



**Stephen F. Austin State University**

## Administrative User's Guide – Banner Admin

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**September 2018**

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# Administrative User's Guide – Banner Admin

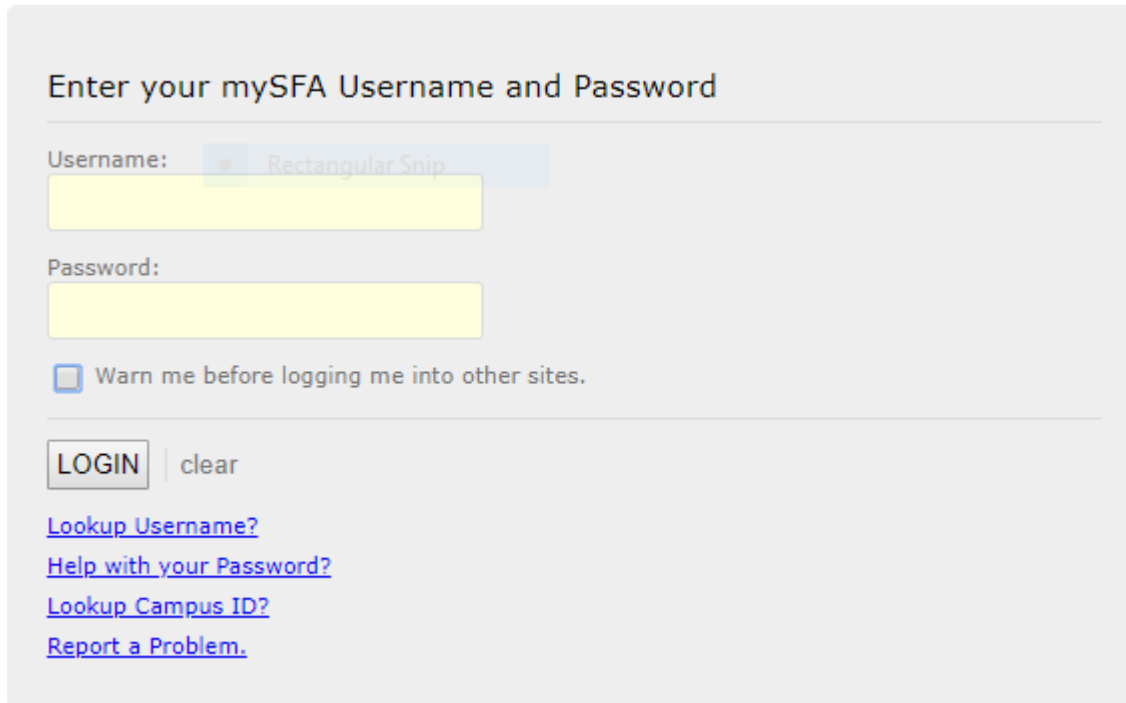
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## Introduction

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.



The image shows a login form for Banner 9 Admin. The form is titled "Enter your mySFA Username and Password". It contains two input fields: "Username:" and "Password:". The "Username:" field has a yellow highlight and a blue "Rectangular Snip" button. Below the "Password:" field is a checkbox labeled "Warn me before logging me into other sites." At the bottom of the form is a "LOGIN" button and a "clear" link. Below the login button are four links: "Lookup Username?", "Help with your Password?", "Lookup Campus ID?", and "Report a Problem."

Enter your mySFA Username and Password

Username:  Rectangular Snip

Password:

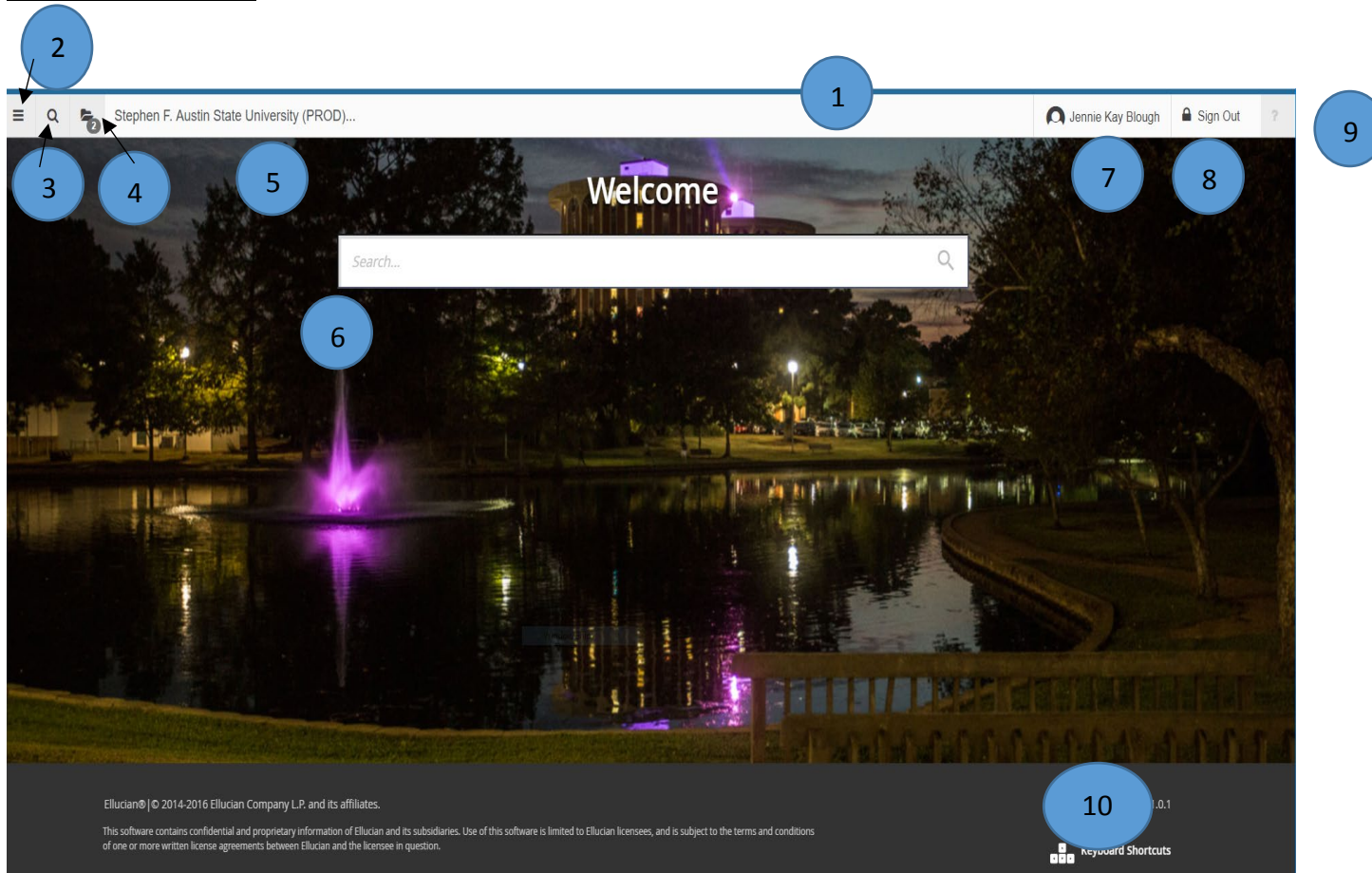
☐ Warn me before logging me into other sites.

| [clear](#)

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

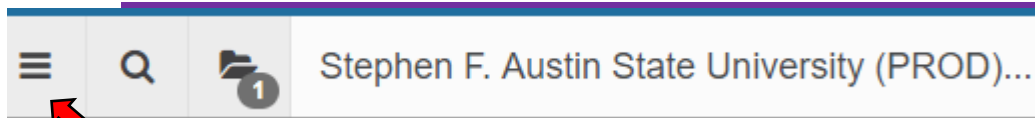
# Administrative User's Guide – Banner Admin


## Welcome Page

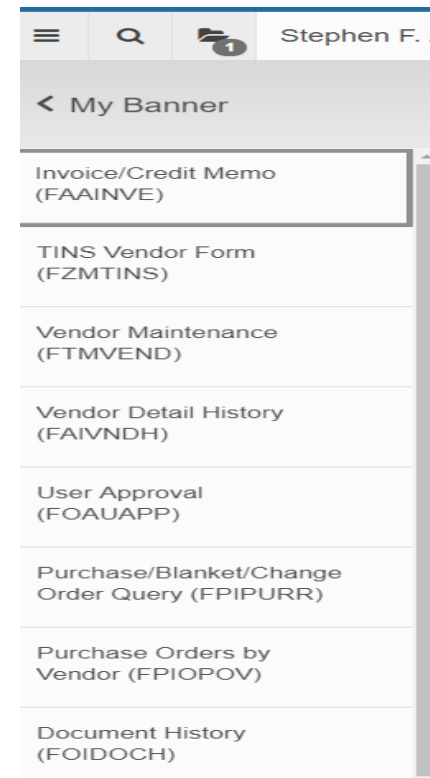
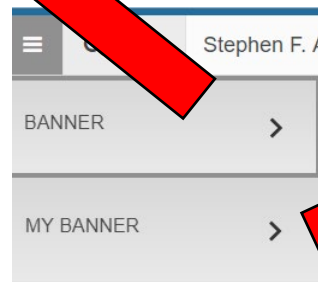
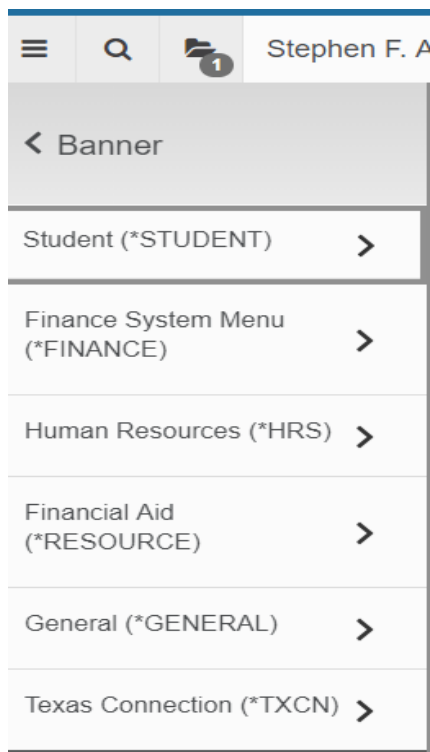


- |  |                                    |
|--|------------------------------------|
| 1. Navigation Bar  | 7. User's Name                     |
| 2. Menu Icon – (See following page)                                      | 8. Sign Out                        |
| 3. Search – Provides access to search for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

# Administrative User's Guide – Banner Admin

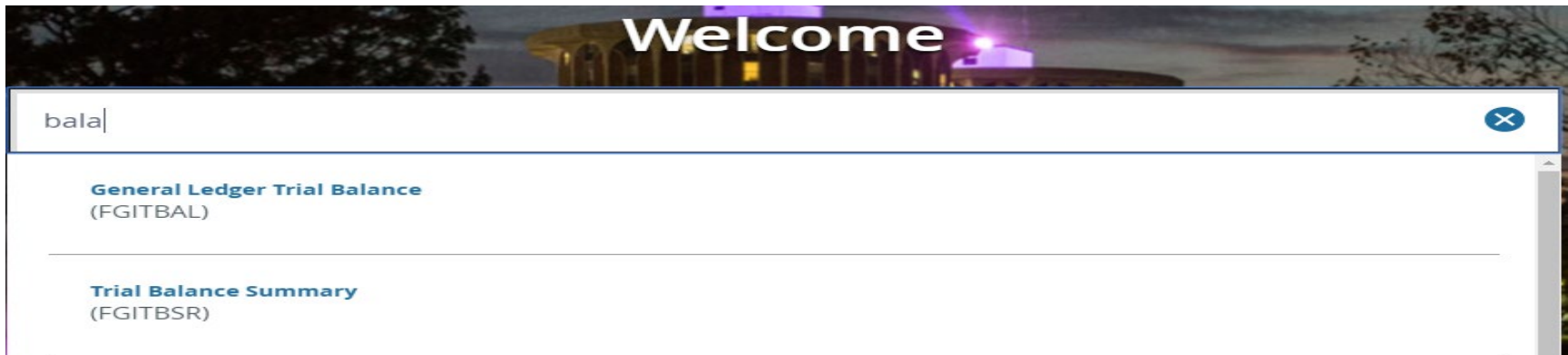


From the top left Menu select the Menu Icon.  This is the shortcut menu to Banner Pages.  
It is grouped by Functional modules (Banner) or saved personal favorite pages from Banner 8 (My Banner).

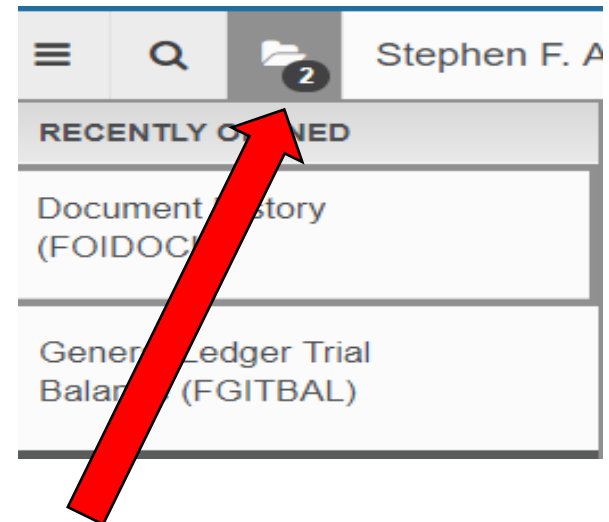
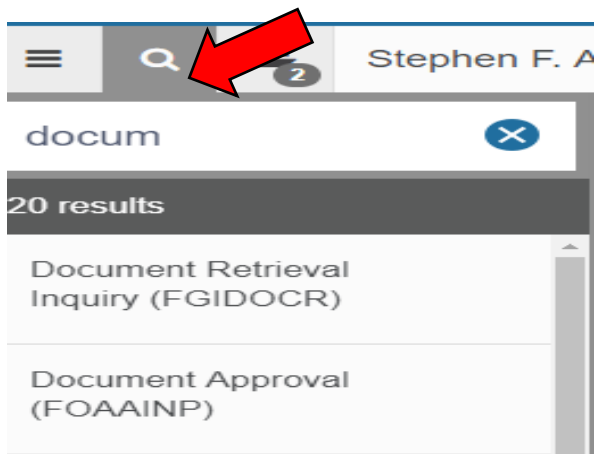


## Administrative User's Guide – Banner Admin

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.

# Administrative User's Guide – Banner Admin

## 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 indicating key components:

- 1**: The main header bar at the top, displaying the page title "Organization Budget Status FGIBDST 9.3.6 (PROD)".
- 2**: The "X" icon in the top left corner, used to exit the page.
- 3**: The "Go" button in the top right corner, used to navigate to the next page.
- 4**: The "Main Key Block" containing various input fields for search criteria, including "Chart", "Index", "Fiscal Year", "Account", "Commit Type", "Fund", "Account", and "Activity".
- 5**: The "ADD" button in the top right corner, used to add documents.
- 6**: The "RETRIEVE" button in the top right corner, used to retrieve scanned documents.
- 7**: The "TOOLS" button in the top right corner, used for additional functionality.

At the bottom of the page, there is a footer message: "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."

# Administrative User's Guide – Banner Admin

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)

X

Organization Budget Status FGIBDST 9.3.6 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

1

Chart: S Stephen F. Austin State University Fiscal Year: 19 Index: Query Specific Account: ☐ Include Revenue Accounts: ☒ Commit Type: Both Organization: Fund: 159100 PCard Suspense Program: Account: 21001 AP Daily Liability P

Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
			Net Total		

10

Per Page

Q Search

Budget Summary Information [FGIBSUM]  
Shift+F2

Organization Encumbrances [FGIOENC]  
F4

Transaction Detail Information [FGITRND]  
F3



# Administrative User's Guide – Banner Admin

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 'Organization Budget Status' page in Banner Admin. The top navigation bar includes a search icon, the page title 'Organization Budget Status FGBDST 9.3.6 (PROD)', and several action buttons: ADD, RETRA, RELATED, and TOOLS. A red arrow points from a blue circle with the number 7 to the TOOLS button. The TOOLS menu is expanded, showing a search bar and several sections: ACTIONS, OPTIONS, BANNER DOCUMENT MANAGEMENT, and PAGE LAYOUT. A blue circle with the number 8 points to the expanded menu.

**ACTIONS**

- Refresh (F5)
- Export (Shift+F1)
- Print (Ctrl+P)
- Clear Record (Shift+F4)
- Clear Data (Shift+F5)
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner

**OPTIONS**

- Format Display Preferences

**BANNER DOCUMENT MANAGEMENT**

- Retrieve Documents (Alt+R)
- Count Matched Documents
- Add Documents

**PAGE LAYOUT**

- Expanded
- ✓ Compact

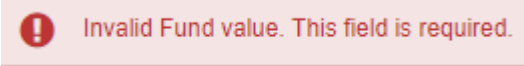
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
Net Total					

## Administrative User's Guide – Banner Admin

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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.

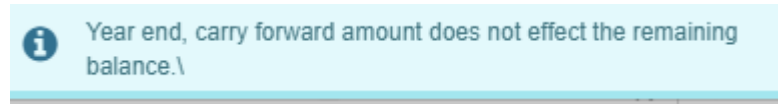
There are four message notification component types:

- 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.

# Administrative User's Guide – Banner Admin

## 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 displays 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 page header.
- 2:** Points to the 'Chart: S' dropdown menu in the top left corner of the page header.
- 3:** Points to the 'Description' column header in the main data table.
- 4:** Points to the 'Edit' button in the bottom left corner of the page.
- 5:** Points to the 'Save' button in the bottom right corner of the page.
- 6:** Points to the 'Debit/Credit' column header in the main data table.
- 7:** Points to the 'Page' dropdown menu in the bottom right corner of the page.

The main data table, titled 'GENERAL LEDGER ACTIVITY', contains the following columns: Account, Transaction Date, Type, Document, Description, Amount, and Debit/Credit. The table displays a list of transactions for account 21001, including details such as transaction dates (e.g., 09/01/2018), types (ITNI), documents (e.g., S0543978), descriptions (e.g., UNM MARKETPLACE), and amounts (e.g., 6.00). The table also includes a 'Total' row at the bottom right.

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.

# Administrative User's Guide – Banner Admin

3. 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

1 of 3 | 10 Per Page

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

to exclude receipts dated after the invoice fiscal period.

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

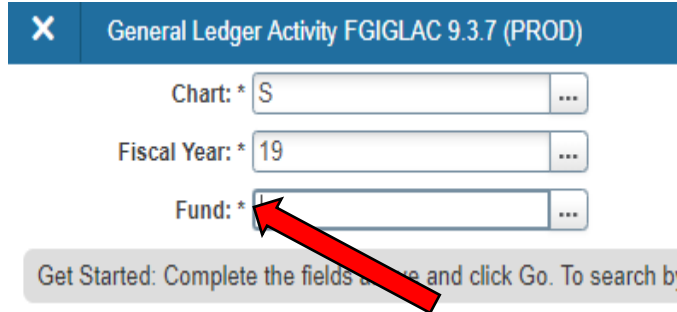
Name [ ] Description [ ]

4. 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.
5. Next page/previous page.
6. 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.
7. Used if the page is a data entry screen.

# Administrative User's Guide – Banner Admin

## 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)

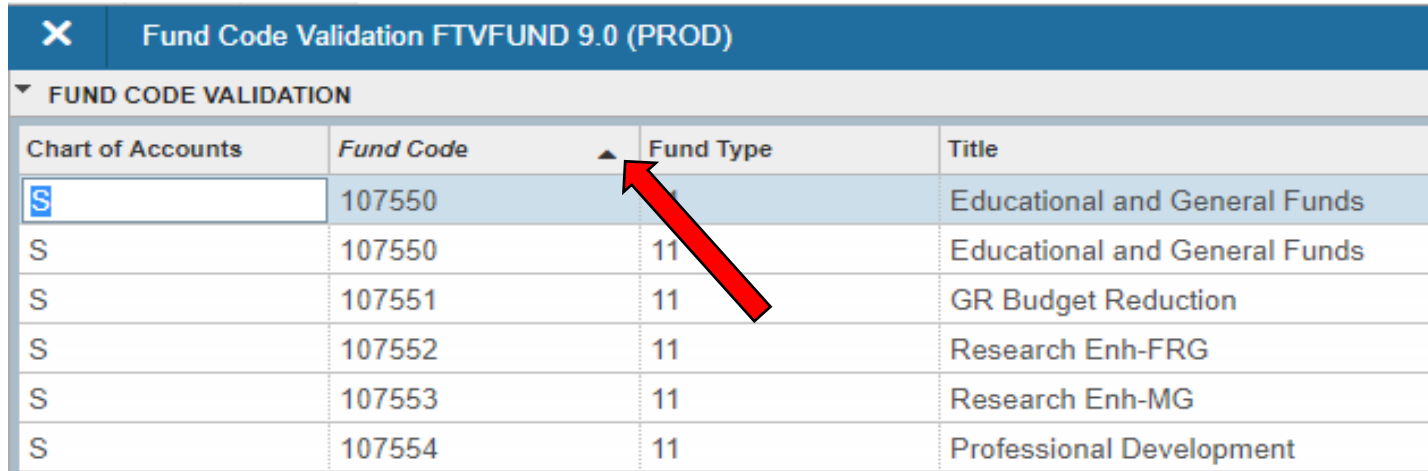
Chart: \* S ...

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


## Administrative User's Guide – Banner Admin

3. **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.

Vendor Detail History FAIVNDH 9.3.6 (PROD)

Vendor:

Selection:

Invoice Date From:  

Get Started: Complete

Today

September 2018

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

4. **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).

# Administrative User's Guide – Banner Admin

Entity Name/ID Search FTIIDEN 9.3.6 (PROD)

ENTITY NAME/ID SEARCH

☒ Vendors  
☐ Terminated Vendors  
☐ Grant Personnel

DETAILS

Basic Filter    Advanced Filter

ID    Last Name    First Name

ID    Last Name    First Name    Middle Name    Entity Indicator

☒ Case Insensitive Query    ☐ Case Sensitive Query

Active filters:    Last Name: Allied%    [Clear All](#)

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

1 of 1    10 Per Page

☒ Case Insensitive Query    ☐ Case Sensitive Query

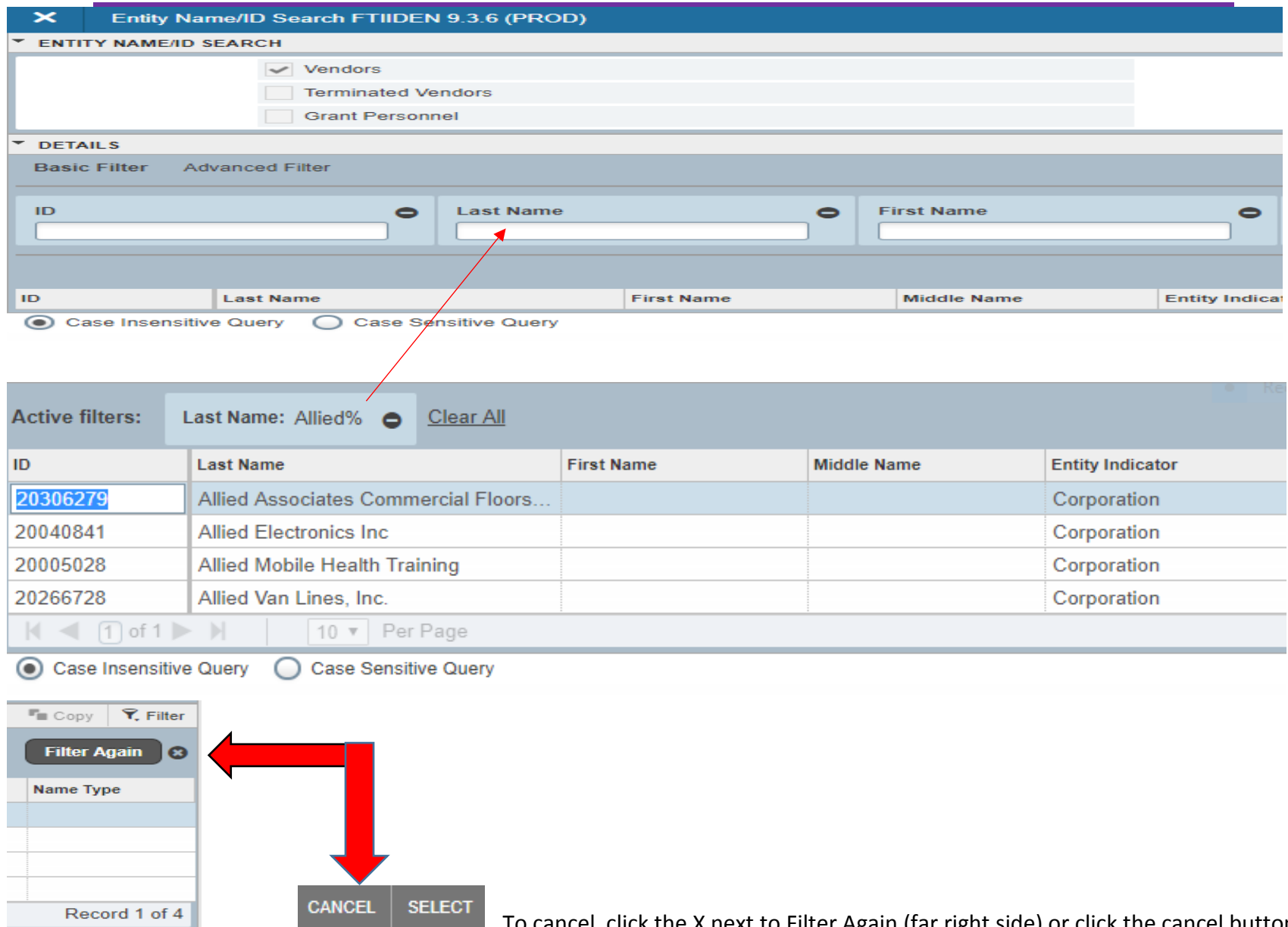
Copy    Filter

Filter Again

Name Type

Record 1 of 4

CANCEL    SELECT



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
----	-----------	------------	-------------	------------------

☒ Case Insensitive Query   ☐ Case Sensitive Query



## Administrative User's Guide – Banner Admin

## 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.

MENU MAINTENANCE

InsertDeleteCopyFilter

Type \* Oracle Forms module

Object Type

Object *	Description *
FGICSUM	Direct Cash Receipt Summary
FGIDCSR	Direct Cash Receipt Inquiry
FGIDOCR	Document Retrieval Inquiry
FGIENCB	Encumbrance List
FGIENCD	Detail Encumbrance Activity
<b>FGIGLAC</b>	<b>General Ledger Activity</b>
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

Record 66 of 510

4 of 26 Per Page

Object Selection

Object	Description
<b>FAAINVD</b>	<b>Invoice/Credit Memo Cancel</b>
FGIGLAC	General Ledger Activity
FAAINVE	Invoice/Credit Memo
FAIVNDH	Vendor Detail History
FGIBDSR	Executive Summary
FGIBDST	Organization Budget Status
FGIENCD	Detail Encumbrance Activity
FOUAPP	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

Record 1 of 15

20 of 1 Per Page

Insert Selection

Remove Selection

Insert All

Remove All

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.

General User Preferences Maintenance GUAUPRF 9.3.9 (PROD)

ADDRETRIEVERELATEDTOOLS1

Display OptionsDirectory OptionsMy LinksMenu SettingsLDAP

DISPLAY OPTIONS

☒ Display Form Name on Title Bar

☒ Display Release Number on Title Bar

☒ Display Form Name on Menu

☒ Display Database Instance on Title Bar

ALERT OPTIONS

☒ Prompt Before Exiting Banner

☒ Display Additional Confidential Warning

☒ Display Additional Deceased Warning

☒ Display Duplicate SSN/SINTIN Warning

☒ Enable Button Accessibility Mode

DATA EXTRACT

☒ Include Header Row in Data Extract

USER INTERFACE COLOR SETTINGS

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

1 of 1

10 Per Page

Record 1 of 9

# Administrative User's Guide – Banner Admin

## 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.

**X** Document History FOIDoch 9.3.2 (PROD) ADD RETRIEVE RELATED TOOLS

Document Type:  ... Invoice Document Code:  ... Go

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.

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

**X** Document History FOIDoch 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 of 1 Per Page Record 1 of 7

# Administrative User's Guide – Banner Admin

## 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

X

Document History FOIDOC 9.3.2 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Document Type: INV Invoice

Document Code: I0164864

Start Over

DOCUMENT HISTORY

Insert

Delete

Copy

Filter

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

1 of 1

10

Per Page

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:

# Administrative User's Guide – Banner Admin

Select the Check Disbursement field.

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

ADD RETRIEVE RELATED TOOLS

Q Search

Requisition Info [FPIREQN]

Query Document [BY TYPE]

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

Check Payment History FAICHKH 9.3.8 (PROD)

Check Number: I0057702 Bank: 22 Bancorp AP/Travel ACH Vendor: 20004767 Norton Rose Fulbright US LLP Check Vendor: Check Date: 06/21/2018 Check Type: Direct Deposit Check Amount: 8,975.63 Cancel Date: Cancel Reason: Start Over

Document Number	Document Type	Net Amount
I0164864	Invoice	8,975.63

Record 1 of 1

Vendor Invoice Code	Vendor Invoice Amount
9495023132	67.50
9495023133	1,947.50
9495023135	452.50
9495023136	819.00
9495023137	1,551.50
9495023138	911.63
9495024324	3,226.00

Record 1 of 7

1. Check Number

2. Vendor ID and Name

3. Check Amount

4. Invoices paid with this check

# Administrative User's Guide – Banner Admin

## Requisition and Purchase Order Fields

X

Document History FOIDCH 9.3.2 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Document Type: INV Invoice

Document Code: I0164864

Start Over

DOCUMENT HISTORY

Insert

Delete

Copy

Filter

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

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.

## Administrative User's Guide – Banner Admin

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**Any Document Type displayed using FOIDDOCH 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 FOIDDOCH:

PO – Purchase Order (FPIPURR)

INV – Invoice or Credit Memo Query (FAIINVE)

CHK – Check Payment History (FAICHHK)

RCV- Receiving Goods Query (FPIRCVD)

REQ- Requisition Query (FPIREQN)

FA – Fixed Asset Master Query (FFIMAST)

# Administrative User's Guide – Banner Admin

## 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)							
Vendor: 20046882 Academic Partnerships LLC Vendor Hold: <input type="checkbox"/>							
Start Over							
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)				
Vendor: 20046882 Academic Partnerships LLC Vendor Hold: <input type="checkbox"/>				
Start Over				
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 Vendor Detail History FAIVNDH 9.3.6 (PROD)										
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	I0049962	Y	N	N	P	N	7,324.80	11/03/2011	11/03/2011	10020289
UTAE2011-ECAP01	I0049963	Y	N	N	P	N	3,863.16	11/03/2011	11/03/2011	10020289
UTAE2011-ECAP02	I0052084	Y	N	N	P	N	17,169.60	12/08/2011	12/08/2011	10021021
UTAE2011-CHAP02	I0052086	Y	N	N	P	N	4,028.64	12/08/2011	12/08/2011	10021021
UTAE2012-CHAP01	I0058538	Y	N	N	P	N	9,522.24	04/12/2012	04/12/2012	10023589
UTAE2012-ECAP01	I0058539	Y	N	N	P	N	27,471.36	04/12/2012	04/12/2012	10023589
UTAE2012-ECAP02	I0060572	Y	Y	N	P	N	28,861.56	05/17/2012	05/17/2012	10024408
UTAE202-CHAP02	I0060572	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.

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: \* 19 Go

Index: Query Specific: \* Account Commit Type: Both

Include Revenue: Accounts

Organization: 21200 Bus Communication and Legal Studies Fund: 150002 Designated Tuition

Program: Account: Activity:

Account Type: Location:

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
Chart: S Stephen F. Austin State University Fiscal Year: 18 Index: Query Specific Account: <input type="checkbox"/> Include Revenue Accounts: <input type="checkbox"/> 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				20 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".

# Administrative User's Guide – Banner Admin

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

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7181	E	Travel Budget Pool	6,160.00	0.00	0.00	6,160.00
7280	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
771210	E	International Transportation	0.00	0.00	0.00	0.00
771211	E	International Airfare	0.00	1,600.00	0.00	-1,600.00
771212	E	International Trvl Incidental Exp	0.00	52.00	0.00	-52.00
771260	E	International Meals	0.00	225.33	0.00	-225.33
771265	E	International Lodging	0.00	522.67	0.00	-522.67
772030	E	Registration Fees for Training	0.00	2,155.00	0.00	-2,155.00
772100	E	Fees and Other Charges	0.00	155.23	0.00	-155.23
772730	E	Printing and Reproduction Services	0.00	1,241.49	0.00	-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

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

Adjusted Budget

# Administrative User's Guide – Banner Admin

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
670140	L	Student Employees	<div>Rectangular Soup</div> 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

## Administrative User's Guide – Banner Admin

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	


ADDRETRIEVERELATEDTOOLS

Q Search

Budget Summary Information [FGIBSUM]  
Shift+F2

Organization Encumbrances [FGIOENC]  
F4

0.00Transaction Detail Information [FGITRND]  
F3



Select "GO" or F3 for your results.

# Administrative User's Guide – Banner Admin

X 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	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		

X 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	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		

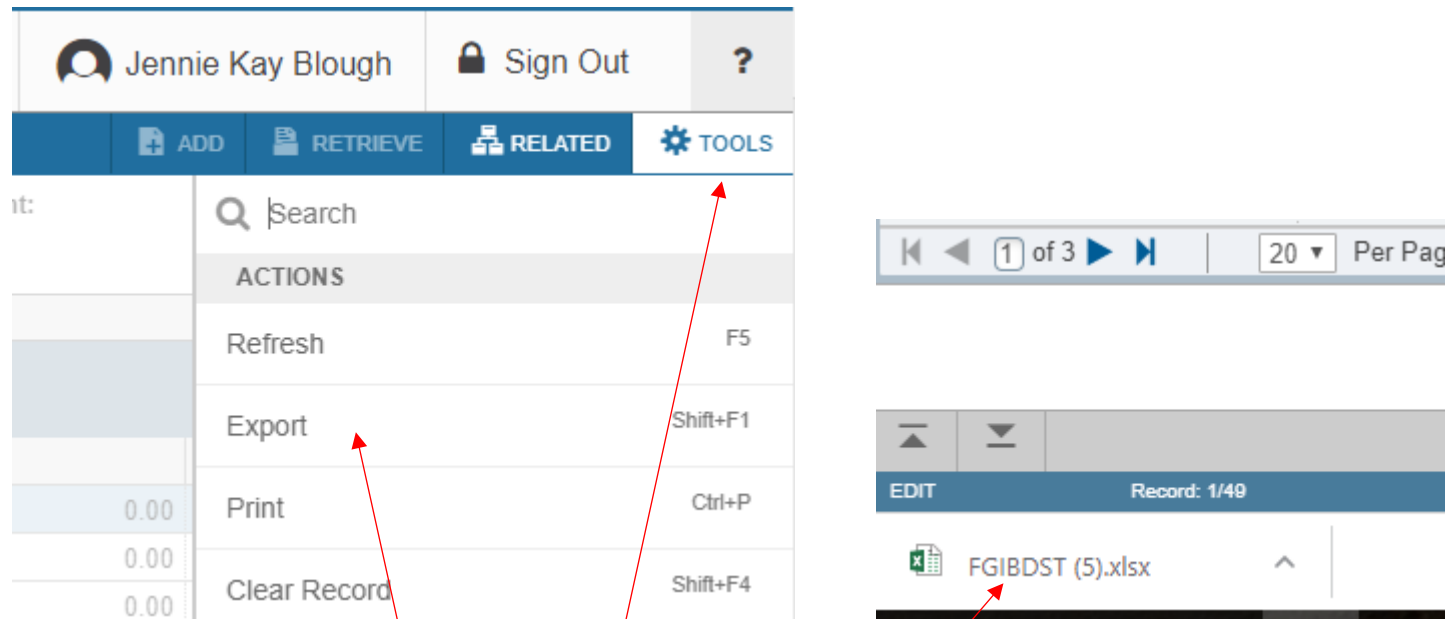
These transactions may also be sorted by clicking on the field name. The document making up the transaction may also be viewed by selecting Related and then Query Document.

## 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

<b>BANNER DOCUMENT MANAGEMENT (BDM)</b>			
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
<b>APPLICATION NAVIGATOR PAGE</b>		<b>WORKFLOW</b>	
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		

## Administrative User's Guide – Banner Admin

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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	



