TABLE OF CONTENTS

Organization and Account Hierarchy................................................................................. 2
Banner Form Naming Conventions...................................................................................... 3
Accessing Banner.................................................................................................................. 5
Banner Main Menu and Access to Forms............................................................................. 6
Banner Design Form............................................................................................................. 10
Query Techniques................................................................................................................ 16
Logging Off Banner ........................................................................................................... 17

Appendix A: Button & Key Guide....................................................................................... 18
Organization and Account Hierarchy

The following tables will generally outline the organization hierarchy for Banner.

Example: 121800 Organization Code
1st digit 1 = Appropriated Funds
2nd digit 2 = VPAA
2/3 digits 21 = College of Arts & Humanities
2/3/4 digits 218 = Music
5/6 digits 00 = Music Dept.

1. First Digit

The first digit identifies the revenue source.

**First Digit** | **Description**
---|---
1 | General Revenue/Income Fund – (old ledger 1)
2 | Local Funds (old ledger 2)
3 | Revenue Bond (old ledger 3)
5 | Restricted Funds/Grants/Gifts (old ledger 5)
7 | Plant Funds/Equipment Reserves (old ledger 7)
9 | Agency Funds/Foundation/Alumni (old ledger 9)

2. Second Digit

The second digit identifies the President/Vice President’s Area.

**Second Digit** | **Description**
---|---
1 | President’s area
2 | Vice President of Academic Affairs area
3 | Vice President of Business Affairs area
4 | Vice President of Student Affairs area
5 | Vice President of External Relations area
Banner Form Naming Conventions

A Banner form is an online document where you can enter and look up information in your database. Forms visually organize information so it is easier to enter and read. Every form in the Banner system has an abbreviated 7-character form name (e.g. FGIBDST). Each position in the form name tells you something about the form. The naming convention is consistent across all Banner systems: Finance, Human Resources, Student, and Financial Aid.

The naming conventions relevant to the Finance system are included here. The bold letters within the tables identify the FGIBDST (Budget Status Form).

1. **Position 1 (FGIBDST)**

   Position 1 identifies the primary system owning the form, report, process, or table.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Finance</td>
</tr>
<tr>
<td>G</td>
<td>General</td>
</tr>
<tr>
<td>N</td>
<td>Position Control</td>
</tr>
<tr>
<td>P</td>
<td>Payroll</td>
</tr>
<tr>
<td>R</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>S</td>
<td>Student (shared)</td>
</tr>
</tbody>
</table>

2. **Position 2 (FGIBDST)**

   Position 2 identifies the application module within the primary system (Finance) owning the form, report, process, or table and is unique to the Finance module.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>B</td>
<td>Budget Development</td>
</tr>
<tr>
<td>F</td>
<td>Fixed Assets</td>
</tr>
<tr>
<td>G</td>
<td>General Ledger</td>
</tr>
<tr>
<td>I</td>
<td>Investment Management</td>
</tr>
<tr>
<td>O</td>
<td>Operations</td>
</tr>
<tr>
<td>P</td>
<td>Purchasing/Procurement</td>
</tr>
<tr>
<td>R</td>
<td>Research Accounting</td>
</tr>
</tbody>
</table>
3. **Position 3 (FGIBDST)**

Position 3 identifies the type of form, report, process or table. The codes are the same for all SCT Banner products.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Application (enter, update, query information)</td>
</tr>
<tr>
<td>I</td>
<td>Inquiry</td>
</tr>
<tr>
<td>M</td>
<td>Maintenance (enter, update, query, information)</td>
</tr>
<tr>
<td>Q</td>
<td>Query (look up existing information)</td>
</tr>
<tr>
<td>R</td>
<td>Rule Table, Repeating Table, Report or Process</td>
</tr>
<tr>
<td>V</td>
<td>Validation (view a defined list of values)</td>
</tr>
</tbody>
</table>

4. **Position 4, 5, 6, 7 (FGIBDST)**

The last four positions identify a unique 4-character code for the form, report, process or table. The following are some examples of 4-character form names.

- ***BDST --- Budget Status
- ***RCVD --- Receiving Goods Document
- ***REQN --- Requisition
- ***DOCH --- Document History
- ***BSUM --- Budget Summary
Accessing Banner

Internet Native Banner (INB) is a means to access Banner using a web browser.

Before you use INB for the first time, you will need to download a program called Java J Initiator. This program should download automatically the first time you try to access Banner through your web browser. You may need to call Information Technology Services (ITS) to assist you in installation.

1. Logging on to Banner

To log on to Banner, open your web browser (Netscape or Internet Explorer versions 6 or later) and go to:

http://syserp10.eiu.edu:7777/forms90/f90servlet?config=eiutmg (Training)
OR

2. In the Production channel, click Internet Native Banner (INB).

![Screen 1: Banner Log In]

3. While you are using Banner, two windows will be open in your web browser. Both must be kept open to use the application. One window will be blank. This window is running the Java J Initiator. The other window is the application window, where you will actually be working in Banner.

**Note:** If you need to access the Internet while using Banner, you must open an entirely new session of your web browser. (e.g., Start > Programs > Internet Explorer).
Banner Main Menu and Access to Forms

The Banner Main Menu will be displayed after successfully logging on to Banner. You may navigate to the desired form by using Banner’s menus, by Direct Access, or using the search function.

Main Menu

Menu navigation is choosing a form from the Main Menu. The Main Menu is an arrangement of Banner objects (forms, menus, etc.) in a logical hierarchy, by system and then by module.

To open a system menu, click the + next to the menu name. A list of module menus for that system will appear. Underneath the module menus are submenus or lists of forms. Once you see the form that you wish to access, double-click the name of the form.

Note: You will only see the names of forms to which you have access.
Displaying Form Name on Menu

You may display Form names in Banner next to the folder titles if you choose to do so.

1. Click on File -> Preferences.
2. Click on the box next to Display Form Name on Menu.
3. Click Save.
4. Click X to close.
5. Click X to close out of the General Menu.
6. Bring up the Banner Multi-Instance page. This is the other screen running with your Banner.
7. Click the Go button on the top right of the screen to reload your Banner.
   …OR…
   Click your Refresh button to reload your Banner.
8. Follow instruction on Accessing Banner beginning at 2, on page 5 of this manual.

My Banner Menu

You may establish a personal menu within Banner called My Banner that is tied to your Banner ID. My Banner should contain forms that you access most frequently. Using My Banner allows you to find these forms quickly, so that you can access them without going through all the system and module menus.

Your My Banner can be accessed from the Main Menu under the My Banner listing at the top of
the Main Menu structure.

Adding Forms to My Banner

1. At the Banner Main Menu, open the My Banner folder.

2. Double-click the file Empty; Select to Build (GUAPMNU).

The My Banner Maintenance form is organized in a two column format. The left column lists all the forms that are available to you. These forms are organized alphabetically by form description (not the 7-character object name).

3. Use the scroll bar to the right of the form list to find the form you would like to add to your My Banner Menu.

4. Double click on the form name (the name will turn light blue when selected).

5. Click the right arrow in the middle of the form (▶). This will move the form into your My Banner menu on the right side of this form.

6. Continue this process to add more forms to your My Banner menu.

7. You may delete forms from My Banner by doing the opposite.
   - Click on the form on the right that you wish to delete.
• Choose the arrow to the left.
• The form is gone from My Banner.

8. When finished, click **Save** to save your choices, click **X** (exit) to return to the Banner Main Menu.

9. For the updated My Banner menu to load, you must log out and then log in. When you log in again, your My Banner menu will list the forms you recently added.

Screen 5: My Banner Personal Menu (GUAPMNU) updated with forms

**Updating the My Banner Menu**

You can add or remove forms from the My Banner menu at anytime. To do so, double-click **Organize My Banner (GUAPMNU)** under the My Banner menu. To remove forms, reverse the process to add a form:

1. Click the form name in the middle column.

2. Click the left arrow in the middle of the form (⟨). 

3. Click **Save** to save your choices.

4. Click **X** to exit the form.

5. To fully update the My Banner menu, log off and log on again.
Banner Form Design

Banner is composed of forms. Think of Banner forms as paper forms. Each form represents a specific body of information, such as a name and address form or purchase order form.

A form is an online document where you can enter and look up information in your database. It visually organizes information so it is easier to enter and read. Banner forms are similar to a paper form, except information is entered once and then used by other forms, reports and jobs.

Every form has the following parts:

- Menu Bar
- Toolbar
- Title Bar
- Blocks – Key and Information
- Auto Hint
- Status Line

Every form has a unique 7-character name (e.g., FGIBDST) and a description of the form (e.g., Organization Budget Status form). For information about how Banner forms are named, see page 3 & 4. The title bar of all Banner forms shows the form name, description, version number and database.

Screen 6: Banner Form Title Bar (FGIBDST Form)

Information in Banner forms, like paper forms, is arranged in blocks. Understanding Banner navigation and the many functions a form has will better help you in retrieving data.
Screen 7: Banner Form Components

1. **Menu Bar**

   Every form in Banner contains a menu bar. The menu bar provides an alternate method of navigating through Banner. If a menu or a selection on a menu is dimmed, then it is disabled. If a menu or menu selection is disabled, you cannot select it at that time.

   ![Menu Bar Diagram](image)

   **Screen 8: The Banner Menu Bar**

   To close a form in Banner, you must click X (exit). (Banner does not use the close button in the upper right corners of forms or browser windows). Refer to Appendix A: Button & Key Guide on page 18 for additional information.

2. **Options Menu**

   The **Options** menu of each form contains quick links to blocks on that form as well as to related forms. When the choice in the **Options** menu links to another form, that form's name will be in brackets after its description. As an example, here is the **Options** menu for FGIBDST, the Organization Budget Status form:

   ![Options Menu Diagram](image)
3. Blocks

a. Key Blocks

The Key Block contains information that makes each record unique. For instance, on the Organization Budget Status form (FGIBDST), the Key Block contains the search parameters for the query. These parameters include Fiscal Year, Organization code, Fund, Program, etc.

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 data. The Key Block stays on the form as subsequent blocks appear, though occasionally, another window may appear on top of the Key Block if the window is unusually large or if the Key Block is not pertinent to the window.

To change information in the Key Block (i.e., to access another record), you must click the Rollback button. It is good practice to click the Rollback button before exiting every form.

b. Information Blocks

Each record will have one or more Information Blocks. Most information blocks have a title. There are two exceptions:

- If a form has only one block, the block does not have a title.
- If a form has a key block and only one information block, the information block does not have a title.
c. Fields and Items

Within the Key Block, the labeled spaces are called fields. Examples of fields are Fiscal Year, Org, Fund, Account, etc. These are also fields you can enter information.

Within the Information Blocks, the fields are called items, as in an item of information. Several items make up a record.

d. Records

A record is a group of items that make up a logical unit. An address record, for example, is made up of several fields: Street Address, City, State, and Zip Code. A vendor, for example, may have multiple address records. In the screen capture on the following page, the record is composed of several items.
4. Auto hint and Status Line

The Auto Hint at the bottom of the form may contain the following information for the field where the cursor is located:

- Brief field description
- Error and processing messages
- Keyboard shortcuts
- Instructions for accessing other blocks, windows or forms from the field

HINT: If you have typed something that is not allowed in the field, read the message on the Auto Hint line. To clear the message, click the Help button once; this will re-display the original information about that field.

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.

### 5. Toolbar Buttons

Banner toolbars contain sets of iconic buttons that perform common functions. ToolTips appear as you move the mouse pointer over the buttons.

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.
Query Techniques

You can query (search) many Banner forms to see what information is already stored in the database.

Some forms are already in query mode when you open them. If this is the case, the message ENTER QUERY will be displayed in the Auto Hint. When a form opens in query mode, it is usually because the number of records that would have to be retrieved is so large that there would be a significant delay in displaying them. Opening the form in query mode allows you to specify search criteria to narrow the search.

1. How to Query

   a. Go to the form you want to use to query information.

   b. If the form opens in query mode, go directly to step 3. Otherwise, click Enter Query button to put the form in query mode.

   c. Once the form is in query mode, you can enter query criteria.

   d. If you can move the cursor to a field, you can query information in that field.

   e. You can use the wildcard (%) when you enter criteria.

   f. Once you have entered all the query criteria you want, click Execute Query.

   g. The form will search the database. When it has retrieved all the records that match the query criteria, it displays them. If no records match the query criteria, you will see a message saying so in the Auto Hint line.

2. Using Wildcards

   Wildcards take the place of one or more characters that you do not know in a query. Banner uses the % (percent sign) as the wildcard character that % can stand for any number of characters.

   **To get these results** | **Enter these criteria**
   --- | ---
   All entries that begin with *ma* | *Ma%*
   All entries that contain *ma* | %*ma%*
   All entries that have *ma* as the final two characters | %*ma*
Logging Off Banner

To log off Banner, you must close all forms first by clicking X (Exit). When all forms are closed, you will be at the Main Menu. Click X (Exit) again and you will see the following dialog box:

![Screen 14: Logoff Confirmation]

Click Yes and you will exit the browser. Close any INB-related windows.
### Appendix A: Button & Key Guide

Toolbar buttons and keyboard shortcuts in Internet Native Banner.

#### Basic Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Key(s)</th>
<th>Menu Bar</th>
<th>Toolbar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>F10</td>
<td>File/Save</td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td>Shift + F8</td>
<td>File/Print</td>
<td></td>
</tr>
<tr>
<td>Rollback</td>
<td>Shift + F7</td>
<td>File/Rollback</td>
<td></td>
</tr>
<tr>
<td>Exit Form/Query</td>
<td>Ctrl + Q</td>
<td>File/Exit</td>
<td></td>
</tr>
<tr>
<td>Online Help</td>
<td>N/A</td>
<td>Help</td>
<td></td>
</tr>
<tr>
<td>Clear Field</td>
<td>Ctrl + U</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Display Error</td>
<td>Shift + F1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Down</td>
<td>Ctrl + L or ↓</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Scroll Down</td>
<td>Page Down</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Scroll Up</td>
<td>Page Up</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Show Keys</td>
<td>Ctrl + F1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Up</td>
<td>Ctrl + P or ↑</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Block Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Key(s)</th>
<th>Menu Bar</th>
<th>Toolbar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Block</td>
<td>Ctrl + Page Down</td>
<td>Block/Next</td>
<td></td>
</tr>
<tr>
<td>Previous Block</td>
<td>Ctrl + Page Up</td>
<td>Block/Previous</td>
<td></td>
</tr>
<tr>
<td>Clear Block</td>
<td>Shift + F5</td>
<td>Block/Clear</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Record Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Key(s)</th>
<th>Menu Bar</th>
<th>Toolbar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Record</td>
<td>Down Arrow</td>
<td>Record/Next</td>
<td></td>
</tr>
<tr>
<td>Previous Record</td>
<td>Up Arrow</td>
<td>Record/Previous</td>
<td></td>
</tr>
<tr>
<td>Clear Record</td>
<td>Shift + F4</td>
<td>Record/Clear</td>
<td>N/A</td>
</tr>
<tr>
<td>Insert Record</td>
<td>F6</td>
<td>Record/Insert</td>
<td></td>
</tr>
<tr>
<td>Duplicate Record</td>
<td>F4</td>
<td>Record/Duplicate</td>
<td>N/A</td>
</tr>
<tr>
<td>Remove Record</td>
<td>Shift + F6</td>
<td>Record/Remove</td>
<td></td>
</tr>
</tbody>
</table>
## Query Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Key(s)</th>
<th>Menu Bar</th>
<th>Toolbar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Query</td>
<td>F7</td>
<td>Query/Enter</td>
<td><img src="image" alt="Query/Enter" /></td>
</tr>
<tr>
<td>Execute Query</td>
<td>F8</td>
<td>Query/Execute</td>
<td><img src="image" alt="Query/Execute" /></td>
</tr>
<tr>
<td>Count Query Hits</td>
<td>Shift + F2</td>
<td>Query/Count Hits</td>
<td><img src="image" alt="Query/Count Hits" /></td>
</tr>
<tr>
<td>Cancel Query</td>
<td>Ctrl + Q</td>
<td>Query/Cancel</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Banner Purchasing
Requisitions
Condensed Version

Internet Native
Banner 7.2
**Entering a New Requisition**

### General Menu

- **In the General Menu next to Go To** type `FPAREQN` to access the Requisition form.

- **OR**
  - Select from the drop down menu: SCT Banner/Financial/Purchasing and Procurement/Request Processing/Requisition

- **OR**
  - Select from the drop down menu: My Banner/Requisition.

1. Press Enter.
2. Click Next Block to go to the Requestor/Delivery Information block.

### Requestor/Delivery Information Block

1. The **Order Date** field (can overwrite) and **Trans Date** field default to today.
2. In the **Delivery Date** (required), type the date (day-mon-year format: 24-MAR-2005) or use the calendar at the side.
3. Use the **Comments** field (max 30 characters) for instructions to Purchasing when converting the requisition to a PO. Click Next Block.
4. The **Requestor** field defaults to the person entering the requisition (may overwrite).
5. The **COA** (Chart of Account) should always default to E.
6. In the **Organization** field (required), type the organization code to be used. A search may be done by clicking the drop down button.
7. The **Email** field populates with defaults for user ID.
8. The **Ship To** field populates with default shipping address for the Ship-To Code.
9. In the **Attention To** field, type the name of the individual requesting product (this name prints on the PO). Click Next Block.

---

**Requisition Condensed Version**

**Page 1**
**FOAPOXT form – Procurement Text Entry**

1. From the menu bar, choose **Options > Document Text (FOAPOXT)**.
2. Click your cursor in the first blank text line of the **Text** box to type in document text. If you run out of room on the line, click down to the next line to continue.
3. Leave the **Print** check box checked if text is to print on PO or uncheck for internal notes to Purchasing.
4. Click the **disk icon (save)**.
5. Repeat steps 2, 3, and 4 for additional text lines if needed.
6. Click **X (exit)** to go to the **Vendor Information Block**.

**Vendor Information Block**

1. In the **Vendor** field, type a Vendor ID or Vendor alias (if known) and go to the **Next Block**.

...OR...

2. Click the **Search** button to conduct a vendor search.
3. If conducting a vendor search, click on the search button. Click **Entity Name/ID Search (FTIIDEN)**.
4. To look at all vendors press **Control F11**.
5. To do a partial name search type the part of the name you know followed by a %. Ex. Gate% (search is case sensitive). Click **Execute Query**. It will show all vendors that start with Gate. Double Click on the Vendor requested. You may see two vendors with the same name. If the vendor number starts with E, use that vendor. However, if there is a vendor number that starts with a number and the type says **LGCY** you may use that one as well. It will just revert to the vendor number that begins with an E.
6. Vendor field is now populated.
7. Make sure the **Address Type** is BU.
8. If the address is not the address you wish to use for this vendor, Click on the drop down menu next to **Sequence** to find the correct address. If it is not there, complete a **Vendor Create** form and send to the Purchasing Office.
9. Click **Next Block**.
Commodity/Accounting Information Block

1. The Document Level Accounting field indicates whether document accounting or commodity accounting will be used. Uncheck the box to use commodity accounting. If it is document accounting, all items are charged to a certain FOAPAL or FOAPALs. If it is commodity accounting, each line would be charged to a separate FOAPAL.

2. The cursor appears in the Commodity field. Type the commodity code or click the Search button next to Description field to search for the correct Commodity. …OR… Tab over to the Description field and begin typing what is to be purchased.

3. Tab to Description and type in description of what is to be ordered.

4. In the U/M field, type a unit of measure, or use the Search button to select valid units.

5. In the Quantity field, type the correct amount.

6. In the Unit Price field, type the correct price of the U/M.

7. Tab to the Extended field to auto-calculate the extended costs.

8. In the Discount field, enter any discounts for this item, if applicable.

9. In the Additional field, enter any shipping charges for this item, if applicable.

10. Click Next Record and repeat steps 1-7 to enter additional items.

11. Click Next Block to go to the FOAPAL window.
Adding Item Text

1. From the menu bar, choose Options > Item Text (FOAPOXT).
2. Click your cursor in the first blank text line of the Text box to type in document text. If you run out of room on the line, click down to the next line to continue.
3. Leave the Print check box checked if text is to print on PO or uncheck for internal notes to Purchasing.
4. Click the disk icon (save).
5. Repeat steps 2, 3, and 4 for additional text lines if needed.
6. Click X (exit) to go to the Commodity/Accounting Information Block.

FOAPAL Window

1. Enter the correct fund (1000 = general fund)
2. Tab through the FOAPAL fields; Fund, Orgn & Program fields are defaulted but may be overwritten. Some of the defaults may be overwritten.
3. Enter the Account number or use the search button to select valid Account numbers.
4. Press Tab four times to go to the USD Extended check box.
5. Press Tab again to allocate all expenses to this FOAP
   …OR…
   Type the exact dollar ($) amount to be charged to this FOAP
   …OR…
   Select the check box to allocate by %. Press Tab. Type the percentage to be allocated to this FOAP.
6. In the Discount field, enter the amount of discount reflected in Commodity block to be distributed to this FOAP (% or $ amount).
7. Tab to Additional field and enter shipping charges if applicable.
8. Entered in the Commodity block to be distributed to the FOAP (% or $ amount).
9. Continue to tab through fields until back to COA (Chart of Accounts).
10. To enter second FOAP, Click **Next Record (Down Arrow)** and repeat steps 11-15 until amount displayed in **Remaining Commodity Amount = 0.**

11. Type a new Org; tab the Fund code. If only the account is being changed, the Fund can be entered, tab to Acct, overwrite with correct account.

12. Tab through the FOAPAL fields. The remaining amount will be allocated unless a new % or amount is entered.

13. To view FOAPAL information between line items, Click **Previous Block** and then Click **Next Record** until you find the line you want to view the FOAPAL information. Then click **Next Block.**

14. Click **Next Block** to go to the **Balancing/Completion block.**
# TABLE OF CONTENTS

Conventions Used in this Manual .................................................................................................................. 1  
Creating an Online Requisition (FPAREQN) ............................................................................................... 2  
  Starting a New Requisition .......................................................................................................................... 3  
  Retrieving a Started (but incomplete) Requisition ................................................................................... 3  
  Completing Requestor/Delivery Information Block ................................................................................. 4  
  Adding Document Text ............................................................................................................................... 7  
  Completing the Vendor Information Block ............................................................................................... 9  
  Conducting a Vendor Search ....................................................................................................................... 10  
  Completing the Commodity/Accounting Information Block ................................................................. 13  
  Searching Commodities ............................................................................................................................... 14  
  Completing the Balancing/Completion Block ......................................................................................... 24  

Other Forms You May Find Helpful ............................................................................................................ 26  

Appendix A: Copy from an Existing Requisition ....................................................................................... 27  

Appendix B: How to Use Commodity Accounting ..................................................................................... 28  

Appendix C: Entering a Standing or Open PO Requisition ....................................................................... 29
Conventions Used in this Manual

The following formatting conventions are used throughout this manual:

Text entry is printed in monotype (Courier New) font.
Example: Type **FPAREQN** in the **Direct Access** Field.

Field names are in bold face.
Example: Type **99771111** in the **ID** field.

Button names are in bold face.
Example: Click the **Execute Query** button.

Specific block names (but not “Key Block”) are in bold face.
Example: In the **Addresses** block, click inside the **Zip Code** field.

Form names are in all capital letters.
Example: Navigate to the **FPAREQN** form.

Keyboard keys are in all capital letters.
Example: Press **ENTER**.

Menu navigation is listed as Menu > Menu Option.
Example: To count the query hits, choose Query > Count Hits.
Creating an Online Requisition (FPAREQN)

The diagram below highlights the five stages in the purchasing and procurement process.

Requestor: Creates and completes requisitions

Purchasing: Reviews requisition and assigns buyer

Buyer: Creates purchase order

Vendor: Fills order

To initiate the procurement process and to define the requestor, vendor, commodity and accounting information use the Requisition Entry Requestor/Delivery Information form (FPAREQN).

1. Access the Requisition Entry Requestor/Delivery Information (FPAREQN) form one of two ways:
   a. Use the menus: SCT Banner > Financial > Purchasing & Procurement > Request Processing > Requisition (FPAREQN)
   b. Type FPAREQN in the Go To… field at the top of the Banner main screen and press ENTER.

2. There are three (3) options in the Requisition field:
   a. Start a New Requisition
   b. Retrieve a Started (but incomplete) Requisition
   c. Copy from an Existing Requisition (See Appendix A: Copy from an Existing Requisition on page 28)
Starting a New Requisition

1. Leave blank for new system-assigned requisition code and Click **Next Block** to go to the **Requestor/Delivery Information** block …OR…

2. Type **NEXT** and Click **Next Block** to go to the **Requestor/Delivery Information** block.

Retrieving a Started (but incomplete) Requisition

1. Type a requisition number to retrieve a previously started requisition and Click **Next Block** to go to the **Requestor/Delivery Information** block …OR…

2. Click the **Search** button (down arrow) to list all incomplete documents.
Completing Requestor/Delivery Information Block

Use this window to set the transaction and delivery dates; identify the requestor, the chart of accounts, and the organization; or enter and view document text.

Screen 2: Requestor/Delivery Information Block

1. The **Order Date** field defaults to today; this may be overwritten with a future date.

2. The **Trans Date** field defaults to today.
   This date controls the fiscal year in which the transaction will encumber. Change this date only if ordering for a different fiscal year.

3. In the **Delivery Date** (required), type the date (day-month-year format: i.e. 24-MAR-2006).
   - The short-cut for today’s date: T + Enter (or T + TAB)
   - Delivery Date must be the same or be beyond Order Date.
4. Use the **Comments** field for instructions to Purchasing when converting the Requisition to a PO, such as Standing Order, RUSH order, or See document text. This field will not print on the purchase order.

5. Click **Next Block** to go to Requestor Information.

6. **Requestor**: This defaults to the person entering the requisition. You may override the name of the person requesting the item.

7. The **COA** (Chart of Account) should always default to “E”. DO NOT change Chart of Account.

8. In the **Organization** field (required), type the organization code to be used. A search may be done by clicking the drop down button. These are sorted numerically. A search may be done by scrolling down to the correct organization number. Double click on the one you select. …OR… A name search may be done by clicking **Enter Query** icon. Click on the first row of the title column. Type % and the entire name or partial name of account followed by %. Ex. %Purchas%. It is case sensitive. Click **Execute Query** icon. All names with those criteria should show up. Double click on the one you want. You must have security access for the Organization code you enter.

---

**Screen 3: FPAREQN Form. Requestor/Delivery Information, Organization field**

Use the Auto Hint / Status Line to help you through the process.
9. The **Email** field auto populates with default email for user ID. Do not change this field.

10. The **Phone** and **Fax** fields pre-fills with default phone for user ID. Do not change this field.

11. The **Ship To** field pre-fills with default shipping address for the Ship-To Code.

12. In the **Attention To** field, type the name of the individual requesting product. This will be the name that displays on the PO. This is a required field.

13. If you are not adding Document Text, click **Next Block** to go to **Vendor Information Block** and follow directions on Completing the Vendor Information Block. If adding Document Text, Go to directions on Adding Document Text..

**Screen 4: FPAREQN Form – Requestor/Delivery Information Block, Attention To Information.**
Adding Document Text

1. From the menu bar, choose Options > Document Text (FOAPOXT). The following window appears:

2. Click your cursor in the first blank text line of the Text box to type in document text. If the document text surpasses the allowable number of characters, arrow down to the next blank line to continue typing the message.

   **Note:** Use data standards when entering non-printing text – mixed case, standard abbreviations, etc.

3. Leave the Print check box checked if text is to print on PO or uncheck for internal notes to Purchasing.

4. Click Save.

5. Check the message in the status line to ensure that the transaction is complete.
Note: The system will assign a Line number when you save. The line number indicates the order in which the text prints. If you wish to add a line that should precede a previously entered text line when printed, you can manually assign a number that would reorder the lines when printing. Document text can be entered from any block/window until Requisition has been completed, once complete, no further text can be added to the requisition.

6. Click the Exit button (X button).

7. Click Next Block to go to Vendor Information block.
Completing the Vendor Information Block

The first four lines in this window display information established from the previous forms. Notice that the Requisition number is now assigned. Also, the check boxes on the far right indicate if the document is in suspense (copy from requisition) or if Document Text exists. When a requisition is created by copying another requisition, the Commodity Total and Accounting Total will also be displayed.

1. In the **Vendor** field, type a Vendor ID number and go to the next block (arrow #1 on Screen 6 above).

   ...OR...

2. Click the **Search** Button to conduct a vendor search (arrow #2 in Screen 6 above).

3. Continue on to the next page for directions on Conducting a Vendor Search.
Conducting a Vendor Search

1. Click the Search button to display a pop-up window with two options.

   ![Vendor Search Screen]

   Screen 7: Vendor Search Screen

2. Click Entity Name/ID Search (FTIIDEN) to bring up the Entity Name/ID Search window.

3. Type part of vendor name (e.g. for Gateway Companies Inc. type %Gate% in the Last Name field). This is case sensitive.

   HINT: Enter the wildcard symbol (%) both in front of and after the item name to conduct a thorough search.
Screen 8: Entity Name/ID Search Example

4. Click the **Execute Query** button.

5. Scroll down the list to the correct vendor #.

**Note:** If you are entering a requisition and do not see your vendor listed with the correct information, complete a Vendor Create Form located at: [http://www.eiu.edu/purchase/Forms/forms.htm](http://www.eiu.edu/purchase/Forms/forms.htm) and send to the Purchasing Office.

6. Double click to select vendor and return to the requisition. The vendor ID will come forward onto the requisition.

**Note:** You may see two vendors with the same name. If the vendor number starts with E, use that vendor. However, if there is a vendor number that starts with a number and the type says LGCY you may use that one as well. It will just revert to the vendor number that begins with an E.

7. Verify the vendor address code (as shown in the screen capture below) is BU (Business Address). If it is not, but the address is correct and there is not a BU code for the address you need, complete a vendor create form and send to Purchasing.
8. If the correct Address is not displayed, click the Search button for Seq #. Double click to select the correct address.

9. Verify default contact is correct. If not, over-write with the correct contact name.

10. Click Next Block to go to Commodity/Accounting Information block.
Completing the Commodity/Accounting Information Block

In this section you will enter your line items to be purchased as well as all accounting information. The first three lines of this block display information relative to selections made in previous blocks/windows.

1. The Doc Acctg field indicates whether document accounting or commodity accounting will be used. Uncheck the box to use commodity accounting.
   - Commodity accounting MUST be selected if multiple accounts “types” are used (for example, Computer (fixed asset) & Software (expense)).
   - Use commodity accounting when specific item are to be charged to specific FOAP(s). For example, a computer charged to Equipment Reserve and a printer charged to Purchasing Department.

   Note: The accounting type cannot be changed once a Requisition has been completed.

2. The cursor appears in the Commodity field. Type the commodity code or click the Search button next to Description field to search for the correct Commodity. …OR… Tab over to the Description field and begin typing what is to be purchased. If you type in the commodity code, the Account defaults down below in the FOAPAL window.
Searching Commodities

The **Description Search** button will take you to the **Commodity/Alpha Search (FPIACOM)** window.

1. In the **Search Value** field enter the name of the item you wish to purchase. This field is case sensitive.

   ![Screen 11: Commodity Alpha Search (FPIACOM) Form]

   a. Click **Next Block** to populate the selection table.
b. Double click the Commodity. The Description will fill in on the requisition based on the commodity selected (see Screen 13). You can type over the default description.
2. Enter item text to expand the item description (be sure the correct item is highlighted).
   
   a. From the menu bar, choose Options > Item Text (FOAPOXT).
Screen 14: Procurement Text Entry (FOAPOXT) Form

b. Type text on first blank line of the Text field/column.

c. Leave the Print check box checked if text is to print on PO or uncheck for internal notes.

d. Click Next Record to add more lines.

e. Click Save.

f. Click the Exit (X) button.

Note: The system will assign Line number when you save or enter a next record. The line number indicates the order in which the text prints. If you wish to add a line that should precede a previously entered text line when printed, you can manually assign a number. This will determine the order in which the lines are printed.
3. In the U/M field, type a unit of measure, or use the Search button to select valid units. This field should auto-populate from commodity.

4. Tab to the Quantity field and enter the correct amount.

5. Tab to the Unit Price field and enter the correct price of the U/M.

6. Tab to the Extended Cost field to auto-calculate the extended costs.

7. In the Discount field, enter any discounts for this item, if applicable.

8. Tab to Additional field and enter any shipping or additional fees/charges for this item, if applicable.

   - Requisitions with a shipping line will be converted to a PO with an FOB of Prepay & Add
   - Requisitions without a shipping line will be converted to a PO with an FOB of Prepaid Shipping – No Charge to University.

Note: Enter trade-in value or gross discounts as a negative (-) value in the Additional field. Always enter TEXT to explain amounts in Additional field.
9. Click **Next Record** and repeat steps 1-8 to enter additional items.

**Note:** All charges will be charged to the same Account unless the Document Level Accounting box is unchecked.

10. Click **Next Block** to go to the FOAPAL window.

**Note:** When you Next Block into the FOAPAL accounting block, be sure that the highlighted commodity line is NOT your freight line. Which ever line you are on in the commodity block will determine the account that will default in for the FOAP. (Account 71115 = Shipping).

Screen 16: Requisition Entry: Commodity/Accounting

The Chart will pre-fill to your default chart, Year will pre-fill based on the Transaction Date and Fund, Orgn, and Prog will pre-fill based on the Organization entered on the Requestor/Delivery Information block. Banner will use the default account assigned to the commodity selected.
Note: If you enter an incorrect transaction date, Year in FOAP may be blank and the system will not accept the document. To correct the date, you must delete data, block by block until you return to the header information. If you use the Previous Block command and do not delete data, the document will go into suspense.

11. Press Tab to go through the FOAPAL fields, some of the defaults may be overwritten as specified below.

**FOAPAL Fields**

- **COA** = Chart of Account: This should always default to “E”. DO NOT change Chart unless specifically directed by Accounting to do so.

- **Year** = Fiscal Year: Code representing the fiscal year transaction will post against. You cannot change this value, it is predetermined by the transaction date.

- **Index**: Not currently used.

- **Fund**: Identifies source of funding, i.e. Appropriated Funds, Grant Funds, etc. Please refer to Crosswalk to identify correct FOAP.

- **Orgn**: Identifies the Organization. Please refer to Crosswalk to identify correct Org.

Screen 17: Requisition Entry: Commodity/Accounting FOAPAL Fields

Updated 4/28/06

Requisitions
Page 20
• **Acct:** Defaults from Commodity (may be overwritten) and identifies the expenditure account to be charged, i.e. supplies, equipment, etc. Use the **Search** button to query: or refer to Crosswalk to identify the correct account.

• **Prog:** Identifies the correct state-defined program code for the Orgn entered. **Budgets are allocated at this level. It is critical that the correct program code for the Fund/Org is used.** Please refer to Crosswalk to identify correct FOAP.

• **Actv** = Activity: Not currently used.

• **Locn** = Location: Not currently used.

• **Proj** = Project: Not currently used

**HINT TO QUERY ON ACCOUNT:** Enter 7% in the Search Value to limit results to only Supply & Expense account codes.

12. Press **Tab** twice to go to the **USD Ext** field.

13. Press **Tab** again to allocate all expenses to this FOAP (see screen 19 on previous page) ...OR... Type the exact dollar ($) amount to be charged to this FOAP ...OR... Select the check box to allocate by %. Press **Tab**. Type the percentage to be allocated to this FOAP (Screen 20).

**Screen 18: Example of Allocating Expense by %**
14. Press Tab to go to the Disc field and enter amount of discount reflected in Commodity Block to be distributed to this FOAP (% or $ amount).

15. Press Tab to go to Additional field and enter amount of additional charges entered in the Commodity block to be distributed to this FOAP (% or $ amount).

16. Continue to press tab through fields until back to C (Chart of Accounts).

17. To enter second FOAP, Click Next Record and repeat steps 11-15 until amount displayed in Remaining Commodity Amount = 0.

   The same defaults will prefill on the FOAP line. If a different Orgn is being used, the new Orgn must be entered prior to entering the Fund for the correct Prog code to default.

18. Type a new Orgn; tab for correct Prog code to default, then type the Fund code. If only the account is being changed, the Fund can be entered, tab to Acct, over-write with correct amount.

19. Tab through the FOAPAL fields. The remaining amount will be allocated unless a new % or amount is entered (as shown in Screen 21 on the next page).

**HINT:** When using “document accounting” the system will not allow you to mix expenses and fixed assets accounts. To use both account types you will need to use Commodity Accounting. (See instructions Commodity Accounting in Appendix B).

**Note:** To view FOAPAL information between line items, Click Previous Block and then Click Next Record until you find the line you want to view the FOAPAL information. Then click Next Block.
20. Click **Next Block** to go to the **Balancing/Completion** block.
Completing the Balancing/Completion Block

1. Review all information displayed on this screen for accuracy.

2. Verify document is balanced. If not, return to previous block to make corrections.

3. Check message line at bottom of screen for budget status.

4. Click **Complete** to finalize document and send through approval process (see Screen 23 on the next page) …OR… Click **In Process** to return later to complete or correct.

**Note:** Once a requisition has been completed it can NOT be edited or changed unless an Approver denies it and it is put back “in process”.

---

**Screen 20:** Balancing/Completion Block with Message Line
Screen 21: Message Line Indicating Requisition is Completed.

HINT: If you forgot to write the REQ # down before completing your requisition, you can still identify the number by looking in the message line of the new FPAREQN form. On the bottom of the screen, there should be a message that says “Document R0000---- completed and forwarded to the Approval process. This is the number of the Requisition that was just completed.
### Other Forms You May Find Helpful

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPIREQN</td>
<td>Requisition Query Form – Displays purchase requisition which are completed, approved, closed, cancelled, or in process.</td>
</tr>
<tr>
<td>FOIDOCH</td>
<td>Document History Form – Displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you selected.</td>
</tr>
<tr>
<td>FOAAINP</td>
<td>Approval Query Form – Displays document approval status and indicates current queue.</td>
</tr>
<tr>
<td>FPIREQS</td>
<td>Requisition Suspense List Form – This query displays all requisitions that are in suspense at either the header level or the commodity level.</td>
</tr>
<tr>
<td>FPIORQF</td>
<td>Open Requisition by FOAPAL – This query provides an online list of open requisitions by accounting distributions. This includes any combination of fund, organization, account, program, activity, and location (FOAPAL).</td>
</tr>
<tr>
<td>FOADOCU</td>
<td>Document by User Form – Displays a list of documents originated by a specific user. If a document is pending approval, the originating user can deny the document and change the status to Incomplete in order to make corrections or delete.</td>
</tr>
<tr>
<td>FPIPURR</td>
<td>Purchase/Blanket/Change Order Query Form – Displays purchasing requisitions which are completed, approved, closed, cancelled or in process.</td>
</tr>
<tr>
<td>FPIOPOV</td>
<td>Opens POs by Vendor Form – Provides an online display of open purchase orders by vendor.</td>
</tr>
<tr>
<td>FGIOENC</td>
<td>Open Encumbrance Query Form – Displays an online list of all encumbrances by organization.</td>
</tr>
<tr>
<td>FGIOENCD</td>
<td>Encumbrance Detail Query Form – Provides an online query of detailed transaction activity for an original encumbrance entry (i.e. balance remaining on a Standing Order).</td>
</tr>
<tr>
<td>FGIDOCR</td>
<td>Encumbrance, Reservation Postings Query Form – Provides an online query capability for all transactions processed by the system.</td>
</tr>
<tr>
<td>FPIEOCL</td>
<td>Encumbrance Open/Close Query Form – Encumbrance open/close list form.</td>
</tr>
<tr>
<td>GUAMESG</td>
<td>Retrieve and view messages.</td>
</tr>
</tbody>
</table>
Appendix A: Copy from an Existing Requisition

1. From the menu bar, choose Options > Copy Requisition ... OR ... Click the Copy button. In the pop-up window (as shown in the screen capture below). Type the requisition number to copy from and click select OK or Cancel.

![Screen 22: Copy Pop-up Window (cropped)](image)

This will copy the requestor, vendor, commodity, and accounting information from the old document to the new document. All suspense flags are set to YES. You must navigate through the new requisition to remove the document from suspense and complete it.

---

**Note:** The copy function will not check or update available balance until you navigate through the form.

2. Click OK to go to Requestor/Delivery Information block.
Appendix B: How to Use Commodity Accounting

Follow the instructions up to the Commodity/Accounting Information Block section (on page 13). When you get to the Commodity/Accounting block, **uncheck the Document Level Accounting checkbox** (as shown in the screen capture below).

Continue to follow instructions for entering a commodity. Once the commodity has been entered, **click Next Block** to enter the FOAP information for that commodity line only (may be multiple FOAPs per commodity).

If there is a second commodity, click **Previous Block** and enter the next commodity, quantity, and price information and **click Next Block** to enter the FOAP information for the second commodity line only.

Continue to repeat these steps until all commodities and FOAP have been entered.
Appendix C: Entering a Standing Order Requisition

Follow the instructions up to Requestor/Delivery Information Block. Type Standing Order in the Comments field on the Requestor/Delivery Information Block. If there is additional information, type See doc text in the Comments field for Purchasing to review the text.

Continue the instructions to the Commodity/Accounting Information Block. In the Quantity field, type 1; in the Unit Price field, type the dollar amount for the open PO.
When the requisition is converted to a PO, Purchasing will set the status to “standing” per the comments on the document text. Standing POs do not reflect quantity, only commodity and total amount.
Invoice Approvals

FOIAINP form – Approvals Notification form

Approvals Notification

After you open Banner and insert the form you want to open, Click Next Block.

If you have invoices that you need to approve, you will receive a notification indicating that you have documents to approve. This is the Approvals Notification Form (FOIAINP).

To review and approve documents, from the menu bar, select Options > User Approval … OR …

Click the Exit button to close this view and go to User Approval (FOAUAPP) form.

FOAUAPP form – User Approval form

User Approval Form (FOAUAPP)

1. Make sure the User ID is correct.
2. If you wish to see all documents that you need to approve, remove the check from the Next Approver checkbox and Click Next Block.
FOAUAPP form – indicating documents needing approval

1. Click Next Block to populate the list of documents awaiting your approval.
2. Click on the Invoice you want to approve/disapprove.
3. Click the Detail button to go to the FOQINVA (Invoice Approval) form.

FOQINVA form – Invoice/Credit Memo Approval

Viewing Document Detail

1. View the FOAP and commodity information and make sure it is correct.
2. Click Exit to close this form and return to the FOIAINP form.
FOUAPP Form Showing the Approved Text Box.

1. On the FOUAPP form, click on the invoice you want to approve or disapprove.

2. If you want to approve the invoice, click on the check box to the left of Approve. A text box will appear displaying the message “Document is Approved”. You may also type a message in this pop-up text box. This message will route back to all prior approvers and the originating requisitioner. Click OK. To return to FOUAPP to continue approving remaining documents.

   …OR…

3. If you do not want to approve the Invoice, click on the check box to the right of Disapprove. A text box will appear displaying the message “Document is Disapproved”. You may also type a message in this pop-up text box. This message will route back to all prior approvers and the originating requisitioner. Click OK to return to FOUAPP to continue approving remaining documents.

4. Repeat steps 1 – 3 to continue approving remaining documents.

5. Click X to close and return to FOIAINP (Approvals Notification Form).

6. Click X to close.
TABLE OF CONTENTS

Conventions Used in this Manual ................................................................. 1
General Description ..................................................................................... 2
Accessing Finance Self-Service ................................................................. 2
Budget Queries ........................................................................................... 2
  Quick Query ................................................................................................. 4
  Saving Queries as Templates ................................................................. 7
  Account Query .......................................................................................... 8
  Comparison Query .................................................................................. 11
  Downloading Query Data to a Spreadsheet ........................................ 12
  User-calculated Columns ..................................................................... 13
  Hierarchy Query ...................................................................................... 14
Encumbrance Query .................................................................................... 16
Approving Documents .................................................................................. 19
Conventions Used in this Manual

The following formatting conventions are used throughout this manual:

Text entry is printed in monotype (Courier New) font.  
Example: Type **FPAREQN** in the **Direct Access** Field.

Field names are in bold face.  
Example: Type **99771111** in the **ID** field.

Button names are in bold face.  
Example: Click the **Execute Query** button.

Specific block names (but not “Key Block”) are in bold face.  
Example: In the **Addresses** block, click inside the **Zip Code** field.

Form names are in all capital letters.  
Example: Navigate to the **FPAREQN** form.

Keyboard keys are in all capital letters.  
Example: Press **ENTER**.

Menu navigation is listed as **Menu > Menu Option**.  
Example: To count the query hits, choose **Query > Count Hits**.
Self-Service

The purpose of this training guide is to provide you with the procedures necessary to obtain financial information. Please see FOAPAL cheat sheet for description of Banner department structure. You may only view those accounts for which you have obtained secured access.

Accessing Finance Self-Service Banner

Finance Self-Service Banner (SSB) is a web-based program (https://syserp11.eiu.edu:9093). To proceed with the instructions and exercises, you need a User Identification Number (User ID) and Personal Identification Number (PIN) provided by Information Technology Services.

Logon to the Secure Area of Self-Service:

1. Enter your User ID
2. Enter your Personal Identification Number (PIN)
3. Select Login

Access Self-Service:

Select Finance at the Main Menu

Note: Logins are case sensitive. The system timeout limit is 30 minutes.

Budget Queries Overview

The Budget Query link allows you to review budget information. You may build or retrieve three different types of budget queries.

- Budget Quick Query
- Budget Query by Account (FOAPAL)
- Budget Query by Organizational Hierarchy

The following data options are available for selection in each query except Quick Query:

- Adopted Budget
- Budget Adjustments
- Adjusted Budget
- Temporary Budget
• Accounted Budget
• Year to Date
• Encumbrances
• Reservations
• Commitments
• Available Balance

The Budget Query option in SSB permits you to access the same information about Budget Status that you would review online in Internet Native Banner (INB) using the Executive Summary (FGIBDSR) or the Organization Budget Status (FGIBDST) forms. There is a drill down feature that allows you to retrieve further details on transactions. Data may also be downloaded to a Microsoft Excel spreadsheet. These features are available in each of the query options except budget quick query.
Budget Quick Query

The Budget Quick Query is the easiest option to view the current status of your budget. However, it has more limitations than the other budget inquiry options. It provides current yearly balances at the time you access the report. There is no option to select specific time periods or a date range. The only data parameters displayed on this type of query are Adjusted Budget, Year-to-date, Commitments and Available Balance.

**Note:** This report option does not allow you to compare fiscal periods, download your query data or drill down for further details.

To Create a New Quick Query:

1. From the Finance menu, use your mouse to click on **Budget Queries**.

   ![Screen 1: Banner Web Services Finance Menu](image)

2. Under **Create a New Query**, from the **Type** drop-down menu, select **Budget Quick Query** and **Create Query**.

   ![Screen 2: Budget Quick Query](image)
3. Enter the desired parameters and **Submit Query**.

**Note:** There is a **Code Lookup** feature that allows you to search for unknown parameters. To access the search feature, simply click on the button of the unknown parameter.

---

**Screen 3: Parameters**

**Note:** To save a frequently used query, enter a file name in the **Save Query as** box. To allow other users to access the saved query, click the **Shared** box.
### Screen 4: Budget Status Report

#### Query Results

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Adjusted Budget Year to Date</th>
<th>Commitments Available</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>71008 Direct Expenditure Pool</td>
<td>71,301.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71213 Golf Outings Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71215 Lube T.V.</td>
<td>700.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71235 Rental Equip equipment</td>
<td>50.00</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td>71242 Auditing and Management Services</td>
<td>600.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71243 Book Binding &amp; Processing</td>
<td>165.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71245 Art/Artist Services</td>
<td>4,092.16</td>
<td>555.44</td>
<td>(4,651.60)</td>
</tr>
<tr>
<td>71273 Advertising</td>
<td>155.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71280 Copy Service Wats</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71289 Contractual Services Other</td>
<td>17,500.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71304 Supplies Office &amp; Library</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71308 Supplies Edu &amp; Instruct Materials</td>
<td>0.00</td>
<td>0.00</td>
<td>41.60</td>
</tr>
<tr>
<td>71360 Supplies Food</td>
<td>0.00</td>
<td>0.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>71399 Equip not exceeding $100</td>
<td>0.00</td>
<td>0.00</td>
<td>99.00</td>
</tr>
<tr>
<td>71395 Commodities Other</td>
<td>0.00</td>
<td>0.00</td>
<td>37.14</td>
</tr>
<tr>
<td>Screen total</td>
<td>71,301.00</td>
<td>23,262.16</td>
<td>2,242.18</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>71,301.00</td>
<td>27,661.70</td>
<td>7,532.88</td>
</tr>
</tbody>
</table>

**Note:** Return to the main query screen by selecting the back arrow on the top of the tool bar or select Another Query box.
Saving Queries as Templates

A query can be saved as a template on each screen. However, each time a query is saved, only the information entered and queried up until that point is saved. You can enter a query and save it on each screen under a different name creating several templates, each with its own detail. This functionality enables you to save the query and retrieve it later for quick reference or customizing.

Queries may be saved as Shared or Personal. Other users may access Shared queries; Personal queries may be accessed only by the user who created them.

To Retrieve an Existing Query:

1. Choose an existing query by clicking the Saved Query drop-down menu and click on Retrieve Query.

Screen 5: Retrieve Saved Query Menu
Budget Query by Account

The Budget Status by Account Option provides:

- Retrieval of up to 10 data elements;
- Ability to extract and manipulate data by a downloading feature;
- Data comparison of different fiscal years at various points in time (monthly, quarterly, annually);
- Four levels to access details of transactions and documents through a drill down feature:
  - Account Detail;
  - Transaction Detail;
  - Document Detail;
  - View the Document; and
- User-calculated columns on the report;

To create a New Query

1. From the Finance menu, click Budget Queries.

2. Under Create a New Query, from the Type drop-down menu, select Budget Status by Account and Create Query.
3. Select the type of operating ledger data that you want to display on the report by clicking in the box to the left of the data options. A check mark will appear in the box after selection. These are the column headings that will display on the report.

Select the Operating Ledger Data columns to display on the report.

- Adopted Budget
- Budget Adjustment
- Encumbrances
- Adjusted Budget
- Reservations
- Temporary Budget
- Commitments
- Accounted Budget
- Available Balance

Save Query as: __________________________

Shared
Continue

Screen 8: Operating Ledger Data Options

4. Click Continue; enter the appropriate parameters and Submit Query.

Fiscal year: __________________________ Fiscal period: __________________________
Comparison Fiscal year: __________________________ Comparison Fiscal period: __________________________
Commitment Type: __________________________
- Chart of Accounts
- Fund
- Organization
- Grant
- Account
- Program
- Index
- Activity
- Location
- Fund Type
- Account Type

Save Query as: __________________________

Shared
Submit Query

Screen 9: Available Query Parameters

Note: The percentage sign (%) may be used as a wild card to query a group of accounts (revenue, expense) and organization (department) codes or to search for a code.
Budget Query by Account Results

<table>
<thead>
<tr>
<th>Account Title</th>
<th>FY07/PD12 Adjusted Budget</th>
<th>FY07/PD12 Year to Date</th>
<th>FY07/PD12 Commitments</th>
<th>FY07/PD12 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Expenditure Pool</td>
<td>71,301.00</td>
<td>0.00</td>
<td>0.00</td>
<td>71,301.00</td>
</tr>
<tr>
<td>Golf Outings Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cable T.V.</td>
<td>0.00</td>
<td>700.00</td>
<td>0.00</td>
<td>(700.00)</td>
</tr>
<tr>
<td>Rental EDP equipment</td>
<td>0.00</td>
<td>50.00</td>
<td>5.00</td>
<td>(55.00)</td>
</tr>
<tr>
<td>Auditing and Management Services</td>
<td>0.00</td>
<td>600.00</td>
<td>0.00</td>
<td>(600.00)</td>
</tr>
<tr>
<td>Book Binding &amp; Processing</td>
<td>0.00</td>
<td>155.00</td>
<td>0.00</td>
<td>(155.00)</td>
</tr>
<tr>
<td>Pro7/Artist Services</td>
<td>0.00</td>
<td>4,092.10</td>
<td>559.44</td>
<td>(4,651.60)</td>
</tr>
<tr>
<td>Advertising</td>
<td>0.00</td>
<td>155.00</td>
<td>0.00</td>
<td>(155.00)</td>
</tr>
<tr>
<td>Copy Service Watts</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Screen 10: Account Query Report

Note: To access transaction detail by the drill down feature, left-click mouse on highlighted number.

Screen 11: Drill Down Detail of Screen 10 Query
Comparison Queries

1. Select the type of operating ledger data that you want to display on the report by clicking in the box to the left of the data options. A check mark will appear in the box after selection. These are the column headings that will display on your report.

   ![Screen 12: Operating Ledger Data Options]

2. Click **Continue**; enter the appropriate parameters and **Submit Query**.

   ![Screen 13: Comparison Report Parameters]

3. Click **Submit Query**.
Comparison Query Results

<table>
<thead>
<tr>
<th>Account Account Title</th>
<th>FY07/FY12 Year to Date</th>
<th>FY06/FY12 Year to Date</th>
<th>Changes Between Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>71600 Direct Expenditure Pool</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71213 Golf Outings Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71215 Cable T.V.</td>
<td>700.00</td>
<td>0.00</td>
<td>700.00</td>
</tr>
<tr>
<td>71235 Rental EDP equipment</td>
<td>50.00</td>
<td>0.00</td>
<td>50.00</td>
</tr>
<tr>
<td>71242 Auditing and Management Services</td>
<td>600.00</td>
<td>0.00</td>
<td>600.00</td>
</tr>
<tr>
<td>71243 Book Binding &amp; Processing</td>
<td>165.00</td>
<td>0.00</td>
<td>165.00</td>
</tr>
<tr>
<td>71245 Professional Services</td>
<td>4,092.16</td>
<td>0.00</td>
<td>4,092.16</td>
</tr>
<tr>
<td>71273 Advertising</td>
<td>155.00</td>
<td>0.00</td>
<td>155.00</td>
</tr>
<tr>
<td>71280 Copy Service Watts</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71289 Contractual Services Other</td>
<td>17,500.00</td>
<td>0.00</td>
<td>17,500.00</td>
</tr>
<tr>
<td>71304 Supplies Office &amp; Library</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71308 Supplies Educ &amp; Instruct Materials</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71360 Supplies Food</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71394 Equip not exceeding $100</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>71399 Commodities Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Screen total</td>
<td>23,262.16</td>
<td>0.00</td>
<td>23,262.16</td>
</tr>
<tr>
<td>Running total</td>
<td>23,262.16</td>
<td>0.00</td>
<td>23,262.16</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>27,661.70</td>
<td>0.00</td>
<td>27,661.70</td>
</tr>
</tbody>
</table>

Screen 14: Comparison Report

Downloading Query Data to a Spreadsheet

You can download data to a Comma Separated Value File (.csv) for use with Microsoft Excel. This option is only available for the Budget Query by Account and the Budget Query by Organizational Hierarchy.

This feature allows data to be edited or manipulated into a format that better meets your reporting needs. Downloaded information consists of the headers followed by the query details. The Download All Ledger Columns downloads all parameters whether they are selected in the parameter selection or not. The Download Selected Ledger Columns downloads only those parameters selected in the parameters menu.

Screen 15: Sample Downloading Query Data
After clicking the **Download** button, a window will pop up giving you the option to open the file or save to disk. If you choose open, the spreadsheet will open in Excel for immediate formatting. If you select save, the file will save as a .csv (Microsoft Excel Comma Separated Value) file.

**Note:** When downloading to Excel, do not close the browser window. Click the **Back** button to return to Banner Web Services or you will close your Web Services session.

### User-calculated Columns

This feature provides the capability to add user-calculated columns to a query. You may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns. You may also choose to name and determine the location of the calculated column. These columns may be removed, saved, or added from a query or template at any time.

**Note:** The user calculated columns cannot be downloaded into Excel because they are just calculations.
Budget Query by Organizational Hierarchy

The Budget Status by Organizational Hierarchy option allows you to roll up several organizations (departments) into a single report. The same data can be retrieved on Internet Native Banner on Form FGIBDSR.

To retrieve a Budget Status by Organizational Hierarchy Query:

1. From the Finance Menu, click Budget Queries.

2. Under Create a New Query, from the Type drop-down menu, select Budget Status by Organizational Hierarchy and Create Query.

3. Select the type of operating ledger data that you want to display on the report by clicking in the box to the left of the data options. A check mark will appear in the box after selection. These are the column headings that will display on the report.

4. Click Continue, enter the appropriate parameters and Submit Query.
Screen 19: Available Query Parameters

**Hierarchy Query Results**

<table>
<thead>
<tr>
<th>Organization Title</th>
<th>Vice President of Business Affairs</th>
<th>FY07/PD12 Adjusted Budget</th>
<th>FY07/PD12 Year to Date</th>
<th>FY07/PD12 Commitments</th>
<th>FY07/PD12 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>130 Business Affairs</td>
<td>1,080,840.00</td>
<td>44,288.99</td>
<td>786.00</td>
<td>1,035,068.01</td>
<td></td>
</tr>
<tr>
<td>131 Treasurer’s Office</td>
<td>3,571,515.00</td>
<td>125,415.33</td>
<td>10,754.55</td>
<td>3,431,755.12</td>
<td></td>
</tr>
<tr>
<td>132 Budget Office</td>
<td>1,479,478.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,479,478.00</td>
<td></td>
</tr>
<tr>
<td>133 Human Resources</td>
<td>2,321,215.00</td>
<td>42,695.41</td>
<td>0.00</td>
<td>2,278,520.59</td>
<td></td>
</tr>
<tr>
<td>134 Information Technology Services</td>
<td>1,638,546.00</td>
<td>215,739.69</td>
<td>55,750.00</td>
<td>1,367,056.11</td>
<td></td>
</tr>
<tr>
<td>135 Facilities Planning and Management</td>
<td>5,929,935.00</td>
<td>202,418.30</td>
<td>153,500.00</td>
<td>5,576,016.70</td>
<td></td>
</tr>
</tbody>
</table>

13 Rollup 16,021,520.00 635,257.92 220,770.55 15,165,491.53

Screen 20: Organization Budget Status Report
Encumbrance Query

An encumbrance query displays purchase order information such as original PO amounts, adjustments, liquidations and current PO balances. The same data can be retrieved on Internet Native Banner on Form FGIOENC or FGIENCD.

To Review All Encumbrances:

1. From the Finance menu, click Encumbrance Query.

2. Enter the appropriate parameters and Submit Query.

Screen 21: Banner Web Services Finance Menu

Screen 22: Parameters
Encumbrance Query Results

Screen 23: Encumbrance Summary Report

Specific Account (Sub-code) Search

To narrow your search so that you can view purchase orders under a specific account code, enter that code in your report parameters.

Screen 24: Specific Account Query Results
To get detail information on a transaction, click on the highlighted item.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Document Rule</th>
<th>Original Class Encumbrance</th>
<th>Encumbrance Year to Date</th>
<th>Encumbrance Liquidations</th>
<th>Item Number</th>
<th>Sequence Fund Number</th>
<th>Organization Account Program Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>100001385 INEI</td>
<td>0.00</td>
<td>0.00</td>
<td>496.00</td>
<td>0.00</td>
<td>0</td>
<td>11100201310200</td>
<td>7399.60</td>
</tr>
<tr>
<td>100001385 PORD</td>
<td>500.29</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>11100201310200</td>
<td>7399.60</td>
</tr>
<tr>
<td>10000135 INEI</td>
<td>0.00</td>
<td>0.00</td>
<td>4.29</td>
<td>0.00</td>
<td>0</td>
<td>11100201310200</td>
<td>7399.60</td>
</tr>
<tr>
<td>10000135 INEI</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>11100201310200</td>
<td>7399.60</td>
</tr>
<tr>
<td>10000135 PORD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>11100201310200</td>
<td>7399.60</td>
</tr>
<tr>
<td>10000058 PORD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>31100201310200</td>
<td>7399.60</td>
</tr>
<tr>
<td>10000058 PORD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>41100201310200</td>
<td>7399.60</td>
</tr>
</tbody>
</table>

Screen 25: Document, Account Distribution

PO is recorded

PO is liquidated

Invoice is paid
Approving Documents

1. Click Approve Documents.

The Approve Documents Query View allows you to select documents for approval or to display a list of documents awaiting your approval based on the selected query parameters.

The query defaults to Documents for which you are the next approver. This indicates that all required prior approvals have been obtained. You may also select "All documents which you may approve" to see documents still awaiting lower level approvals (See Screen 27 below).

2. Select appropriate radio button
   ...OR...
3. Type a document number in the Document Number field.
4. Click Submit Query.
The next view displays the query parameters selected on the previous view and the Approve Documents List. Information provided within the Approve Documents List includes the following information (See Screen 28):

- **Next Approver** – this field will display a Y if you are the next approver for this document. If the field is blank it is indicating that there are lower level approvals that have not yet been completed.
- **Type** – the document type, INV = Invoice, REQ = Requisition, CO = Change Order
- **Original User** – who created the document
- **Amount** – total dollar amount being approved
- **Queue Type** – DOC = document NSF = non-sufficient funds
- **Document** – displays the document number and linked to view the document
- **History** – link to display current approval history
- **Approve** – link to approve document
- **Disapprove** – link to disapprove document

From Document, History, Approve or Disapprove parameters, you may drill down for the following details:

- View the document (click the link under **Document**)
- See document approval history (click the link under **History**)
- Approve (click the **Approve** link)
- Disapprove (click the **Disapprove** link)

### Screen 28: Approve Documents List

By clicking on the underlined document number, you can view all the document details. The information is presented in three blocks (as shown in Screen 29 below):

- Invoice Header
- Invoice Commodity
- Invoice Accounting & Accounting Distribution (FOAP)

Click the Back button on your Internet Explorer toolbar to return to the previous view.
You will get to the Approve Document screen after you have selected a document and reviewed the details.

5. To approve the document, click Approve Document.

6. To cancel the approval and return to previous view, click Cancel.
When the approval has been processed, Banner will display an Approval Confirmation view. You may click **Continue** to return to the Approve Document view, or select an action from the options listed at the bottom of the view.
## Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Menu</strong></td>
<td>A drop down menu listing navigation and command functions.</td>
</tr>
<tr>
<td><strong>Auto Hint</strong></td>
<td>The automatic display of a message when the cursor enters a field on a form.</td>
</tr>
<tr>
<td><strong>Bid Process</strong></td>
<td>This occurs when potential vendors compete for a contract to produce a good or provide a service.</td>
</tr>
<tr>
<td><strong>Block</strong></td>
<td>A section of a form containing related pieces of information – usually a single database table. Blocks are usually separated by a solid line.</td>
</tr>
<tr>
<td><strong>Commit</strong></td>
<td>A command executed in Banner that saves changes made to information.</td>
</tr>
<tr>
<td><strong>Commodity</strong></td>
<td>The good or service that is being purchased. In Banner, commodities can be either user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used.</td>
</tr>
<tr>
<td><strong>Commodity Level Accounting</strong></td>
<td>A way of processing requisitions or purchase orders in which each “line” (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.</td>
</tr>
<tr>
<td><strong>Database</strong></td>
<td>A collection of tables used to store data.</td>
</tr>
<tr>
<td><strong>Document Level Accounting</strong></td>
<td>A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition.</td>
</tr>
<tr>
<td><strong>Encumbrance</strong></td>
<td>This is the encumbering of funds against budget for a specific purchase order. The encumbrance is established when a purchase order is approved. The encumbrance is reduced or eliminated when invoice is approved, or when the encumbrance is cancelled.</td>
</tr>
</tbody>
</table>
**Fixed Asset**

Property or item of a lasting nature owned by the institution for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.

**FOAPAL**

The FOAPAL (pronounced “FOE-pul”) is “Banner-ese” for the accounting code that replaces the FRS account number in Banner Finance. It stands for Fund, Organization, Account, Program, Activity and Location. Each of these FOAPAL elements tells us a specific piece of information about the transaction (typically, an income or expenditure item).

**Form**

A screen used to query, enter, and/or update information.

**Form Header**

The header of each Banner form is the title bar of the form. The header contains the descriptive form, name, the 7-character form name, the release number, and the database name from the Installation Control Form (GUAINST).

**Function Keys**

Function keys are specific keystrokes or keystroke combinations that are equivalent to a selection on a menu. For example, at your institution, pressing F7 is equivalent to selecting Enter Query. To find the keyboard equivalents, click the Show Keys button on the toolbar or select Show Keys from the Help pull-down menu.

**Job Submission**

The way Banner runs reports or processes. For example, let's say you want to find all of the purchase orders assigned to a certain vendor. You would “submit the job” by entering your criteria for the report and then telling Banner to go into the database and find the matching data.

**Key Block**

Appears at the top of each Banner form and used as the query criteria required to access data.

**Menu Bar**

Located at the top of the screen, below the form name and Title Bar, the Menu Bar has a list of a series of options (e.g. File, Edit, etc.) available on a specific form.

**More...**

Appears at the bottom right of a Banner form and indicates more windows for this form.

**Null**

Unknown or missing.
Object Search

Use Object Search to access a form, job, menu, or Quickflow if you know only part of the name, its description or type. When you use Object Search from a form, the current form remains open. When you exit the requested object, you return to the original form.

Oracle

The database management software used by the Banner system to store, manage, and retrieve information.

Oracle Errors

Errors that occur in your system due to a function of the Oracle database. You'll see the error message either in a pop-up window on your screen or on the dialog line near the bottom of your Banner window.

PIDM (Person Identification Master)

The PIDM is an internal key field stored in the Person Identification table (SPRIDEN). The PIDM may represent a student, vendor, employee, beneficiary, alumnus, or other entity. A PIDM is created when a new entity is added to Banner and cannot be changed. It is used to link tables together. PIDM’s do not show up on end-user reports.

Purchase Order

A commercial document used to request someone to supply a good or service in return for payment.

Purchase orders can be of these three types.
Regular Purchase Order—Will encumber funds in Banner. All commodities have quantity and a unit price.
Standing Purchase Order—Will encumber funds in Banner. Commodities have dollar values assigned to them. This type of PO is useful when you are paying for contracts, services or travel.
Blanket Purchase Order—Does not encumber funds in Banner. Commodities will be assigned quantity and unit prices to them.

Query

A question in banner that looks at the data in the Banner database for an answer. Banner queries use SQL (Structured Query Language), which is an English-like set of commands for defining database objects.

Record

A collection of information stored in a database table as a single unit. One or more records may be included in a single block.

Requestor

A person asking for certain goods or services.

Requisition

A written request to purchase something.
| **Reservation** | A reservation is created when a requisition is complete. It represents an internal request for expenditures against budget. A reservation is liquidated when a PO is created. An encumbrance is established by the PO. |
| **Rollback** | Allows changes and updates that have not been committed to return to the previous state. |
| **Scroll Bar** | A horizontal or vertical bar that appears at the side or button of a Banner form window. Clicking the arrows at the ends of the Scroll Bar will move the window and display additional information. |
| **SPRIDEN ID** | Faculty, staff and student user ID’s also referred to as SPRIDEN ID’s. Consists of a letter and eight digits and is a personal identification. ID’s are no longer connected to any personal information such as first name, last name or social security number (SSN). The SPRIDEN ID resides in the SPRIDEN table. |
| **Status Line** | Located at the bottom of a form, the status line provides information about the current records being displayed. It also shows if all records available are being displayed. The “***” denotes that all records are shown. |
| **Title Bar** | Located at the extreme top of a Banner form, the Title Bar displays the full name of the form and its seven character identifier. |
| **Tool Bar** | Located under the Menu Bar at the top of a form, the Tool Bar contains icons that are used to navigate through the form. |
| **Vendor** | A person or company selling goods or providing services to your institution. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent. |
| **Wildcard** | A character that is substituted for unknown character(s) in a Banner query. A percent sign (%) stands for any number of unknown characters; whereas an underscore (_) stands for only one unknown character. |