BANNER FINANCE

Form Documentation

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Introduction

This documentation explains how to use many of the Banner Finance forms. For a good introduction to learning the basics of Banner, including the keystrokes and icons used for navigating through Banner, refer to "A Guide to Using Banner," developed by the Office of Student Records and Registration. This document can be found at http://www.mtu.edu/banner-reporting/documentation/docs/usingbanner8.pdf. Particularly helpful, is the Quick Reference Chart in Appendix 1 of "A Guide to Using Banner."

Items in the upper menu are notated as: **[File-Print]**
Buttons on the toolbar or form are notated as: **<Next Block>**
Buttons on the keyboard are notated as: ***<Enter>***
Something that is typed using the keyboard is notated as: *A11850*
A field on the form is notated as: ***[Index]***
Names of forms are notated as: **Budget Status Form FZIBDST**

Banner Form Names

NOTE: The Banner form name can help the user identify the menu on which the form is found. Each letter has a meaning, for example the **Document History** form:

F	O	I	DOCH
#1	***#2***	***#3***	***#4-7***

The *first position* indicates to which module the form belongs.

Alumni/Development	=	**A**	General Person	=	**G**
Accounts Receivable	=	**T**	Finance	=	**F**
Human Resources	=	**P**	Financial Aid	=	**R**
			Student	=	**S**

The *second position* indicates to which sub-module the form belongs. In Finance, for example: O = Operations, G = General Ledger, A = Accounts Payable, P = Purchasing, etc. Z = a form created or modified by Michigan Tech.

The *third position* indicates the type of form:

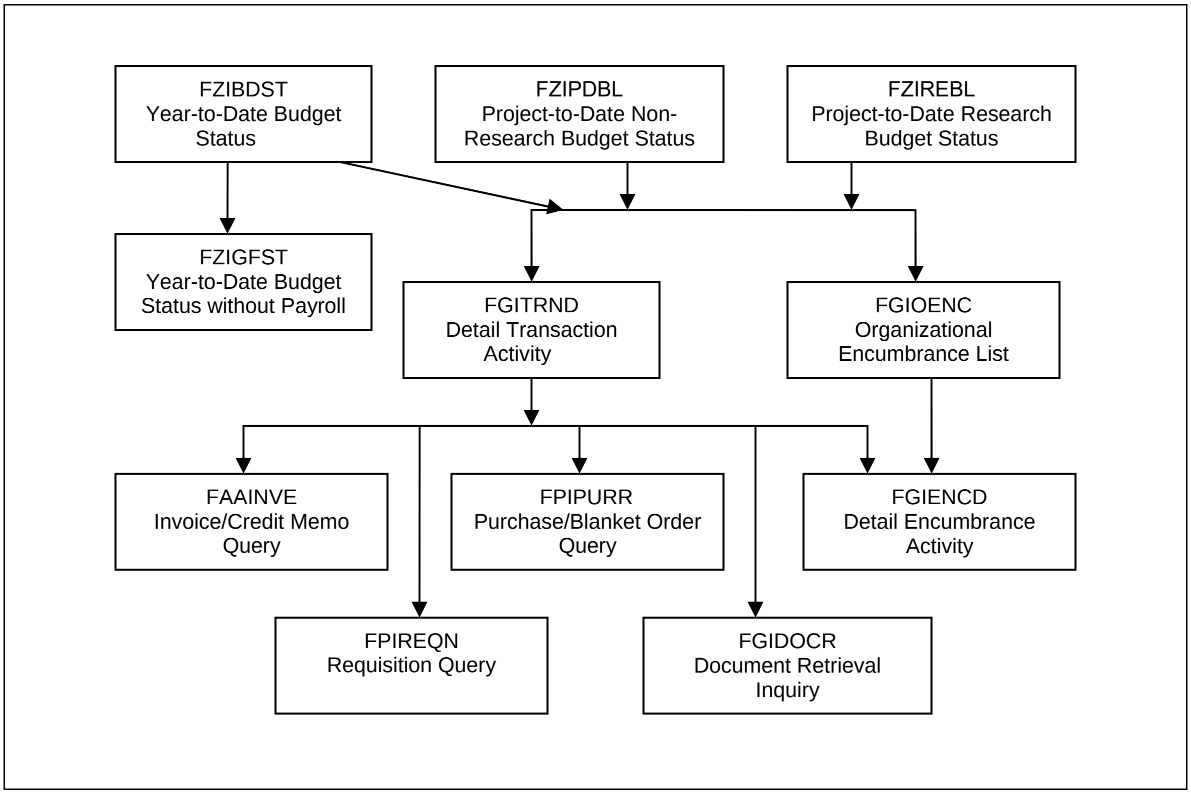
A	=	Application (updates the database)
I	=	Inquiry (views but cannot update the database)
Q	=	Query (usually called from another form)
R	=	Rule Form
M	=	General Maintenance (updates tables)
V	=	Validation Table

The *fourth through the seventh positions* represent the "English" name of the form.

Overview of Banner Finance Forms

Budget status

Forms **FZIBDST - Year-to-Date Budget Status**, **FZIPDBL - Project-to-Date Non Research Budget Status**, and **FZIREBL - Project-to-Date Research Budget Status** are used to find the current balance available by account index (or fund and organization codes).



From **FZIBDST, FZIPDBL or FZIREBL**, navigate (by selecting <Related> in the upper right and selecting **{Transactions Detail Information}** or press <F3>) to **FGITRND - Detail Transaction Activity Form** to display all transactions for each line item.

In **FGITRND**, move your cursor to a particular transaction and right click on the canvas and select **{Query Document}** or press <F3> to display the original document for any transaction. You'll be in form **FAIINVE** for invoices, **FGIDOCR** for journal vouchers, **FPIREQN** for purchase requisitions, or **FPIPURR** for purchase orders.

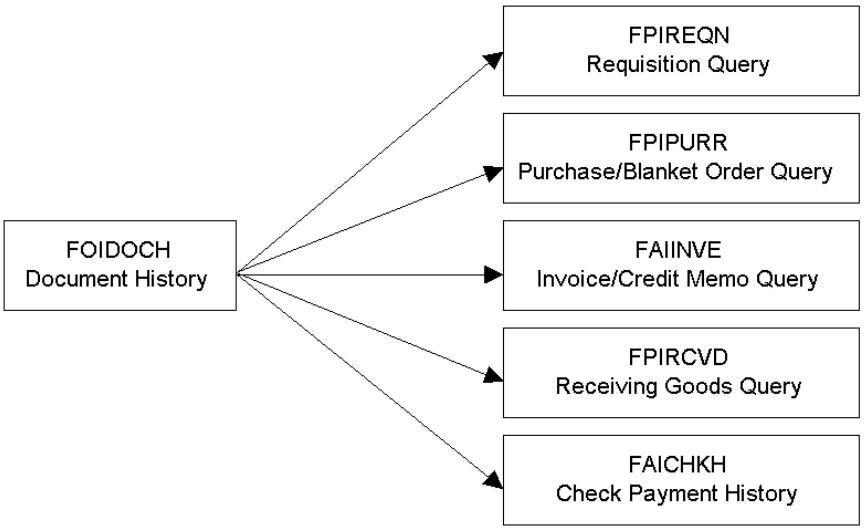
Right click on the **FZIBDST**, **FZIPDBL** or **FZIREBL** canvas and choose {**Organization Encumbrances**} to go to **FGIOENC – Organizational Encumbrance list**.

From **FGITRND** or **FGIOENC** navigate to **FGIENCD - Detail Encumbrance Activity Form** to view encumbrance detail by selecting <Related> in the upper right and selecting **{Detail Encumbrance Info}**.

Select <Related> in the upper right of the **FZIREBL** screen and choose **{FGIBAVL Form}** (Budget Availability Status) to view budget and year-to-date activity summarized by pool accounts.

Purchases

From **FOIDOCH - Document History Form**, you can trace a purchase from start to finish by navigating to the following forms:



Purchases start with a requisition, which is used to begin the procurement process by defining the requester, vendor, commodity, and accounting information. Use **FPIREQN - Requisition Query Form** to see all the information associated with a particular purchase requisition.

After the requisition is completed and approved, a purchase order is created to order items and/or services from the designated vendors. Use **FPIPURR - Purchase/Blanket Order/Change Order Query Form** to see all the information associated with a particular purchase order.

An invoice is entered when it is received from the vendor. Use **FAIINVE - Invoice/Credit Memo Query Form** to view invoice information.

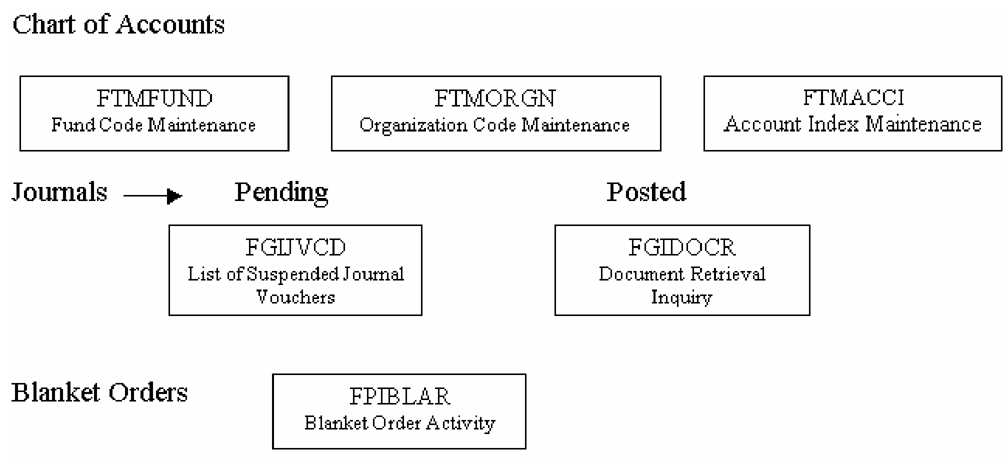
When the items have been received or the services performed, the department sends a completed receiver to accounts payable. Use **FPIRCVD - Receiving Goods Query Form** to view information about the receiver. Then, after the matching process (which matches invoice to receiver), a check is issued if both the invoice and receiver have been entered. Use **FAICHKH - Check Payment History Form** to view check information.

Other finance forms

These forms allow you to query on a fund code, organization code or account index to get more information about the fund, organization or index. **FTMACCI** gives the fund and organization codes associated with an index. **FTMFUND** and **FTMORGN** lists the financial manager and other pertinent information.

Journals:
FGIJVCD - List of Suspended Journal Vouchers – lists all pending vouchers.
FGIDOCR - Document Retrieval Inquiry – is used to view posted journal vouchers.

Blanket Orders:
FPIBLAR - Blanket Order Activity shows the remaining balance on a blanket order.



Accessing the Finance Basic Information Menu

Purpose:

To access the most commonly used Banner Finance forms and describe what they are used for.

Audience:

University personnel

Timing:

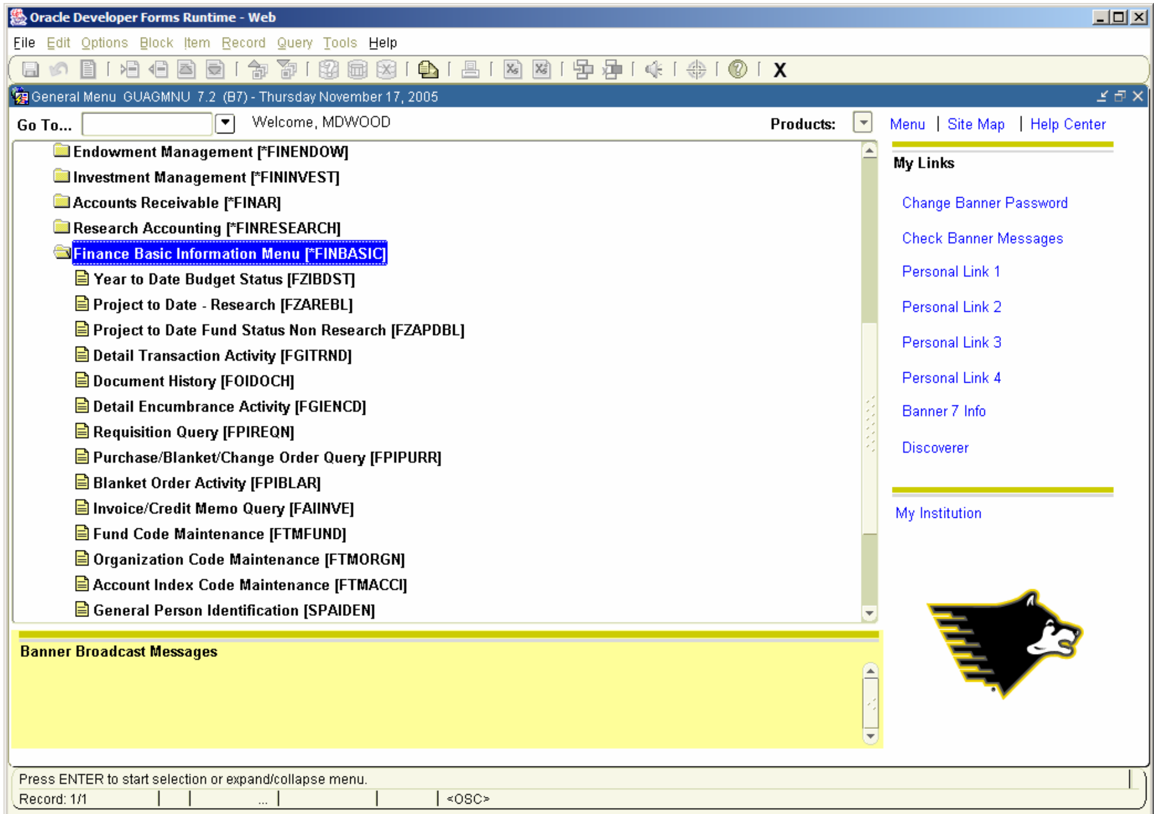
As needed

Prerequisites:

Access to the Banner Finance System

Steps:

1. Log into Banner.
2. Click on **{SCT Banner-Financial-Finance Basic Information Menu**}.



FINBASIC Finance Basic Information Menu

A. **FZIBDST Year-to-Date Budget Status (A, E3, F, H, Q, R, S Index)**—to find current balance available - fiscal year to date (index series Axxxxx, E3xxxx, Fxxxxx, Hxxxxx, Oxxxxx. Rxxxxx, Sxxxxx).
B. **FZIREBL Project-to-Date Research (E2xxxx Index Series)**—to find current balance available—research project to date (index series E20000 through E29999).
C. **FZIPDBL Project-to-Date Non-Research (D, L, P Index Series)**—to find current balance available - project to date (index series Dxxxxx, Lxxxxx, Pxxxxx) There are some designated accounts (Dxxxxx) that are year-to-date.
D. **FGITRND Transaction Activity**—to display the individual accounting transactions posted to an account.
E. **FOIDOCH Document History**—to find the status of a purchase requisition, bid, purchase order, invoice, check.
F. **FGIENCD Detail Encumbrance Activity**—to find the balance remaining on a purchase order.
G. **FPIREQN Requisition Inquiry**—to display purchase requisition information.
H. **FPIPURR Purchase/Blanket Order Inquiry**—to display purchase order information.
I. **FPIBLAR Blanket Order Activity**—to find the balance remaining on a blanket order.

J. **FAIINVE Invoice/Credit Memo Query**—to display accounts payable invoice information.
K. **FTMFUND Fund Code Maintenance**—to display fund title and financial manager.
L. **FTMORGN Organization Code Maintenance**—to display organization title and financial manager.
M. **FTMACCI Account Index Description Info or Discoverer Report FYGCHT002 - Index Reference List** to display fund and organization associated with an index.
N. **SPAIDEN Identification Form**—to display name and address information for an individual or company.

3. Click on the form name to open the form. The forms on the {**Finance Basic Information Menu}** can also be accessed by typing the form name in the ***[Go To]*** field.

Finding Current Balances - FZIBDST, FZIREBL, FZIPDBL

Purpose:

To find the current balance in a given account index

Audience:

University personnel

Timing:

As needed

Prerequisites:

Query access to Banner Finance System

Steps:

1. In the ***[Go To]*** field, type:

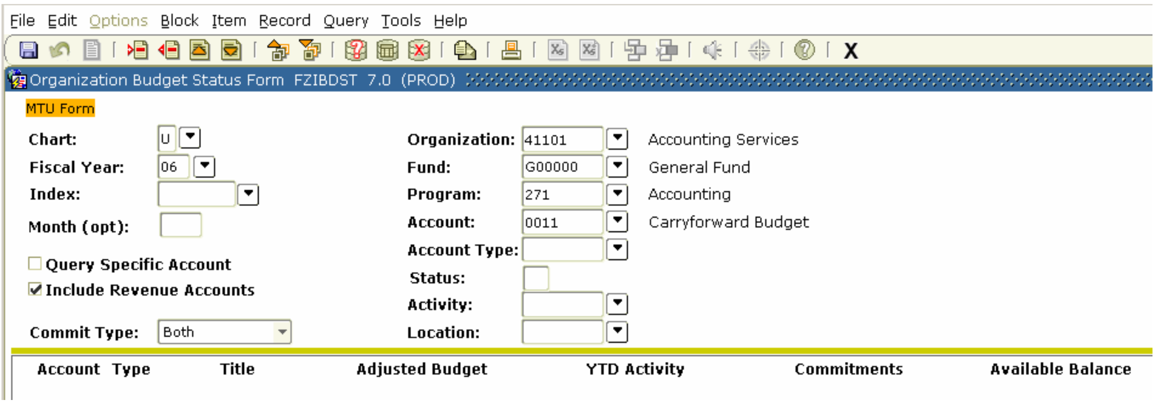
   FZIBDST - for fiscal year-to-date balances of indexes that begin with A, E3, F, H, R, S

   FZIREBL - for project-to-date balances for research indexes E20000 thru E29999

   FZIPDBL - for project-to-date balances for non-research indexes that begin with D, L, P. There are some Designated Fund (D) indexes that are year-to-date.

2. Press <***Enter*****>.** The appropriate form will appear. The chart will default to U (University) and the fiscal year defaults to the current fiscal year on form **FZIBDST** only. Change to view a prior fiscal year

3. Type the account index in the ***[Index]*** field. (ex. *A11850*)
4. Optional: type the first 3 letters of a month in the ***[Month (opt.)]*** field. If this is left blank, the data display is current as of today.
5. Click <**Next Block**> or go to **[Block-Next].** The first 12 line items will display. The **Net Total** line is the current balance. If more that 12 line items, scroll down to display the additional lines.



6. To check the balance for another index, click <**Rollback**> or go to **[File-Rollback]** to clear the form. You can now query another index.
7. Click <**Exit**> or go to **[File-Exit]** to leave the form.

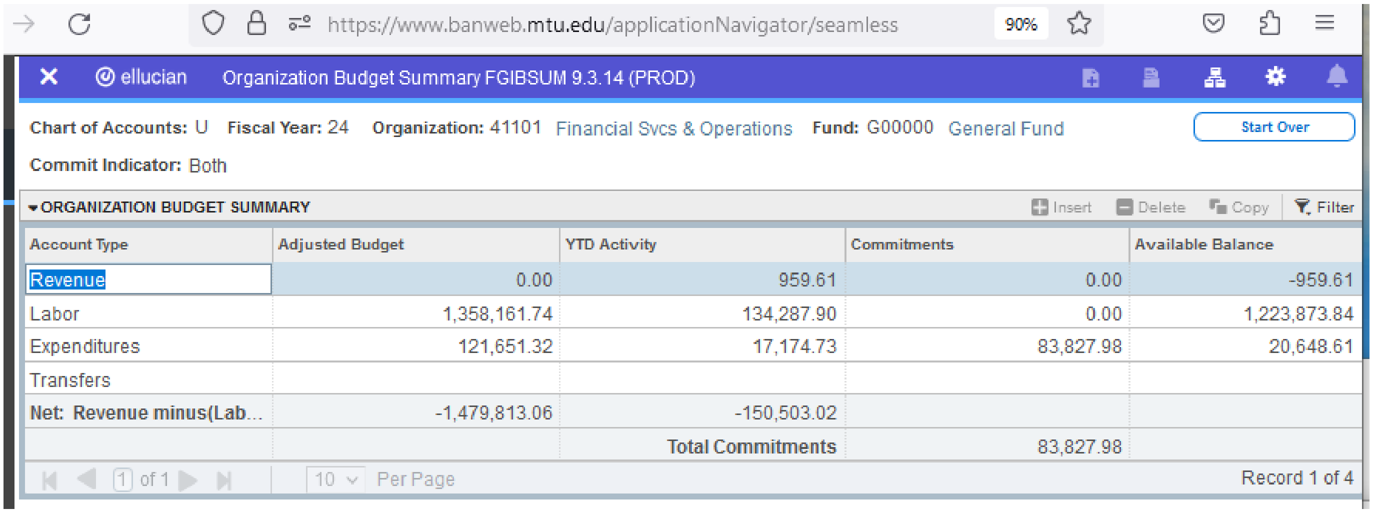
Description of codes on Budget Status forms

FZIBDST, FZIPDBL, FZIREBL, FZIGFST

Type:	**E**	Expense (non-payroll)
	L	Labor (payroll and fringe expenses)
	R	Revenue
	T	Transfers
Acct:	0011	Budget carried forward from prior year
	B001	Payroll fringe benefit expenses
	E---	Expenses (non-payroll)
	P---	Payroll expenses
	R---	Revenue
	T---	Transfers

To display balances summarized by revenue, labor, expenditures and transfers:

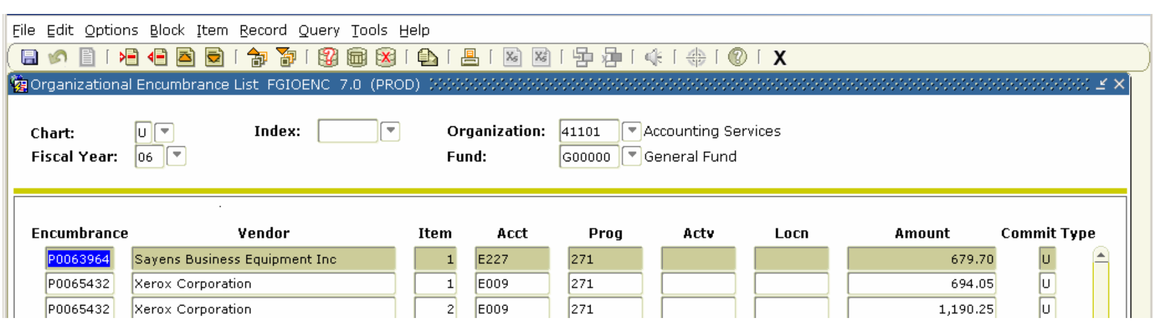
1. Use form **FZIBDST - Organization Budget Status Form** as a starting point (see steps 1-5 under the “Steps” section above).
2. Click on **[Options-Budget Summary Information]** in the main menu or **{Budget Summary Information}** by selecting <Related> in the upper right. The summarized balances will display. Note that the net balance for the index **does not** display.



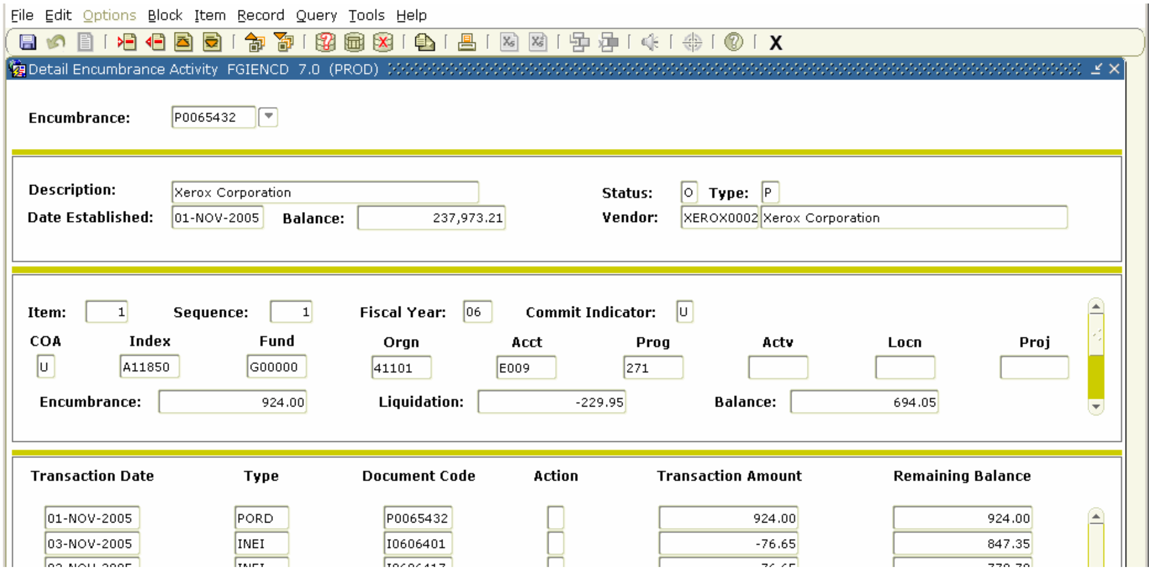
3. To return to the **Organization Budget Status Form**, Click the <**x**> in the upper left or <Ctrl>+ <q>.

To display Encumbrance activity for the index:

1. Use form **FZIBDST - Organization Budget Status Form** as a starting point (see steps 1-5 under the "Steps" section above).
2. Click on **[Options-Organization Encumbrances]** in the main menu or **{Organization Encumbrances}** by selecting <Related> in the upper right. This will display all open encumbrances for the index (this may take about a minute to display).



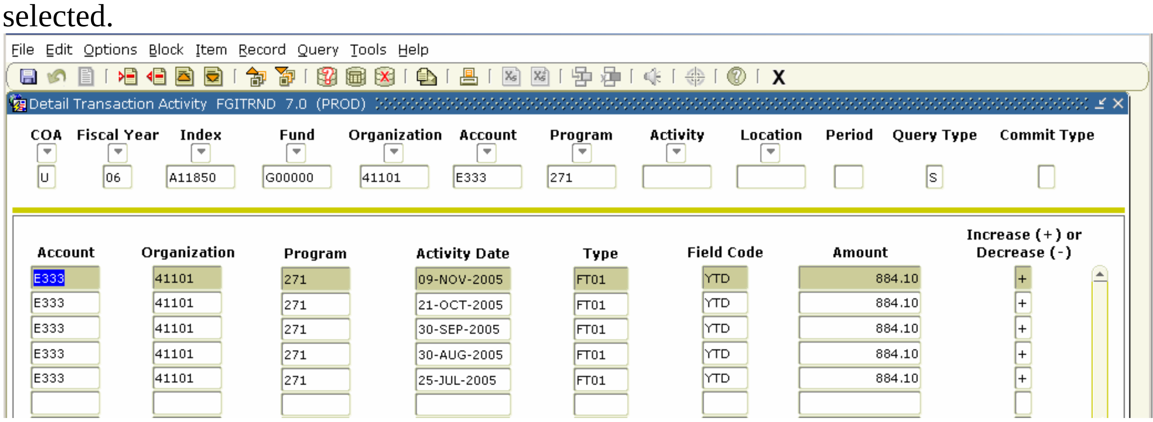
3. To display the activity for a particular encumbrance, move the cursor to the desired item and click on **[Options-Query Detail Encumbrance Info]** in the main menu or **{Query Detail Encumbrance Info}** by selecting <Related> in the upper right.



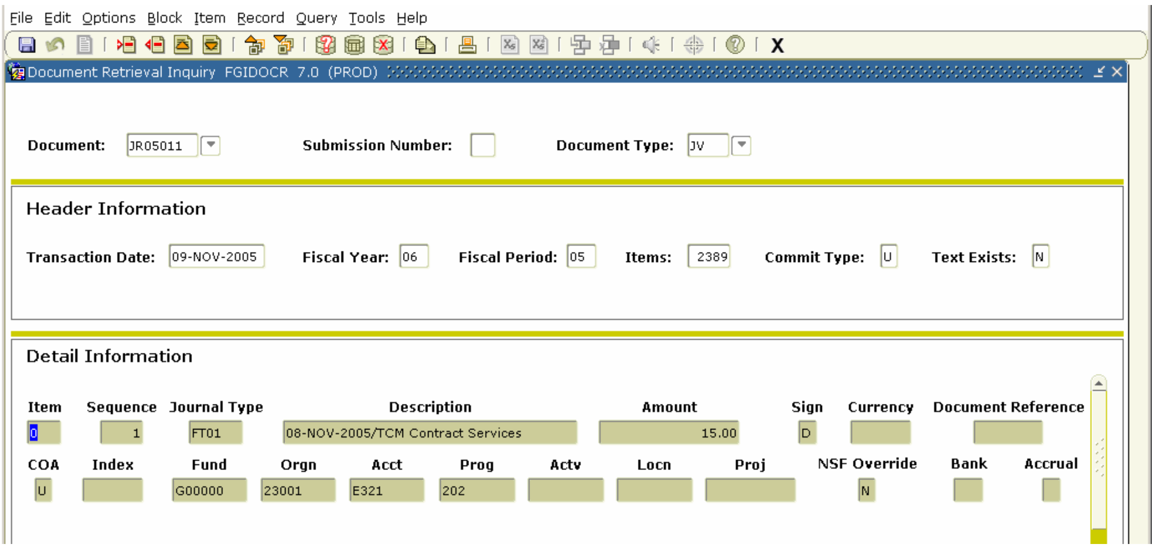
4. Click <**Exit**> twice or go to **[File-Exit]** twice to return to the **Organization Budget Status Form**.

To display more detail about any line item on the form:

1. Use form **FZIBDST - Organization Budget Status Form** as a starting point (see steps 1-5 under the "Steps" section above).
2. Move the cursor to the appropriate line on the form and click on **[Options-Transaction Detail Information]** in the main menu or **{Transaction Detail Information}** by selecting <Related> in the upper right. The system will switch to form **FGITRND** and display all transactions for the line item selected.



3. To display the original document for any transaction, move the cursor to the appropriate transaction line and click **[Options-Query Document]** in the main menu or **{Query Document}** by selecting <Related> in the upper right. The appropriate document form will be displayed.
4. Click <**Next Block**> or go to **[Block-Next]**. The original document (purchase requisition, invoice, purchase order. etc.) will be displayed.



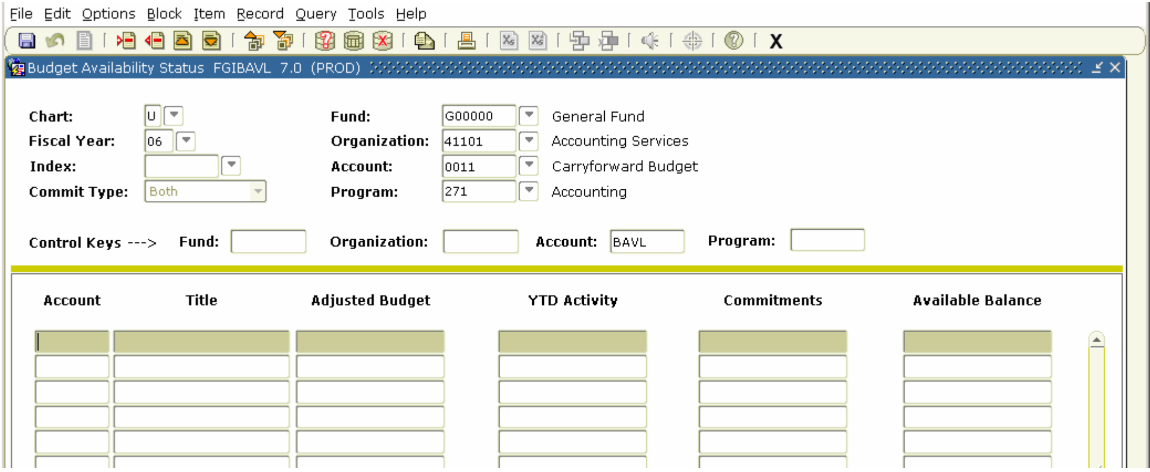
5. To view various parts of the displayed document, click on the desired option on the **[Options]** menu or by selecting <Related> in the upper right.
6. Click <**Exit**> or go to **[File-Exit]** once to return to the **Detail Transaction Activity** form. Click <**Exit**> or go to **[File-Exit]** again to return to the **Organization Budget Status Form**.

To change the format of the displayed amounts (commas, decimal points):

1. Use form **FZIBDST - Organization Budget Status Form** as a starting point (see steps 1-5 under the "Steps" section above).
2. Click **[Options-Format Display Preferences]** in the main menu or **{Format Display Preferences}** by selecting <Related> in the upper right.
3. Modify the Significant Commas and/or Significant Decimal Digits as desired.
4. Click <**OK**>. The format of the displayed amounts will change immediately.

To display budget and year-to-date activity summarized by account pool (from form FZIREBL only):

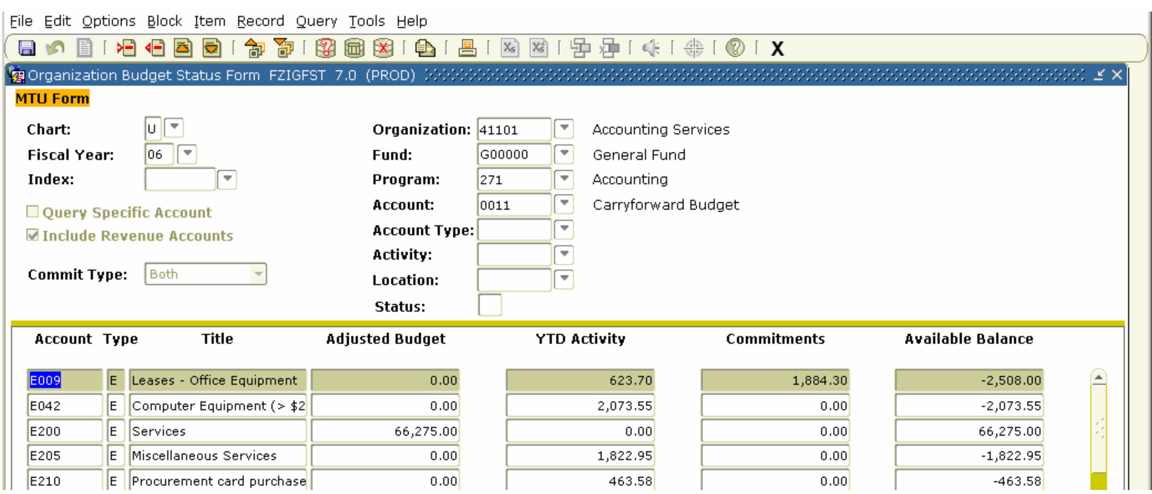
1. Use form **FZIREBL - Organization Budget Status Form** as a starting point (see steps 1-5 under the "Steps" section above).
2. Click **[Options-FGIBAVL Form]** in the main menu or **{FGIBAVL Form}** by right clicking on the canvas.
3. Click <**Next Block**> or go to **[Block-Next].** It is possible that this form will not be in complete agreement with **FZIREBL**. Incomplete documents that haven't been posted are included on **FGIBAVL**. Also, some posted documents that use MTU created rule classes (example: inter-account bills) are not included on **FGIBAVL** until a rebuild process is run at night.



4. To return to the **Organization Budget Status Form**, Click the <**Exit**> or go to **[File-Exit]**.

To display the budget status for general fund indexes only, excluding payroll and fringes (from form FZIBDST only):

1. Use form **FZIBDST - Organization Budget Status Form** as a starting point (see steps 1-5 under the "Steps" section above).
2. Click **[Options-FZIGFST Form]** in the main menu or **{FZIGFST Form}** by selecting <Related> in the upper right.
3. Click **<Next Block>** or go to **[Block-Next].**



4. To return to the **Organization Budget Status Form**, Click the <**Exit**> or go to **[File-Exit]**.

Displaying Operating Ledger Transactions - FGITRND

Purpose:

To display individual operating ledger (revenue, expense, transfer) transactions posted to an account using form **FGITRND**.

Audience:

University personnel

Timing:

As needed

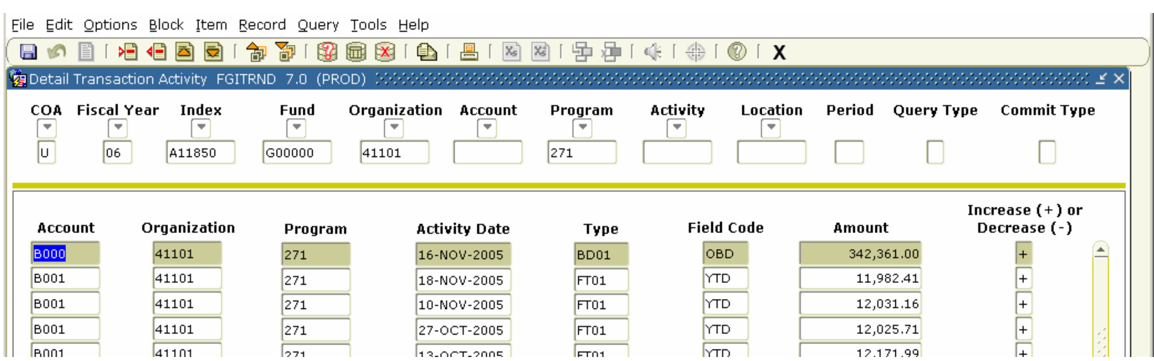
Prerequisites:

Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FGITRND* and press **<*Enter*>**. The **Detail Transaction Activity Form (FGITRND)** will display.
2. Type the account index code in the ***[Index]*** field. (ex. *A11850*)
3. To display transactions from a particular month, type the accounting period number in the ***[Period]*** field (accounting periods JULY through JUNE are numbered 01 through 12).

   Note: During the month of July, the beginning of the new fiscal year, transactions that are posted to June of the old fiscal year will have an accounting period number 14 called the accrual period).
4. Click <**Next Block**> or go to **[Block-Next]**.
5. Click **[Query-Execute]** or **<Execute Query>** to display all transactions for the selected period or to display selected transactions only, type the selection criteria to search for, and then click **[Query-Execute]** or <**Execute Query**>**.**



6. To display other selected transactions, click **[Query-Enter]** or **<Enter Query**>, type in the new selection criteria, then click **[Query-Execute]** or **<Execute Query>.** The sequence of the display is **Date** within **Acct**. Use the horizontal scroll bar to see the transaction descriptions.
7. To display individual documents (invoice, PO, journal voucher, etc.):

   a. Move the cursor to the appropriate line and click **[Options-Query Document]** in the main menu or **{Query Document}** by selecting <Related> in the upper right. The appropriate document form will be displayed.
   b. Click <**Next Block**> or go to **[Block-Next]**. The appropriate document will be displayed.
   c. To view various parts of the document, click the appropriate option on the **[Options]** menu or by selecting <Related> in the upper right.
   d. When finished viewing the various parts of the document, click <**Exit**> or go to **[File-Exit]** until you return to the **Detail Transaction Activity Form**.

8. To query another Index:
   a. Click <**Rollback**> or go to **[File-Rollback]** to clear the form.
   b. Return to Step 2.
9. To leave the form, Click <**Exit**> or go to **[File-Exit]**.

Description of codes on Detail Transaction Activity Form FGITRND

Date		The date the transaction was posted to the account
Type:	BD01	Original Budget
	BD02	Budget Adjustment
	BD03	Budget carried forward for prior fiscal year (research accts only)
	BD04	Temporary Budget Adjustment
	BS--	Bookstore charges/credits
	CHG1	Charge or credit originated from a cashiering session
	CNEI	Cancelled check/invoice - invoice was on purchase order
	CNNI	Cancelled check/invoice - no purchase order
	E032	Zero out an encumbrance
	E090	Purchase order balance carried forward from prior fiscal year
	ETS-	IB from IT - ETS
	FT01	Fund Transfer - journal voucher or IB
	GRIC	Indirect Cost expense - research accounts only
	GRRV	Revenue cost share - research
	HEEL	Payroll - Employee deductions
	HGNL	Payroll - Employee gross earnings
	INEC	Credit Memo on purchase order
	INEI	Invoice on purchase order
	INNC	Credit Memo - no purchase order
	INNI	Direct Pay Invoice - no purchase order
	ISSU	Central Stores requisition
	JE15	Journal voucher-transfer from one acct code to another with the same fund
	MUB	Memorial Union charge/credit

	POLQ	Purchase Order - reverses the budget reservation from the purchase requisition
	PORD	Purchase Order - sets up the encumbrance
	REQP	Purchase Requisition - sets up the budget reservation
	T---	IB from Telcom
	Z---	Interaccount Bill (IB) or credit card redistribution
	ZLAN	Credit Card Charges
Fld:	ABD	Budget adjustment
	ENC	Purchase Order encumbrance (or disencumbrance)
	OBD	Original Budget
	RSV	Purchase Requisition budget reservation
	YTD	Actual expense/revenue

Finding the Status of a Purchase Requisition, PO, Invoice Check (and other document types) - FOIDOCH

Purpose:

To query the status of a purchase requisition, purchase order, invoice, or check.

Audience:

University personnel

Timing:

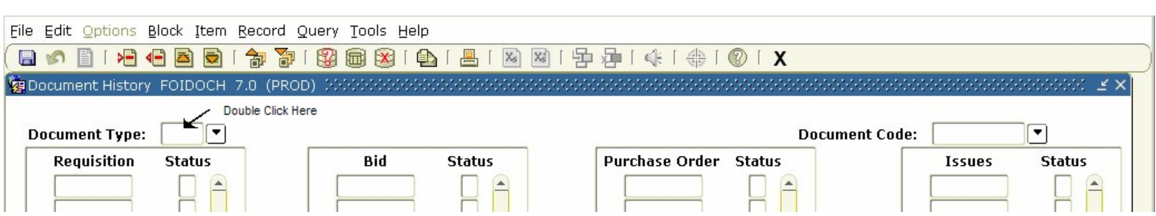
As needed

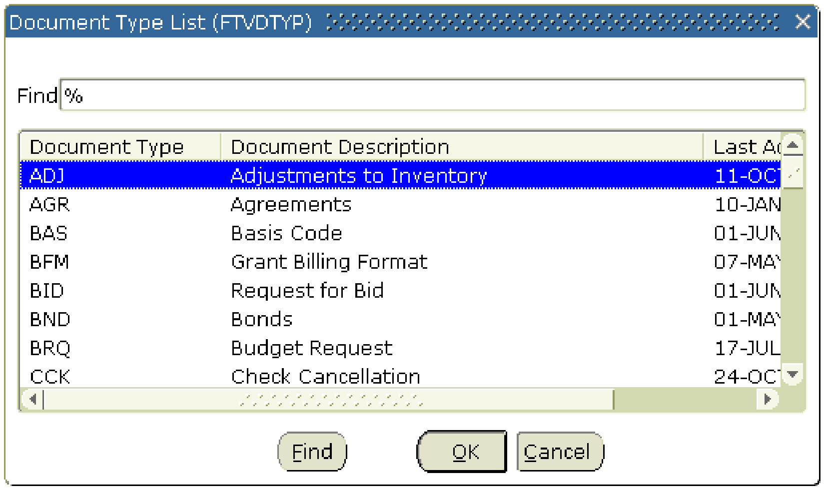
Prerequisites:

Access to Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FOIDOCH* and press <***Enter***>. The **Document History Form FOIDOCH** will display.
2. Double click inside the ***[Doc Type]*** field (not the field name) or go to **[Help-List]** to get the **Document Type List (FTVDTYP)**.



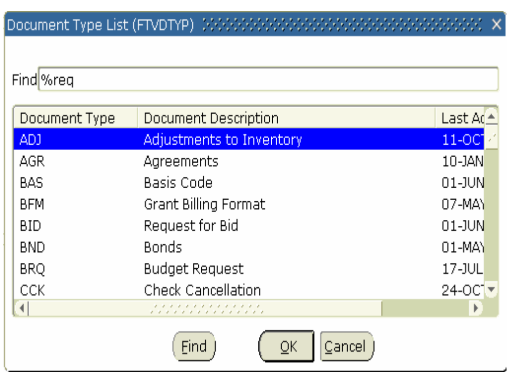


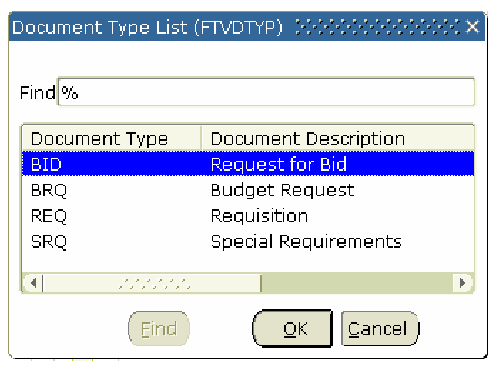
NOTE: There are two different types of query forms: the **Find** form explained below and the **Search** form.

Using a **Find** form to query a validation table is different than using a **Search** form. For instance, a **Find** form is **not** case sensitive; but it can be tricky. Banner reads the validation table records as one word. They are not displayed in fields, as in the **Search** query forms. In the example above, the first record is read as ADJAdjustmentstoInventory11-OCT-1993 - all one word. That is why the % automatically defaults into the ***[Find]*** field. Click <**Find**> to execute the query. The following examples better explain using the **Find** form.

Querying with **%req** as the criteria:

Query **Result**

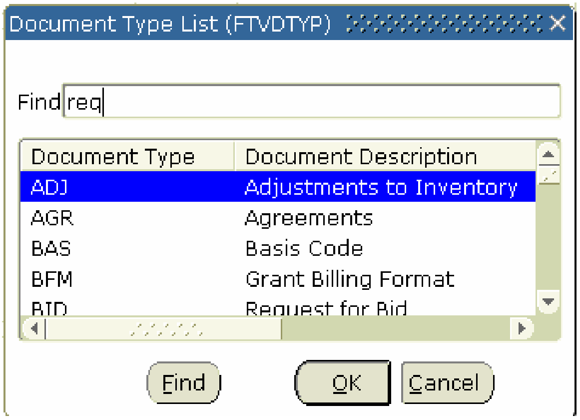




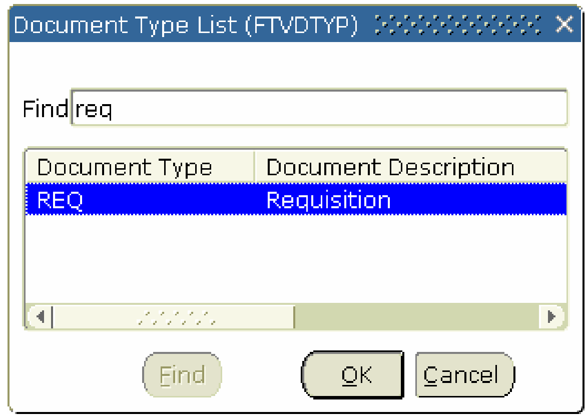
This brings back all instances of the letters *req*. It does not matter which column the criteria appear in.

Querying with **req** as the criteria:

Query

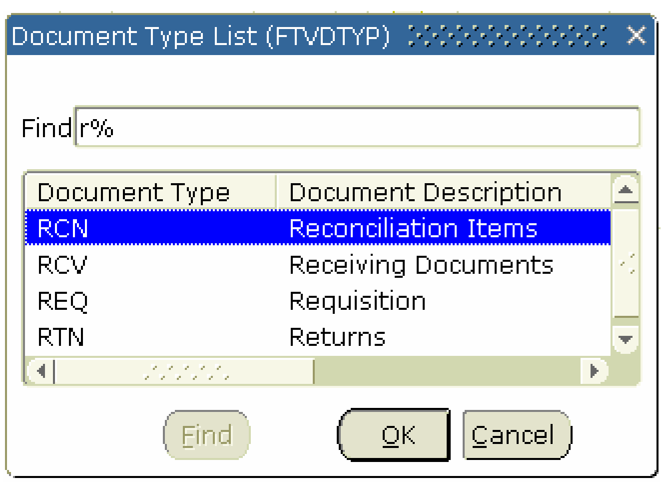


Result



This brings back all instances of *req* with nothing in front of it. Meaning, it has to come from the Document Type code column. Therefore, how the user would enter the criteria depends on what information is being queried.

3. The user may, without clicking anywhere, also type the letter they suspect the correct answer starts with. Banner will automatically go to the answers that start with that letter. EX: *r*

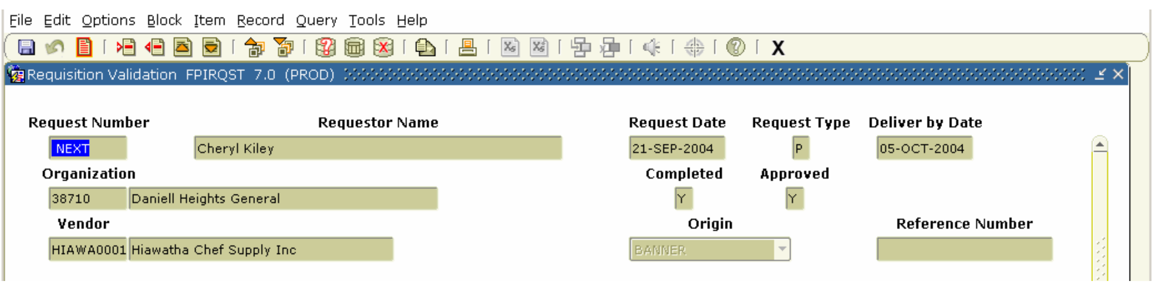


4. With the REQ – Requisition record highlighted, click on the **<OK>** or double-click on the record to drag the answer back to the **Document History (FOIDOCH)** form.
   Other choices for **Doc Type** are:

REQ - Purchase Requisition	*CHK* - Check
BID - Bid (not currently used)	*RET* - Return
PO - Purchase Order	*RCV* - Receiving Doc
ISS - Central Stores Issue	*FAS* - Fixed Asset Tag
INV – Invoice	*FAA* - Fixed Asset Adjustment

5. Make sure the cursor is in the ***[Document Code]*** field. The Auto Help Line *says "Enter document code"*, which indicates Banner expects the user to enter information into the field. For experience on how to use the Query functions, go to ***[Help-List]*** or click on the <**Search>** button (down triangle icon next to the ***[Document Code]*** field.)

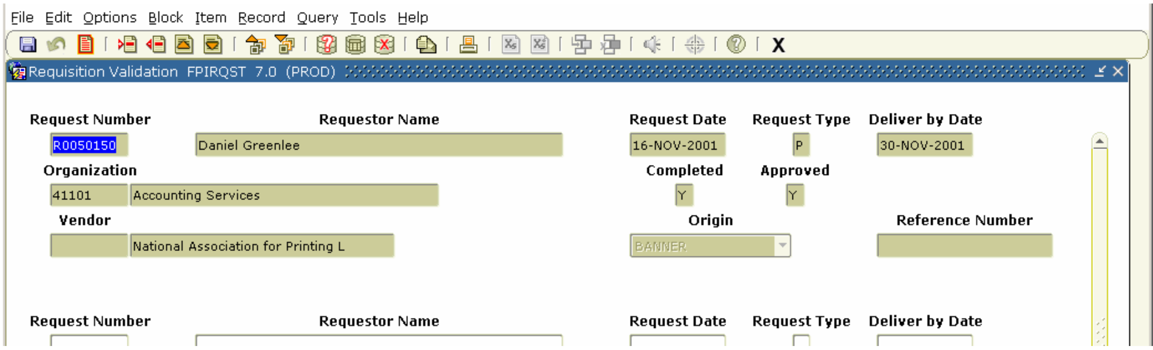
   Banner goes to the **Requisition Validation Form (FPIRQST)**, which displays a record for each Requisition in the database.



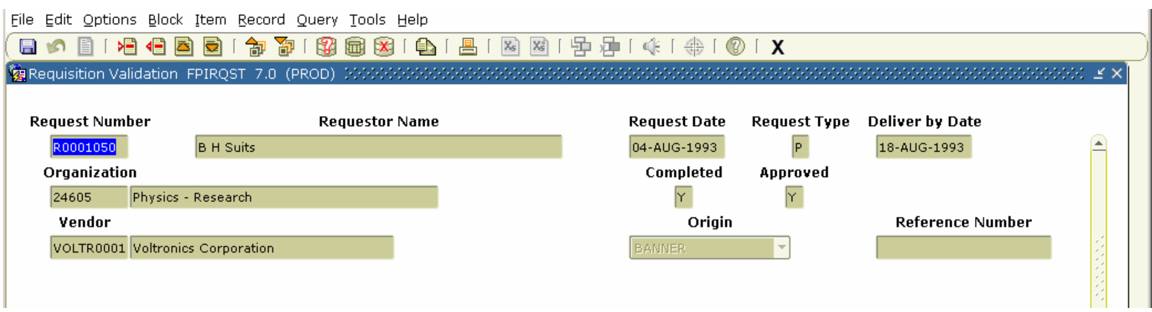
6. Go to **[Query-Enter]** or click <**Enter Query**>. This will clear the form. Banner displays the various fields. The user may enter query criteria in any one or a combination of fields. For example:

FIELD NAME	EXAMPLE QUERY
Request	R005%
Name	D% Green%
Organization	41101

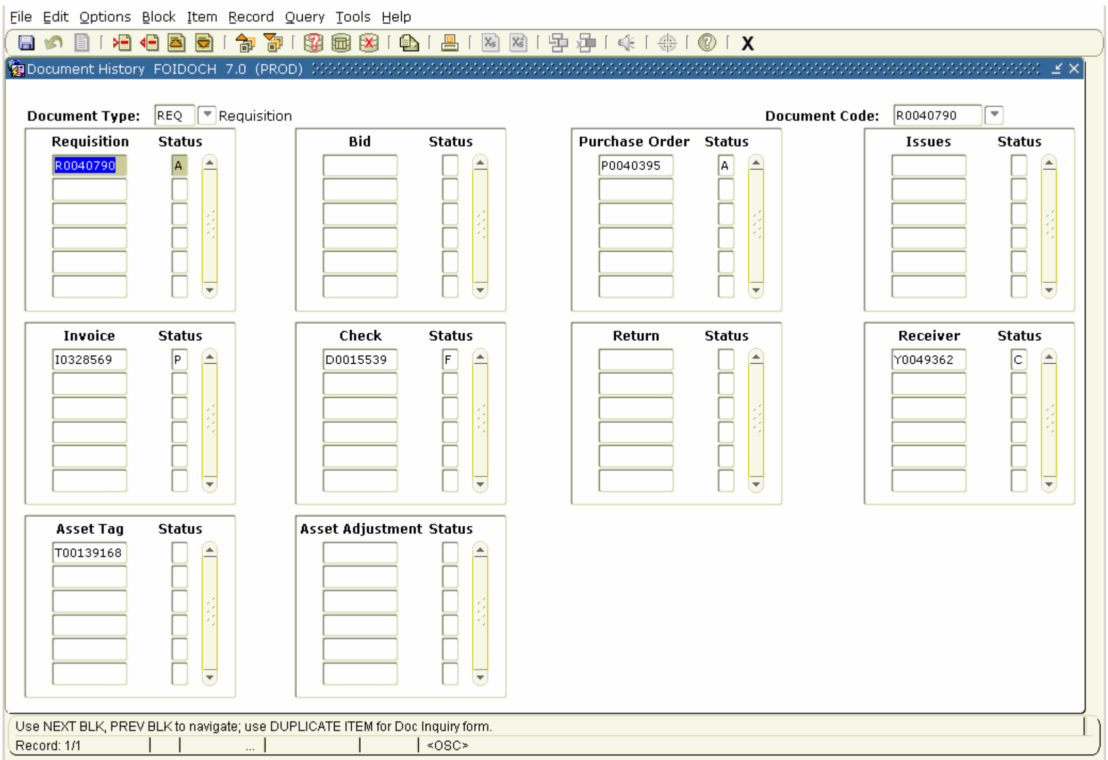
7. As an example, press ***<Tab>*** until the cursor resides in the ***[Requestor Name]*** field. Type a partial name, such as *D% Green%.*
8. Go to **[Query-Execute]** or click **<Execute Query>.** Notice that all records matching your criteria are retrieved. Notice in the lower left corner: "Record 1/?" The "1" advances as you scroll through the records, the "?" changes to a number when you get to the last record.



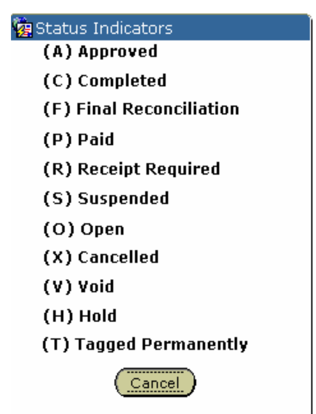
9. Go to **[Query-Enter]** or click **<Enter Query>** on the toolbar to do another query
10. As another example: In the ***[Request #]*** field, type *R0001%*. In the ***[Requestor]*** field, type **%***Su***%**. In the ***[Request Date]*** field, type *%AUG%*. Or try a query that is specific to your department. In the ***[Organization]*** field, type the first 2 numbers of the organizations codes in your department followed by a %, such as *246%*.
11. Go to **[Query-Execute]** or click **<Execute Query>.**



12. With the cursor on a specific requisition number ***[Request #]***, click **<Select>** or double-click on the record to drag the answer back to the **Document History Form**.
13. Click <**Next Block**> or go to **[Block-Next]**. Banner will fill in data in the blocks of the **Document History Form**. This form ties together all documents that reference the document requested in the key block area.



14. The Auto Help Line states *"Use NEXT BLK and PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form"*. Use the **<Next Block>** and **<Previous Block>** buttons, or items in the **[Block]** menu to practice moving around the form. Watch the Record Counter while moving into each block. Also as you move from block to block.
15. To view the documents associated with this Requisition, navigate to the document of interest, and press **[Item-Duplicate]** or click on the appropriate option in the right click menu.
16. Each document has a status code associated with it. To display the status code descriptions, go to **[Options-View Status Indicators]** or click on **{View Status Indicators}.** Click <**Cancel**> to remove the **Status Indicators** window.



17. To display a particular document, click on the document number. Depending on which type of document is selected, the appropriate options will display on the **[Options]** menu (ie., if a purchase order is selected, **Purchase Order Information** will appear in the menu) and in the right click menu. Click on the displayed option. The appropriate document form will be displayed.
18. Click <**Next Block**> or go to **[Block-Next]**

    Note: If querying a check, the form requires a bank code. If the check number begins with a **D** and the check date is prior to 7/15/2002, type *DE* (Republic Bank). If the check number begins with a D and is on or after 7/15/2002, then type *FG* (First National Bank). If the check number begins with an S, type *HO* (MFC - Houghton).

19. Within each document, click **<Next Block>** or **<Previous Block>** to navigate forward or backward through the document, or use the options displayed on the **[Options]** menu or by right clicking.
    Note: See appropriate documentation for navigating thru the selected document (Displaying Purchase Order Information, Displaying Purchase Requisition, Displaying Invoice Information).
20. Click <**Exit**> or go to **[File-Exit]** to return to the **FOIDOCH** form.
21. To check another document, click <**Rollback**> or go to **[File-Rollback]** and return to step 2.
22. Click <**Exit**> or go to **[File-Exit]** to leave the form.

Displaying Purchase Requisition Information - FPIREQN

Purpose:

To see all the information associated with a particular purchase requisition.

Audience:

University personnel

Timing:

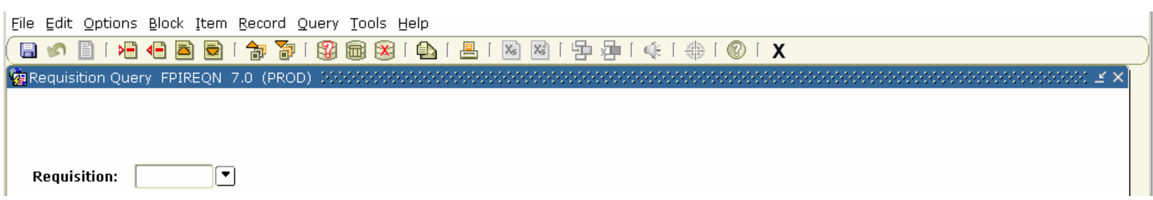
As needed

Prerequisites:

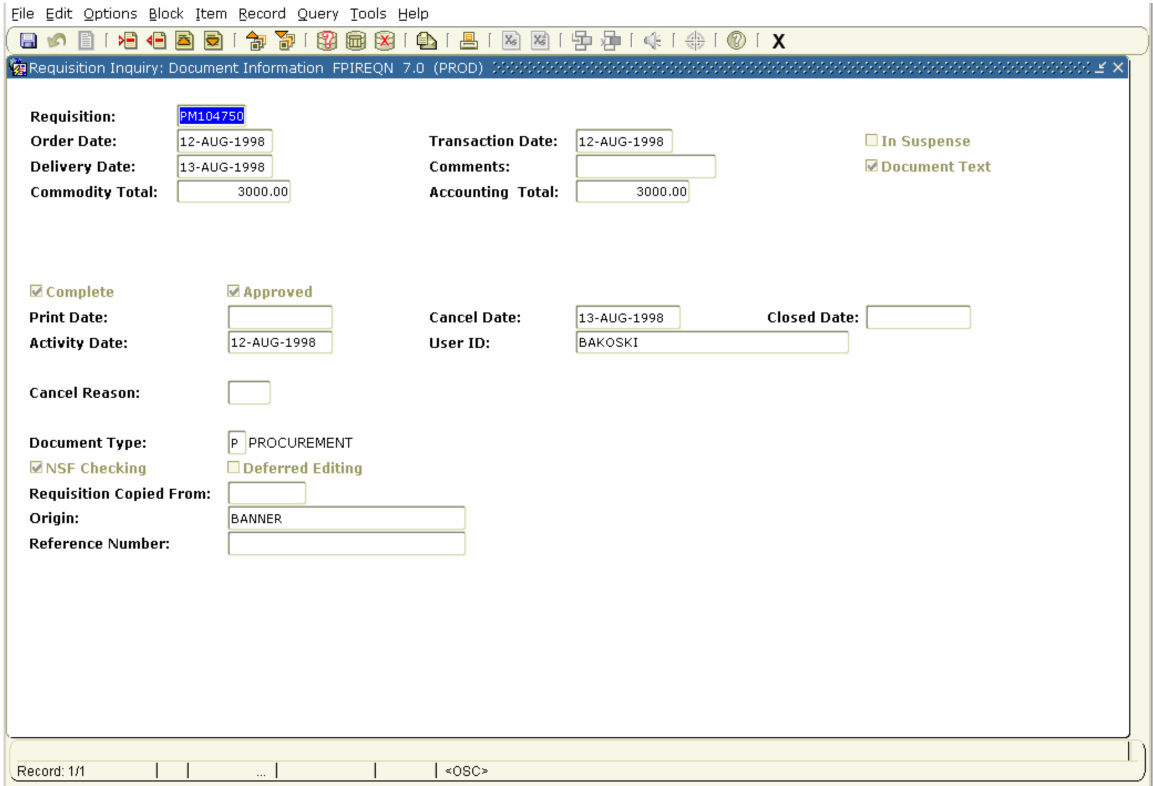
Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FPIREQN* and press **<*Enter*>**.
   The **Requisition Query Form (FPIREQN)** will display.



2. In the ***[Requisition:]*** field, type the requisition code. (Ex. *R0051219)*
3. Click **<Next Block>** or go to **[Block-Next].** The first page of the requisition will be displayed.


File Edit Options Block Item Record Query Tools Help

Requisition Inquiry: Document Information FPIREQN 7.0 (PROD)

Requisition: PM104750
Order Date: 12-AUG-1998
Delivery Date: 13-AUG-1998
Commodity Total: 3000.00
Transaction Date: 12-AUG-1998
Comments:
Accounting Total: 3000.00
In Suspense
Document Text

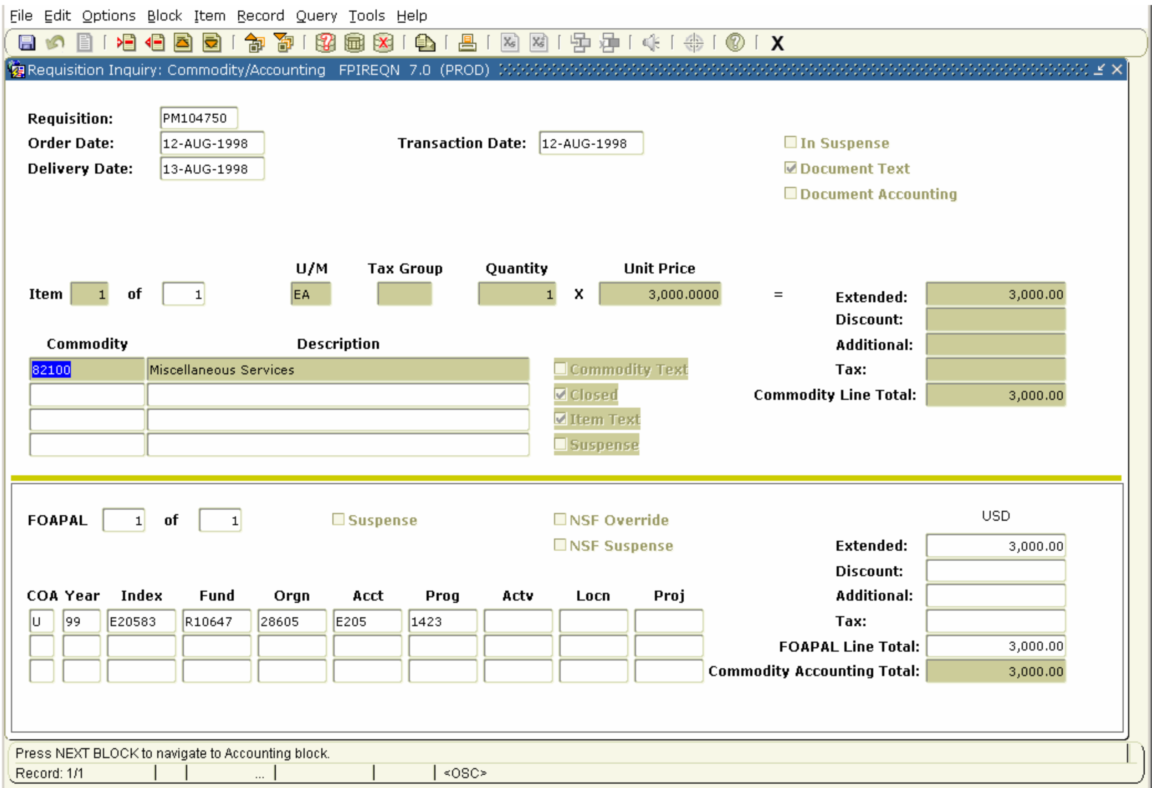
Complete
Approved
Print Date:
Activity Date: 12-AUG-1998
Cancel Date: 13-AUG-1998
Closed Date:
User ID: BAKOSKI

Cancel Reason:

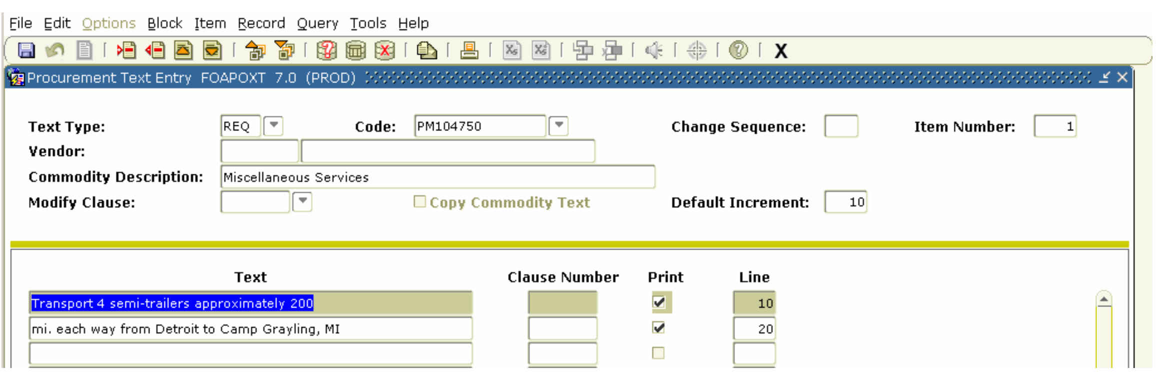
Document Type: P PROCUREMENT
NSF Checking
Deferred Editing
Requisition Copied From:
Origin: BANNER
Reference Number:

Record: 1/1 ... <OSC>

4. To view the purchase requisition header text:
    a. Go to **[Options-Document Text]** in the main menu or **{Document Text}** by right clicking. The text form will display.
    b. Click <**Next Block**> or go to **[Block-Next]** to view the requisition header text.
    c. Click <**Exit**> or go to **[File-Exit]** to return to page 1 of the requisition.
5. To display the individual commodities/accounting info on the requisition, go to **[Options-Commodity/Accounting Information]** in the main menu or **{Commodity/Accounting Information}** by right clicking.



6. To display the line item text for a commodity:
    a. Go to **[Options-Item Text]** in the main menu or **{Item Text}** by selecting <Related> in the upper right. The text form will display.
    b. Click <**Next Block**> or go to **[Block-Next]** to display the line item text.



    c. Click <**Exit**> or go to **[File-Exit]** to return to the **Commodity/Accounting form**.
6. To display other parts of the requisition, click the appropriate option on the **[Options]** menu or by selecting <Related> in the upper right.
7. To access another purchase requisition, click <**Rollback**> or go to **[File-Rollback]**, and return to Step 2.
8. Click <**Exit**> or go to **[File-Exit]** to leave this form.

Displaying Purchase Order Information - FPIPURR

Purpose:

To see all the information associated with a particular purchase order.

Audience:

University personnel

Timing:

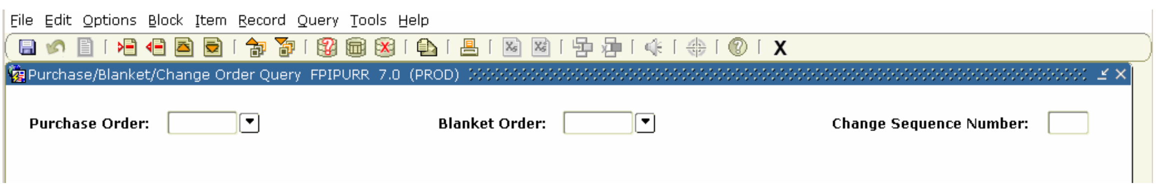
As needed

Prerequisites:

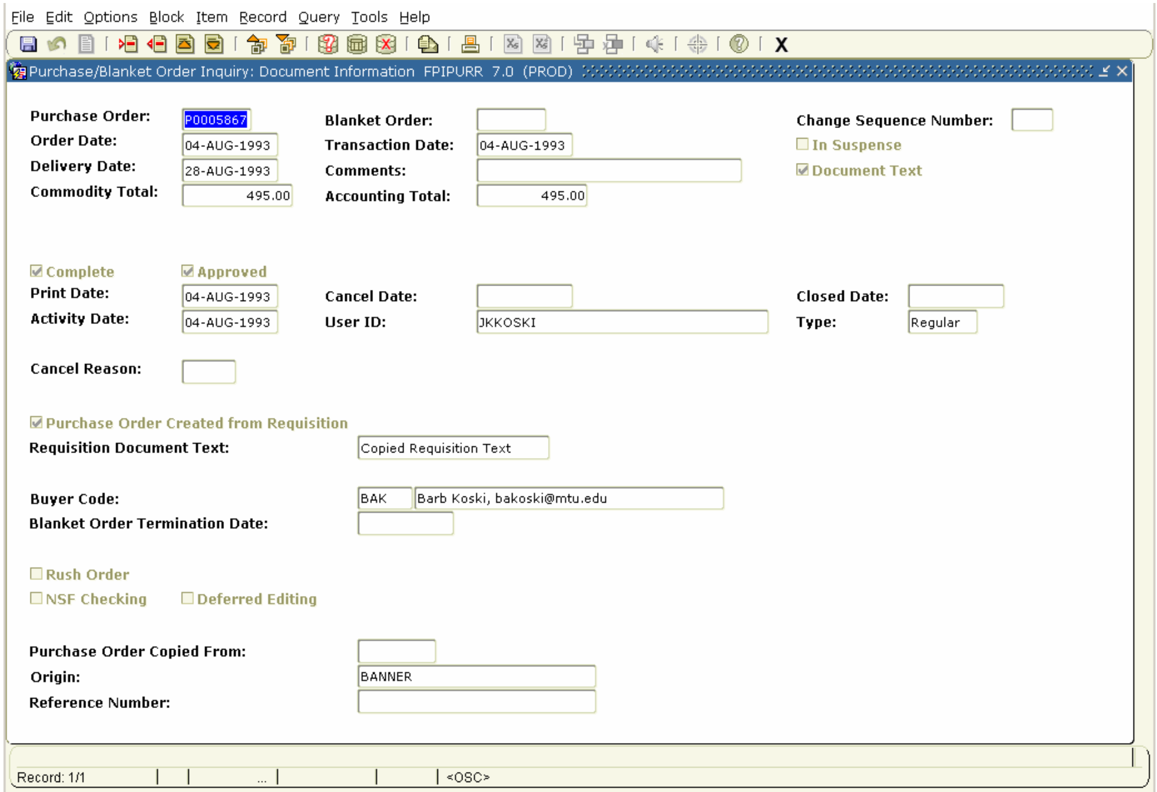
Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FPIPURR* and press **<*Enter*>**. The **Purchase/Blanket/Change Order Query Form (FPIPURR)** will display.



2. If a regular purchase order, type the PO number in the ***[Purchase Order]*** field (ex. *P0005867*), if a blanket order, type the PO number in the ***[Blanker Order]*** field. Click <**Next Block>** or go to **[Block-Next].** The first page of the purchase order will be displayed.



3. To display the purchase order header text:
   a. Go to **[Options-Document Text]** in the main menu or **{Document Text}** by right clicking. The **Procurement Text Entry Form** will display.
   b. Click <**Next Block**> or go to **[Block-Next]** to display header text.
   c. Click <**Exit**> or go to **[File-Exit]** to return to first page of purchase order.
4. To display the purchase order commodity/accounting info, click **[Options-Commodity/Accounting Information]** in the main menu or **{Commodity/Accounting Information}** by selecting <Related> in the upper right.
5. To view the commodity line item text:
   a. Go to **[Options-Item Text]** in the main menu or **{Item Text}** by selecting <Related> in the upper right. The **Procurement Text Entry Form** will display
   b. Click <**Next Block**> or go to **[Block-Next]** to display the line item text.
   c. Click <**Exit**> or go to **[File-Exit]** to return to the **Commodity/Accounting form**.
6. To display other parts of the purchase order click on the appropriate option on the **[Options]** menu or by selecting <Related> in the upper right.
7. To access another purchase order, click <**Rollback**> or go to **[File-Rollback]**, return to step 2.
8. Click <**Exit**> or go to **[File-Exit]** to leave this form.

Displaying Invoice Information - FAIINVE

Purpose:

To view accounts payable invoice information.

Audience:

University personnel

Timing:

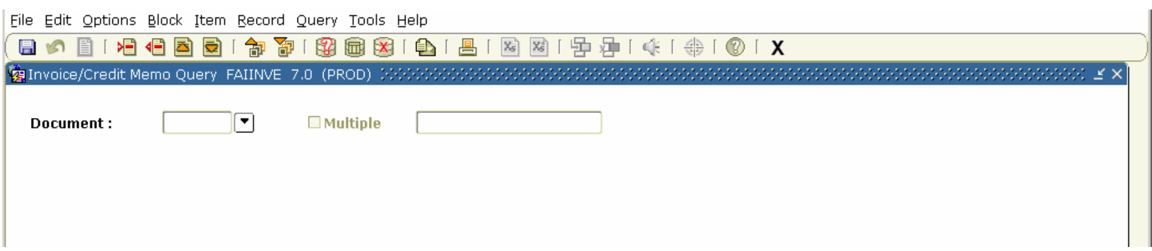
As needed

Prerequisites:

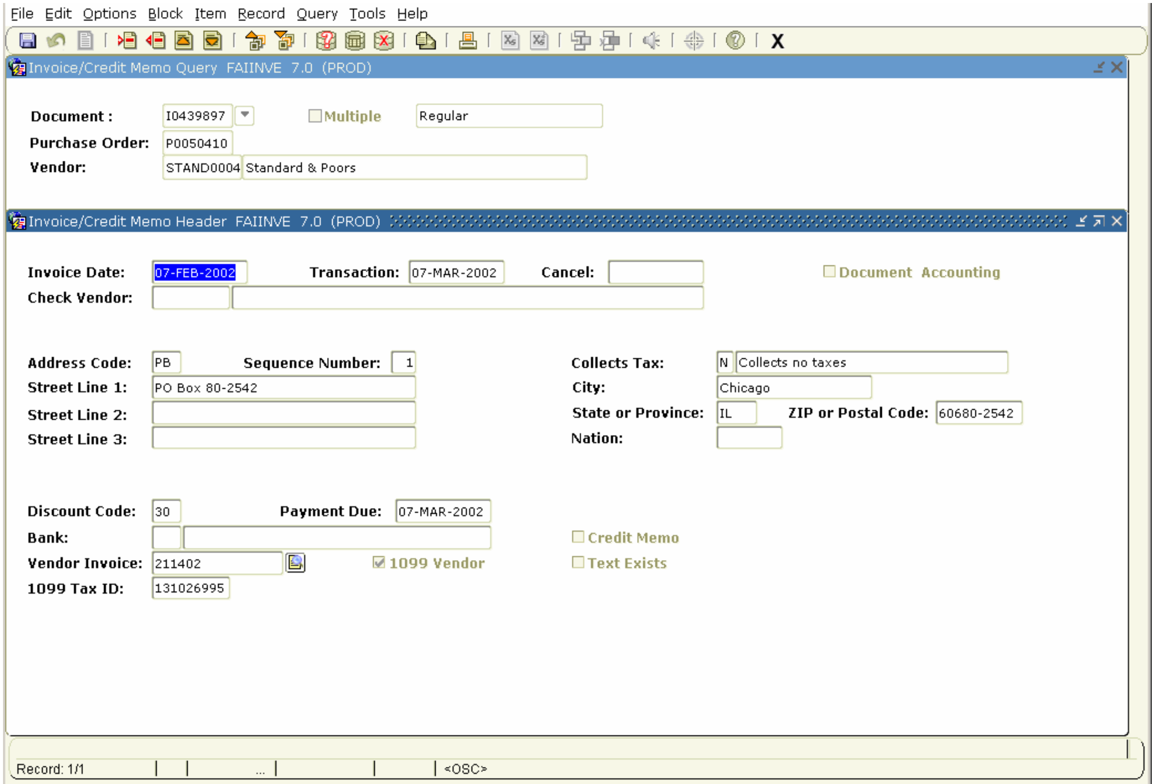
Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FAIINVE* and press **<*Enter*>**.
   The **Invoice/Credit Memo Query Form (FAIINVE)** will display.



2. In the ***[Document:]*** field, type the invoice number. (Ex. *I0439897*)
3. Click <**Next Block>** or go to **[Block-Next]**. The header page of the invoice will be displayed.



4. Click on the options displayed on the **[Options]** menu or the right click menu to view the various parts of the invoice.
5. To access another invoice, click <**Rollback**> or go to **[File-Rollback]** to clear the form and return to step 2.
6. Click <**Exit**> or go to **[File-Exit]** to leave this form.

Finding the Balance Remaining on a Purchase Order - FGIENCD

Purpose:

To find the remaining balance on a purchase order

Audience:

University personnel

Timing:

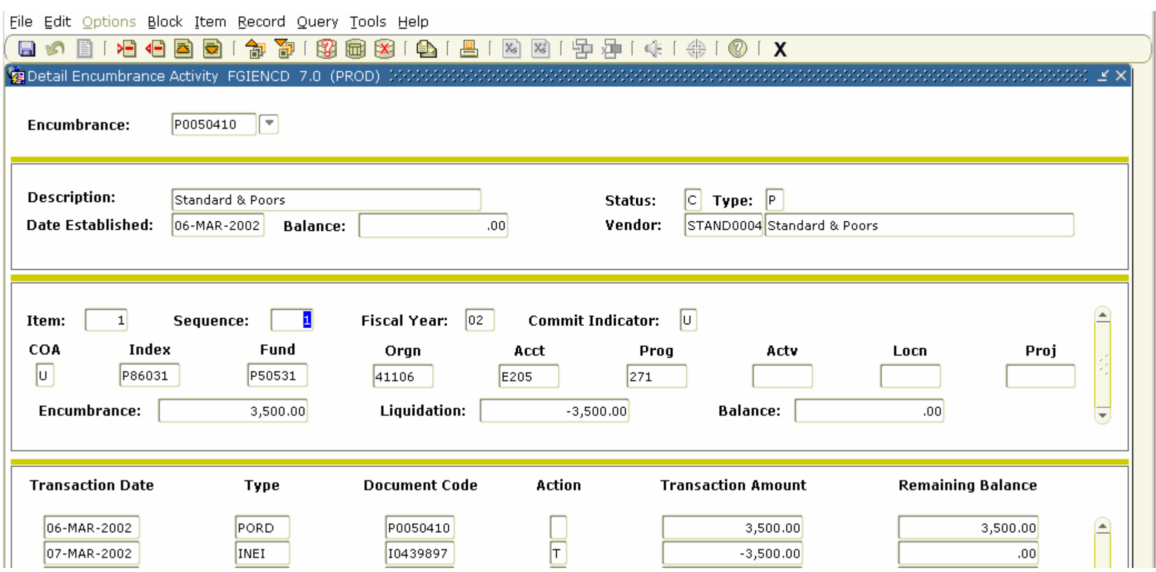
As needed

Prerequisites:

Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FGIENCD* and press ***<Enter>*.** The **Detail Encumbrance Activity Form(FGIENCD)** will appear.
2. Type the Purchase Order number in the ***[Encumbrance:]*** field. (Ex. *P0050410*)
3. Click <**Next Block**> or go to **[Block-Next].** The purchase order encumbrance detail will be displayed.



4. If more than 1 item for the purchase order, use the arrow keys or scroll bar to display.
5. To scroll through the individual transactions for any item, Click <**Next Block**> or go to **[Block-Next]**. Use the arrow keys or scroll bar to display.
6. To access another purchase order, click <**Rollback**> or go to **[File-Rollback]** to clear the form, return to step 2.
7. Click <**Exit**> or go to **[File-Exit]** to leave the form.

Displaying the Remaining Balance on a Blanket Order - FPIBLAR

Purpose:

To display the remaining balance on a blanket order

Audience:

University personnel

Timing:

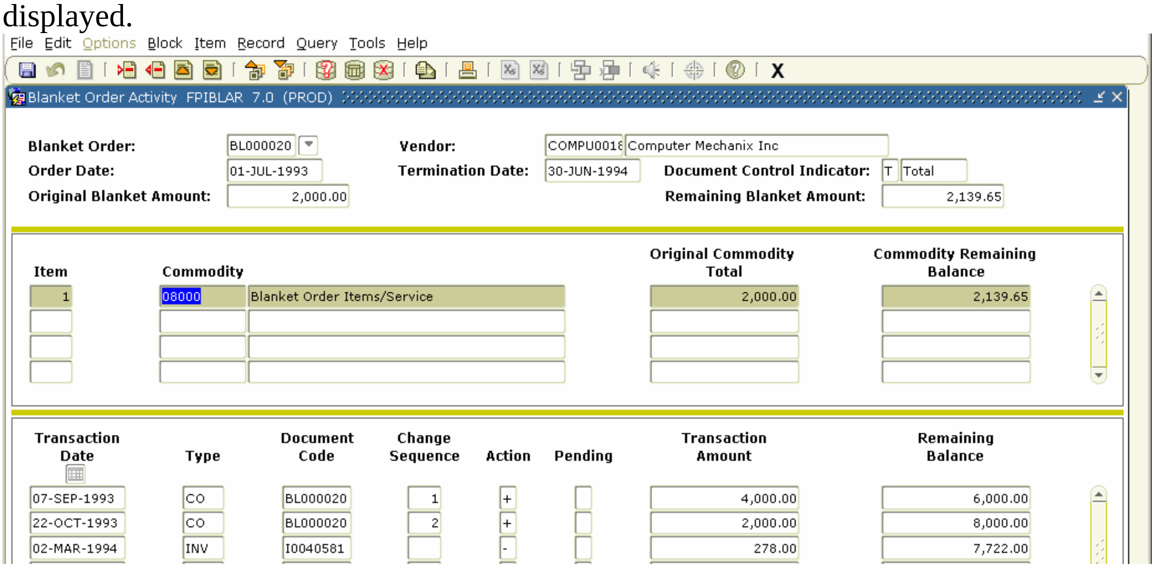
As needed

Prerequisites:

Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FPIBLAR* and press **<*Enter*>**. The **Blanket Order Activity Form (FPIBLAR)** will display.
2. Type the blanket order number. (Ex. *BL000020*)
3. Click <**Next Block**> or go to **[Block-Next].** The blanket order activity will be displayed.



4. If more than 1 commodity, use arrow keys or scroll bar to scroll forward or backward through the commodities.
5. If more than 1 form of transactions for the commodity, click <**Next Block**> or go to **[Block-Next]**
6. Use arrow keys or scroll bar to scroll forward or backward through the activity.
7. To access another blanket order, click <**Rollback**> or go to **[File-Rollback]** to clear the form and return to step 2.
8. Click <**Exit**> or go to **[File-Exit]** to leave this form.

Displaying Fund Description Information - FTMFUND

Purpose:

To display description information (title, financial manager, etc) for a particular fund

Audience:

University personnel

Timing:

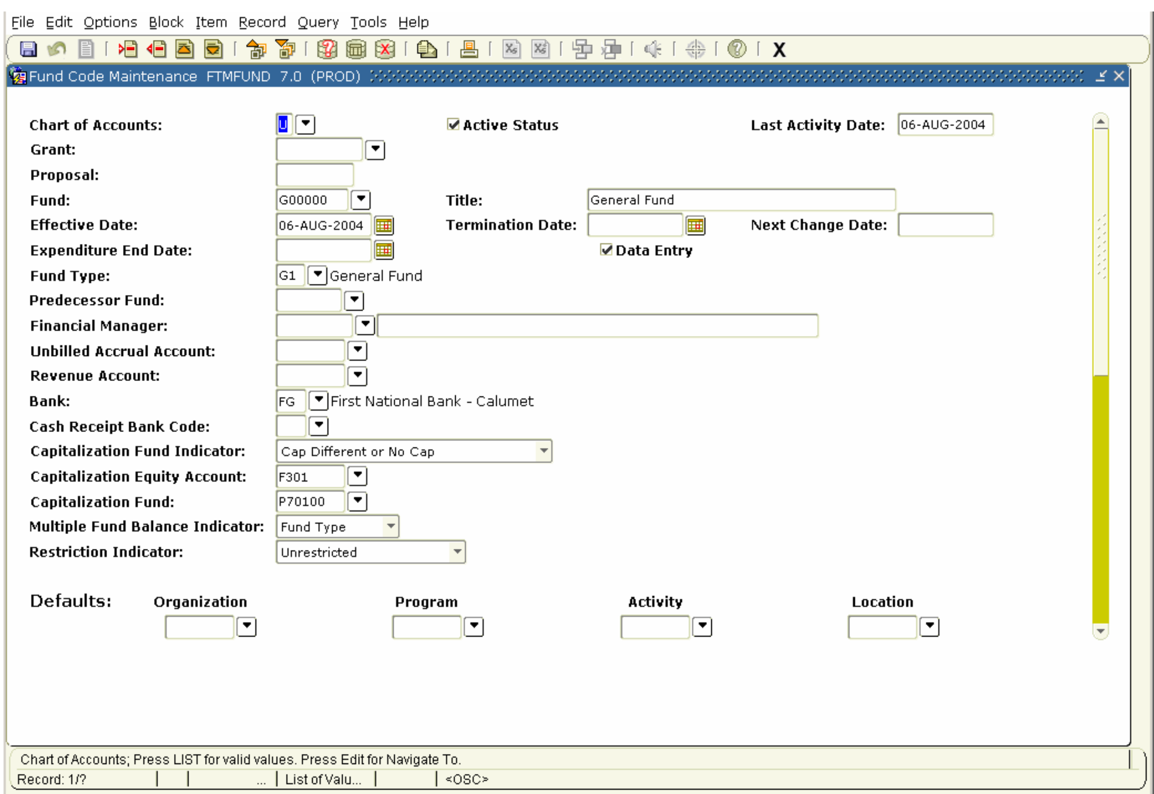
As needed

Prerequisites:

Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FTMFUND* and press **<*Enter*>**. The **Fund Code Maintenance Form (FTMFUND)** will display.
2. Click **[Query-Enter]** or **<Enter Query>**.
3. Move the cursor to the ***[Fund:]*** field, type the fund number. (Ex. *G00000*)
4. Click **[Query-Execute]** or **<Execute Query>**. The first page of the fund information will be displayed.



NOTE 1: The most current record (with no ***[Next Change:]*** date) is listed first.
NOTE 2: This form is used primarily by Accounting Services staff to set up and maintain fund codes. There are a number of options in the **[Options]** menu and the right click menu that are either not used at all at MTU or are used only by Accounting Services staff.

Options that are **not** used at MTU are:
Investment Information
Spending Information
Pro Rata Information
Fixed Asset Information

Options used **only** by Accounting Services staff are:
Assign Attributes
Budget Information (to set up for non-sufficient fund checking on research accounts)
I/C & C/S Code Information (to set up indirect cost and cost sharing parameters for research accounts)

Most information of interest to the general user is on the first page of the form.

5. To access another fund, click <**Rollback>** or go to **[File-Rollback]** and return to step 2.
6. Click <**Exit>** or go to **[File-Exit]** to leave this form.

Displaying Organization Description Information - FTMORGN

Purpose:

To display description information (title, financial manager, etc) for a particular organization

Audience:

University personnel

Timing:

As needed

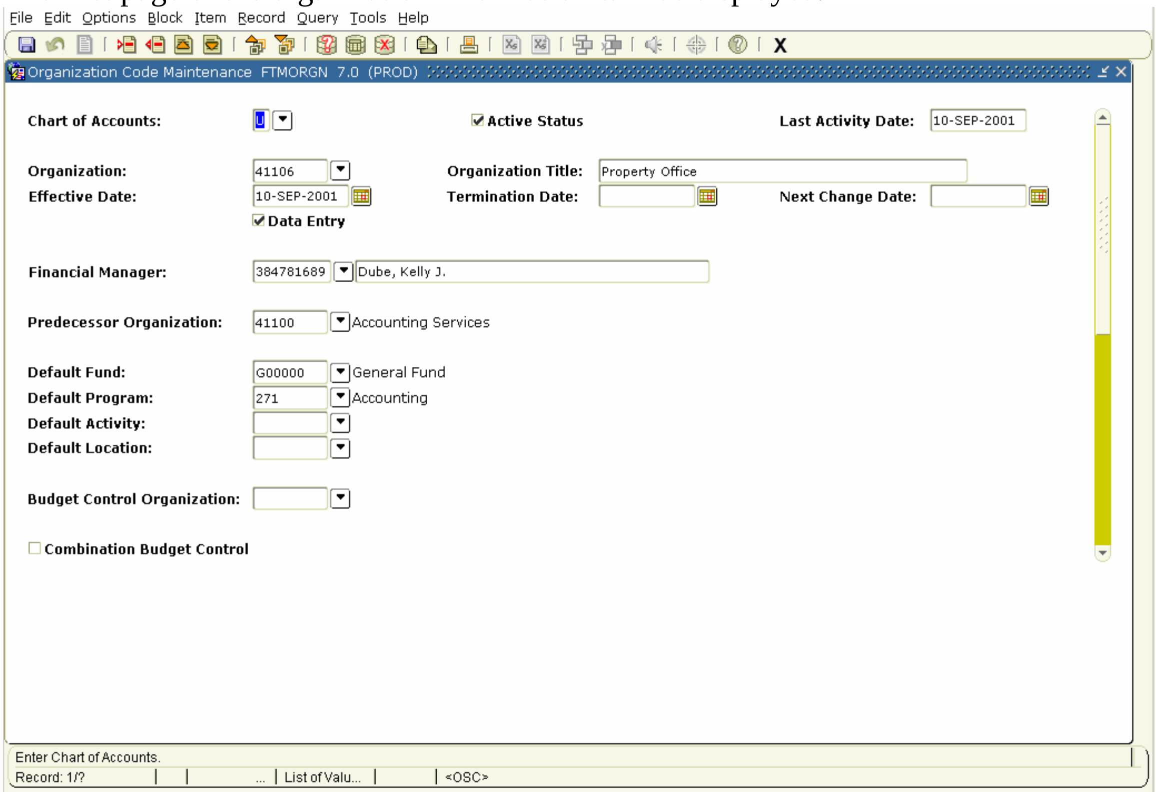
Prerequisites:

Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FTMORGN* and press **<*Enter*>.** The **Organization Code Maintenance Form (FTMORGN)** will display.
2. Go to **[Query-Enter]** or **<Enter Query>**.
3. Move the cursor to the ***[Organization:]*** field. Type the organization number. (Ex *41106*)

4. Go to **[Query-Execute]** or **<Execute Query>**.
   The first page of the organization information will be displayed.



NOTE 1: The most current record (with no ***[Next Change:]*** date) is listed first.
NOTE 2: This form is used primarily by Accounting Services staff to set up and maintain organization codes. They are the only ones that can use the, **{Assign Attributes}** option.

5. Go to **[Options-View Hierarchy]** in the main menu or **{View Hierarchy}** by selecting <Related> in the upper right to find the department code that the organization code is associated.
6. Click <**Exit**> or go to **[File-Exit]** to return to **FTMORGN**.

Displaying Account Index Description Information - FTMACCI

Purpose:

To look up description information (title, fund, organization, account, program) for a given account index.

Audience:

University personnel

Timing:

As needed

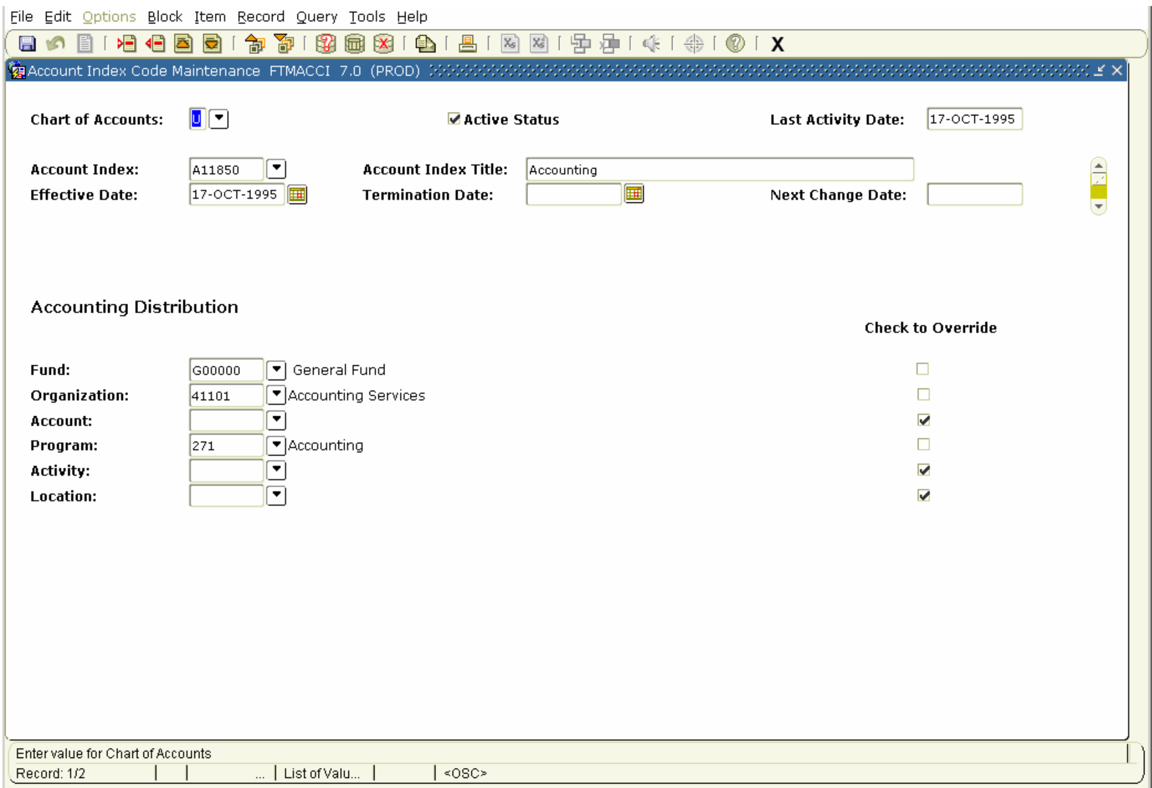
Prerequisites:

Access to the Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FTMACCI* and press ***<Enter>*.** The Account Index Code Maintenance Form (FTMACCI) will display.
2. Go to **[Query-Enter]** or **<Enter Query>**.
3. Move the cursor to the *[**Account Index**:]* field, type the index code. (Ex *A11850*)
4. Go to **[Query-Execute]** or **<Execute Query>**. The account index information will be displayed. The fund and organization code associated with the index are used in reports.

   NOTE: The most current record (with no **Next Change**: date) is listed first.



5. To access another account index, click <**Rollback**> or go to **[File-Rollback]** and return to step 2.
6. Click <**Exit**> or go to **[File-Exit]** to leave this form.

Displaying Posted Journals (IB) - Using FGIDOCR

Purpose:

To display journal (IB) after it has been posted

Audience:

University personnel

Timing:

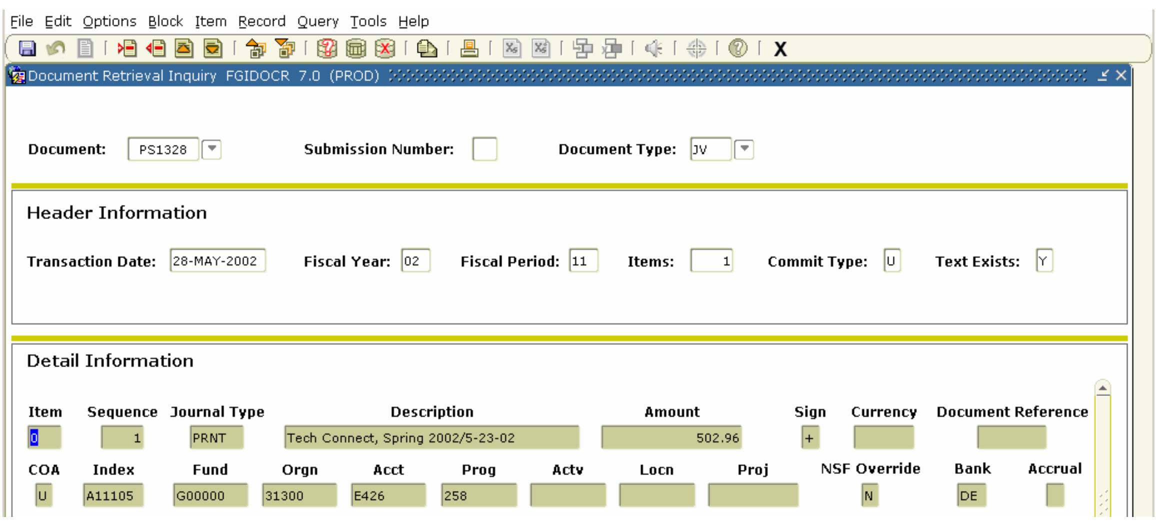
As needed

Prerequisites:

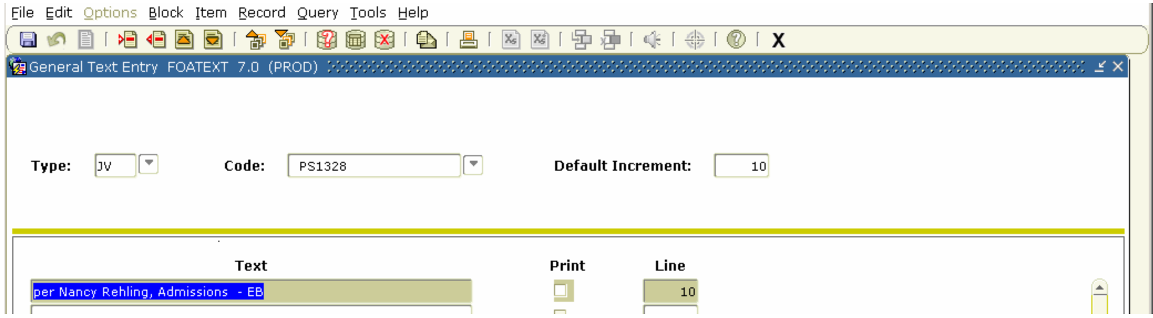
Access to Banner Finance System

Steps:

1. In the ***[Go To]*** field, type *FGIDOCR* and press ***<Enter>*.** The Document Retrieval Inquiry Form (FGIDOCR) will appear.
2. Type the document number. (Ex. *PS1328*)
3. Click <**Next Block**> or go to **[Block-Next].**

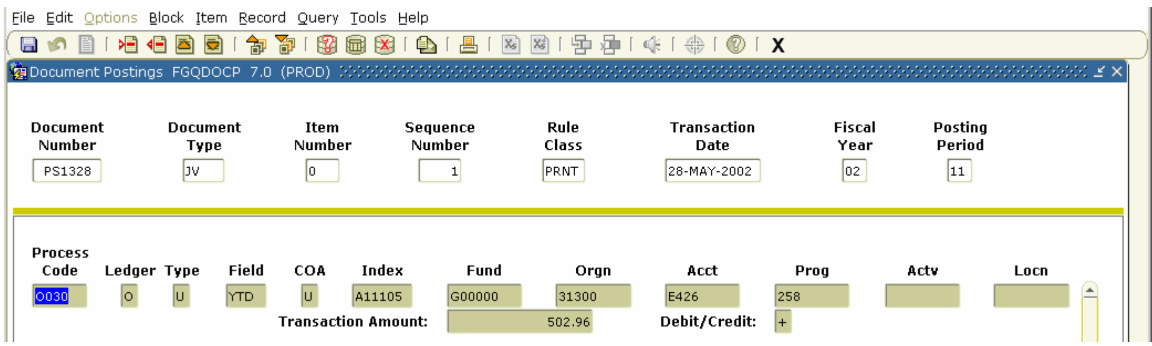


4. If the ***[Text Exists]*** field is "Y" and you would like to view the text:
   a. Right click on the canvas then, click on **{Document Text}**



b. Click <**Exit**> or go to **[File-Exit]** to return to **FGIDOCR**.

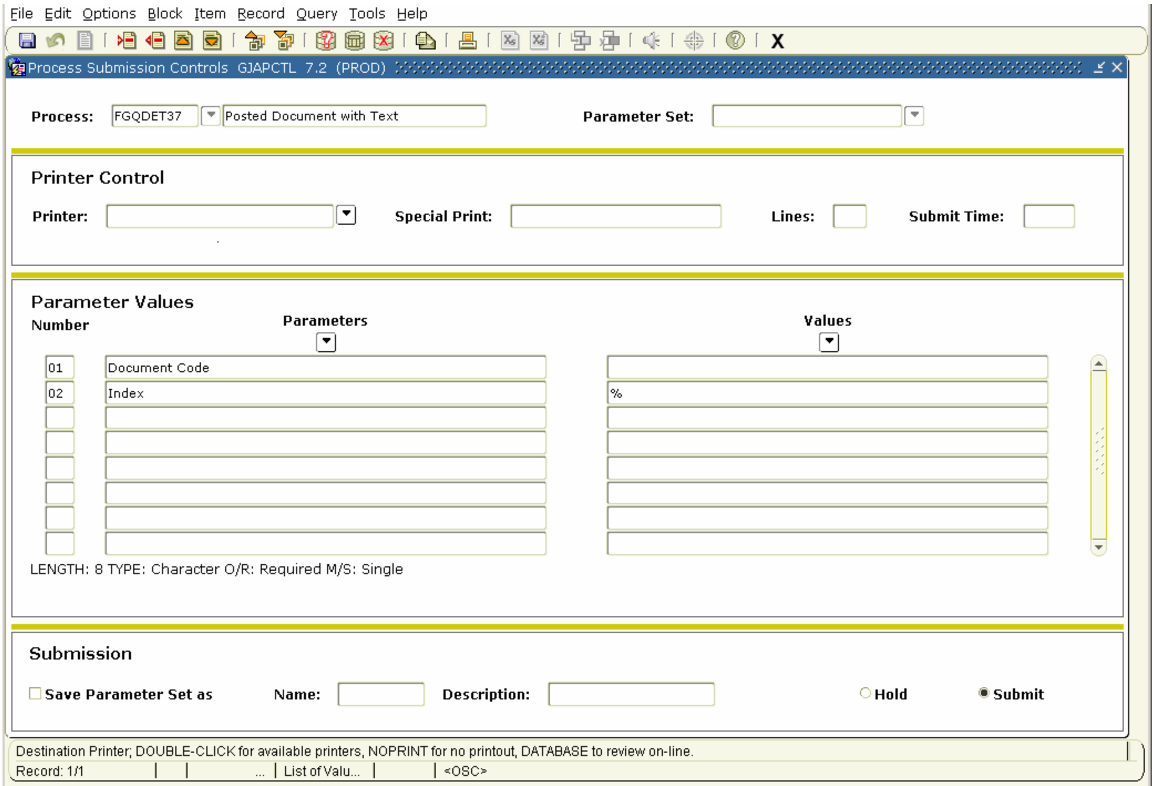
5. Click on <**Next Record**> and <**Previous Record**> (or use up/down arrows on keyboard) to scroll through the transactions.
6. Click the **{Access Document Postings}** option to access the **Document Postings Form** and see system-generated postings. Example: for a journal or IB entered using a Zxxx rule class, the credit side of the entry will be shown.



7. Click <**Exit**> or go to **[File-Exit]** to return to **FGIDOCR**.
8. Click <**Exit**> or go to **[File-Exit]** to leave **FGIDOCR**.

Note: Alternatively you can get this information by the following procedure:

1. In the ***[Go To]*** field, type *FGQDET37* and press ***<Enter>*****.** The **Process Submission Control Form GJAPCTL** will appear. (The name will be changed to "Posted Document with Text" because this form works with journals, interaccount bills, invoices and purchases orders)
2. Click <**Next Block**> or go to **[Block-Next].**



3. Move the cursor to the ***[Printer]*** field
4. Type the name of your networked printer.
5. Click <**Next Block**> or go to **[Block-Next].**
6. Move the cursor to the ***[Document Code]*** parameter value field
7. Enter a document number (The sample document below J0075772 is a two line journal entry with text that you can try if you want to see what the report looks like)
8. Move the cursor to the ***[Index]*** parameter value field
9. Enter an index or leave the default % to get all transactions for this document
10. Click <**Next Block**> or go to **[Block-Next].**
11. Click <**Save**> or go to **[File-Save].** The report will be sent to your printer. You will receive an email from "MTU Banner PROD" confirming that the report was run.

Banner 7 Data Extracts

Purpose:

To download a Banner data to a spreadsheet

Audience:

University personnel

Timing:

As needed

Setup:

1. Change the download setting in Internet Explorer
2. Choose: **Tools** > **Internet Options**
3. Click on the **Security** tab
4. Click the **Custom Level…** button
5. Scroll down to **Downloads** > **Automatic prompting for file downloads** and choose **Enable**
6. Click **OK**¸**OK**

You only have to do this step the first time

Steps:

1. In the Banner form you wish to extract data from, after executing your query:
   From the Help menu, choose Extract Data with Key or Extract Data No Key
   A pop-up box will ask, “Do you want to open or save this file?”
2. Click on Save
   a. In the Save in: box go to the drive and directory where you want to save the file.
   b. The file name will be gokoutp.csv
   c. You may change the name of the file but keep the .csv extension.
   d. Click Save
3. Click Open to see the results in Excel or, if "Open" isn't an option, open Excel and then find and open the file.

Index

Appendix 1: Quick Reference Chart

File	**Edit**	**Block**	**Field**	**Record**	**Query**	**Help**
Direct Access	Cut *CTRL+X*	Previous *CTRL +PgUp*	Previous *SHIFT+TAB*	Previous ↑ *ARR*	Enter *F7*	Online Help
Object Search	Copy *CTRL+C*	Next *CTRL +PgDn*	Next *TAB*	Next ↓ *ARR*	Execute *F8*	Dynamic Help Query
QuickFlow	Paste *CTRL+V*	Clear *SHIFT+F5*	Clear *CTRL+u*	Scroll Up *PAGE Up*	Last Criteria	Dynamic Help Edit
Select	Edit *CTRL+e*		Duplicate F3	Scroll Down *PAGE Down*	Cancel	Help (Item Properties) *F1*
Rollback *Shift+F7*				Clear *SHIFT+F4*	Count Hits *SHIFT+F2*	Show Keys *Ctrl+F1*
Save *F10*				Remove *Shift+F6*	Fetch Next Set	List *F9*
Refresh				Insert *F6*		Display Error *SHIFT+F1*
Print				Duplicate *F4*		Calendar
Exit *Ctrl+q*				Lock		Calculator
Exit QuickFlow						Extract Data with Key
Exit SCT Banner						Extract Data no Key
Return to Menu						About SCT Banner
Preferences						

Key
Keyboard equivalents are shown in italics. Some keystrokes vary from one environment to another in Banner.

F2- Displays the Tab Menu
F3 – Used to duplicate a field/item also used to drill down to detail information
F5- Displays Go To field so you can access another form