



# Banner Admin

## Quick Reference Guide

### Navigation, Requisition Entry, and P-Card Detail Entry

**Procurement & Property Services**

**Box 13030 SFA Station**

**Nacogdoches, TX 75962**

**936-468-2206     [purchasing@sfasu.edu](mailto:purchasing@sfasu.edu)**

**936-468-4353     [pcard@sfasu.edu](mailto:pcard@sfasu.edu)**

# Banner Admin

## Quick Reference Guide

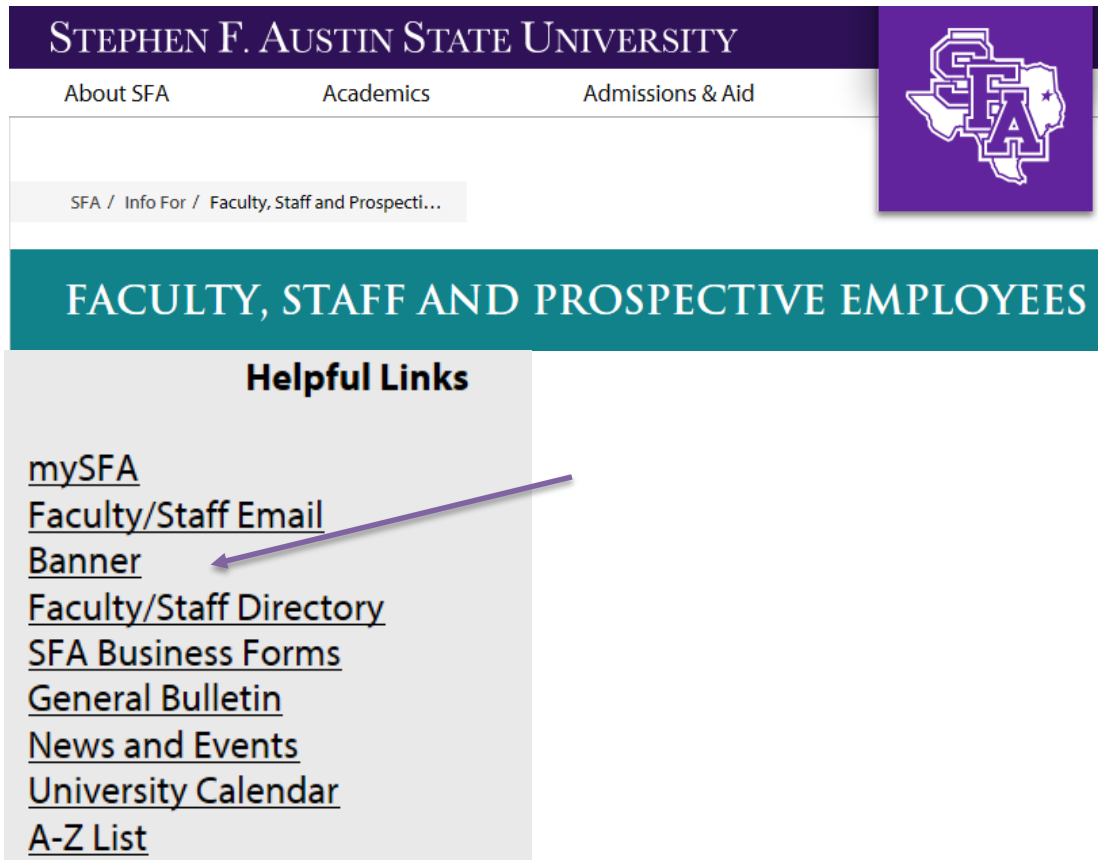
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## Accessing Banner

Banner Admin can be accessed at <http://banner.sfasu.edu/>  
(Chrome, Firefox, and Internet Explorer are all supported browsers)

OR



STEPHEN F. AUSTIN STATE UNIVERSITY

About SFA      Academics      Admissions & Aid

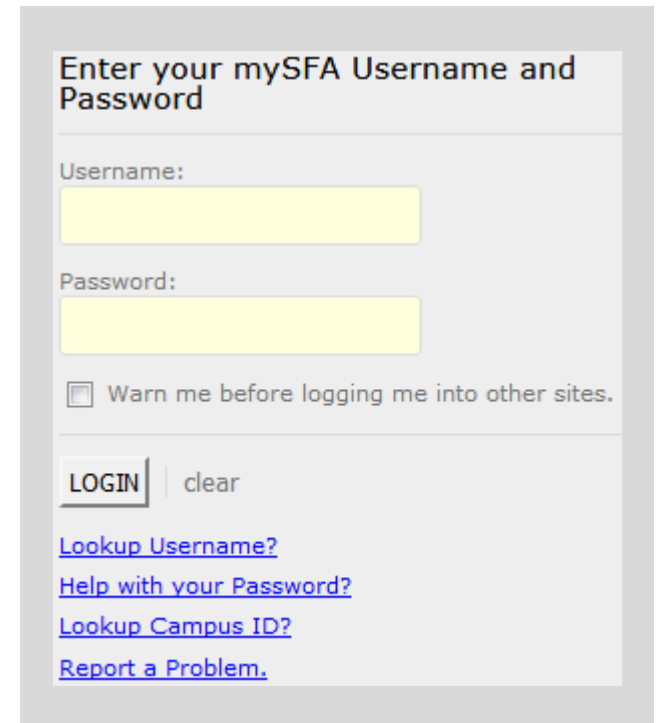
SFA / Info For / Faculty, Staff and Prospecti...

**FACULTY, STAFF AND PROSPECTIVE EMPLOYEES**

**Helpful Links**

- [mySFA](#)
- [Faculty/Staff Email](#)
- [Banner](#)
- [Faculty/Staff Directory](#)
- [SFA Business Forms](#)
- [General Bulletin](#)
- [News and Events](#)
- [University Calendar](#)
- [A-Z List](#)

Log on using your mySFA  
User Name and Password



Enter your mySFA Username and Password

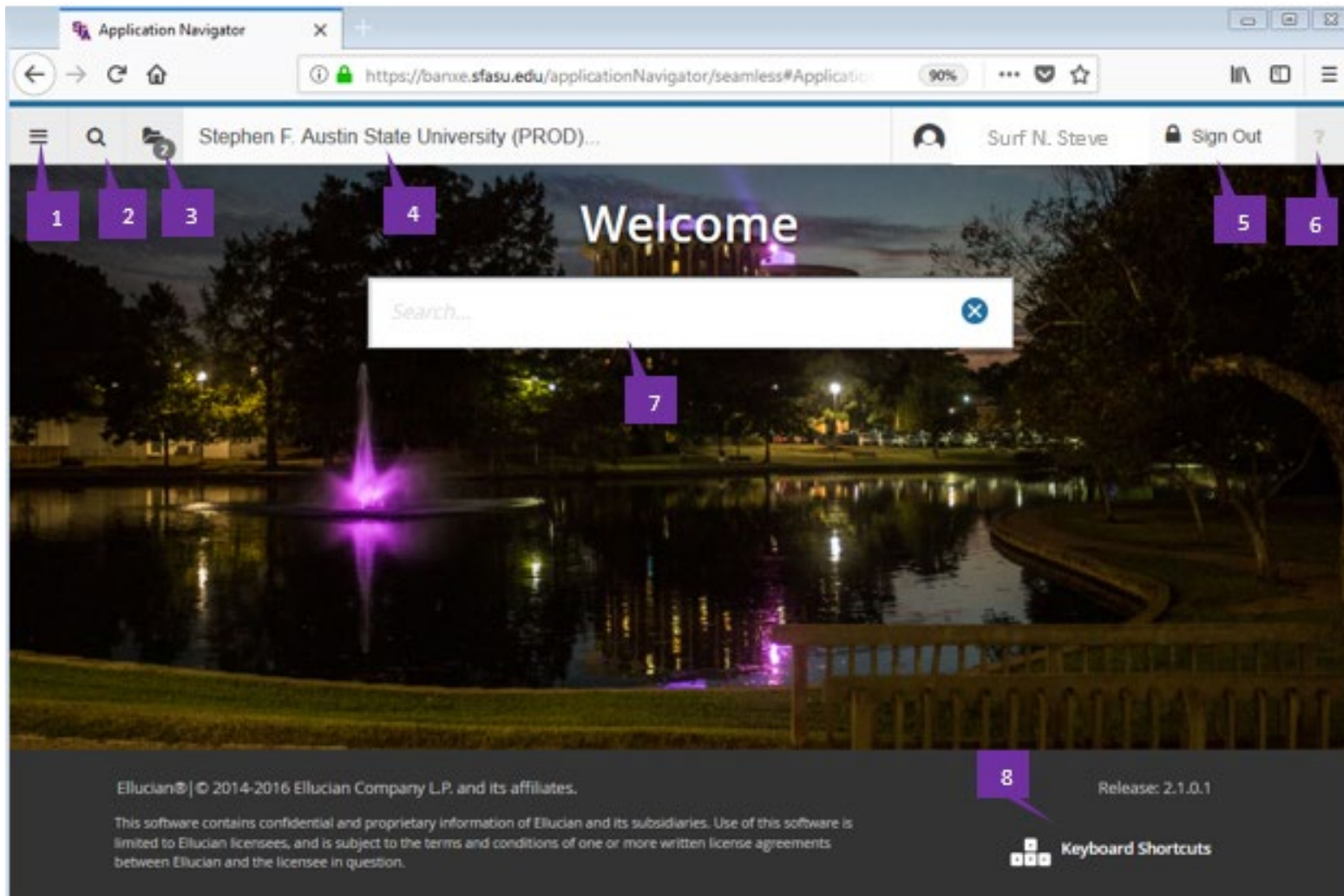
Username:

Password:

Warn me before logging me into other sites.

| [clear](#)

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



- 1) **Menu** icon: Provides access to Banner Menu. Toggle to display or hide the icon names.
- 2) **Search** icon: Find pages using key words or the seven letter identifier. *Results display after entering three letters*
- 3) **Recently Opened** icon: View a list of recently opened pages and forms. The number on the folder shows a count of opened pages.
- 4) **Dashboard**: Click to return to the Landing Page from any page
- 5) **Sign Out** icon: Click to log out of the application.
- 6) **Help** icon: View online help for Banner Admin applications. Only *active when a page is open*.
- 7) **Search** for pages using key words or the seven letter identifier.
- 8) **Keyboard Shortcuts**: Click the link to see a list of keyboard shortcuts used to navigate the landing page. With the exception of **Sign Out**, use these keyboard shortcuts like a toggle switch to open and close the specific page element.

## 1) Key Block and Page Header

Only the page's key block displays initially. **Enter required information, then click Go to activate page.**

The page header provides easy access to key functions, including:

- **X** icon: Closes the page
- **RELATED** icon: Displays a list of pages related to the open page. Select from the list or **Search** for a specific page. Contains **Document Text** and **Item Text**.
- **TOOLS** icon: Perform standard actions and options for the page currently displayed (formerly located in the **Options** and **File** menu in Banner 8.)

The screenshot illustrates the Banner Admin interface with three numbered steps:

- Step 1:** The page header shows the 'Requisition: R0066653' and a 'Go' button. A callout box says 'Go or Start Over'.
- Step 2:** The 'Start Over' button is highlighted. Below it, several sections are visible: 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. A callout box says 'Additional functions when section is active'. A purple arrow points to the 'Commodity/Accounting' section with the text 'Use arrows to open and close sections'.
- Step 3:** The page footer shows the 'SAVE' button and other navigation icons. A callout box says 'Use arrows to open and close sections'.

## 2) Page Elements

The key block collapses and **Go** is replaced with **Start Over** (Rollback in Banner 8).

- **Tabs:** Organize information by content area. Tabs are active unless grayed out.
- **Sections:** Known as blocks in Banner 8, sections (denoted by gray bars) provide details about the ID/Code in the key block. When active, actions such as **Insert**, **Delete**, **Copy**, and **Filter** can be performed.

**3) Page Footer** The page footer provides access to additional navigation tools and information.

- **Next Section / Previous Section** icons: Known as **Previous Block** or **Next Block** in Banner 8, use these icons to move between sections or tabs on a page.
- **Save** icon: A major difference between Banner 8 and Banner Admin, the **Save** button is located at the bottom of the page.
- **Record Count:** Indicates the number of records displayed.
- **Table/Field Name:** Displays at the very bottom of the page for quick reference.

## Performing a Lookup

The **Lookup** icon allows you to quickly search for a value for a field. Note that not all fields have **Lookup** icons.

1. Click the **Lookup** icon in the selected field.

Citizenship  ... Citizen

Lookup icon

2. A list of values displays. To narrow the results, type a value in the **Criteria** field, then press **Enter**.
3. To return a value to the selected field, highlight the correct value and click **OK**. Or, double-click on the correct value to return it to the field.

Enter Criteria

### Citizen Type Validation (STVCITZ)

Criteria

Code	Desc	Citizen
EL	Eligible CitizenXXXXXXXXXXXX	N
N	Non-Citizen	N
NR	Nonresident Alien	N
RA	Resident Alien	N
WW	Worldwide	N
Y	Citizen	Y

## Filtering Data

You can query data in a section by clicking the active **Filter** icon in the section header. Note that in some cases, when you click the **Lookup** icon, you will be presented with the Filter window as well. There are two filter types: Basic and Advanced.

**Basic Filter** (default): Use the **Basic Filter** to specify search criteria using pre-defined search fields.

1. In the fields that display, enter or select a value for each field on which you want to search. To return all records in the system, just click Go without entering any filter criteria. You may add basic operators when entering data in text fields (see below).
2. Click **Go** to display the results.
3. Click the **Filter Again** button (on the **Search Results** window) to further refine your search.

Select other fields on which to filter by selecting from the drop-down list

## Notes

- Remove search fields by clicking the **Minus Sign** icon associated with the field or click the **Clear All** button.
- Add search fields by selecting from the **Add Another Field** drop-down list.
- Add operators, or wildcards, when entering values into text fields. If you enter operators here and click the **Advanced Filter** link, the operators are retained. This works in reverse as well: Enter operators on the **Advanced Filter** window and click the **Basic Filter** link and all operators are retained.

## Sample Operator Conventions

Basic Operator	Advanced Operator
%D%	Contains
D%	Starts with
%D	Ends with

## Filtering Data, continued

**Advanced Filter:** Use the **Advanced Filter** to specify filter data using SQ type operators.

- For each field on which you want to search, click the **Operator** drop-down arrow and select the appropriate operator. The available operators depend on the type of field selected (numeric, alphanumeric, date, check box, or other).
- Enter a value for the field you selected (in the blank field to the right of the **Operator** field).
- Repeat steps 1 – 3 until all filter criteria are entered.
- Click **Go** to display the results.
- Click the **Filter Again** button (on the **Search Results** window) to refine your search results.

The screenshot shows the 'Advanced Filter' window. It has a tabbed interface with 'Basic Filter' and 'Advanced Filter' tabs. Below the tabs, there are several rows of filter criteria. Each row consists of a field name dropdown, an operator dropdown (currently set to 'Equals'), and a text input field. A callout box points to the operator dropdown with the text 'Select an operator'. Another callout box points to the 'Add Another Field ...' dropdown at the bottom with the text 'Select other fields on which to filter by selecting from the drop-down list'. At the bottom right, there are 'Clear All' and 'Go' buttons.

### Notes

- Remove search fields by clicking the **Minus Sign** icon associated with the field or click the **Clear All** button.
- Add search fields by selecting from the **Add Another Field** drop-down list.
- If you enter operators here and click the **Basic Filter** link, the operators are retained. This works in reverse as well.

## Check Banner Messages GUAMESG

The shortcut is not available at this time. Enter form name GUAMESG in the Search section on the Landing Page see messages.

### My Links

[Change Banner Password](#)

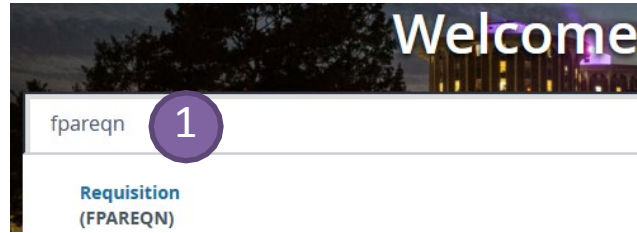
[Check Banner Messages](#) ✓

[Banner Bookshelf](#)

The screenshot shows the 'General Message GUAMESG 9.3.3 (PROD)' window. The header includes the user 'ellucian' and actions 'ADD' and 'RETRIEVE'. The main content area is titled 'GENERAL MESSAGE' and contains the following details:

Recipient	FOUNTAINCW ... Carol Fountain	Reference ID	
Sender	FOUNTAINCW	Item	
Date *	07/09/2018 [calendar icon] Time 1903	System *	F ... Finance
Message *	Purchasing Card Transactions have a [edit icon]	Status	<input checked="" type="radio"/> Complete <input type="radio"/> Pending <input type="radio"/> Hold
Source	FAPCARD		<input type="checkbox"/> Confidential

1. Type **FPAREQN** or Requisition in a search field.  
Click Enter or select from the drop down box.



2. Type in **NEXT** or leave blank, or enter REQ # (R00xxxx) to work on an incomplete requisition  
Click **GO**, **Next Section**, or **Enter** on your keyboard



3. Select the **Delivery Date**

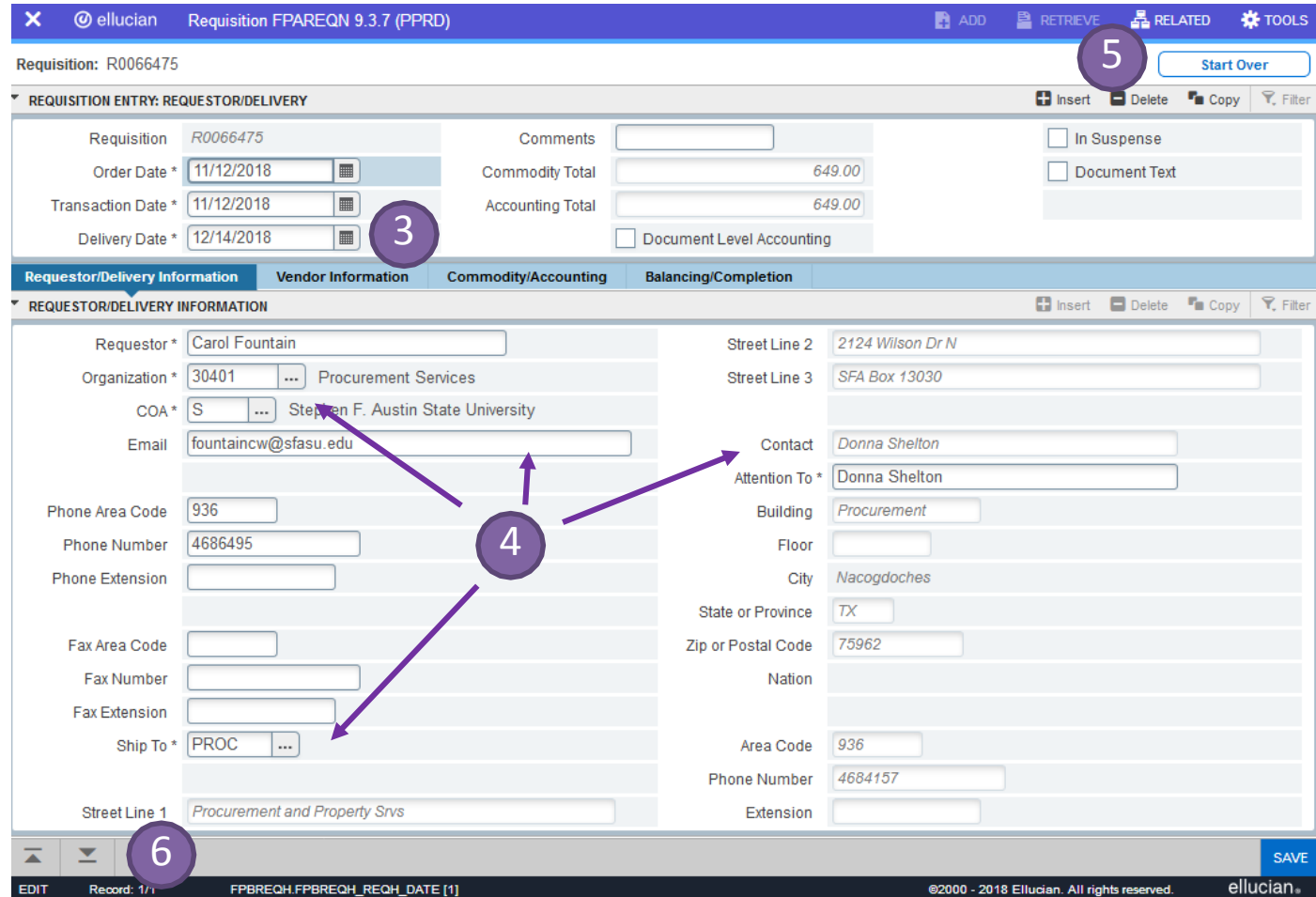
4. Update, if needed:

- o ORG
- o Email
- o Ship To
- o Contact

5. Add **Document Text**

- o See **RELATED**
- o Choose **Document Text**
- o Click **GO**
- o Enter document text
- o Click **SAVE**
- o Select **X** to exit

6. Click **Next Section**





7. Select **Vendor** by using the search icon
8. Search using **FTIIDEN** (see Searching and Filter Data)
9. **Next Section** to navigate to the Commodity/Accounting section

Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	NEXT	Comments	<input type="checkbox"/>
Order Date	11/12/2018	Commodity Total	<input type="checkbox"/>
Transaction Date	11/12/2018	Accounting Total	<input type="checkbox"/>
Delivery Date	12/14/2018		<input type="checkbox"/>

Requestor/Delivery Information    **Vendor Information**    Commodity/Accounting

VENDOR INFORMATION

Vendor  ... 7

Vendor Hold

Address Type  ...

Option List ✕

[Entity Name/ID Search \(FTIIDEN\)](#) 8

[Vendor Maintenance \(FTMVEND\)](#)

ellucian Entity Name/ID Search FTIIDEN 9.3.6 (PPRD) ADD RETRIEVE RELATED ⚙

ENTITY NAME/ID SEARCH ✔ Enter a query; press F8 to execute.

<input checked="" type="checkbox"/> Vendors	<input type="checkbox"/> Proposal Personnel	<input type="checkbox"/> Agencies
<input type="checkbox"/> Terminated Vendors	<input type="checkbox"/> Financial Managers	<input type="checkbox"/> All
<input type="checkbox"/> Grant Personnel	<input type="checkbox"/> Terminated Financial Managers	

DETAILS + Insert - Delete

Basic Filter    Advanced Filter

ALWAYS search for Vendors in the Last Name field

ID <input type="text"/>	Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>
Entity Indicator <input type="text"/>	Add Another Field ...		

10. Search by **Description** to select the Commodity
11. Enter **Quantity** and **Unit Price**
12. Enter **Item Text** (see **RELATED**, choose **Item Text**, click **GO**, enter text, click **SAVE**, select **X** to exit)
- 13a. **Next Section** to complete the Accounting section
- 13b. **Previous Section** to add a new line item (use Insert or down arrow), or **Next Section** to navigate to Balance/Completion
14. Continue to add line items and corresponding Item Text and accounting until complete, then **Next Section** to Balance/Completion

✕ ellucian Requisition FPAREQN 9.3.7 (PPRD)
ADD RETR **12** RELATED TOOLS

Requisition: R0066475 Start Over

**REQUISITION ENTRY: REQUESTOR/DELIVERY** Insert Delete Copy Filter

Requisition: R0066475	Comments: <input type="text"/>	<input type="checkbox"/> In Suspense
Order Date: 11/12/2018	Commodity Total: 649.00	<input type="checkbox"/> Document Text
Transaction Date: 11/12/2018	Accounting Total: 649.00	
Delivery Date: 12/14/2018	<input type="checkbox"/> Document Level Accounting	

14

Requestor/Delivery Information   Vendor Information   **Commodity/Accounting**   Balancing/Completion

**COMMODITY** Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	000P20453G	COMPUTER - STANDA...	EA		1.00	649.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11

10

ALWAYS search by Description

**ACCOUNTING** Insert Delete Copy Filter

Sequence	COA	Year	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	S	19	150002	30401	773781	350				<input type="checkbox"/>	<input type="checkbox"/>

13

Do not change ACCT code

13
SAVE

- 15. Status should be BALANCED
  - o Amounts should match quote
  - o VIEW DOCUMENT in SSB to verify information entered is correct (total, document and item text, FOP, accounting)

16. Complete

Requisition: R0066475 Start Over

---

**REQUISITION ENTRY: REQUESTOR/DELIVERY** + Insert - Delete Copy Filter

Requisition	R0066475	Comments	<input type="text"/>	<input type="checkbox"/> In Suspense
Order Date	11/12/2018	Commodity Total	897.00	<input checked="" type="checkbox"/> Document Text
Transaction Date	11/12/2018	Accounting Total	897.00	
Delivery Date	12/14/2018			<input type="checkbox"/> Document Level Accounting

---

**Requestor/Delivery Information** | **Vendor Information** | **Commodity/Accounting** | **Balancing/Completion**

**BALANCING/COMPLETION** + Insert - Delete Copy Filter

Vendor	20003345	GTS Technology Solutions, Inc.	Currency	<input type="text"/>
	<input type="checkbox"/> Vendor Hold		Exchange Rate	<input type="text"/>
COA	S	Stephen F. Austin State University	Commodity Record	2 <span style="background-color: purple; color: white; padding: 2px;">Record count</span>
			Count	
Requestor	Carol Fountain		Input Amount	897.00
Organization	30401	Procurement Services	Converted Amount	<input type="text"/>

---

**AMOUNTS** + Insert - Delete Copy Filter

	Input	Commodity	Accounting	Status
Approved Amount	897.00	897.00	897.00	BALANCED <span style="background-color: purple; color: white; border-radius: 50%; padding: 2px;">15</span>
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED

16 Complete | In Process

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**SAVE**

**SSB**  
(Self-Service Banner)  
**View Document**

<http://www.banner.sfasu.edu/>, or  
<https://mysfa.sfasu.edu/>  
Budget & Finance tab



**Requisition Header**

Requisition	Order Date	Trans. Date	Delivery Date	Print Date	Total
R0066475	Nov 12, 2018	Nov 12, 2018	Dec 14, 2018		897.00
Origin: BANNER					
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Carol Fountain		30401	Procurement Services	
Phone Number:	936-468-6495				
E-mail:	fountaincw@sfasu.edu				
Accounting:	Commodity Level				
Ship to:	Procurement and Property Svcs				
	2124 Wilson Dr N				
	SFA Box 13030				
	Procurement				
	Nacogdoches, TX 75962				
Attention:	Donna Shelton				
Contact:	Donna Shelton				
Phone Number:	936-468-4157				
Vendor:	20003345	GTS Technology Solutions, Inc.			
	9211 Waterford Centre Blvd				
	Ste 202				
	Austin, TX 78758-7665				
Phone Number:	800-783-7459				
Fax Number:					
Document Text:	Computer for Receiving				
	----				
	See quote #QT00055143				

Check your total

**Banner Production**

[Internet Native Banner \(INB\)](#)  
[Internet Native Banner \(INB Displays Larger Font Size\)](#)  
Note: Banner Admin (Banner 9) supports all browsers.

[Banner Admin \(Banner 9\)](#)  
Note: When using Banner INB you will need to use IE.

Off-campus users must run the SFASU VPN for access. [Click here for more information.](#)  
For technical support issues, please contact the Help Desk at 936-468-1212.

[Online Services \(Self-Service Banner\)](#)  
This link will take you to mySFA where you will logon, click the myServices Tab, and click on Online Services.

**Other software products for use with Banner [PROD]**

You must have separate login access to use these products.  
[Application Manager Scheduling Link](#)  
[WebFOCUS 8 Reporting Login](#)  
[WebFOCUS 8 Instructions Document](#)

**Requisition Commodities**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
			Disc	Addl	Tax	Cost	
1	000P20453G	COMPUTER - STANDARD - DESKTOP	EA	1	649	649.00	
			0.00	0.00	0.00	649.00	
		Dell OptiPlex 7060 SFF					

Item 1  
Commodity/Description

Item 1 Accounting

Amount in Commodity section must match Ext Amount in Accounting section

**Requisition Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	19		150002	30401	773781	350				N	N	N	649.00
Total of displayed sequences:														649.00

**Requisition Commodities**

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
			Disc	Addl	Tax	Cost	
2	000P20460A	MONITORS, COMPUTER	EA	2	124	248.00	
			0.00	0.00	0.00	248.00	
		Dell 24" Monitor - P2419H					

Item 2  
Commodity/Description

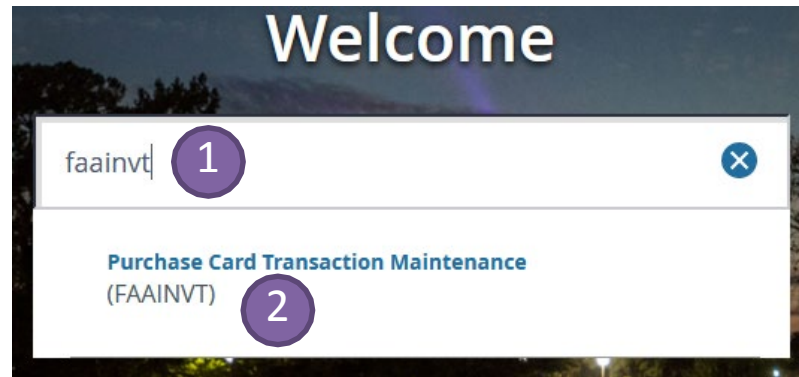
Item 2 Accounting

'N' or 'Y' must be in at least 2 of these fields in the Accounting section

**Requisition Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	19		150002	30401	773770	350				N	N	N	248.00
Total of displayed sequences:														248.00

1. Type **FAAINVT** or Purchase Card in a search field
2. Click **Enter** or select from the drop down box



3. Enter the Cardholder ID#, **OR** the mySFA name of the Account Manager or the Business Manager
4. Click **GO** or **Next Section**

The screenshot shows the 'Purchase Card Transaction Maintenance' form. The title bar includes 'ellucian' and 'Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PPRD)'. The form contains several input fields: 'Cardholder ID:' (with a callout '3' and a purple box '8 digit CID #'), 'Account Manager ID:', 'Responsible:', 'Organization', and 'Business Manager ID:'. A 'Go' button is located on the right side, with a callout '4' over it. A purple box 'mySFA name' has arrows pointing to the 'Account Manager ID' and 'Business Manager ID' fields. Below the form, a grey box contains the text: '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.'

ellucian Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PPRD)

Cardholder ID: Responsible Organization: Account Manager ID: Business Manager ID: | SMITHSA Start Over

Type: Not Fed Transactions

**CARDHOLDER INFORMATION** Insert Delete Copy Filter

Cardholder ID	12345678	Suzy Smith	Card Status Code	A
Card Account Number	.....		Card Description	Card #6011
Start Date	05/02/2016		Account Manager ID	IMARTINBD
Expiration Date	02/01/2020		Business Manager ID	SMITHSA
Card Type	MC		Responsible Organization	99999

9 of 16 1 Per Page Record 9 of 16

**VENDOR INFORMATION** Insert Delete Copy Filter

Vendor	20036367 ...	Summus Industries Inc	State or Province	
Check Vendor	...		ZIP or Postal Code	
Address Type	...		Nation	
Sequence	...		Reference Number	000007950480679
City	SUGAR LAND		SIC	
Street Line 1			Document	
Street Line 2			Bank Post Date	10/12/2018
Street Line 3			Feed Date	10/24/2018
			Payment Due Date	12/03/2018
			Invoice Date	10/10/2018
			Transaction Amount	54.98

55 of 55 1 Per Page Record 55 of 55

**DO NOT CHANGE ANYTHING ON THIS PAGE !!!!**

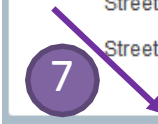
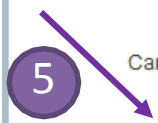
SAVE

5. Use the navigation arrows to select the p-card to detail

6. Next Section to populate transactions in Vendor Information section

7. Select the desired transaction using the navigation arrows (activated after step #5)

8. Next Section to go to the detailing screen



9. Type over default wording 'Purchase Card Transaction' to enter items purchased
10. Click **Next Section**
11. Create a sequence for each unique FOAP (use Insert or down arrow key for additional sequences)
12. **SAVE**
13. To continue detailing click **Previous Section**. This returns to Vendor Information section to choose next transaction
14. Click **Next Section** to return to the Cardholder Information section to choose a different card to detail, or to Exit FAAINVT

ellucian Purchase Card Transaction Maintenance FAAINVT 9.3.6 (PPRD)

Cardholder ID: Responsible Organization: Account Manager ID: Business Manager ID: SMITHSA Start Over

Type: Not Fed Transactions

**PURCHASE CARD TRANSACTION: ACCOUNTING INFORMATION** Insert Delete Copy Filter

Cardholder ID: 12345678  Vendor: 20004590 Wal-Mart Supercenter #163  
 Card Account Number: ..... Transaction Amount: 56.53

**DEFAULT ACCOUNTING DISTRIBUTION** Insert Delete Copy Filter

COA: S Actv:   
 Index:  Locn:   
 Fund: 150002 Proj:   
 Orgn: 99999 Bank: 10 9  
 Acct: 773000 Commodity:   
 Prog: 100

Account codes should reflect purchased items

**DETAILS** Insert Delete Copy Filter

Sequence *	COA *	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
<span>11</span> 1	S	150002	99999	773340	150				10	<input type="checkbox"/>	47.61
2	S	150002	99999	773000	150				10	<input type="checkbox"/>	8.92

Bank code is ALWAYS 10

10, 13, 14 12 **SAVE**

## Banner Admin – Keystroke Guide

Function	Key Stroke	Function	Key Stroke
Next Section	Alt + Page down	Save	F10
Previous Section	Alt + Page Up	Refresh / Rollback	F5
Next field/item	Tab	Duplicate Record	F4
Previous field/item	Shift – Tab	Insert Record	F6
Export	Shift + F1	Delete Record	Shift + F6
Print	Ctrl + P	Clear One Record	Shift + F4
Cancel page, Exit, Close page, Cancel search or query	Ctrl + Q	Search/Open Filter Query	F7
Open Related Menu	Alt + Shift +R	Execute Filter Query	F8
Open Tools Menu	Alt + Shift +T	Copy	Ctrl + C
Display Recently Open Items	Ctrl +Y	Paste	Ctrl + V
Application Navigator Search	Ctrl + Shift + Y	Cut	Ctrl + X
Application Navigator Help	Ctrl + Shift + L	Undo	Ctrl + Z
Application Navigator Sign Out	Ctrl + Shift + F	Cancel Action	Esc
Up	Up arrow	Next page up	Page up
Down	Down arrow	Next page down	Page down