

Banner Finance

System Overview & Navigation

Agenda Topics

Overview of TBR Chart of Accounts Backbone – FOAPAL

Banner Navigation

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Banner Finance Training handouts
Part 1 – System Overview & Navigation

Logging in to Banner:

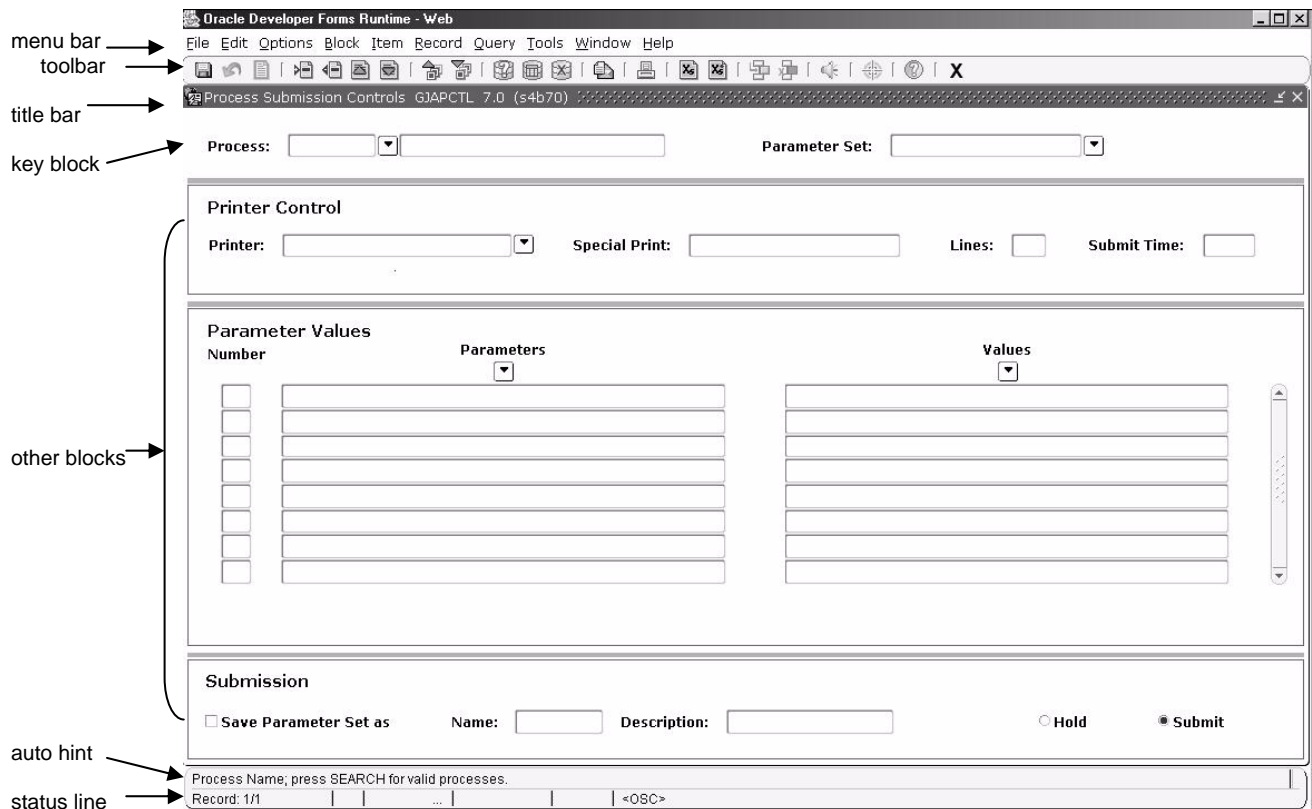
- Open Internet Explorer
- web address for Banner access (<http://ttucat.tntech.edu:9099/>)
- Choose the Instance/Format you need
(for this session – **Internet Native Banner**, **Training Database**)
- Click to open
- Enter Username / Password / Database
- Username is **'TRAIN##'** (## is last 2 digits on computer)
- Password is same as Username
- Database = **trng**

Banner Terminology

Form - A form is an online document where you can enter and look up information in your database. A form visually organizes information so it is easier to enter and read. A Banner form is similar to a paper form, except information is entered once and then used by other forms, reports, and jobs. Forms can include windows, window panes, dialog boxes, and alert boxes.

Parts of a Form

The following figure shows a sample form. Each part of the form is described on the following pages.



Menu Bar - The Banner menu bar, located at the top of every form, contains pull-down menus.

You can access an option in a pull-down menu at any time, except when you are in a dialog box, alert box, or List of Values (LOV). (You must respond to these windows before you can access a pull-down menu.)

Toolbars - The Banner toolbar contains buttons that perform common functions. It is located directly under the menu bar. When you move your cursor over a button and pause, a tool tip appears with text that describes the function of the button.

Title Bar - The title bar shows the following information:

- Descriptive form name
- Form name (seven or eight characters)
- Release number
- Database name from the Installation Control Form (GUAINST)

Blocks - A block is a section of a form or window that contains related information. If a form or window contains more than one block, each block (except the key block) may be enclosed in a beveled box.

Most blocks have a title. There are three exceptions:

- A key block does not have a title.
- If a form or window has only one block, the block does not have a title.
- If a form has a key block and only one other block, the second block does not have a title.

Key Block - The first block on most forms contains key information. (Some forms, especially validation forms and certain list forms, do not have a key block.) The key block determines what is entered or displayed on the rest of the form. All information on the form refers to the key block. The key block has at least one field and sometimes more.

Other Blocks - Other blocks contain additional details for the key information. Each block contains related information and is usually enclosed in a beveled box.

Auto Hint

The auto hint at the bottom of the form can contain the following information for the field where the cursor is located:

- Brief field description
- Error and processing messages
- Keyboard equivalents, if you can access other blocks, windows, or forms from the field

Status Line

The status line directly under the auto hint can contain one or more of the following messages:

Record n/n Shows the number of the current record followed by the total number of records in the current block. If there are more records than fit in the window, the total appears as a question mark (for example, 3/?) until you scroll to the last record in the block. Once the last record is displayed, the total appears as a number (for example, 3/15).

List of Values Indicates the field has a List of Values

Enter Query Indicates the form is in query mode.

Elements on a Form

Fields - Fields are areas on a form where you can enter, query, change, and display specific information. A field is sometimes called an item.

Records, Rows, and Columns - A record is a set of related fields. For example, a street, city, state, and ZIP/postal code form an address record.

If a block has multiple records, the records often appear in rows and columns. A horizontal scroll bar appears under the columns if all columns don't fit into the window at once. A vertical scroll bar appears on the right side of the rows if all rows don't fit into the window at once. When you select a row, the entire record is highlighted to identify it as the current record.

Pull-Down Lists - Pull-down lists are used to select a field value from a list of pre-defined values. A down arrow in the right side of the field indicates the field has a pull-down list.

Note: Fields with a Search button have a similar-looking down arrow. Pull-down lists have the arrow *inside* the field, while the Search button is located *outside* the field.

Displayed Form Names

Display Options

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

Alert Options

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

Data Extract

- Include Header Row in Data Extract

User Interface Color Settings

Description: Enter the RGB color code for non iconic buttons.
Default Value: r204g204b153
User Value: r204g204b153

Description: Enter the RGB color code for the canvas.
Default Value: r255g255b255
User Value: r255g255b255

Description: Enter the RGB color code for code/description prompts.
Default Value: r0g0b0
User Value: r0g0b0

Description: Enter the RGB color code for the menu links canvas.
Default Value: r255g255b255
User Value: r255g255b255

Description: Enter the RGB color code for the menu broadcast message canvas.
Default Value: r255g255b255
User Value: r255g255b255

You can choose whether form names are displayed in the following places:

- Options pull-down menu
- Navigation frame (client/server environments only)
- Left pane of menu maintenance forms

If you choose to display form names in the navigation frame, the name appears as a bubble help when you move the cursor over the navigation option.

To display or hide form names:

1. Access the General User Preferences Maintenance Form (GUAUPRF).
2. Click the Form Display Options button.
3. Select an option from the Form Name Display Option pull-down list.
4. Select the OK button. A dialog box says the change has been applied.
5. Select the OK button in the dialog box.

Default Expanded Menu

General User Preferences Maintenance GUAUPRF 7.3 (TRNG)

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

Starting Menu Option

Description: Enter the name of your preferred start-up menu.

Default Value: *MENU Products Menu

User Default: FINANCE Financial

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The SCT Banner main menu appears when you first access Banner. You can change the default product menu that is expanded to suit your personal preference.

To specify the default expanded menu:

1. Access the General User Preference Maintenance Form (GUAUPRF).
2. Choose the Menu Options tab.
3. In the **User Default** field, enter the name of the menu that you want as the default, or click the **Search** button to search for it using the Object Search Form (GUIOBS).
4. Save your changes.

Getting Around Banner

Banner provides numerous ways to navigate through the system:

Main menu You can select from a list of the menus, forms, jobs, and QuickFlows in Banner.

Direct Access You can access a menu, form, job, or QuickFlow by its name.

Object Search You can access a form, job, or QuickFlow if you know part of its name, description, or type.

Site map	You can view a list of the top-level menus and one level below them.
Tabs	You can access windows on tabbed forms by selecting the tab.
Options menu	You can access other forms, windows, and blocks related to the current form, window, and block.
Option list	You can right-click on a form anywhere outside a field to display the Option list, from which you can perform functions, navigate to other parts of the form, or add the form to your personal menu.
Buttons	You can access another form or window related to the current record or field.
Mouse	You can click an iconic button, field, record, block, or window that is currently displayed.
Keyboard equivalents	You can use the keyboard to access a form, window, block, or field.
QuickFlow	You can automatically access forms that are linked in a chain.
Last 10 forms in the File pulldown menu	You can quickly re-access a form that was previously opened in the current session.
Display Navigation Window key	You can press this key on any form to display a navigation window that enables you to enter the name of another form or job and navigate to it.

Keyboard Navigation

BANNER: Field => Record => Block => Form

FUNCTION		FUNCTION	
Next Field	Tab	Next Block	Cntl-PgDown
Previous Field	Shft-tab	Previous Block	Cntl-PgUp
Clear Field	Cntl-U	Clear Block	Shft-F5
Next Record	Down Arrow	Scroll Up	Up Arrow
Previous Record	Up Arrow	Scroll Down	Down Arrow
Enter Query	F7	Copy	F6
Execute Query	F8	Replace	F4
Show Keys	Cntl-F1		
Commit/Save	F-10		
Get List	F-9		

Optional Keystrokes for Banner

KEY	Esc	Tab	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
	Cancel	Next Field	Help		Duplicate Field/Item	Duplicate Record		Insert New Record	Enter Query	Execute Query	Search (LOV)	Save
Shift		Previous Field	Display Error	Count Query Hits	Exit with Value	Clear Record	Clear Block	Remove Record	Clear Form & Rollback	Print		
Ctrl		Next Field	Show Keys									

KEY	Page up	Page Down	Up Arrow	Down Arrow	Left Arrow	Right Arrow	Q	U	Space Bar in Check Box Fld	Left Mouse Double Click
			Previous Record	Next Record	Prev. Radio Button	Next Radio Button			Toggle On / Off	On date field=calendar On Amount field=calculator
Shift										Dynamic Help
Ctrl	Previous Block	Next Block					Exit or Cancel	Clear Field		

Wildcard Characters:

Any number of characters before or after known information: **'%'**
 Ex. – 'CA%' will result in CASH, CAT, CANINE, CALIFORNIA, etc.

One Character within known information: **'_'**
 ex. – 'C_T' will result in CAT, CUT, COT, etc.

Naming Conventions

- v All Banner objects adhere to naming conventions
 - U e.g., forms, tables, processes
refer to chapter one of the technical reference manuals

Form, process, and table naming

The names of all Banner forms (except menu forms), reports, processes, and tables are seven characters long and have this structure:

Example	F	O	A	I	D	E	N
	-	-	-	-	-	-	-
Position Locations	1	2	3	4	5	6	7

Position Location 1

- v Identifies the primary system owning the form, report, process, or table.

A - Alumni/Development

R - Financial Aid

F - Finance

G - General

N - Position Control

W Y Z - Reserved for client-developed
new applications built to co-exist with
Banner applications

S - Student

T - Accounts Receivable

V - Voice Response

H - New Products (Web)

P - Human Resources/ Payroll/ Personnel

General Position Location 2

- v Identifies the module owning the form, process, or table.
- v If Position 1 is **F**, the character in Position 2 is:

A - Accounts Payable

B - Budget Develop.

E - Event Management

F - Fixed Assets

G- General

J - Job Submission

L - Letter Generation

O - Overall

P - Purchasing

R - Research Accounting

S - Stores Inventory

T - Validation Form/Table

U - Utility

W Y Z - Reserved for client
developed forms or modules
used within a Banner application
(character in position 1 not = W, Y, Z)

General Position Location 3

Identifies the type of form, report, process, or table.

A – Application

B - Base Table (Batch COBOL Process)

I - Inquiry Form

O - Online COBOL Process

M-Maintenance

Q - Query Form accessed from another form

R - Rule Table, Repeating Table, Report or Process

T - General Maintenance Test Pattern

V - Validation Table or View

Positions 4, 5, 6, 7

v Identifies a unique four-character name for the form, report, process, or table

F O A IDEN

F Finance

O Overall

A Application

IDEN Identification

F T M COAS

F Finance

T Table

M Maintenance

COAS Chart of Accounts

Entering a Person -> FOAIDEN

(Banner\Financial\Finance Operations\FOAIDEN)

Action	Keystroke	Notes
1. Access FOAIDEN Form		
2. Perform Search		Verify Person isn't in System
3. Click on 'Generate ID' Icon	Cntl-Page Down	Assigns # and Allows Data Entry
4. Enter 'Name'	Free Form	Use Data Standards Established
5. Save Record	F10	Can also click on 'Save' Icon
6. Access Address Entry	Cntl-Page Down	
7. Enter 'Address Type'	Search Values	Entry Required from List of Values
8. Enter 'Address'	Free Form	
9. Enter 'State'	Search Values	Entry Required from List of Values
10. Enter Optional Information		
11. Enter 'Phone'	Free Form	No Dashes or Spaces
12. Enter 'Phone Type'	Search Values'	Entry Required from list of values
13. Save Record	F10	

Entering a Vendor -> FTMVEND

(Banner\Financial\Accounts Payable\Accounts Payable Table Maintenance\FTMVEND)

Vendor Maintenance FTMVEND 7.0

Vendor: @000000-7 Generate ID:

Corporation: Best Book Source

Last Name: First Name: Middle Name:

Vendor Maintenance Additional Information Vendor Types Address Taxes Collected

Start Date: 31-1AN-1995 Termination Date: Last Activity Date: 19-SEP-1996

Address Defaults

Procurement	Accounts Payable
Type Code: BU	Type Code: BI
Sequence: 1	Sequence: 1

Contact:

Phone: Extension:

Collects Taxes: Collects No Taxes

Owner ID:

Check Vendor:

Discount Code:

Text Exists: N

Action	Keystroke	Notes
1. Access FTMVEND Form		
2. Enter 'Vendor Number'	Search list Values	
3. Perform Query	F8	This will list all vendors
4. Rollback to Key Block	Click 'rollback' icon	Will clear query and open key block
5. Change ID search to 'ALL'	Uncheck 'Vendors' and check 'All'	
6. Next Block	Cntl-Page Down	
7. Perform Query	F8	Will list All ID's in system
3. Select Name from list	Double-click on ID Number	Corporation Name or Person Name
4. Enter Next Block	Free Form Cntl-Page Down	Can also click on 'Next Block' Icon
5. Today's Date will default		May change effective date
6. Click on 'Contact'	Free Form	Enter Contact Information
7. Address Types	Search List Values	Can use other addresses (Optional)
8. Access 'Address'		Use Pull Down Options Menu
9. Enter 'Address Type'	Search List Values	Required Field
10. Click on 'Sequence Number'	Enter 1 & Tab	Tells Banner 1 st Address
11. Enter Optional Information		
12. Save Document	F10	

Entering an Invoice -> FAAINVE

(Banner\Financial\Accounts Payable\Invoice\Credit Memo Processing\FAAINVE)

The screenshot displays two windows from the FAAINVE 7.2 (TRNG) application. The top window, titled 'Invoice/Credit Memo FAAINVE 7.2 (TRNG)', contains the following fields:

- Document:** I0000071 (dropdown), Multiple, Regular (dropdown)
- Purchase Order:** P0000001 (dropdown), **Select PO Items:** **Invoice All:**
- Vendor:** 300000009 (dropdown), FM Computer (text)

The bottom window, titled 'Invoice/Credit Memo Header FAAINVE 7.2 (TRNG)', contains the following fields:

- Invoice Date:** 13-FEB-1996 (calendar), **Transaction Date:** 13-FEB-1996 (calendar), **Document Accounting**
- Check Vendor:**
- Address Code:** BU (dropdown), **Sequence Number:** 1 (dropdown)
- Address Line 1:** 220 N. Pottstown Pike (text)
- Address Line 2:** (text)
- Address Line 3:** (text)
- City:** Exton (text)
- State or Province:** PA (dropdown)
- ZIP or Postal Code:** 19341 (dropdown)
- Nation:** (dropdown)
- Collects Tax:** N COLLECTS NO TAXES (text)
- Discount Code:** 02 (dropdown)
- Payment Due:** 23-FEB-1996 (calendar)
- Bank:** A1 (dropdown), First Bank of Downingtown (text)
- Vendor Invoice:** (text)
- Direct Deposit Status:** N (dropdown)
- 1099 Tax ID:** (text)
- Credit Memo**
- 1099 Vendor**
- Direct Deposit Override**
- Text Exists**

Action	Keystroke	Notes
1. Access FAAINVE Form		
2. Enter 'NEXT' in Document field		Banner will supply Document #
3. Enter Vendor Number	Search List Values	
4. Enter Next Block	Cntl-Page Down	
5. Enter Invoice Date & Transaction Date		Today's date is the default
6. Enter Payment Due Date		'T' will enter today's date
7. Enter 'Bank Code'	Search Values	Entry Required here or on each commodity
8. Enter 'Invoice Number'	Free Form	Optional
9. Enter Next Block	Cntl-Page Down	
10. Enter a Commodity Description		Commodity codes are optional
11. Enter Dollar amount of item	Free Form	Can also add discount & Additional payment
12. Enter Next Block	Cntl-Page Down	
13. Enter Accounting Data	Search Values	COA, & FOAP required
14. Enter Next Block	Cntl-Page Down	
14. Complete Document	Click on Checkmark	

Posting Invoices:

File Edit Options Block Item Record Query Tools Help

Process: FGRACTG Posting Process Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Submission

Save Parameter Set as Name: Description: Hold Submit

1. Go to screen FGRACTG (Banner\General\Job Submission\GJAPCTL)
2. Click 'Next Block'
3. Make sure Printer is set at 'DATABASE'
4. Click 'Next Block'
5. If Parameters are needed, they would be entered here (no parameters needed for this job)
6. If you set any special parameters, you can save and name them here
7. Click 'Save' – you should get a message below 'Log file: ...'
8. Choose 'Options' from the toolbar, then click on 'Review Output'
9. Click on the dropdown arrow for 'Number'
10. Choose the Output file name '. . . _XXXX.lis' - Double-click to view
11. If there aren't any error messages, your invoice has posted

View Outstanding Invoices:

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo List: FAIINV.L 7.0 (TRNG)

Open
 Paid
 Suspense
 Hold

Invoice	Purchase Order/ Encumbrance	Vendor ID	Credit Memo	Completed	Approved	Invoice Total
I0000009		300000015 First Nat'l Bank of West Chester	N	Y	Y	125.00
I0000052	P0000035	300000010 CF Motorfreight	N	N	N	
I0000071	P0000001	300000009 FM Computer	N	N	N	13,995.00
I0000073		V8 American Express	N	N	N	
I0000074		A00010017 Cushman, Diane C.	N	Y	Y	1,333.10
I0000075		A00010017 Cushman, Diane C.	N	Y	Y	1,342.00
I0000076		@0000017 Best Book Source	N	Y	Y	1,200.00
I0000077		MAS Harry, Dirty E.	N	Y	Y	41.00
I0000078		A00010017 Cushman, Diane C.	N	Y	Y	335.70
I0000079		A00010017 Cushman, Diane C.	N	Y	Y	177.45
I0000080		ETUDOR Tudor, Mary E.	N	Y	Y	24.00
I0000081		A00010020 Brooks, Opie T.	N	Y	Y	28.25
I0000082		A00010018 Blue, Joe M.	N	Y	Y	32.75
I0000083		A00010019 Young, Lady A.	N	Y	Y	33.05
I0000084		A00010022 Vols, Sam U.	N	Y	Y	32.75
I0000085		A00010021 Youlmg, Moore V.	N	N	N	32.75

1. Go to screen FAIINV.L (Banner\Financial\Accounts Payable\Accounts Payable Query\FAIINV.L)
2. Choose the type of Invoice/Credit Memo you'd like to view (in this example 'Open')
3. Click 'Next Block'
4. Choose the invoice you want to review and highlight it
5. Choose 'Options' from the toolbar, then click on 'Document Query'
6. Click 'Next Block'
7. You can click through the blocks and review the invoice
8. When done, Use the 'X' on the toolbar to close out FAIINVE
9. Using the same highlighted invoice Choose 'Options' from the toolbar, then click on 'View Commodities'
10. A list of the items entered will be shown

Creating and Using QuickFlows

A QuickFlow is a technique that lets you access a set of forms in a specific sequence. QuickFlow processing uses the following forms:

- **QuickFlow Validation Form (GTVQUIK)**. Defines a QuickFlow code and description.
- **QuickFlow Definition Form (GUAQUIK)**. Specifies the sequence of forms and assigns a four-character identifier for executing the flow of forms.
- **QuickFlow Form (GUAQFLW)**. Lets you enter the identifier and access the first form in the QuickFlow. When you exit the first form, the next form in the sequence is automatically accessed. This process continues until all forms in the QuickFlow have been accessed and exited. At this point, you can execute the QuickFlow again or exit to the location where you called the QuickFlow.

Creating a QuickFlow

Any form, except the following, can be added to a QuickFlow:

- Main menu (GUAGMNU)
- Welcome to Banner Form (GUAINIT)
- QuickFlow Form (GUAQFLW)
- Security Maintenance Form (GSASECR)
- Any query form (*Q* is the third character of the form name)

Use these steps to create a QuickFlow:

1. Determine the purpose of your QuickFlow, and identify all forms that must be accessed for the tasks you wish to perform. For example:

Purpose: Add jobs to Job Submission
Forms needed: GJAJOBS
GJAPDEF
GJAPVAL
GJAPDEF

2. Use the QuickFlow Validation Form (GTVQUIK) to create a code and description for the QuickFlow. For example:

Code: JOB
Description: Job Submission

3. Access the QuickFlow Definition Form (GUAQUIK).

4. Enter the QuickFlow code (defined in step 2) in the **QuickFlow** field. You can click the down arrow icon and select the QuickFlow Codes option to access the QuickFlow Validation (GTVCALL) list to search for a QuickFlow code.

5. Go to the next block. All existing object names appear in the left pane.

6. Drag and drop object names from the left pane to the right pane. Be sure to list them in the order they are to be accessed in the QuickFlow.

OR

Enter the seven-character name of each object you want in the QuickFlow. Be sure to list them in the order they are to be accessed in the QuickFlow. You can use the List function to access the Object Search Form (GUIOBS) to search for an object.

7. When all the desired objects are entered in the right pane, save your changes.

Using a QuickFlow

1. Access the QuickFlow Form (GUAQFLW).
2. Enter the QuickFlow code in the **QuickFlow** field. You can select the down arrow icon to access the QuickFlow Query Form (GUQQUIK) to search for a QuickFlow code.
3. Select the **Start** button or select the Next Block function. The first form in the QuickFlow appears.
4. Enter data on the form.
5. Exit the form. The next form in the QuickFlow appears.
6. Repeat steps 4 and 5 for all the forms in the QuickFlow. After you pass through all the forms in the QuickFlow, the QuickFlow Form (GUAQFLW) reappears.

Note: A form in a QuickFlow cannot be bypassed. If you do not have any data to enter on a form, exit the form. If the message **DO YOU WANT TO QUIT?** appears, answer *Y*. (The message is form-dependent.)

Note: If you want to exit the QuickFlow before all the forms are accessed, select the Exit QuickFlow option on the File pull-down menu.

7. If you are finished, select the **Cancel** button.

OR

To execute the QuickFlow again, select the **Start** button.

Other Sources of Information:

Accessing Banner Bookshelf:

- Open Internet Explorer
- web address for Banner access (<http://ttucat.tntech.edu:9099/>)
- Scroll down to Banner 7 Bookshelf
 - Click to open

Other sources of Banner information

- a) <http://manila.tntech.edu/banner/> - CBT's, updates on project, etc.
- b) [\\eagle.tntech.edu/banner](http://eagle.tntech.edu/banner/) – training documentation
- c) http://www.tbr.state.tn.us/business_finance/Banner%20COA/Banner%20COA%20Index.htm – Backbone chart of accounts