



Stephen F. Austin State University

Administrative User's Guide – Banner Admin

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Administrative User's Guide – Banner Admin

Introduction

Welcome to Banner 9 Administrative User's Guide. This guide is designed to help you with the information needed to access and navigate Banner 9 Admin. Banner 9 Admin is a browser-based application using Chrome or Firefox.

Logging in to Banner 9 Admin:

1. Open a web browser
2. Go to or copy this link - <https://banxe.sfasu.edu/applicationNavigator/seamless>
3. Enter your user name and password.
4. The Banner 9 Welcome page should open. Contact the IT help desk for difficulties logging in. 936-468-1212.

Enter your mySFA Username and Password

Username: Rectangular Snip

Password:

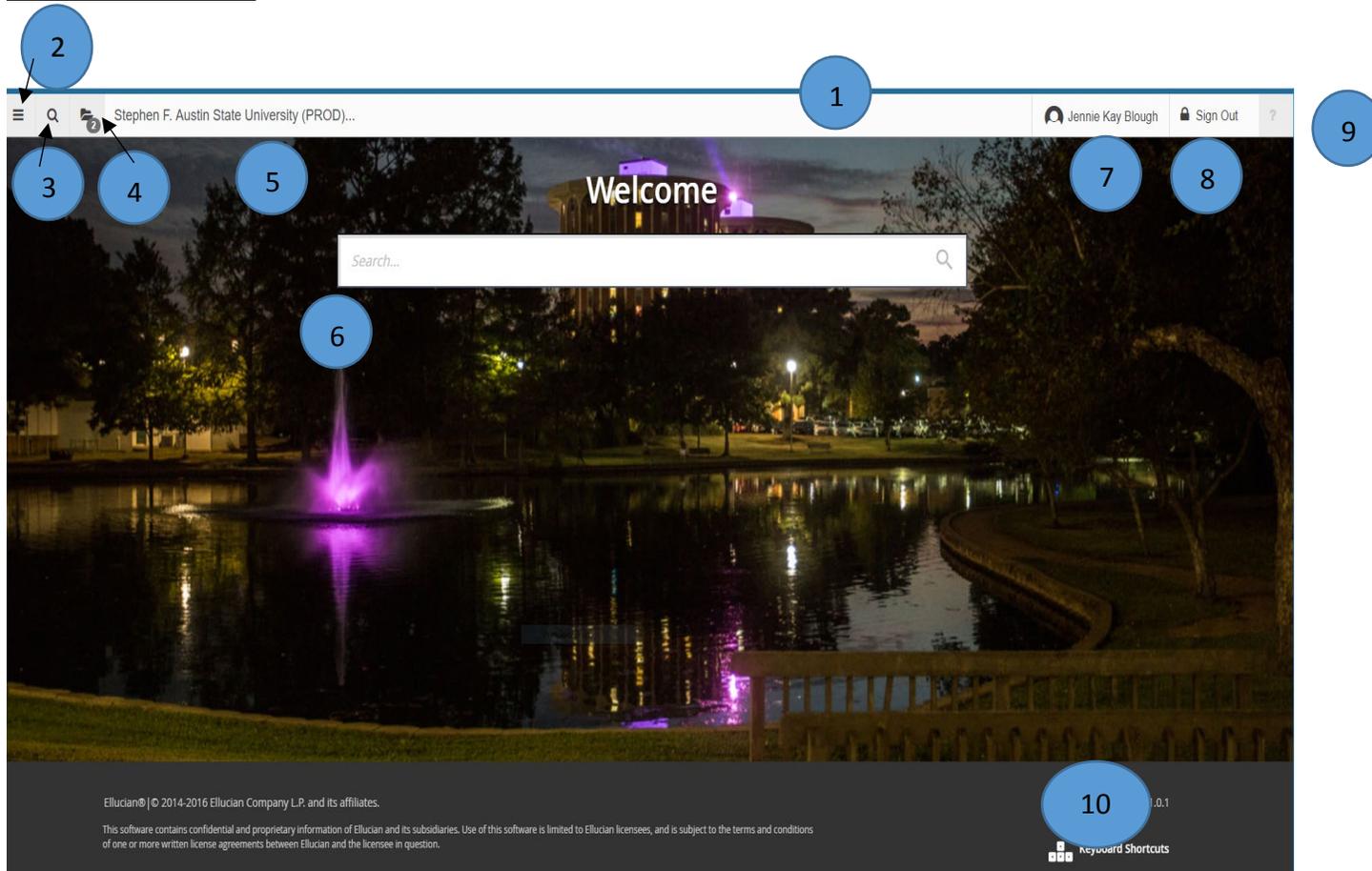
Warn me before logging me into other sites.

| [clear](#)

[Lookup Username?](#)
[Help with your Password?](#)
[Lookup Campus ID?](#)
[Report a Problem.](#)

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Welcome Page

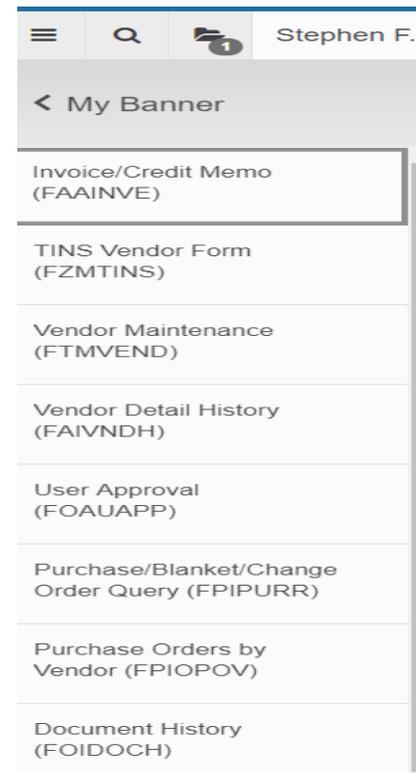
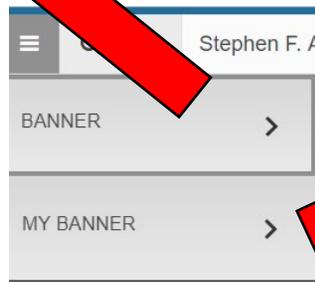
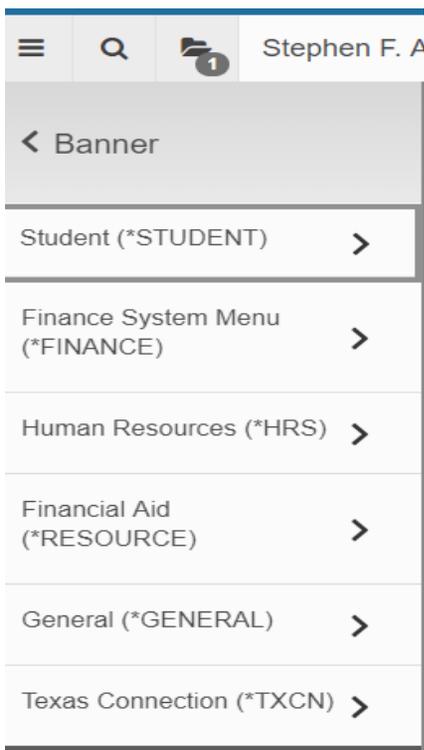


1. Navigation Bar
2. Menu Icon – (See following page)
3. Search – Provides access to search for another page
4. Recently opened pages
5. Stephen F. Austin State University – Select to return to Welcome page
6. Search bar to open pages
7. User's Name
8. Sign Out
9. Help – Accessible from any page
10. Keyboard Shortcuts

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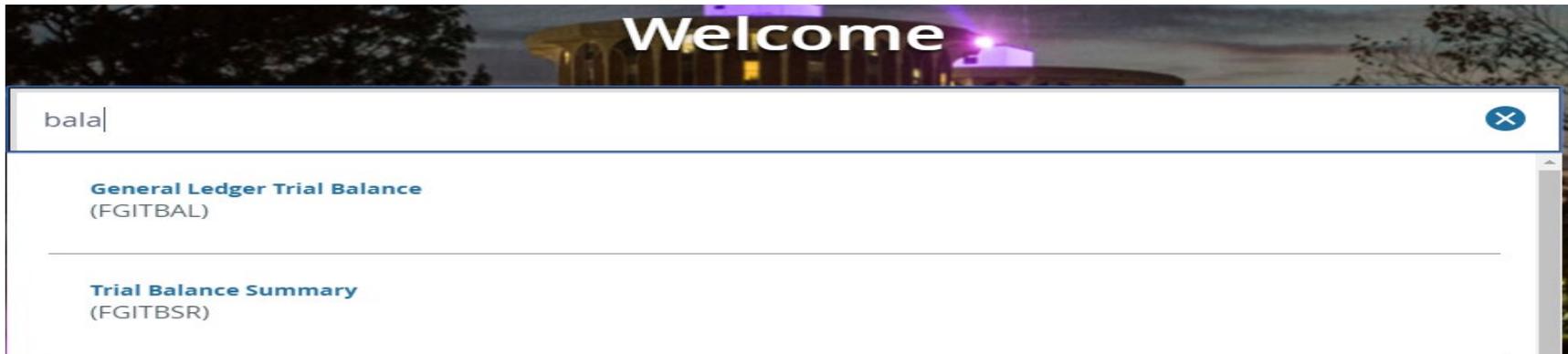


From the top left Menu select the Menu Icon.  This is the shortcut menu to Banner Pages. It is grouped by Functional modules (Banner) or saved personal favorite pages from Banner 8 (My Banner).

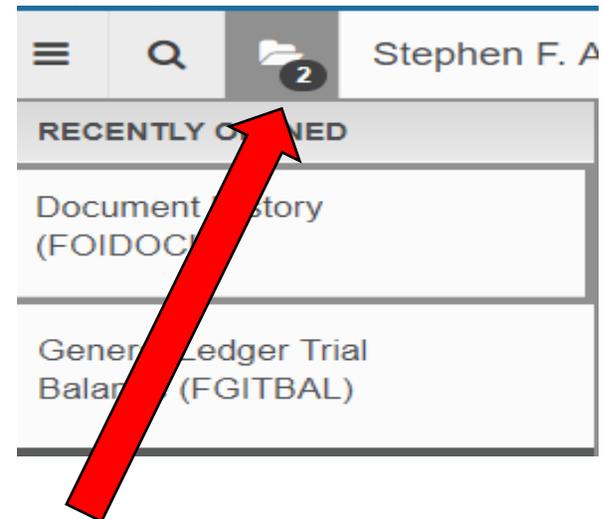
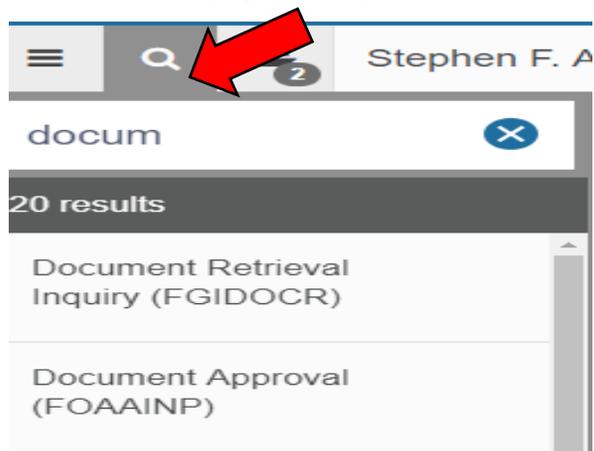


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The Search bar in the middle of the page is used to search for the page by description or the page name. For example typing in the word Balance will generate a list of pages containing the word Balance. You can also type in the page name. You do not need to use the % symbol as your wild card. Suggested pages will display.



You can also use the search icon at the top left of the page to search by page name or description. The search icon will stay at the top of the page when you are on other pages. Therefore, you can access multiple pages with the search.



The folder at the top left of the page will display the forms you recently visited.

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Page Navigation - Key Block

The first block on most pages contains key information. The key block determines what data is entered or displayed on the rest of the pages. All information on the page is related to the key block. The key block stays on the page as subsequent sections are displayed.

1. **Page Header** – The page header identifies the open page name and contains icons for basic navigation.
2. **X - Exit** – Closes the page. Always use this icon to close your page.
3. **Go** – the new “Next Block” to display information. When you **Go to next page**: The green **Go** button will change to a green **Start Over** button.
4. **Main Key Block** – The first block on most pages where you key in data to display.
5. **Add & Retrieve** – Used with Banner Document Management to Add documents or Retrieve scanned documents. (Not available to all users).

The screenshot shows the Banner Admin interface for Stephen F. Austin State University (PROD). The interface is divided into several sections, with numbered callouts (1-7) highlighting specific features:

- 1**: The main header bar containing the page title "Organization Budget Status FGIBDST 9.3.6 (PROD)" and navigation icons (ADD, RETRIEVE, RELATED, TOOLS).
- 2**: The "Chart" field, which is currently set to "S" and labeled "Stephen F. Austin State University".
- 3**: The "Go" button, which is green and located at the top right of the main content area.
- 4**: The "Main Key Block" containing various search criteria fields: "Index", "Include Revenue" (checked), "Accounts", "Organization", "Program", "Account Type", "Location", "Fiscal Year" (set to "19"), "Query Specific" (unchecked), "Account", "Commit Type" (set to "Both"), "Fund" (set to "159100" with "PCard Suspense" as a hint), "Account" (set to "21001" with "AP Daily Liability PCard" as a hint), and "Activity".
- 5**: The "ADD" icon in the top right navigation bar.
- 6**: The "RETRIEVE" icon in the top right navigation bar.
- 7**: The "RELATED" icon in the top right navigation bar.

At the bottom of the page, there is a "Get Started" message: "Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

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6. **Related** – displays a list of pages that can be accessed from this page. In this example, from FGIBDST you can click on Related and access Banner pages:

- Budget Summary Information (FGIBSUM)
- Organization Encumbrances (FGIOENC)
- Transaction Detail Information (FGITRND)

The screenshot shows the Banner Admin interface for 'Organization Budget Status FGIBDST 9.3.6 (PROD)'. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, there are search filters for 'Chart', 'Fiscal Year', 'Index', 'Query Specific Account', 'Include Revenue Accounts', 'Commit Type', 'Organization', 'Fund', 'PCard Suspense', 'Program', and 'Account'. A search bar is also present. The main content area displays a table titled 'ORGANIZATION BUDGET STATUS' with columns for 'Account', 'Type', 'Title', 'Adjusted Budget', 'YTD Activity', and 'Commitments'. The table shows a 'Net Total' row. On the right side, a 'Related' menu is open, listing 'Budget Summary Information [FGIBSUM]' (Shift+F2), 'Organization Encumbrances [FGIOENC]' (F4), and 'Transaction Detail Information [FGITRND]' (F3).

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7. **Tools** – Provides access to Actions and Options available from this page. This includes refresh, export, print, clear record, clear data, item properties and other options controlled by the page.

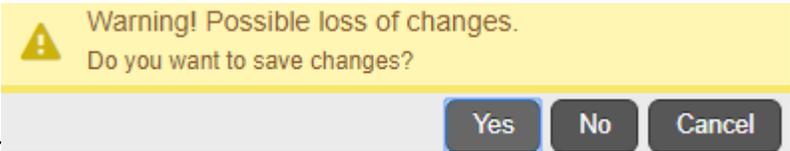
The screenshot shows the Banner Admin interface for 'Organization Budget Status FGIBDST 9.3.6 (PROD)'. The top navigation bar includes a search icon, 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' (highlighted with a blue circle and the number 7). Below the navigation bar, there are search filters for 'Chart', 'Account Type', 'Activity', and 'Location'. The main content area displays a table titled 'ORGANIZATION BUDGET STATUS' with columns for 'Account', 'Type', 'Title', 'Adjusted Budget', 'YTD Activity', and 'Commitments'. A 'Net Total' row is visible at the bottom of the table. The 'Tools' dropdown menu is open, showing a search bar and several sections: 'ACTIONS' (Refresh, Export, Print, Clear Record, Clear Data), 'OPTIONS' (Format Display Preferences), 'BANNER DOCUMENT MANAGEMENT' (Retrieve Documents, Count Matched Documents, Add Documents), and 'PAGE LAYOUT' (Expanded, Compact). A blue circle with the number 8 points to the 'Tools' menu.

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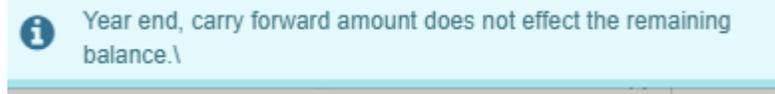
8. **Notifications** – This button will appear to the right of the Tools Menu button. The button could be in three different colors, depending on the severity of the error and contain the number of errors to correct. To exit Notifications, click on the notification number box or press Tab.

There are four message notification component types:

- a. Red Error Notification –  an “!” will be displayed in a circle when this message is displayed. The error must be corrected in order to continue.

- b. Yellow Warning Notification –  an “!” will be displayed in a triangle when this message is displayed. There are also two buttons, Yes/No that must be selected to continue.

- c. Green Success Notification –  a checkmark in a circle is displayed with this message
- d. Blue Info Notification – an “i” in a circle is displayed with this message.



You may also have to click on an OK button to continue.

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Page Navigation - Sections

Pages are divided into sections (previously blocks) that contain additional details for the key information. A section can represent one record or multiple records depending on the type of information that you are working on. Each section contains related information.

The screenshot shows the 'General Ledger Activity' page in Banner Admin. The page is annotated with seven numbered callouts (1-7) and red arrows pointing to specific UI elements:

- 1:** Points to the 'Start Over' button in the top right corner of the table area.
- 2:** Points to the search criteria (Chart, Period, Fiscal Year, Index, Fund, Account) displayed at the top of the table.
- 3:** Points to the table header row, which includes columns for Account, Transaction Date, Type, Document, Description, Amount, and Debit/Credit.
- 4:** Points to the pagination controls, including '14 of 14' and '20 Per Page'.
- 5:** Points to the 'SAVE' button located at the bottom right of the page.
- 6:** Points to the 'Debit/Credit' column header in the table.
- 7:** Points to the user's name 'elijah' in the bottom right corner of the page.

Account	Transaction Date	Type	Document	Description	Amount	Debit/Credit
21001	09/01/2018	ITNI	S0543978	UNM MARKETPLACE		6.00 Credit
21001	09/01/2018	ITNI	S0543473	Sand N Sea Properties LLC		467.00 Credit
21001	09/01/2018	ITNI	S0543474	Sand N Sea Properties LLC		564.50 Credit
21001	09/01/2018	ITNI	S0543426	DELTA 00623274181456		583.60 Credit
21001	09/01/2018	ITNI	S0540619	OMNI SAN ANTONIO FRONT		62.31 Credit
21001	09/01/2018	ITNI	S0540619	OMNI SAN ANTONIO FRONT		372.00 Credit
21001	09/01/2018	ITNI	S0540617	OMNI SAN ANTONIO FRONT		372.00 Credit
21001	09/01/2018	ITNI	S0540617	OMNI SAN ANTONIO FRONT		62.31 Credit
21001	09/01/2018	ITNI	S0540618	OMNI SAN ANTONIO FRONT		62.31 Credit
21001	09/01/2018	ITNI	S0540618	OMNI SAN ANTONIO FRONT		372.00 Credit
21001	09/01/2018	ITNI	S0540616	OMNI SAN ANTONIO FRONT		372.00 Credit
21001	09/01/2018	ITNI	S0540616	OMNI SAN ANTONIO FRONT		62.31 Credit
21001	09/01/2018	ITNI	S0540522	TETA Inc		420.00 Credit
21001	09/01/2018	ITNI	S0540523	TETA Inc		50.00 Credit
21001	09/01/2018	ITNI	S0540519	ACT CSOTTE		1,475.00 Credit
Total						337,243.92 Debit

1. The **Start Over** button is used to go back to the beginning of the page.
2. Displays the search criteria entered in the Key Block.

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- Page detail section – Sections of data are accessed by scrolling up and down the page. Some pages can be opened or collapsed by clicking on the arrow on the far left side of the section header (below).

Process: FABMATC Receiving Matching Process Parameter Set:

PRINTER CONTROL

Printer

Special Print

Lines 55

PARAMETER VALUES

Number *	Parameters
01	Exclude Future Receipts

Navigation: 1 of 3 | 10 Per Page

LENGTH TYPE: Character O/R: Required M/S: Single

SUBMISSION

Save Parameter Set as

Name Description

Process: FABMATC Receiving Matching Process Parameter Set:

PRINTER CONTROL

Printer

Special Print

Lines 55

PARAMETER VALUES

SUBMISSION

Save Parameter Set as

Name Description

- 1 of 3 | 20 Per Page

Gives the user the option to navigate from page to page, navigate to a specific page, navigate to the first or last page, or to display more than 20 lines per page. Also displayed to the far right is the record number and total record count.
- Next page/previous page.
- If available, below the Start Over icon, the section can have a header that includes icons for the following actions:

 - Insert – Used to insert records in the section.
 - Delete – Used to delete records in the section.
 - Copy – Use to copy records in the section.
 - Filter – Use to filter or look-up records in the section.
- Used if the page is a data entry screen.

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Data Display Options

1. **Required Fields** – an Asterisk (*) displayed next to a field name indicates that the field requires a value before you continue on the page.

General Ledger Activity FGIGLAC 9.3.7 (PROD)

Chart: * S

Fiscal Year: * 19

Fund: *

Get Started: Complete the fields above and click Go. To search by

2. **Sort Order** – In a grid layout, values for a field can be sorted and, if you have chosen to sort the data, an up or down arrow next to the field name indicates the current sort order for the field. You can click on the field label to reverse the sort order.

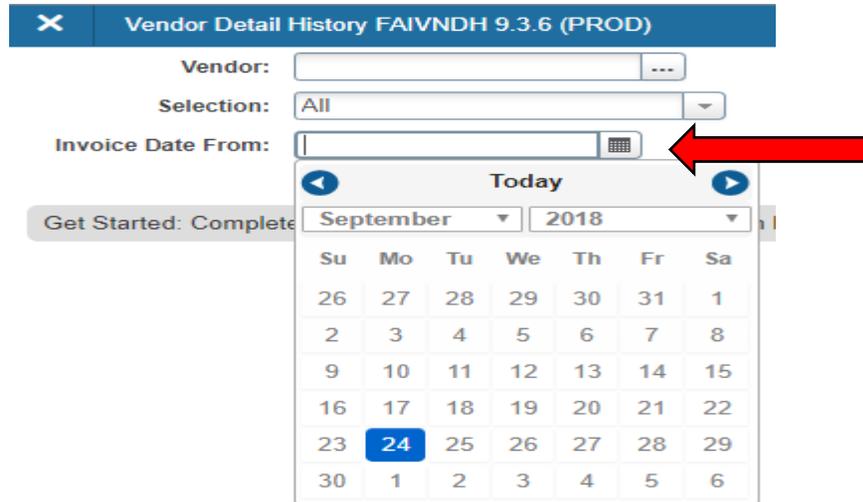
Fund Code Validation FTVFUND 9.0 (PROD)

FUND CODE VALIDATION

Chart of Accounts	Fund Code	Fund Type	Title
S	107550	11	Educational and General Funds
S	107550	11	Educational and General Funds
S	107551	11	GR Budget Reduction
S	107552	11	Research Enh-FRG
S	107553	11	Research Enh-MG
S	107554	11	Professional Development

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- Entering Dates** – You can enter the date directly using the format mmddyyyy. To enter the current date, type any letter and then TAB. You can also use the calendar icon to select the date.



- Filtering** – The Lookup button next to a field [...] **Vendor: *** [...] indicates that the field has the Lookup feature. You may also use the filter button if it is available on the menu bar.



The Lookup feature allows you to quickly find a value for a field. When you click on this button a page opens to enter your search criteria. This page is for a Basic Filter. The search criteria entered must match exactly. If some of the information is unknown, to perform a partial match lookup, you will use a “%” to replace the unknown information. For example, to lookup Allied Electronics Inc, in Basic Filtering you must enter the whole name in the Last Name field or enter a portion of the name Allied%. When entered click Go (found on the far right bottom).

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The screenshot displays the Banner Admin search interface. At the top, there is a search bar with the text "Entity Name/ID Search FTIIDEN 9.3.6 (PROD)". Below this, there are several filter options: "Vendors" (checked), "Terminated Vendors" (unchecked), and "Grant Personnel" (unchecked). The "DETAILS" section includes a "Basic Filter" and an "Advanced Filter" tab. The "Basic Filter" section has input fields for "ID", "Last Name", and "First Name". A red arrow points from the "Last Name" input field to the "Active filters" section, which shows "Last Name: Allied%" and a "Clear All" button. Below the filters is a table with the following data:

ID	Last Name	First Name	Middle Name	Entity Indicator
20306279	Allied Associates Commercial Floors...			Corporation
20040841	Allied Electronics Inc			Corporation
20005028	Allied Mobile Health Training			Corporation
20266728	Allied Van Lines, Inc.			Corporation

At the bottom of the screenshot, there is a "Filter Again" dialog box with a "Filter" icon and a "Filter Again" button with an "X" icon. A red arrow points from the "Filter Again" button to the "CANCEL" and "SELECT" buttons. The "CANCEL" button is on the left and the "SELECT" button is on the right.

To cancel click the X next to Filter Again (far right side) or click the cancel button (bottom right corner of screen). To select, highlight the record and double click or click the select button. The results for a field can be sorted by clicking on the column header.

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5. **Advanced Filtering** – Using Advanced Filtering you can put certain conditions on your criteria. Such as, searching for ID's that contain 1025 or Last Name starting with "Smi" . You can also add additional fields to search. When all the filter criteria are entered, click GO to display the results. The number of records retrieved is displayed at the bottom of the section. The results for a field can be sorted by clicking the field label in the column header.

Entity Name/ID Search FTIIDEN 9.3.6 (PROD)

ENTITY NAME/ID SEARCH

Vendors
 Terminated Vendors
 Grant Personnel

DETAILS

Basic Filter **Advanced Filter**

ID Contains 1025

Last Name Starts With Smi

First Name Ends With

Middle Name Equals

Entity Indicator IS NOT NULL

Add Another Field ...

ID	Last Name	First Name	Middle Name	Entity Indicator
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Case Insensitive Query Case Sensitive Query

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Personal Preferences

You may create a personal menu tied to your Banner user ID (My Banner). Your personal menu will contain the pages that are most important in your daily work. Once created you may access it from the main Welcome menu.

To create a My Banner menu

1. From the Welcome page, type My Banner or GUAPMNU in the search bar.
2. From the box on the left choose the Object by double clicking. The Object and Description columns can be sorted and filtered.
3. Click the insert button. You may also remove objects from your personal menu with the Remove Selection button.
4. To customize the Description, click on the description and rename it.
5. Repeat the process until finished
6. Click Save in the bottom right corner.

Object Type	Description
FGICSUM	Direct Cash Receipt Summary
FGIDCSR	Direct Cash Receipt Inquiry
FGIDOCR	Document Retrieval Inquiry
FGIENCB	Encumbrance List
FGIENCD	Detail Encumbrance Activity
FGIGLAC	General Ledger Activity
FGIJVCD	List of Suspended Journal Vouchers
FGIOENC	Organizational Encumbrance List
FGITBAL	General Ledger Trial Balance
FGITBSR	Trial Balance Summary
FGITINP	Transaction In Process Status
FGITRND	Detail Transaction Activity
FGQACTH	Account Hierarchy
FGQAGYH	Agency Hierarchy
FGQDOCB	Document Balancing
FGQDOCN	List of Transaction History Documents
FGQDOCP	Document Postings
FGQFNDE	Fund Codes Edit
FGQFNHD	Fund Hierarchy
FGQLOCH	Location Hierarchy

Object Selection	Description
FAAINVD	Invoice/Credit Memo Cancel
FGIGLAC	General Ledger Activity
FAAINVE	Invoice/Credit Memo
FAIVNDH	Vendor Detail History
FGIBDSR	Executive Summary
FGIBDST	Organization Budget Status
FGIENCD	Detail Encumbrance Activity
FOAUAPP	User Approval
FOIDOCH	Document History
FPIBLAR	Blanket Order Activity
FPIOPOV	Purchase Orders by Vendor
FPIPURR	Purchase/Blanket/Change Order Query
FTMVEND	Vendor Maintenance
FZMTINS	TINS Vendor Form
GXADIRD	Direct Deposit Recipient

7. You will have to sign out and sign back in to see the changes on your My Banner.

Note: Shortcut to creating or adding to My Banner. On the right panel select the first open record. Type in the 7 character page and arrow down to create the next record. Enter as many as you wish and save before exiting.

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Additional Preferences

You may also set additional preferences tied to your Banner user ID.

1. In the search bar, type **Preferences**, Select General User Preferences Maintenance or type GUAUPRF.
2. In the Display Options tab – at this time all the boxes should be checked.
3. Some options available in Banner 8 are not available in Banner 9.
4. Save and close.

The screenshot shows the Banner Admin interface for 'General User Preferences Maintenance GUAUPRF 9.3.9 (PROD)'. The 'Display Options' tab is selected, showing several checked options under 'DISPLAY OPTIONS' and 'ALERT OPTIONS'. The 'DATA EXTRACT' section has 'Include Header Row in Data Extract' checked. The 'USER INTERFACE COLOR SETTINGS' section is expanded into a table:

Description	Default Value	User Value
Enter the RGB color code for non iconic buttons.	r204g204b153	r204g204b153
Enter the RGB color code for the canvas.	r255g255b255	r255g255b255
Enter the RGB color code for code/description prompts.	r0g0b0	r0g0b0
Enter the RGB color code for the menu links canvas.	r255g255b255	r255g255b255
Enter the RGB color code for the menu broadcast message canvas.	r255g255b255	r255g255b255
Enter the RGB color code for the record highlighting.	r227g193b149	r227g193b149
Enter the RGB color code for the scroll bar.	r153g153b153	r153g153b153
Enter the RGB color code for the separator line.	r75g32b94	r75g32b94
Enter the RGB color code for the menu tree canvas.	r255g255b255	r255g255b255

At the bottom of the interface, there is a navigation bar showing '1 of 1' records and '10 Per Page'. The status bar indicates 'Record 1 of 9'.

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Commonly Used Pages

FOIDoch or Document History allows users to lookup the status several types of documents.

Below are some common Document Types:

REQ – Requisition

INV – Invoice

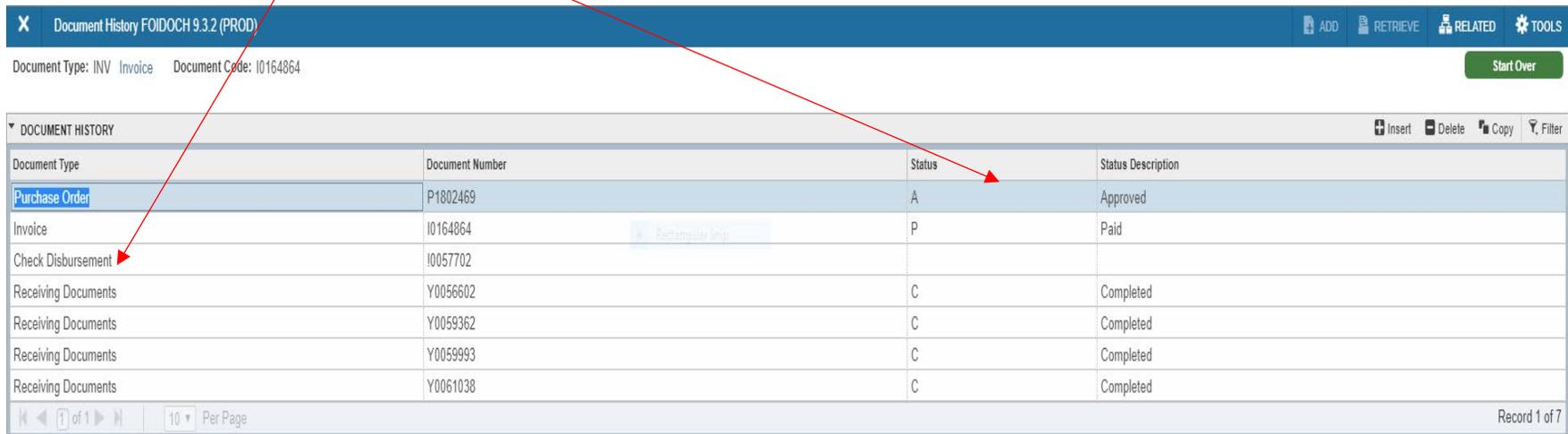
PO- Purchase Order

CHK - Check

Enter Document type and Document code (internal number given when the document is entered into Banner). Searches are allowed on both fields to see possible options. Choose Go to retrieve results.



Each Banner Document Type has a Status and Status Description indicator.



Document Type	Document Number	Status	Status Description
Purchase Order	P1802469	A	Approved
Invoice	I0164864	P	Paid
Check Disbursement	I0057702		
Receiving Documents	Y0056602	C	Completed
Receiving Documents	Y0059362	C	Completed
Receiving Documents	Y0059993	C	Completed
Receiving Documents	Y0061038	C	Completed

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Invoice Field

In the Invoices field, if an invoice has been issued, there will be one or more invoice numbers.

Next to the Invoice Number there will be a status code (Blank, P, R, X or S)

Blank – Not yet Paid

P – Paid

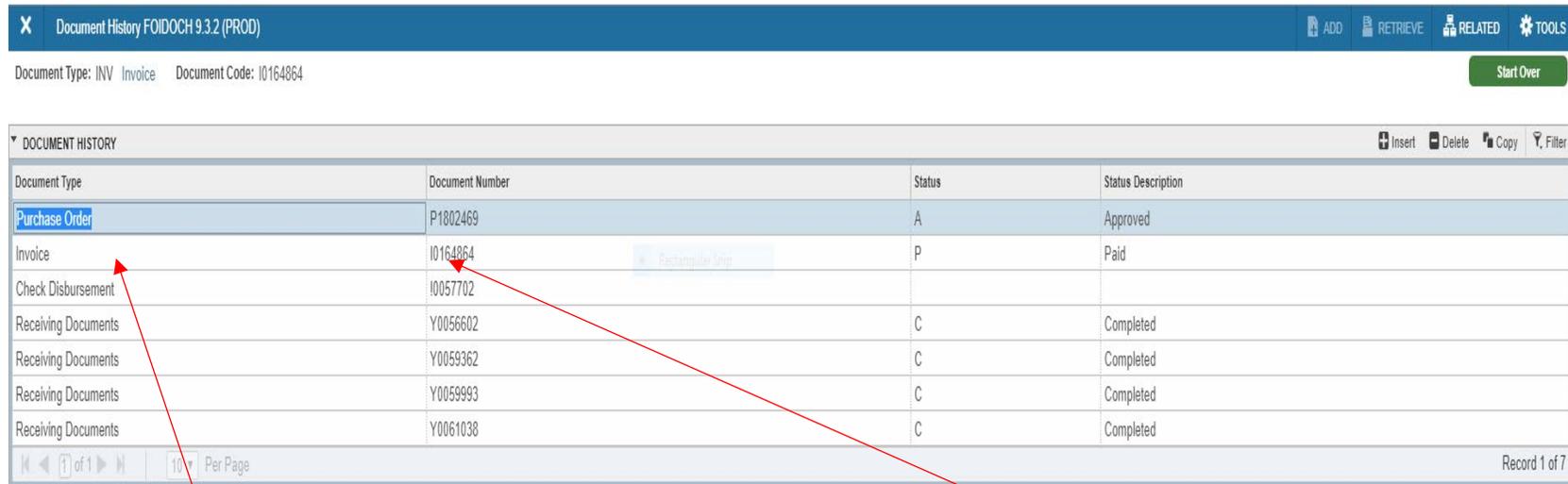
R – Receiving is incomplete

S– Invoice Suspended

X – Invoice was cancelled

To view the invoice. Click on Related and Query document then GO on the next page.

Check Disbursement Field



Document History FOIDDOCH 9.3.2 (PROD)

Document Type: INV Invoice Document Code: I0164864

Start Over

Document Type	Document Number	Status	Status Description
Purchase Order	P1802469	A	Approved
Invoice	I0164864	P	Paid
Check Disbursement	I0057702		
Receiving Documents	Y0056602	C	Completed
Receiving Documents	Y0059362	C	Completed
Receiving Documents	Y0059993	C	Completed
Receiving Documents	Y0061038	C	Completed

Record 1 of 7

In the Check Disbursement field, if a check has been issued, there will be a check number.

Next to the Check number there will be a status code (X, F or Blank)

Blank – Newer Check, not yet generated

F – Check has been finalized.

X – Check has been voided.

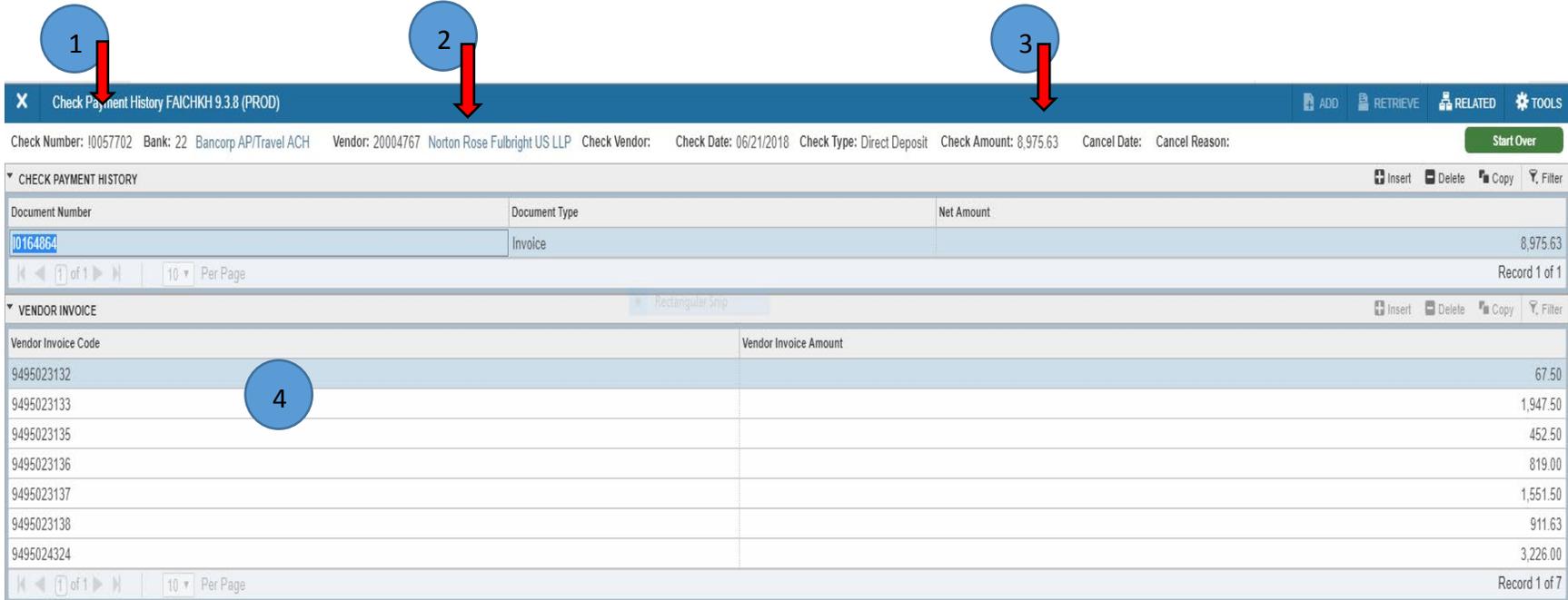
If the invoice was paid by Direct Deposit – ACH (the check number will be indicated by an ! in the first digit, the status will always be blank). To view the check information:

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Select the Check Disbursement field. Select Related – Query Document by Type from the Menu Bar.



The Check Payment History screen will display. This display shows:



1. Check Number
2. Vendor ID and Name
3. Check Amount
4. Invoices paid with this check

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Requisition and Purchase Order Fields

Document History FOIDDOCH 9.3.2 (PROD) ADD RETRIEVE RELATED TOOLS

Document Type: INV Invoice Document Code: 10164864 Start Over

Document Type	Document Number	Status	Status Description
Purchase Order	P1802469	A	Approved
Invoice	10164864	P	Paid
Check Disbursement	10057702		
Receiving Documents	Y0056602	C	Completed
Receiving Documents	Y0059362	C	Completed
Receiving Documents	Y0059993	C	Completed
Receiving Documents	Y0061038	C	Completed

10 Per Page Record 1 of 7

In the Requisition or Purchase Order fields, if one has been issued, there will be a document number. Next to the number there will be a status code (Blank, A, C, X, H, S).

Blank – not yet generated A – Approved C- Completed X – Cancelled H – Hold
S – Suspended.

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Any Document Type displayed using FOIDOCH can be viewed – select the field and then click on Related and then Query Document by Type from the Menu Bar.

You can then page through and view the document information.

Document Types can also be accessed from the Welcome Page by entering the page name or description.

These pages are commonly accessed through FOIDOCH:

PO – Purchase Order (FPIPURR)

INV – Invoice or Credit Memo Query (FAIINVE)

CHK – Check Payment History (FAICHH)

RCV- Receiving Goods Query (FPIRCVD)

REQ- Requisition Query (FPIREQN)

FA – Fixed Asset Master Query (FFIMAST)

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FAIVHIS and FAIVNDH – Vendor Detail History

From the Welcome Menu type in FAIVHIS or FAIVNDH or type and search History to select.

FAIVHIS – Vendor History Query Enter a Vendor ID number or search for a vendor by selecting the button with the three dots.

FAIVHIS shows the Vendor History by year:

Vendor History Query FAIVHIS 9.3.5 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] Start Over

Vendor: 20046882 Academic Partnerships LLC Vendor Hold:

VENDOR HISTORY QUERY [Insert] [Delete] [Copy] [Filter]

All Canceled Not Canceled

VENDOR HISTORY QUERY DETAILS [Insert] [Delete] [Copy] [Filter]

Fiscal Year	Credit Memos Number	Credit Memos Amount	Open Invoices Number	Open Invoices Amount	Paid Invoices Number	Paid Invoices Amount
18	0	0.00	0	0.00	5	14,963.80
17	0	0.00	0	0.00	5	114,602.00
16	1	50,973.32	0	0.00	9	334,429.13
15	1	2,250.00	0	0.00	9	274,057.85
14	0	0.00	0	0.00	12	463,047.10
13	0	0.00	0	0.00	10	477,734.32
12	0	0.00	0	0.00	10	192,883.32

10 Per Page Record 1 of 7

By selecting Tools you can further search the Open, Paid or Credit memos within each year.

Vendor History Query FAIVHIS 9.3.5 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] Start Over

Vendor: 20046882 Academic Partnerships LLC Vendor Hold:

DETAIL QUERY [Insert] [Delete] [Copy] [Filter]

Invoice	Invoice Amount	Approval Indicator	Complete Indicator	Cancel Indicator
10156281	5,869.60	Y	Y	N
10157490	4,977.60	Y	Y	N
10159822	363.00	Y	Y	N
10159823	2,080.80	Y	Y	N
10162040	1,672.80	Y	Y	N
Invoice Total	14,963.80			

10 Per Page Record 1 of 5

Administrative User's Guide – Banner Admin

FAIVNDH – Vendor Detail History Enter a Vendor ID number or search for a vendor by selecting the button with the three dots.

FAIVNDH shows the Vendor Detail of each vendor invoice.

X

ADD
RETRIEVE
RELATED
TOOLS

Vendor: 20046882 Academic Partnerships LLC Vendor Hold: Selection: All Fiscal Year: Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY Insert Delete Copy Filter										
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
UTAE2011-CHAP01	10049962	Y	N	N	P	N	7,324.80	11/03/2011	11/03/2011	10020289
UTAE2011-ECAP01	10049963	Y	N	N	P	N	3,863.16	11/03/2011	11/03/2011	10020289
UTAE2011-ECAP02	10052084	Y	N	N	P	N	17,169.60	12/08/2011	12/08/2011	10021021
UTAE2011-CHAP02	10052086	Y	N	N	P	N	4,028.64	12/08/2011	12/08/2011	10021021
UTAE2012-CHAP01	10058538	Y	N	N	P	N	9,522.24	04/12/2012	04/12/2012	10023589
UTAE2012-ECAP01	10058539	Y	N	N	P	N	27,471.36	04/12/2012	04/12/2012	10023589
UTAE2012-ECAP02	10060572	Y	Y	N	P	N	28,861.56	05/17/2012	05/17/2012	10024408
UTAE202-CHAP02	10060572	Y	Y	N	P	N	6,226.08	05/17/2012	05/17/2012	10024408

DD

RETRIEVE
RELATED
TOOLS

Q Search

[View Invoice Information \[FAIINVE\]](#)

[Commodity Information \[FOICOMM\]](#)

[View Vendor Invoice \[FAIVINV\]](#)

By selecting Related you can further search the invoice detail.

Administrative User's Guide – Banner Admin

FGIBDST – Organization Budget Status

From the Welcome Menu, Search FGIBDST or type the name to go to the page.

The screenshot shows the Banner Admin interface for FGIBDST. The top navigation bar includes a search icon, a hamburger menu, and the user's name 'Jennie Kay Blough' with a 'Sign Out' button. The main header displays 'Organization Budget Status FGIBDST 9.3.6 (PROD)' and navigation options: ADD, RETRIEVE, RELATED, and TOOLS. The search criteria are as follows:

- Chart: * S Stephen F. Austin State University
- Fiscal Year: * 19
- Index: [Empty]
- Query Specific:
- Account: [Empty]
- Commit Type: Both
- Include Revenue:
- Accounts:
 - Organization: 21200 Bus Communication and Legal Studies
 - Program: [Empty]
 - Account Type: [Empty]
 - Location: [Empty]
- Fund: 150002 Designated Tuition
- Account: [Empty]
- Activity: [Empty]

A 'Go' button is located to the right of the Fiscal Year field. A 'Rectangular Snip' button is visible near the Fund field. A grey instruction bar at the bottom reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

1. The Chart of Accounts should be “S”. Enter the Fiscal Year. For the Commitment Type choose Both.
2. You can include revenue Accounts if it applies.
3. Enter your Organization and Fund. Leave Program blank.
4. Select “GO”.

Administrative User's Guide – Banner Admin

Stephen F. Austin State University (PROD)...

Jennie Kay Blough Sign Out ?

Organization Budget Status FGIBDST 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: S Stephen F. Austin State University Fiscal Year: 18 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 21200 Bus Communication and Legal Studies Fund: 150002 Designated Tuition Start Over

Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS Insert Delete Copy Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
670140	L	Student Employees	4,987.84	0.00	0.00	4,987.84
670150	L	Classified Salaries	37,895.00	37,894.68	0.00	0.32
670220	L	Longevity Pay	1,620.00	1,620.00	0.00	0.00
670410	L	Group Insurance	0.00	7,462.80	0.00	-7,462.80
670430	L	FICA and Medicare	0.00	2,914.00	0.00	-2,914.00
679090	L	TRS Retirement	0.00	2,687.04	0.00	-2,687.04
679999	L	Benefits Charges	0.00	0.00	0.00	0.00
67B1	L	Employee Benefits Budget Pool	13,016.03	0.00	0.00	13,016.03
71B1	E	Travel Budget Pool	6,160.00	0.00	0.00	6,160.00
72B0	E	Operations & Maint Budget Pool	65,625.56	0.00	0.00	65,625.56
771010	E	In State Public Transportation	0.00	32.50	0.00	-32.50
771020	E	In State Mileage	0.00	367.03	0.00	-367.03
771050	E	In State Incidental Expenses	0.00	144.83	0.00	-144.83
771060	E	In State Per Diem Meals	0.00	263.16	0.00	-263.16
771065	E	In State Per Diem Lodging	0.00	771.00	0.00	-771.00
771110	E	Out of State Public Trans	0.00	1,568.38	0.00	-1,568.38
771120	E	Out of State Mileage	0.00	178.00	0.00	-178.00
771150	E	Out of State Incidental Exp	0.00	181.51	0.00	-181.51
771160	E	Out of State Meals	0.00	877.59	0.00	-877.59
771165	E	Out of State Lodging	0.00	1,268.25	0.00	-1,268.25
Net Total			129,304.43	80,866.49	2,183.63	46,254.31

1 of 2 Per Page Record 1 of 40

To determine the Available Balance:

1. Select Filter then select Advanced Filter.
2. On the "Account" field change the "Equals" in the next field to "Starts With"
3. Then type "7" in the third field (this excludes the salary and benefit data, which is managed by the Budget office).
4. Select "GO".

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Active filters: Account: (Starts With) 7 Clear All Filter Again

Account	Type	Title	Adjusted Budget <small>(angular Snap)</small>	YTD Activity	Commitments	Available Balance
71B1	E	Travel Budget Pool	6,160.00	0.00	0.00	6,160.00
72B0	E	Operations & Maint Budget Pool	65,625.56			65,625.56
771010	E	In State Public Transportation	0.00		32.50	-32.50
771020	E	In State Mileage	0.00		367.03	-367.03
771050	E	In State Incidental Expenses	0.00		144.83	-144.83
771060	E	In State Per Diem Meals	0.00		263.16	-263.16
771065	E	In State Per Diem Lodging	0.00		771.00	-771.00
771110	E	Out of State Public Trans	0.00		1,568.38	-1,568.38
771120	E	Out of State Mileage	0.00		178.00	-178.00
771150	E	Out of State Incidental Exp	0.00		181.51	-181.51
771160	E	Out of State Meals	0.00		877.59	-877.59
771165	E	Out of State Lodging	0.00		1,268.25	-1,268.25
771210	E	International Transportation	0.00		0.00	0.00
771211	E	International Airfare	0.00		1,600.00	-1,600.00
771212	E	International Trvl Incidental Exp	0.00		52.00	-52.00
771260	E	International Meals	0.00		225.33	-225.33
771265	E	International Lodging	0.00		522.67	-522.67
772030	E	Registration Fees for Training	0.00		2,155.00	-2,155.00
772100	E	Fees and Other Charges	0.00		155.23	-155.23
772730	E	Printing and Reproduction Services	0.00		1,241.49	-1,241.49
Net Total			71,785.56	28,287.97	2,183.63	41,313.96

1 of 2 | 20 Per Page | Record 1 of 32

- Your available balance is your Adjusted Budget minus YTD Activity minus Commitments (Commitments are your Purchase Orders and Requisitions)
- If you have an encumbered P-card you can add the encumbrance back in.



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To see Revenue Funds:

1. Select Start over or from the Welcome Menu type FGIBDST
2. Enter the Organization and Fund. Leave Program blank.
3. Check "Include Revenue Accounts"
4. Select "GO"

Chart: S Stephen F. Austin State University Fiscal Year: 18 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 21200 Bus Communication and Legal Studies Fund: 150002 Designated Tuition Start Over

Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS Insert Delete Copy Filter							
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
50A01	R	Beginning Balance Forward	48,342.18	48,342.18	0.00	0.00	
670140	L	Student Employees	4,987.84	0.00	0.00	4,987.84	
670150	L	Classified Salaries	37,895.00	37,894.68	0.00	0.32	
670220	L	Longevity Pay	1,620.00	1,620.00	0.00	0.00	
670410	L	Group Insurance	0.00	7,462.80	0.00	-7,462.80	
670430	L	FICA and Medicare	0.00	2,914.00	0.00	-2,914.00	
679090	L	TRS Retirement	0.00	2,687.04	0.00	-2,687.04	
679999	L	Benefits Charges	0.00	0.00	0.00	0.00	
67B1	L	Employee Benefits Budget Pool	13,016.03	0.00	0.00	13,016.03	
71B1	E	Travel Budget Pool	6,160.00	0.00	0.00	6,160.00	
72B0	E	Operations & Maint Budget Pool	65,625.56	0.00	0.00	65,625.56	
771010	E	In State Public Transportation	0.00	32.50	0.00	-32.50	
771020	E	In State Mileage	0.00	367.03	0.00	-367.03	
771050	E	In State Incidental Expenses	0.00	144.83	0.00	-144.83	
771060	E	In State Per Diem Meals	0.00	263.16	0.00	-263.16	
771065	E	In State Per Diem Lodging	0.00	771.00	0.00	-771.00	
771110	E	Out of State Public Trans	0.00	1,568.38	0.00	-1,568.38	
771120	E	Out of State Mileage	0.00	178.00	0.00	-178.00	
771150	E	Out of State Incidental Exp	0.00	181.51	0.00	-181.51	
771160	E	Out of State Meals	0.00	877.59	0.00	-877.59	
Net Total			-80,962.25	-32,524.31	2,183.63		

◀ 1 of 3 ▶ 20 Per Page Record 1 of 41

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To view your Expenditure and Revenue Detail:

Select your account, then from the top right select Related and then Transaction Detail Information from the drop down.

772810	E	Advertising Services
772910	E	Postal Services
773000	E	Consumables
773001	E	Purchase Card Encumbrance
773030	F	Subs or Periodicals nonpermanent

ADD RETRIEVE RELATED TOOLS

Q Search

	Budget Summary Information [FGIBSUM] Shift+F2
0.00	Organization Encumbrances [FGIOENC] F4
0.00	Transaction Detail Information [FGITRND] F3
0.00	



Select "GO" or F3 for your results.

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Detail Transaction Activity FGITRND 9.3.6 (PROD)

COA: S Fiscal Year: 18 Index: Fund: 150002 Organization: 21200 Account: 773000 Program: Activity: Location: Period: Commit Type: Both Start Over

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
773000	21200	100	YTD	95.06	+	IPNI	S0564600	08/31/2018	09/07/2018	Summus Industries Inc	U	150002		
773000	21200	100	YTD	195.47	+	IPNI	S0551616	07/03/2018	08/01/2018	Summus Industries Inc	U	150002		
773000	21200	100	YTD	339.84	+	IPNI	S0545240	06/01/2018	07/03/2018	Summus Industries Inc	U	150002		
773000	21200	100	YTD	18.95	+	IPNI	S0538021	05/03/2018	06/04/2018	Summus Industries Inc	U	150002		
773000	21200	100	YTD	56.98	+	IPNI	S0537196	05/03/2018	06/04/2018	Summus Industries Inc	U	150002		

Detail Transaction Activity FGITRND 9.3.6 (PROD)

COA: S Fiscal Year: 18 Index: Fund: 150002 Organization: 21200 Account: 773000 Program: Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type
773000	21200	100	YTD	95.06	+	IPNI	S0564600	08/31/2018	09/07/2018	Summus Industries Inc	U
773000	21200	100	YTD	195.47	+	IPNI	S0551616	07/03/2018	08/01/2018	Summus Industries Inc	U
773000	21200	100	YTD	339.84	+	IPNI	S0545240	06/01/2018	07/03/2018	Summus Industries Inc	U
773000	21200	100	YTD	18.95	+	IPNI	S0538021	05/03/2018	06/04/2018	Summus Industries Inc	U

Q Search

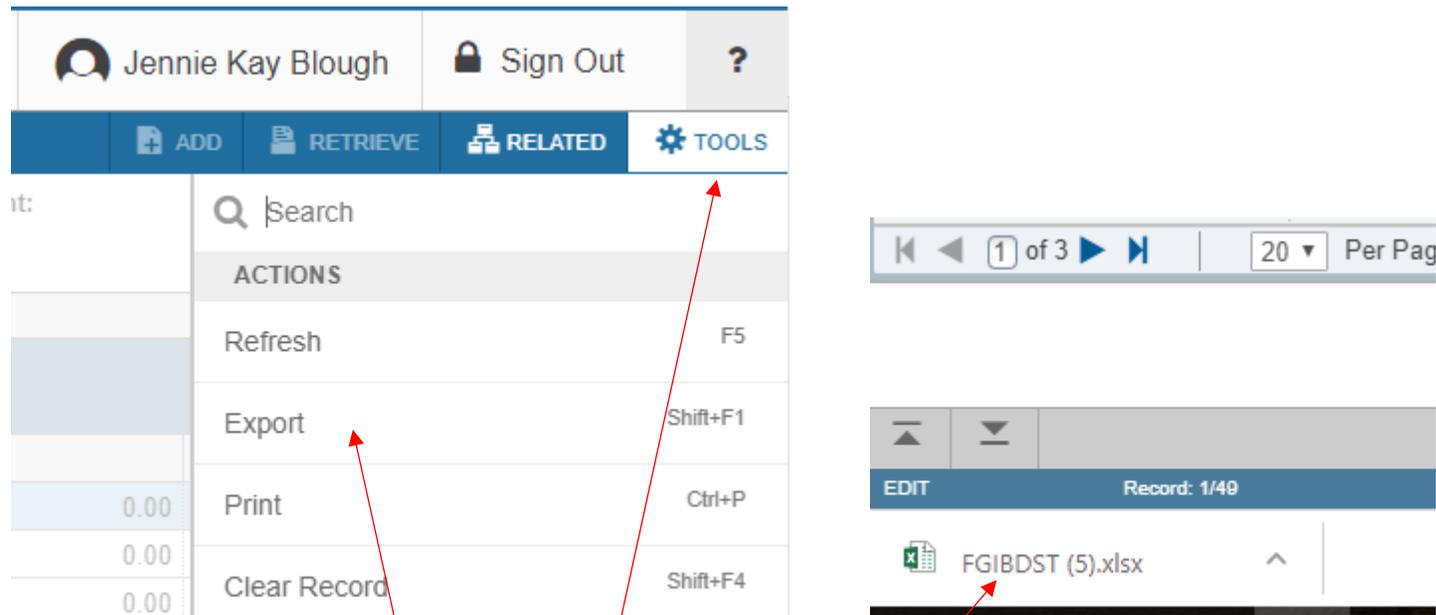
- Query Document [BY TYPE]
- Detail Encumbrance Info [FGIENCD]

These transactions may also be sorted by clicking on the field name. The document making up the transaction may also be viewed by selecting Related and then Query Document.

Other Tips and Techniques

Downloading to Excel

There are several pages that can be downloaded to an Excel Worksheet.
Open a page using FGIBDST (see previous section example).



1. With your Budget open Select Tools.
2. Then choose "Export".
3. Your file will appear at the bottom left of your page.
4. When you click on the file your spreadsheet will appear. Depending on your browser, you might be asked to "Open" or "Save" your document first.

Administrative User's Guide – Banner Admin

Shortcuts

BANNER DOCUMENT MANAGEMENT (BDM)			
Add BDM Documents	ALT + A	Last Page	CTRL + End
Retrieve BDM Documents	ALT + R	List of Values	F9
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL + Q	More Information	CTRL + SHIFT + U
Change MEP Context	ALT + SHIFT + C	Next Field or Item	Tab
Choose/Submit	ENTER	Next Page Down	Page Down
Clear All in Section	SHIFT + F5	Next Section	ALT + Page Down
Clear One Record	SHIFT + F4	Open Menu Directly	CTRL + M
Clear Page or Start Over	F5	Open Related Menu	ALT + SHIFT + R
Count Query	SHIFT + F2	Open Tools Menu	ALT + SHIFT + T
Delete Record	SHIFT + F6	Page Tab 1, Page Tab 2, etc	CTRL + SHIFT + 1, CTRL + SHIFT + 2, ETC
Down/Next Record	Down Arrow	Previous Field or Item	SHIFT Tab
Duplicate Item	F3	Previous Page Up	Page Up
Duplicate Selected Record	F4	Previous Selection	ALT + Page UP
Edit	CTRL + e	Print	CTRL + p
Execute Filter Query	F8	Refresh or Rollback	F5
Exit	CTRL + Q	Save	F10
Expand/Collapse Drop-Down Field	ALT + Down Arrow	Search or Open Filter Query	F7
Export	SHIFT + F1	Select on a Called Page	ALT + S
First Page	CTRL + Home	Toggle Multi/Single Records View	CTRL + G
Insert/Create Record	F6	Up/Previous Record	Up Arrow
APPLICATION NAVIGATOR PAGE		WORKFLOW	
Access Help	CTRL + M	Release Workflow	ALT + Q
Access Menu	CTRL + Y	Submit Workflow	ALT + W
Display Recently Opened Items	CTRL + SHIFT + L		
Search	CTRL + SHIFT + Y		
Sign Out	CTRL + SHIFT + F		

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ADDITIONAL SHORTCUTS		
Copy	CTRL + C	
Cut	CTRL + X	
Paste	CTRL + V	
Undo	CTRL + Z	
Redo	CTRL + SHIFT + Z	
Cancel Action	ESC	

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