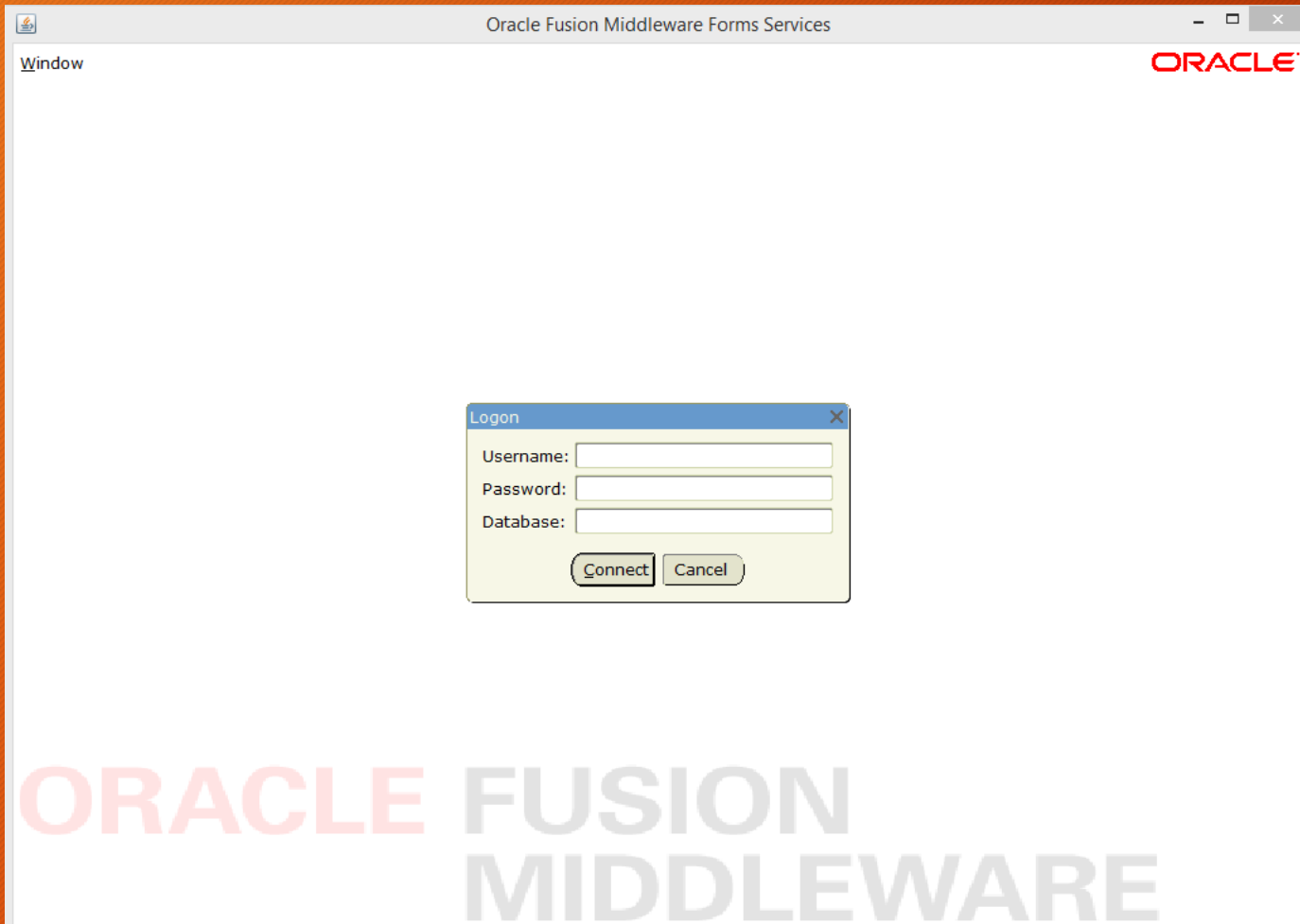


# Internet Native Banner



- Internet Native Banner is the University's financial reporting system
- Select 'INB'
- You should see a pop-up requesting login information

# Internet Native Banner



- Username will be the same as your mySUUportal login
- First login password: first letter of last name and birthday
- Password Example for Hilary Swank, 07/30/1974
  - S073074
- Database can be left blank

# Choosing a Banner Form

The screenshot displays the Oracle Fusion Middleware Forms Services interface. The title bar reads "Oracle Fusion Middleware Forms Services". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The Oracle logo is in the top right corner. The main content area is divided into several sections:

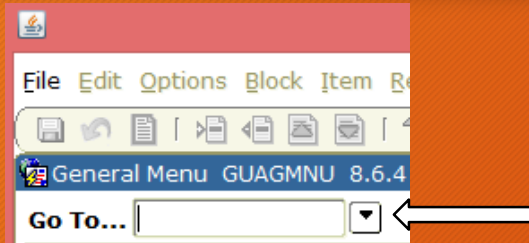
- Go To...:** A search field with a dropdown arrow, currently containing "Welcome, Daniel Bishoff".
- Products:** A dropdown menu.
- My Banner:** A tree view of menu items. The "Banner" folder is expanded, showing sub-items like "Student [\*STUDENT]", "Advancement [\*ALUMNI]", "Finance System Menu [\*FINANCE]", "General Ledger [\*FINGENLL]", "Chart of Accounts System Control [\*FINCHRTS]", "Control Account Maintenance [FTMACTL]", "Financial Manager Maintenance [FTMFMGR]", "Fiscal Year Maintenance [FTMFSYR]", "Hierarchical Budget Maintenance [FTMHBU]", "Rules Maintenance [FTMRUCL]", "System Data Maintenance [FTMSDAT]", "System Control Fiscal Year Validation [FTVFSYR]", "Hierarchical Budget Control Validation [FTVHBUD]", "System Data Validation [FTVSDAT]", "Chart of Accounts Account Codes [\*FINCHRTA]", "Chart of Accounts Entity Maintenance [\*FINENTTY]", and "General Accounting Transaction Forms [\*FINGENLA]". The "Control Account Maintenance [FTMACTL]" item is highlighted with a blue selection box and a red border. White arrows on the left point to the "My Banner" folder, the "Banner" folder, and the "Control Account Maintenance [FTMACTL]" item.
- My Links:** A list of links including "Change Banner Password", "Check Banner Messages" (with a green checkmark), "Self Serve Banner", "Banner Documentation", "Summit 2007 CD", "Personal Link 4", "Personal Link 5", and "Personal Link 6".
- My Institution:** A section with a logo for Southern Utah University (SUU) and a photograph of a building.

At the bottom, there is a status bar with the text "Press ENTER to start selection or expand/collapse menu." and "Record: 1/1".

- A Banner form is a view of information. E.g. The General Menu (pictured left) is a banner form
- Each INB form has a 7 digit code (FTMACTL)
- That code can be typed into the 'Go To..' field
- You can also use the menu folders to find a Banner form

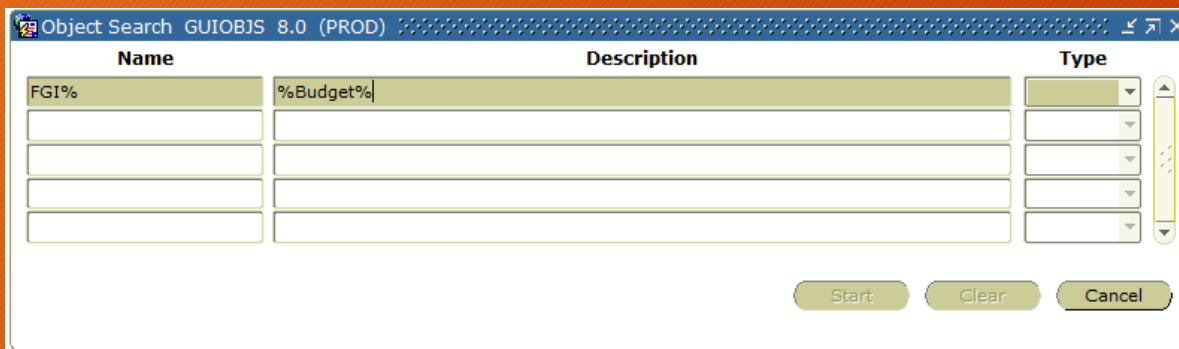


# Searching Banner Forms



General Menu GUAGMNU 8.6.4

Go To...  ▼

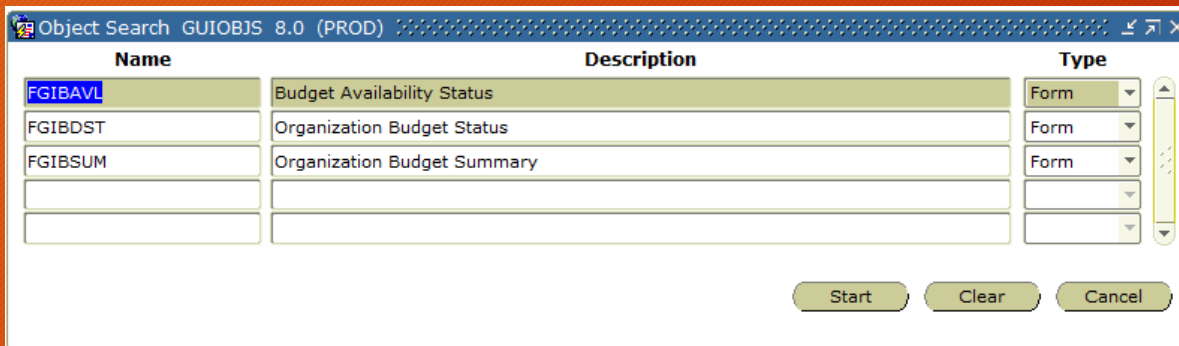


Object Search GUIOBJIS 8.0 (PROD)

Name	Description	Type
FGI%	%Budget%	

Start Clear Cancel

- You can access the banner search tool using the down arrow next to the 'Go To...' field
- You can search the 'Name', 'Description' or 'Type' fields
- Use the Wildcard % to limit search results
- The function key F8 will execute the search

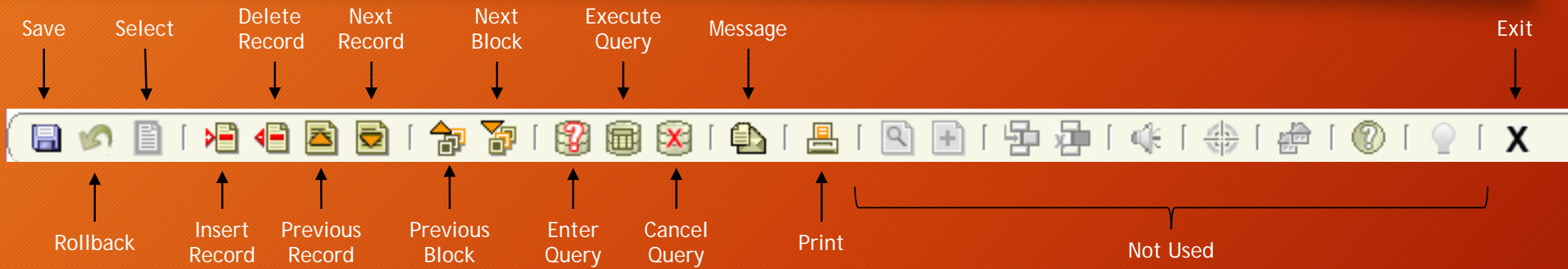


Object Search GUIOBJIS 8.0 (PROD)

Name	Description	Type
FGIBAVL	Budget Availability Status	Form
FGIBDST	Organization Budget Status	Form
FGIBSUM	Organization Budget Summary	Form

Start Clear Cancel

# Banner Tool Bar





# Banner Tool Bar

- Roll Back - Clears all information in a form and returns you to a data enterable field in the first block (Shortcut Shift + F7)
- Previous/Next Block - This will take you to the prior/next block. This will not work to get to the first block. (Shortcut Ctrl + PgUp/PgDn)
- Enter Query - Clears the data in the current block and allows you to enter search parameters (Shortcut F7)
- Execute Query - Queries data based on any parameters (Shortcut F8)
- Exit - If you have started a query, you must exit twice to leave the form. Once to cancel the query, once to leave the form. (Shortcut Ctrl + Q)



# Banner Query Forms

File Menu  
Toolbar Menu



Oracle Fusion Middleware Forms Services: Open > FGIBDSR

File Edit Options Block Item Record Query Tools Help

Executive Summary FGIBDSR 8.5 (PROD)

Chart: T  
Fiscal Year: 15  
Index: CTRL

Organization: 66000 Controller  
Fund: 000100 State Appropriations  
Program: 60 Institutional Support  
Account:  
Account Type:  
Activity:  
Location:

Query Specific Account  
 Include Revenue Accounts  
Commit Type: Both

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7090	E	Meals-Non Travel	0.00	327.00	0.00	-327.00
7130	E	Dues & Fees-Membership	0.00	2,225.00	0.00	-2,225.00
7132	E	Dues & Fees-Conferences 8	0.00	2,932.21	0.00	-2,932.21
7135	E	Dues & Fees-Registration	0.00	648.71	0.00	-648.71
7305	E	Services-General	0.00	2,130.57	836.39	-2,966.96
7315	E	Services-External Printing	0.00	682.08	0.00	-682.08
7320	E	Services-Internal Printing	0.00	708.00	0.00	-708.00
7340	E	Computers-Non Capital	0.00	2,559.20	0.00	-2,559.20
7347	E	Software Maintenance	0.00	2,000.73	0.00	-2,000.73
7349	E	Software Purchases	0.00	488.00	0.00	-488.00
7350	E	Supplies-Educational	0.00	992.00	0.00	-992.00
7360	E	Supplies-Office	0.00	1,256.36	0.00	-1,256.36
<b>Net Total:</b>			-1,176,753.00	-1,103,688.99	30,496.04	

Account Code; Press Duplicate Item to view Transaction Detail activity.  
Record: 22/46 | | | | <OSC>

First Block  
or Key

Records  
Display

Scroll Bar

Feedback &  
Record Count

# Search Tips

- Most banner fields can be queried
- Banner understands Boolean characters
  - Greater than >
  - Less than <
  - Not equal <>
  - Wildcard %
- Queries are case sensitive

# Banner Naming Conventions

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 Naming Conventions

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

# INB Display Options

Oracle Fusion Middleware Forms Services: Open > GUAUPRF

File Edit Options Block Item Record Query Tools Help

General User Preferences Maintenance GUAUPRF 8.6.4 (PROD)

Display Options Directory Options **My Links** Menu Settings LDAP

**Display Options**

- Display Form Name on Title Bar
- Display Form Name on Menu
- Display Release Number on Title Bar
- Display Database Instance on Title Bar

**Alert Options**

- Prompt Before Exiting Banner
- Display Additional Confidential Warning
- Display Additional Deceased Warning
- Display Duplicate SSN/SIN/TIN Warning

**Data Extract**

- Include Header Row in Data Extract

**User Interface Color Settings**

Description:	Enter the RGB color code for non iconic buttons.
Default Value:	r204g204b153
User Value:	r204g204b153
Description:	Enter the RGB color code for the canvas.
Default Value:	r255g255b255
User Value:	r255g255b255
Description:	Enter the RGB color code for code/description prompts.
Default Value:	r0g0b0
User Value:	r0g0b0
Description:	Enter the RGB color code for the menu links canvas.
Default Value:	r255g255b255
User Value:	r255g255b255
Description:	Enter the RGB color code for the menu broadcast message canvas.
Default Value:	r255g255b255
User Value:	r255g255b255

Check to have form name display on window title.  
Record: 1/1 <OSC>

- Banner defaults 'Data Extract' to be unchecked. Please check that box
- You can change the color of Banner using the 'Interface Color Settings'
- Under 'My Links' you can add web links to Banner menu form



# Banner Shortcut Keys

- F4 - Copy Prior Record
- F5 - Activate 'Go To...' Bar
- F6 - Insert New Record
- F7 - Enter Query
- F8 - Execute Query
- F9 - Activate Option Box
- F10 - Save
- Shift + F1 - Display Error
- Shift + F2 - Count Query
- Shift + F3 - Next Primary Key
- Shift + F4 - Clear Record
- Shift + F5 - Clear Block
- Shift + F6 - Delete Record
- Shift + F7 - Rollback
- Shift + F8 - Print
- Ctrl + Q - Exit