Banner Finance

Banner Finance
My Banner/ Navigation

Internet Native
Banner 7.2

TABLE OF CONTENTS

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**

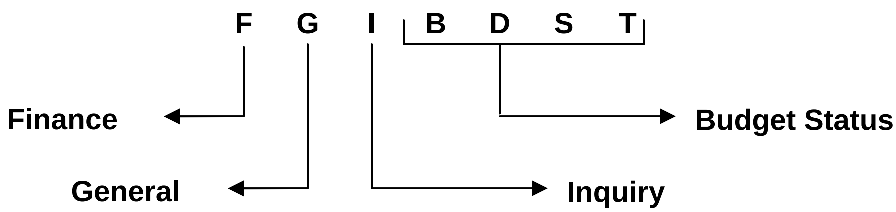
   The second digit identifies the President/Vice President's Area.

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.

Letter	Description
F	**Finance**
G	General
N	Position Control
P	Payroll
R	Financial Aid
S	Student (shared)

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.

Letter	Description
A	Accounts Payable
B	Budget Development
F	Fixed Assets
G	**General Ledger**
I	Investment Management
O	Operations
P	Purchasing/Procurement
R	Research Accounting

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.

Letter	Description
A	Application (enter, update, query information)
I	**Inquiry**
M	Maintenance (enter, update, query, information)
Q	Query (look up existing information)
R	Rule Table, Repeating Table, Report or Process
V	Validation (view a defined list of values)

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.

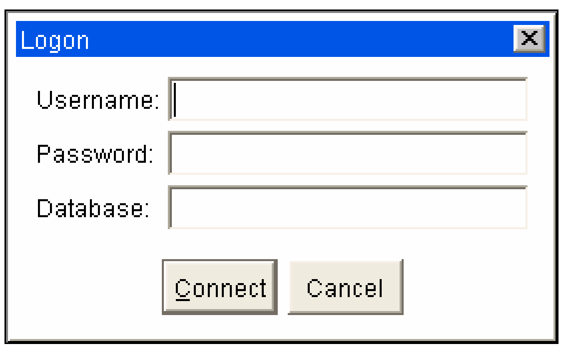
Before you use INB for the first time, you will need to download a program called Java J Initiator. This program should download automatically the first time you try to access Banner through your web browser. You may need to call Information Technology Services (ITS) to assist you in installation.

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

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).*

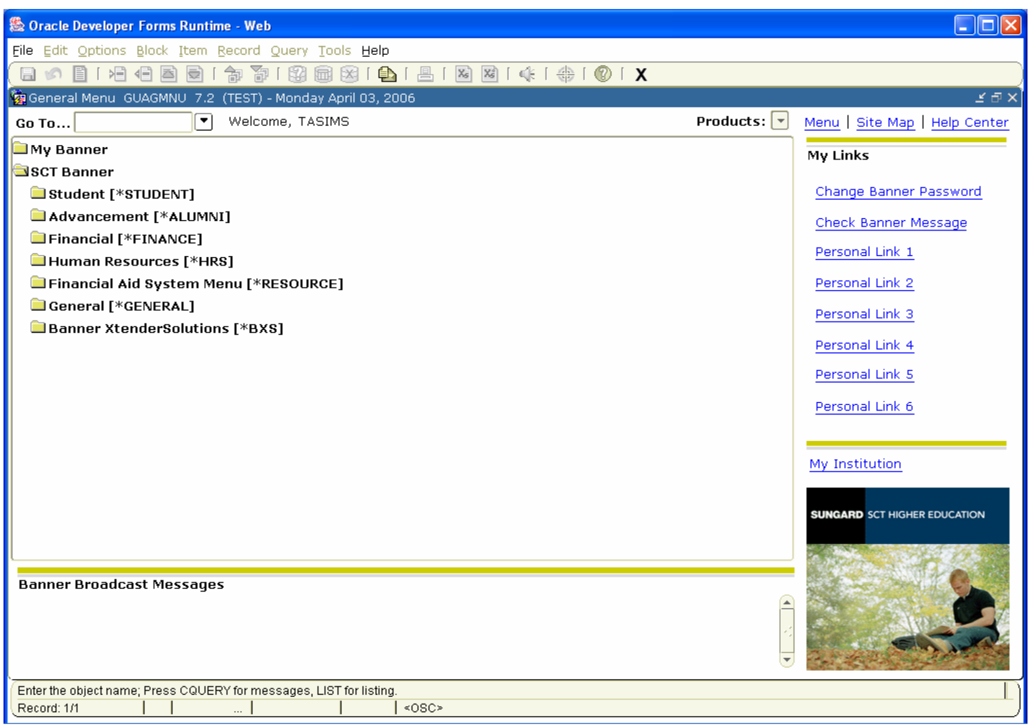
Banner Main Menu and Access to Forms

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.



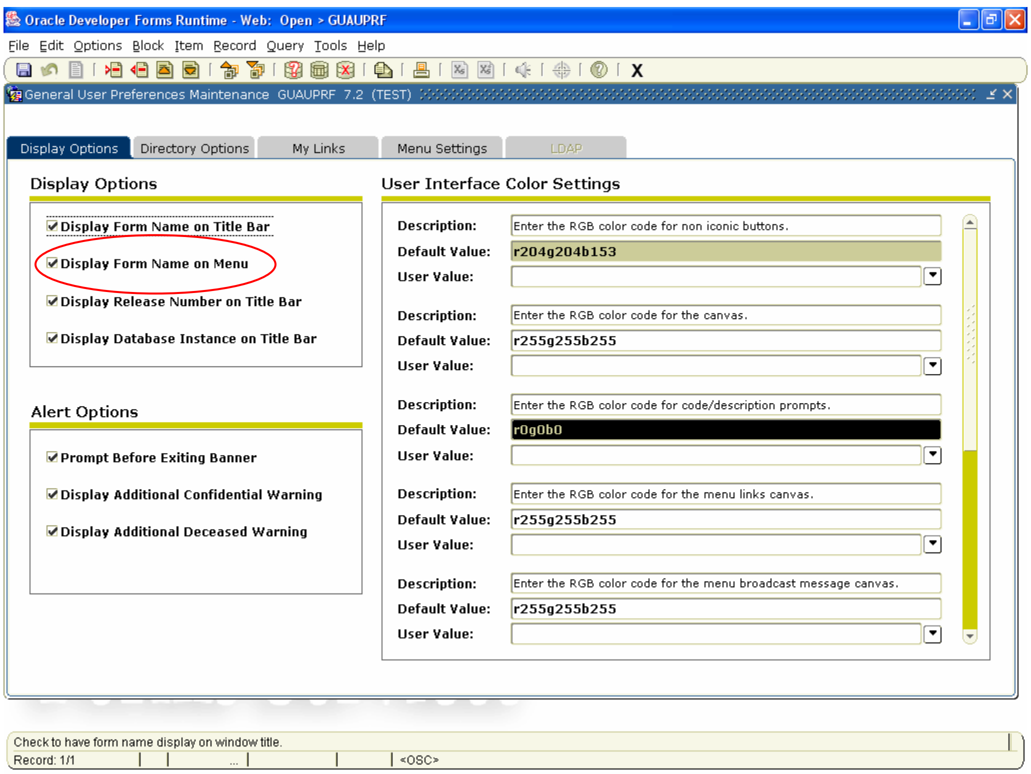
Screen 2: General Menu (GUAGMNU)

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.



Screen 3: General Users Preference Maintenance (GUAPMNU)

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.

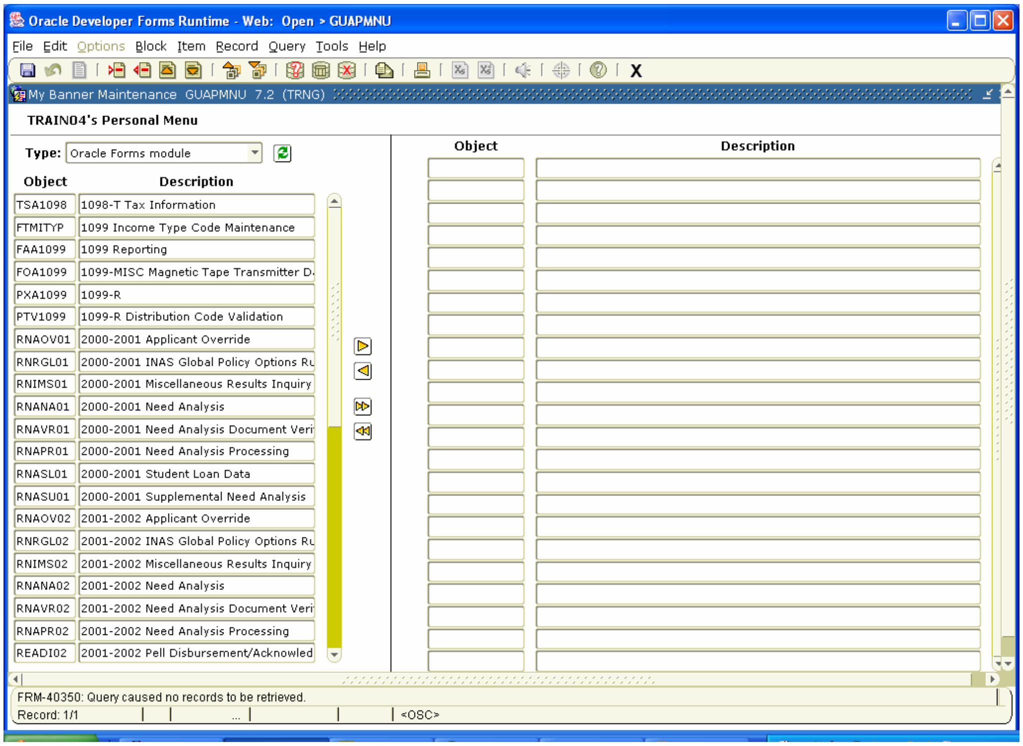
Your My Banner can be accessed from the Main Menu under the My Banner listing at the top of the Main Menu structure.

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).



Screen 4: My Banner Personal Menu (GUAPMNU)

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.

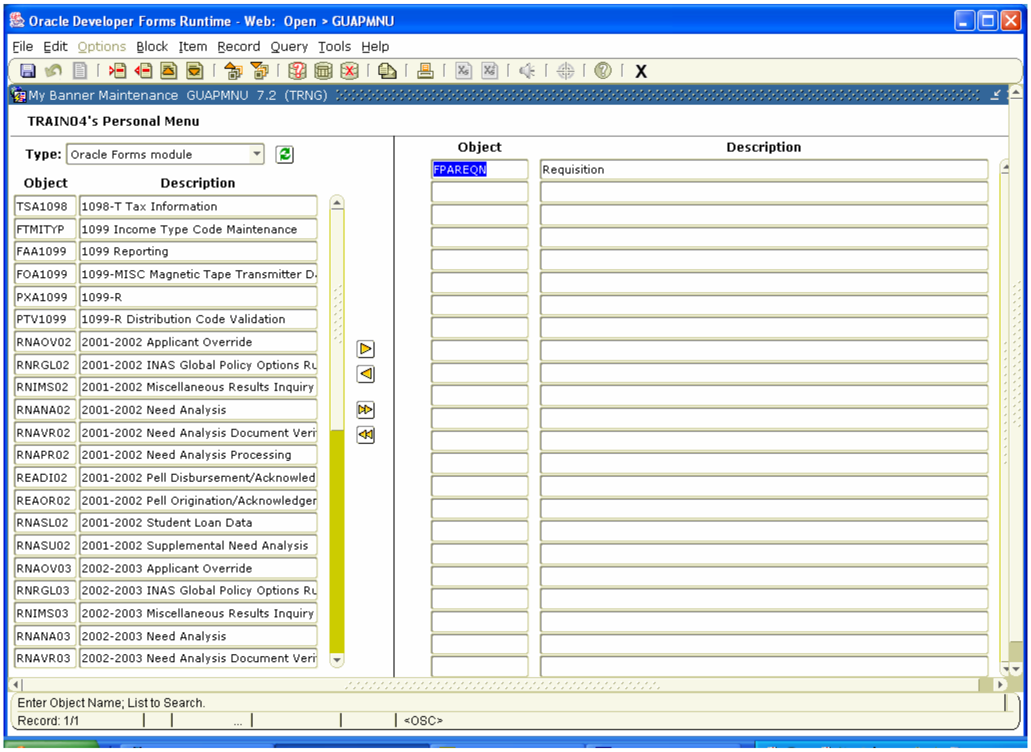
7. You may delete forms from My Banner by doing the opposite.

   - 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.

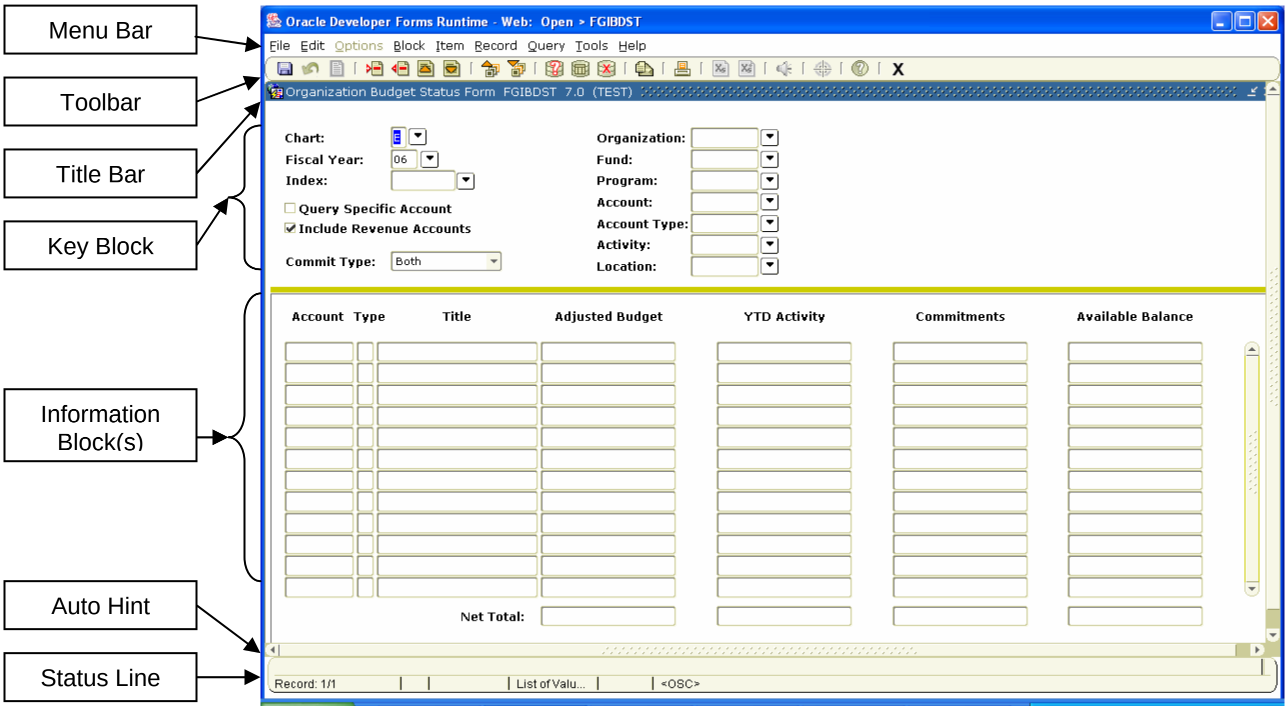
Every form has the following parts:

- 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.

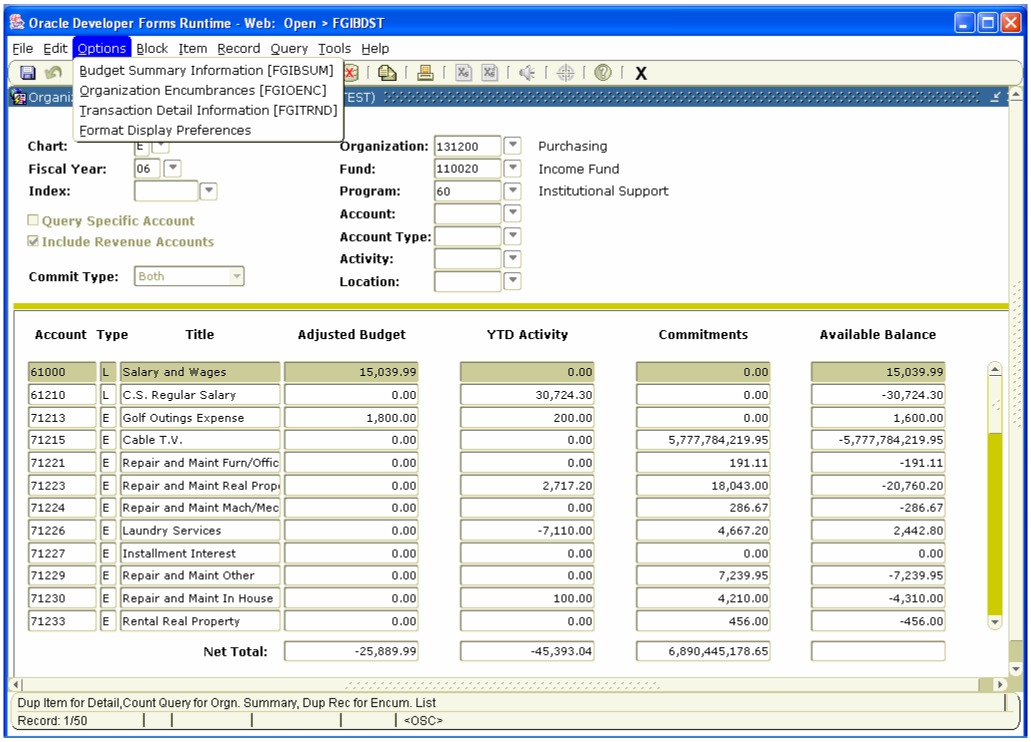
File	Edit	Options	Block	Item	Query	Tools	Help

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:



Screen 9: Organization Budget Status (FGIBDST) option menu

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.

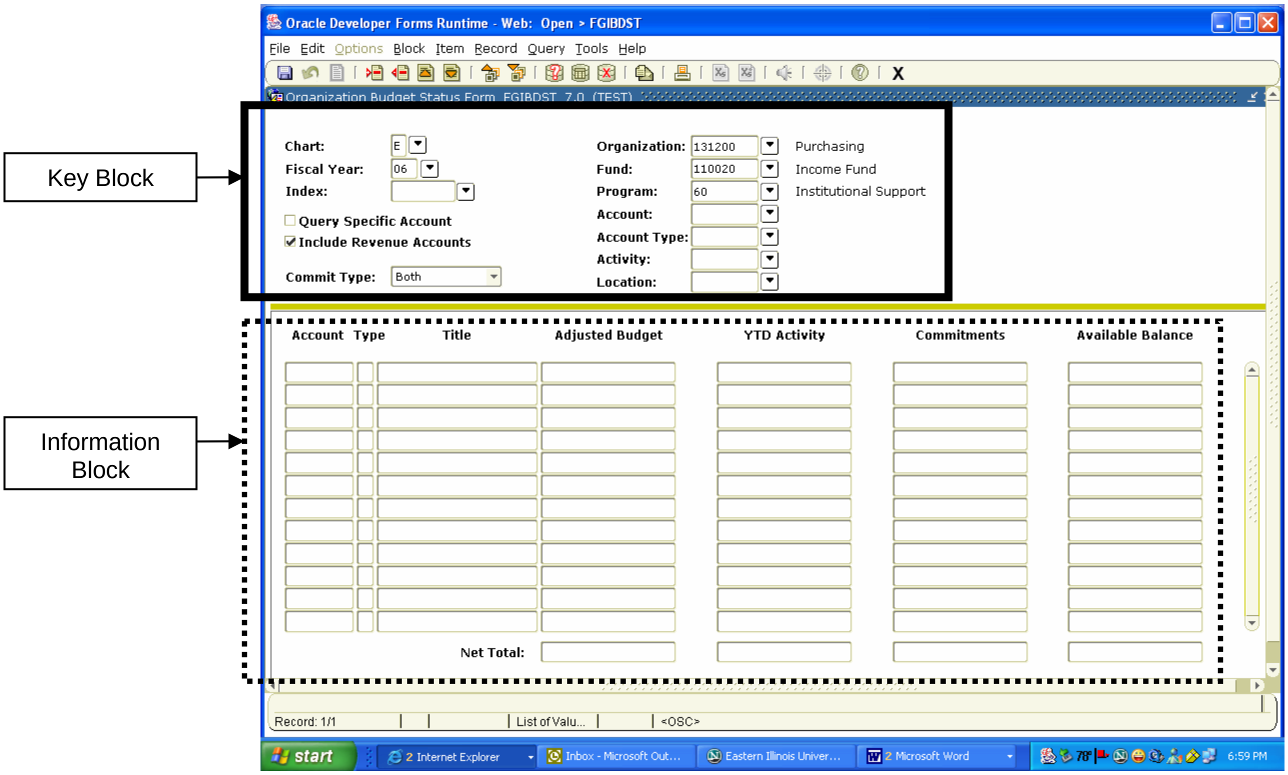
The Key Block determines what is entered or displayed on the rest of the form. All information on the form refers to the Key Block data. The Key Block stays on the form as subsequent blocks appear, though occasionally, another window may appear on top of the Key Block if the window is unusually large 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.



Screen 10: Key and Information Blocks

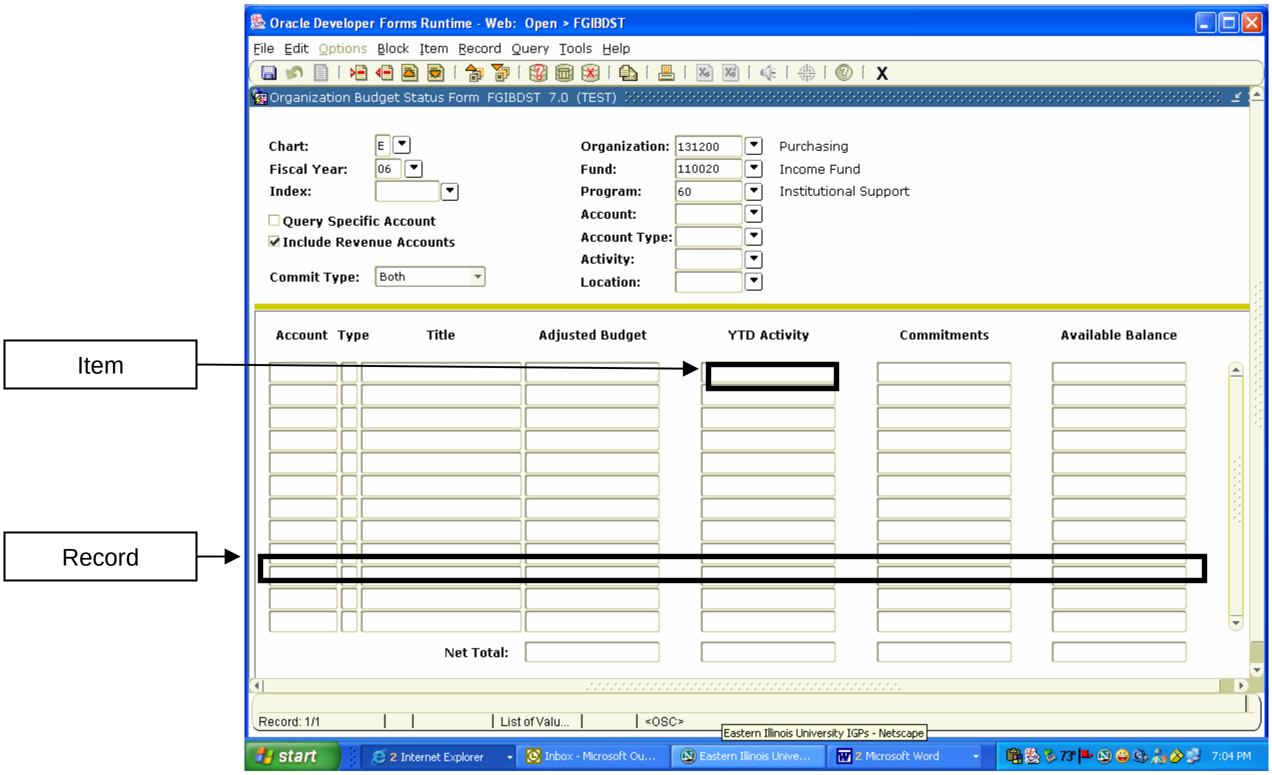
c. Fields and Items

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.

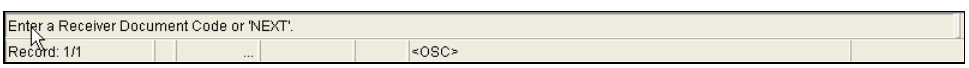
d. Records

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.



Screen 11: Item and Record Example

4. Auto hint and Status Line



Screen 12: 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.

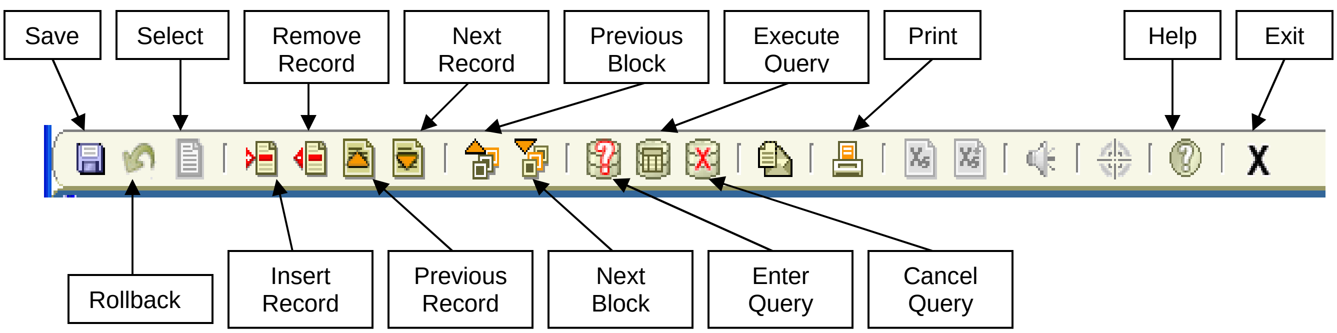
The *Status Line*, directly under the Auto Hint, can contain one or more of the following messages:

- **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.



Screen 13: Toolbar Buttons

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.

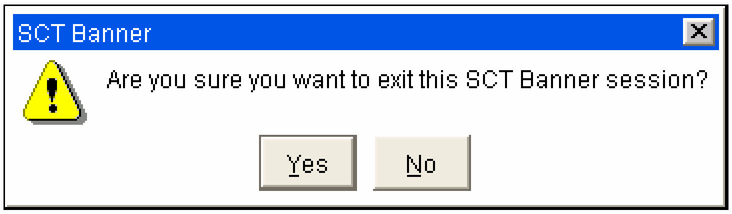
2. **Using Wildcards**

   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

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

Block Functions

Function	Key(s)	Menu Bar	Toolbar
Next Block	Ctrl + Page Down	Block/Next	
Previous Block	Ctrl + Page Up	Block/Previous	
Clear Block	Shift + F5	Block/Clear	N/A

Record Functions

Function	Key(s)	Menu Bar	Toolbar
Next Record	Down Arrow	Record/Next	
Previous Record	Up Arrow	Record/Previous	
Clear Record	Shift + F4	Record/Clear	N/A
Insert Record	F6	Record/Insert	
Duplicate Record	F4	Record/Duplicate	N/A
Remove Record	Shift + F6	Record/Remove	

Query Functions

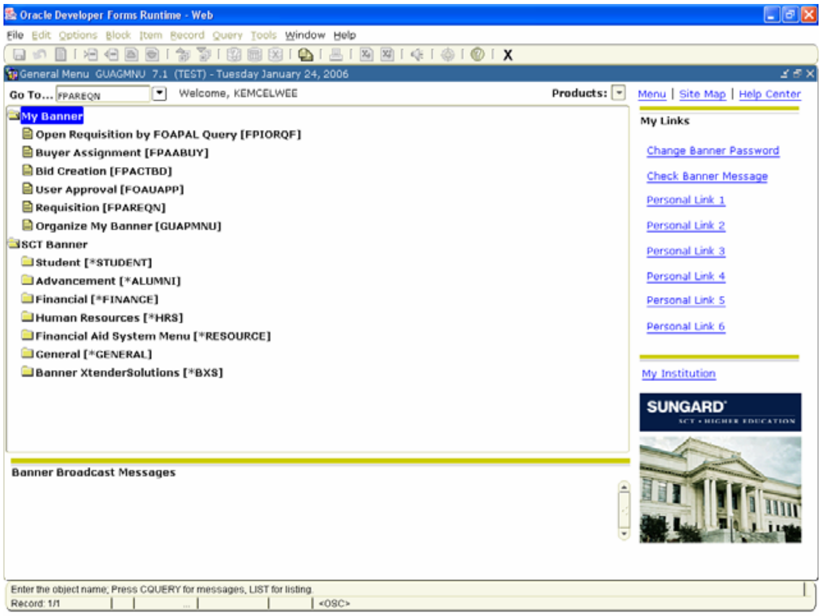
Function	Key(s)	Menu Bar	Toolbar
Enter Query	F7	Query/Enter	
Execute Query	F8	Query/Execute	
Count Query Hits	Shift + F2	Query/Count Hits	
Cancel Query	Ctrl + Q	Query/Cancel	N/A

Banner Purchasing Requisitions Condensed Version

Internet Native Banner 7.2

Entering a New Requisition

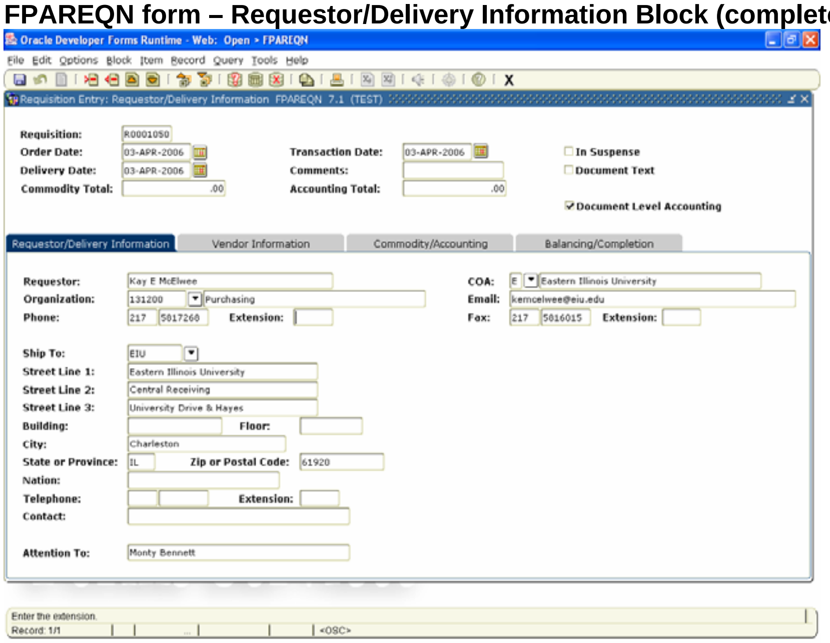
General Menu



Starting a Requisition

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

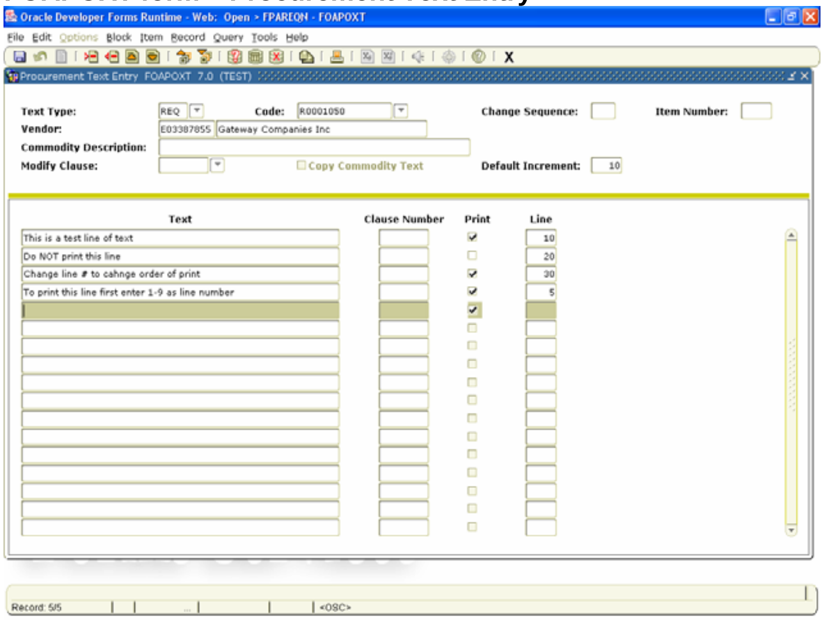
FPAREQN form – Requestor/Delivery Information Block (completed)



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**.

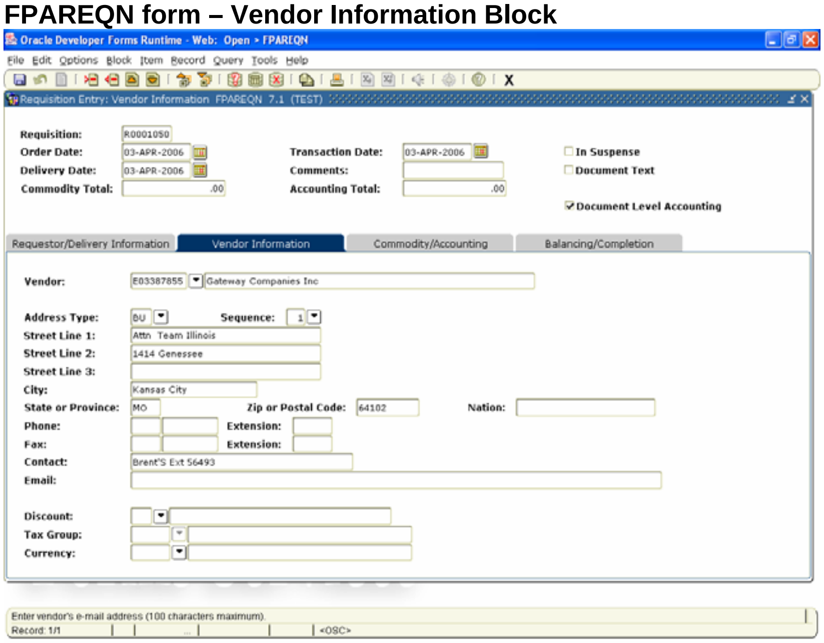
FOAPOXT form – Procurement Text Entry



Adding Document Text

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.

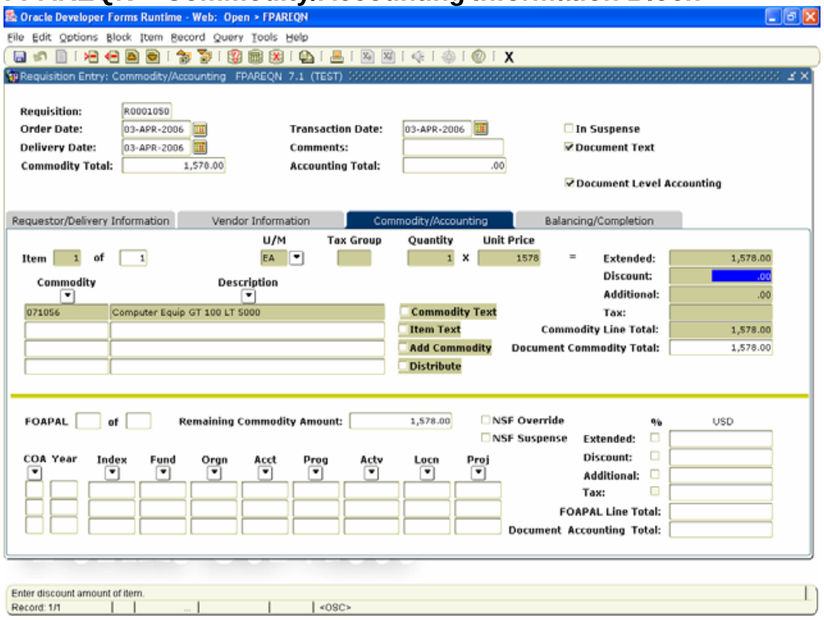
FPAREQN form – Vendor Information Block



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**.

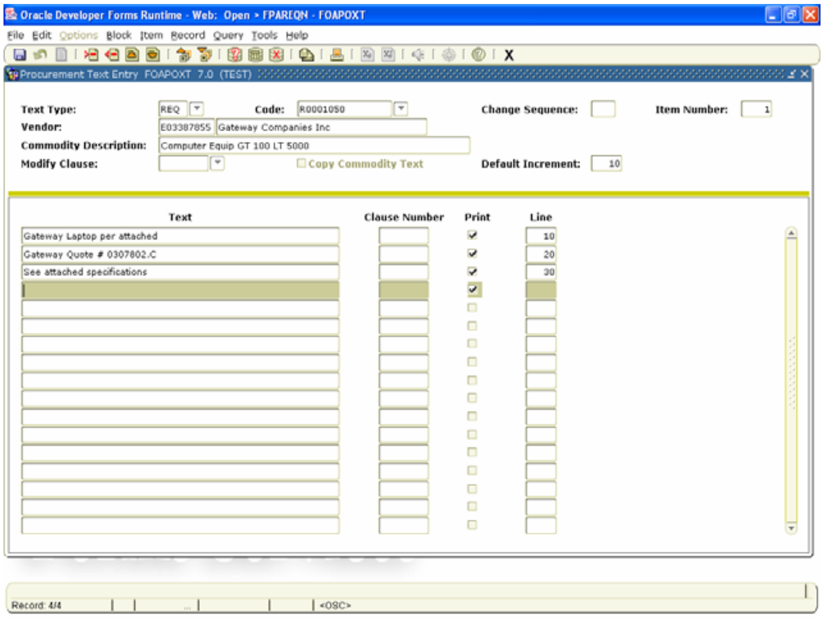
FPAREQN – Commodity/Accounting Information Block



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.

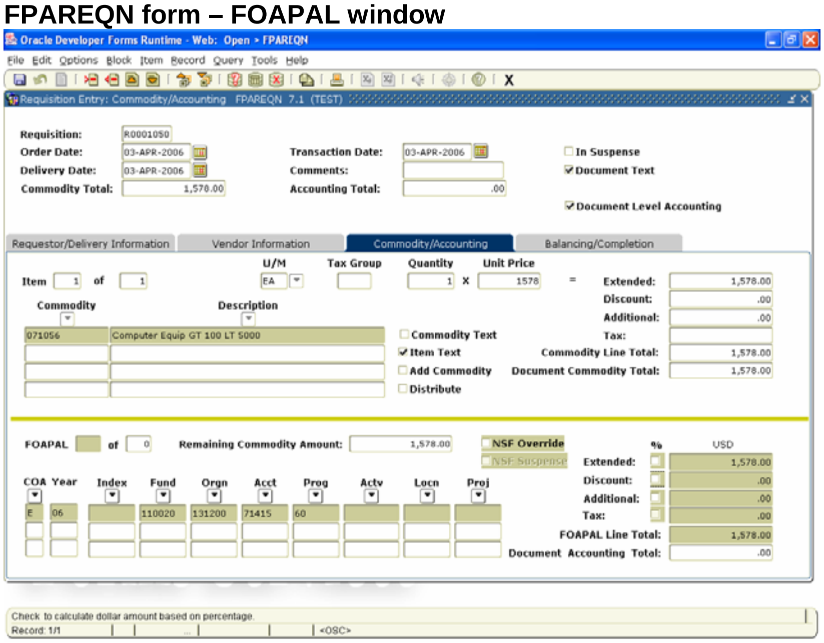
FOAPOXT form – Item Text



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.

FPAREQN form – FOAPAL window

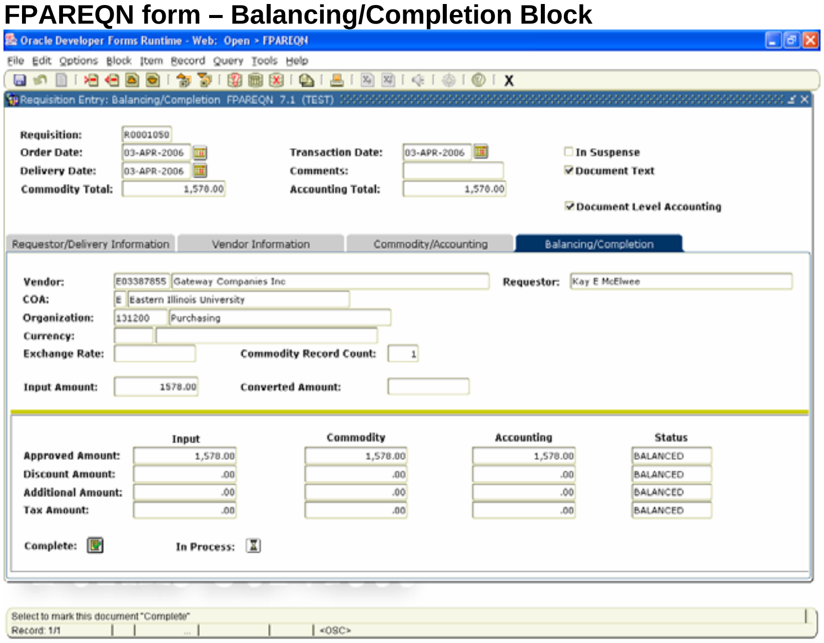


FOAPAL Window

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, over-write 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.

FPAREQN form – Balancing/Completion Block



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 …OR…
   Click **In Process** to return later to complete or correct.

Banner Purchasing Requisitions

Internet Native Banner 7.2

TABLE OF CONTENTS

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.

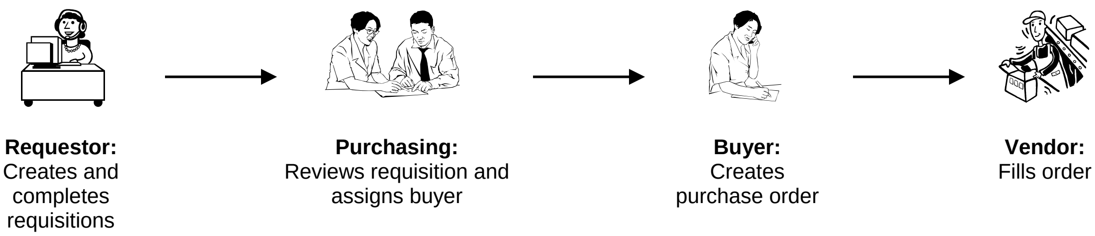
Form names are in all capital letters.
Example: Navigate to the FPAREQN form.

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.



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

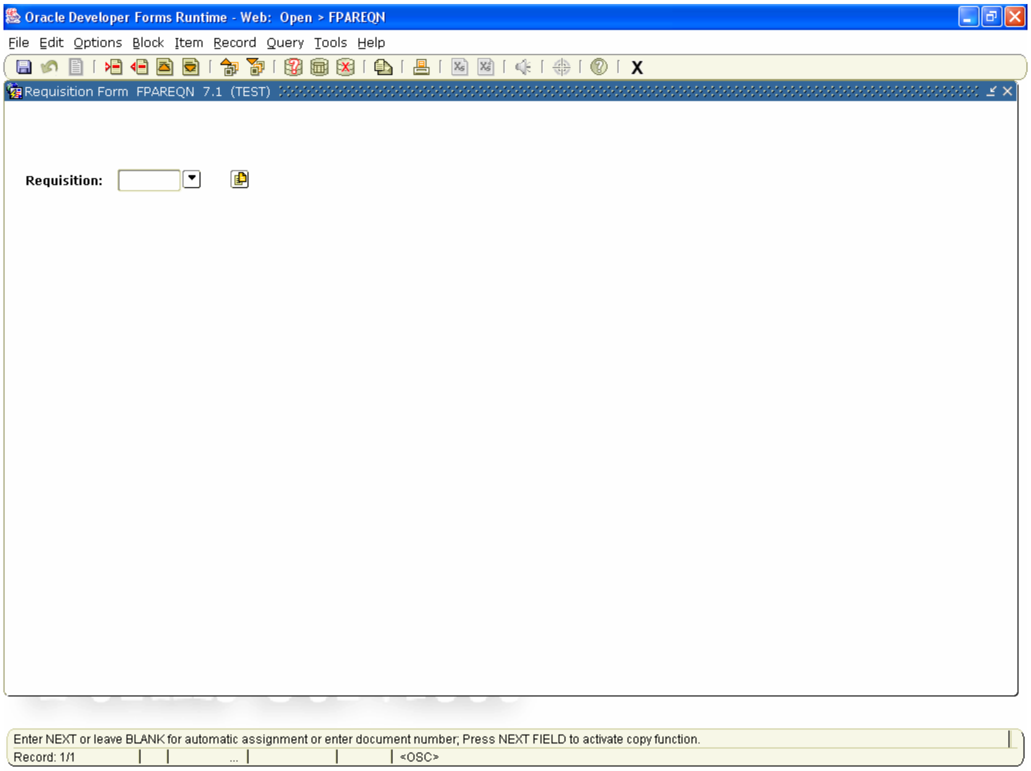
   b. Retrieve a Started (but incomplete) Requisition

   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.



Screen 1: Requisition (FPAREQN) Form

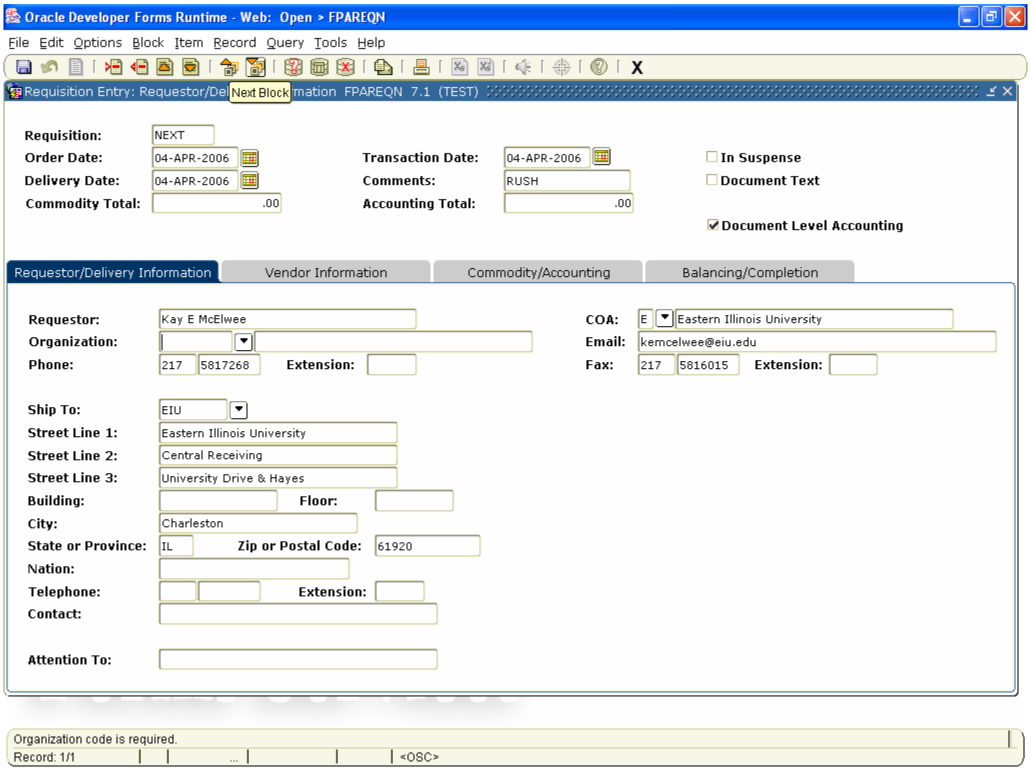
Retrieving a Started (but incomplete) Requisition

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.

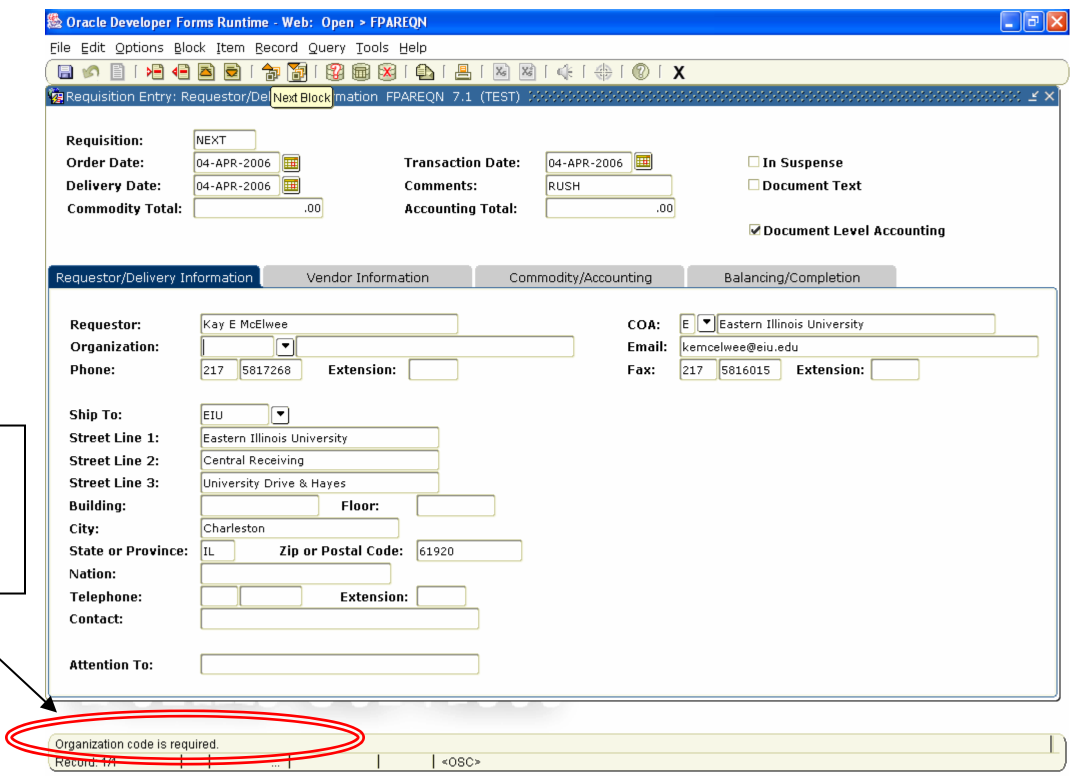
4. Use the **Comments** field for instructions to Purchasing when converting the Requisition to a PO, such as Standing Order, RUSH order, or See document text. This field will not print on the purchase order.

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.



Use the Auto Hint / Status Line to help you through the process

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

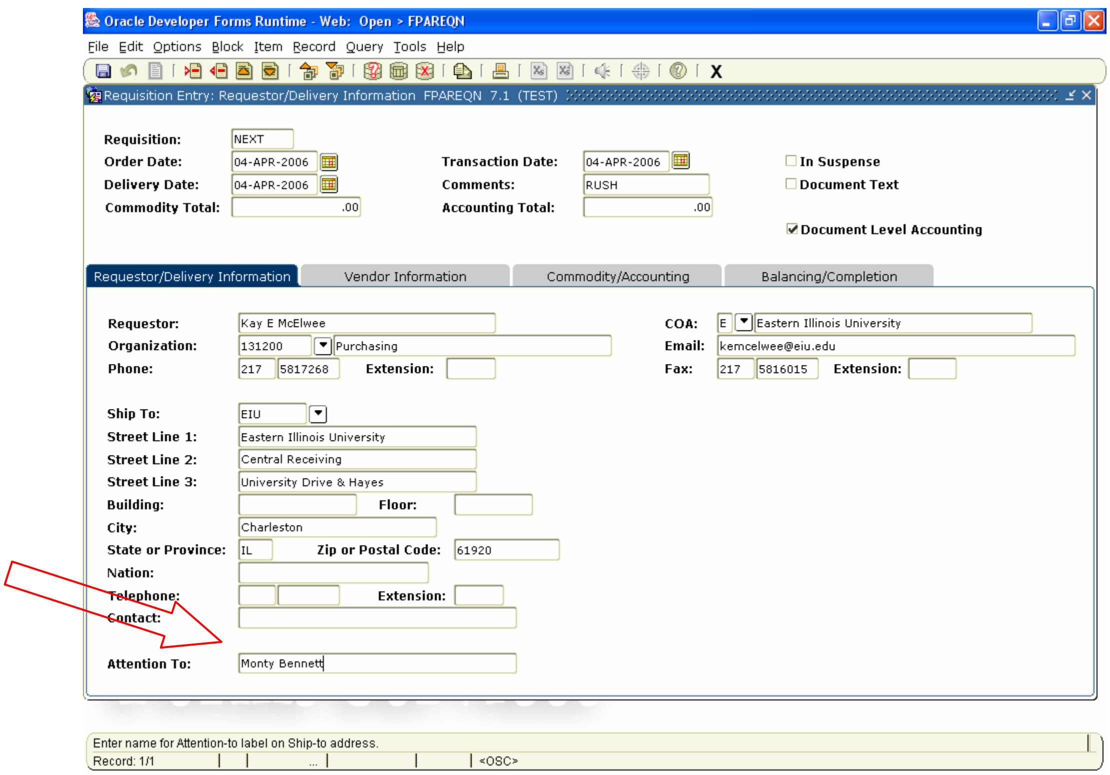
9. The **Email** field auto populates with default email for user ID. Do not change this field.

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.

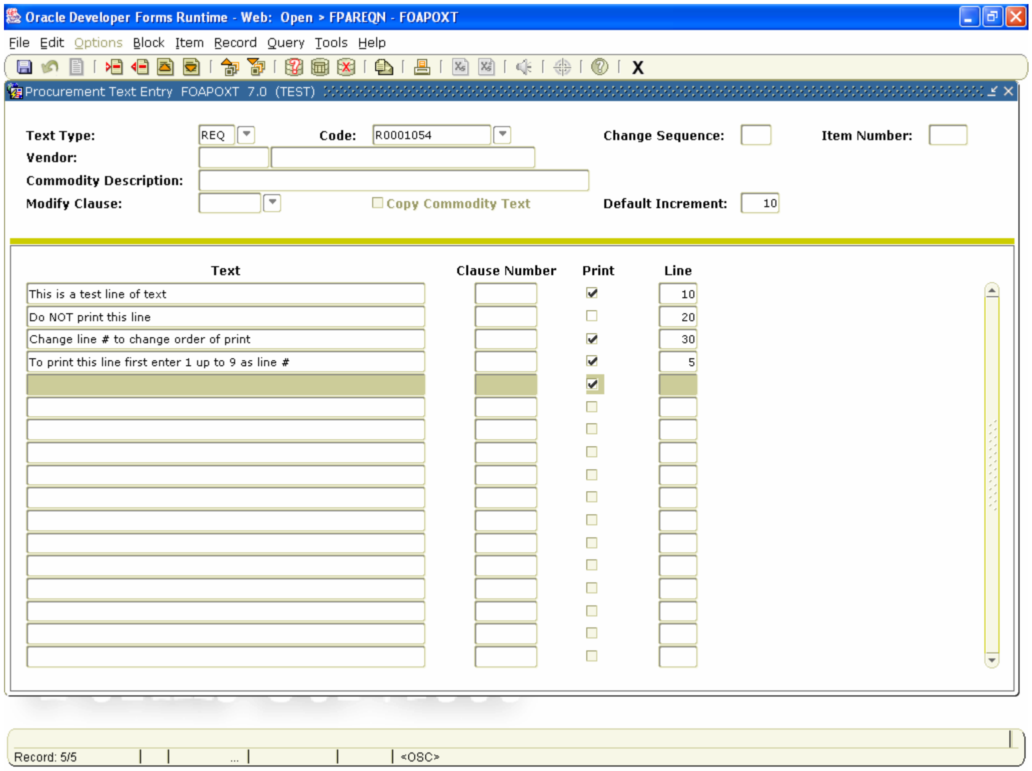
13. If you are not adding Document Text, click **Next Block** to go to **Vendor Information Block** and follow directions on Completing the Vendor Information Block. If adding Document Text, Go to directions on Adding Document Text..



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:



Screen 5: Procurement Text Entry (FOAPOXT) form

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.

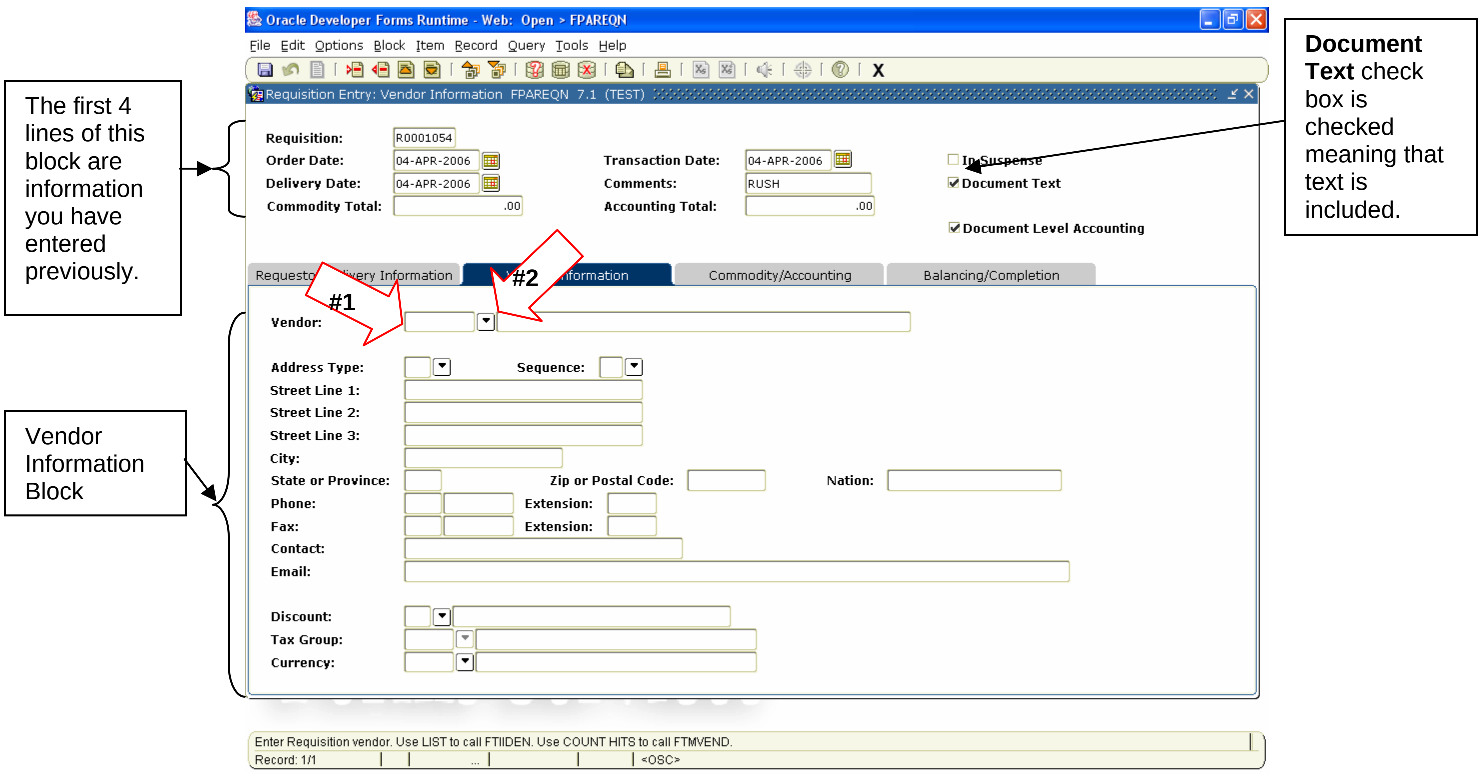
Note: *The system will assign a Line number when you save. The line number indicates the order in which the text prints. If you wish to add a line that should precede a previously entered text line when printed, you can manually assign a number that would reorder the lines when printing. Document text 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 <u>Commodity Total</u> and <u>Accounting Total</u> will also be displayed.



Screen 6: Vendor Information Block

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

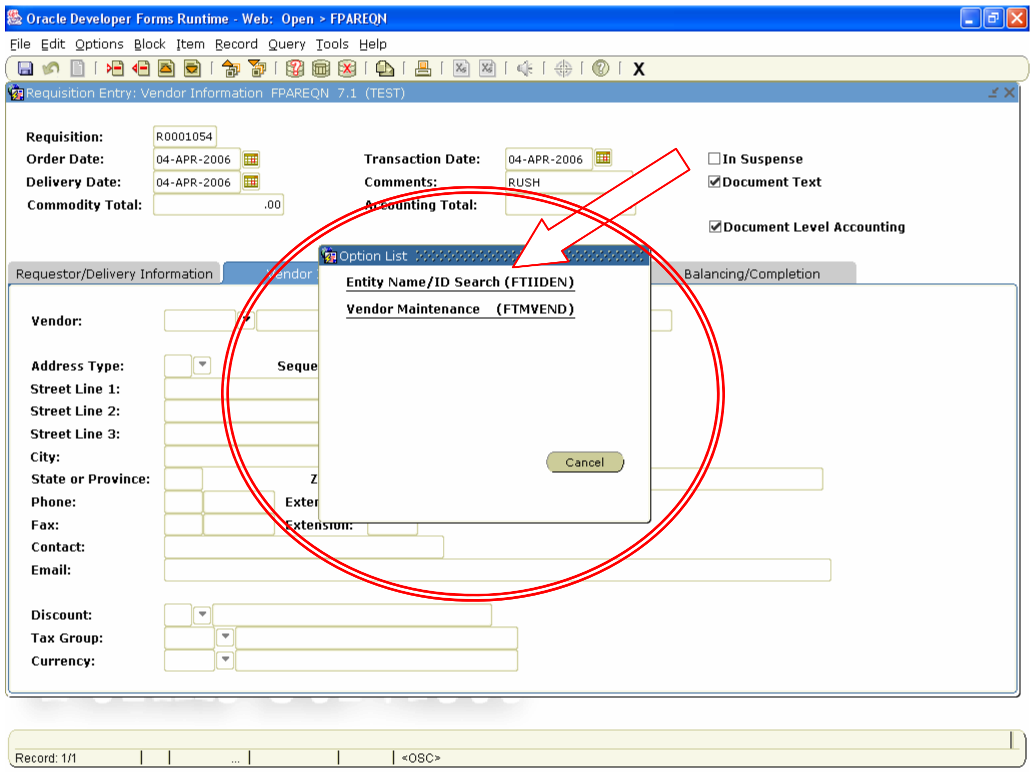
   …OR…

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.

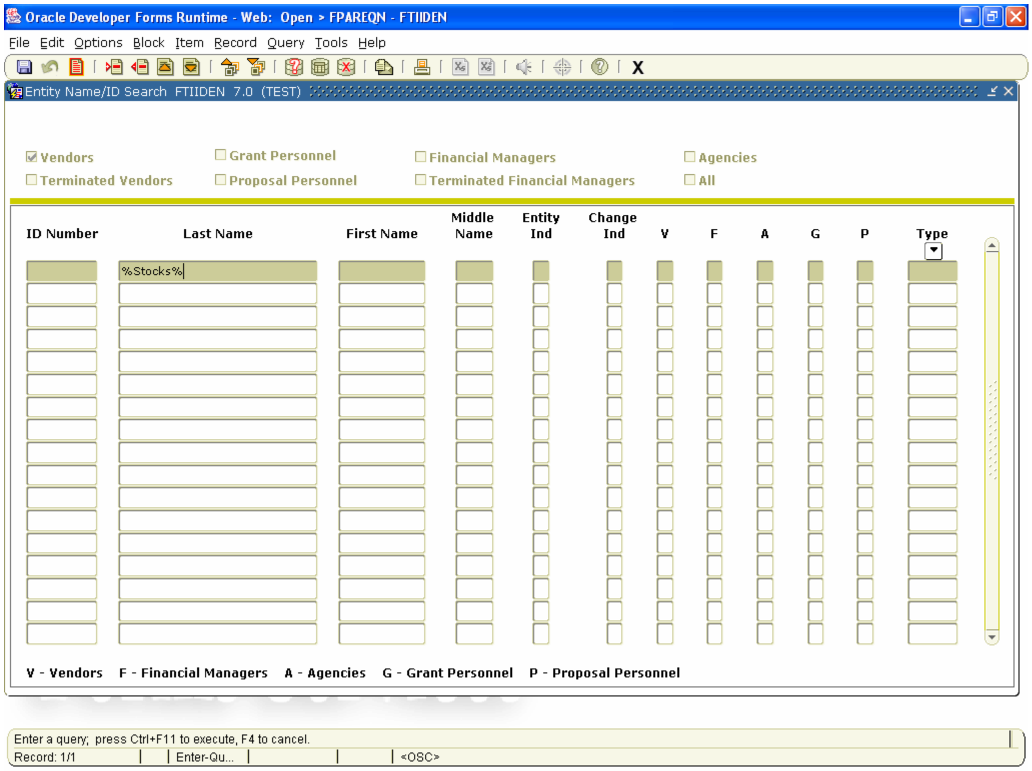


Screen 7: Vendor Search Screen

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.

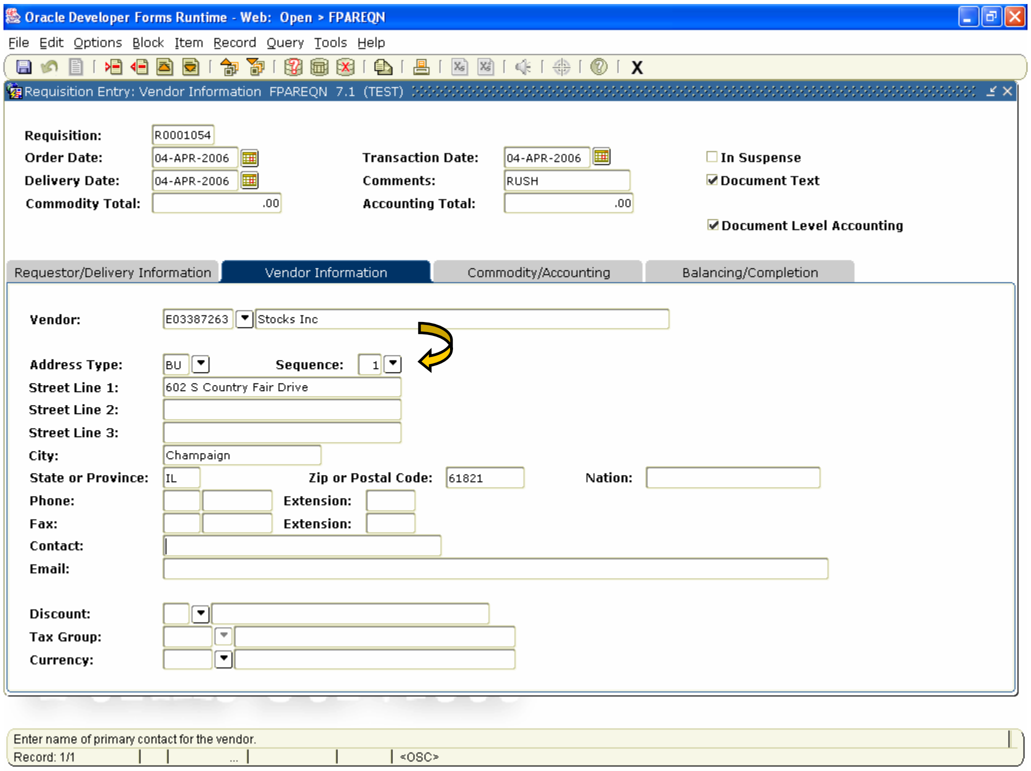
5. Scroll down the list to the correct vendor #.

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 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.



Screen 9: FPAREQN Form: Vendor Information Block, Verify Vendor Address

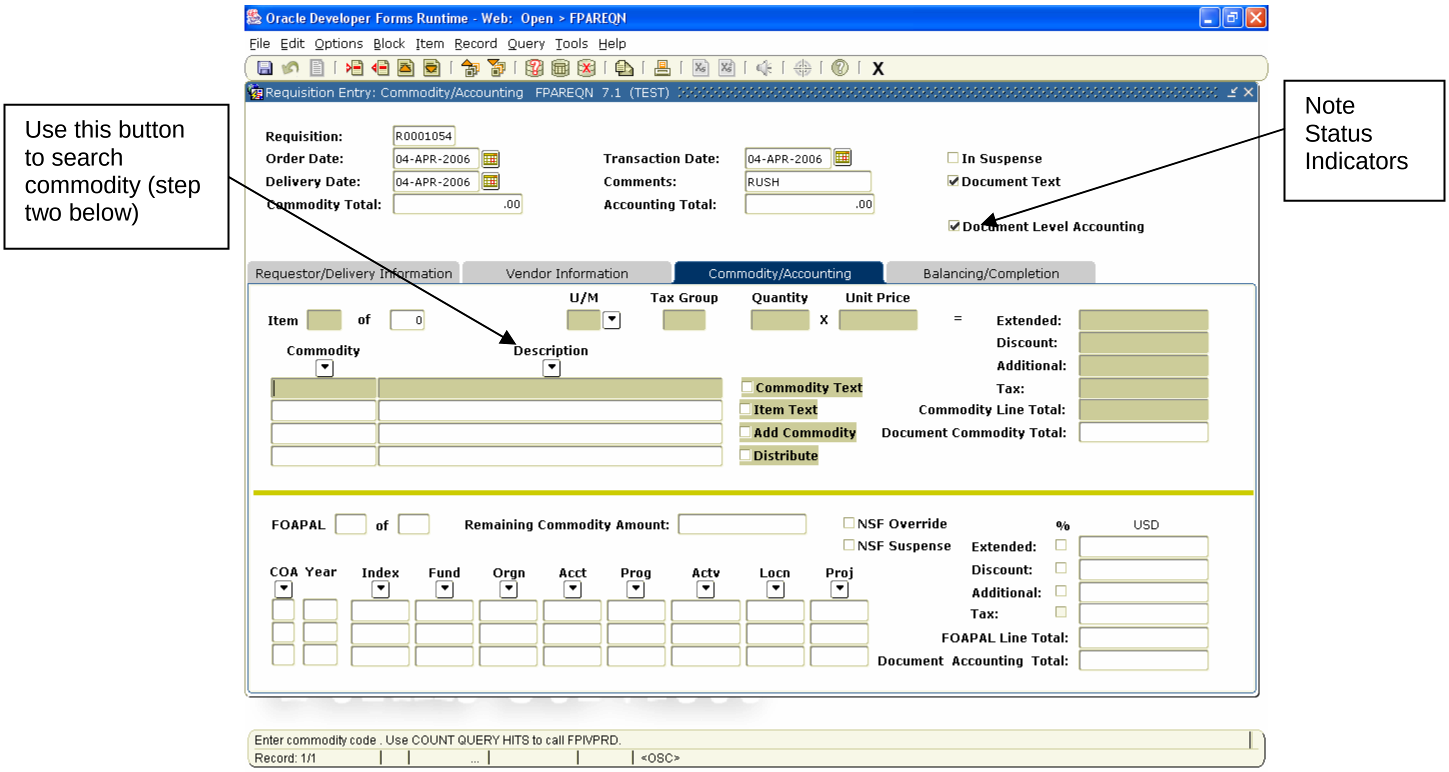
8. If the correct Address is not displayed, click the **Search** button for **Seq #.** Double click to select the correct address.

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.



Screen 10: FPAREQN Commodity/Accounting Information Block

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.*

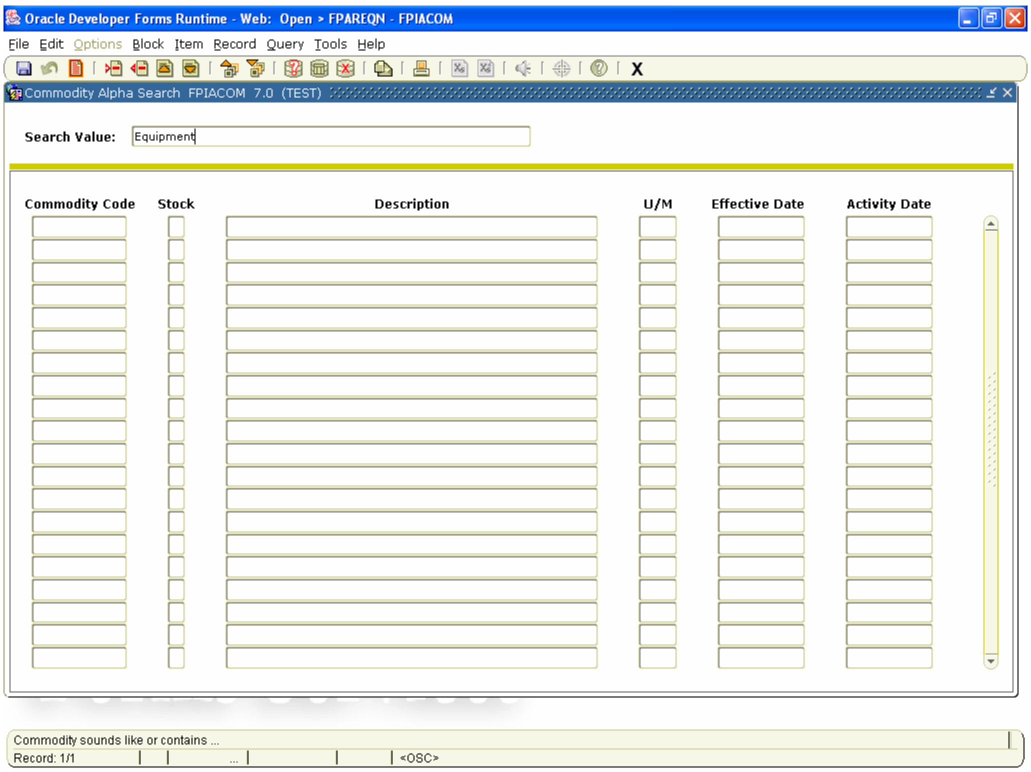
---

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

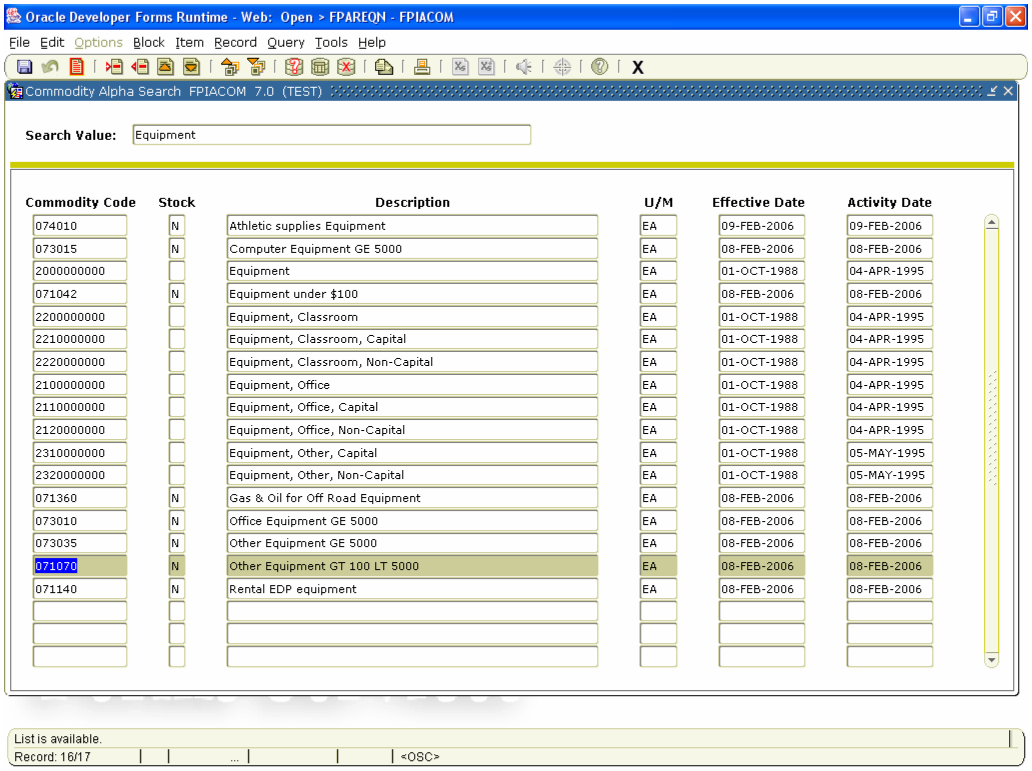
The **Description Search** button will take you to the **Commodity/Alpha Search (FPIACOM)** window.

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



Screen 11: Commodity Alpha Search (FPIACOM) Form

   a. Click **Next Block** to populate the selection table.



Oracle Developer Forms Runtime - Web: Open > FPAREQN - FPIACOM

File Edit Options Block Item Record Query Tools Help

Commodity Alpha Search FPIACOM 7.0 (TEST)

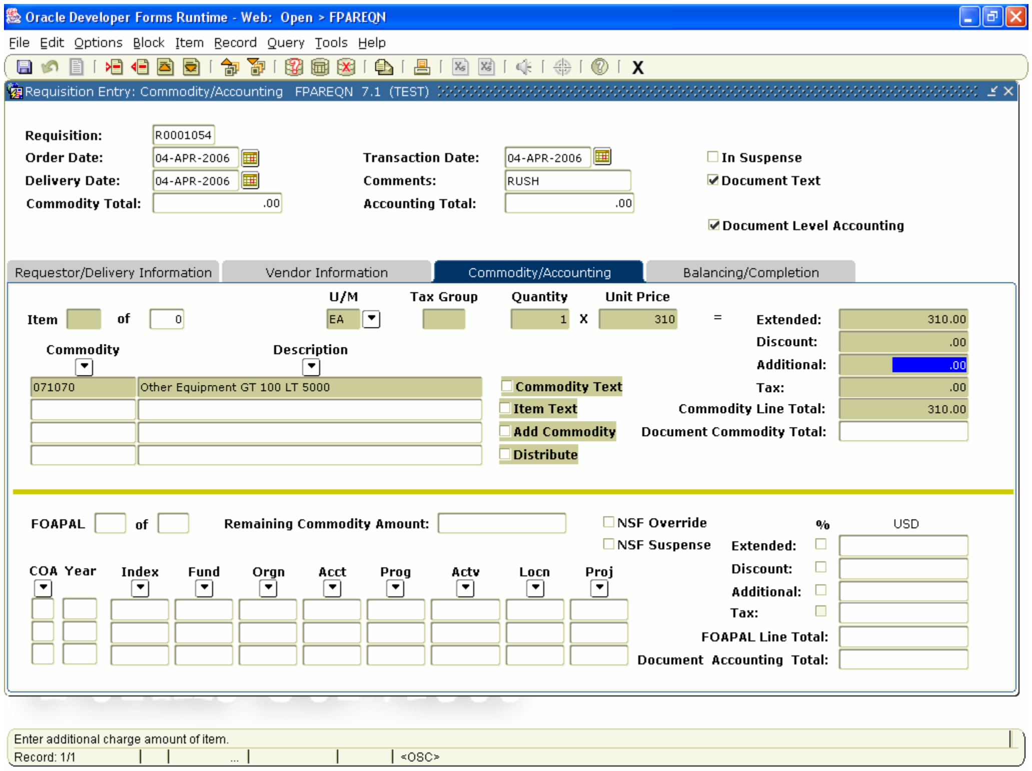
Search Value: Equipment

Commodity Code	Stock	Description	U/M	Effective Date	Activity Date
074010	N	Athletic supplies Equipment	EA	09-FEB-2006	09-FEB-2006
073015	N	Computer Equipment GE 5000	EA	08-FEB-2006	08-FEB-2006
2000000000		Equipment	EA	01-OCT-1988	04-APR-1995
071042	N	Equipment under $100	EA	08-FEB-2006	08-FEB-2006
2200000000		Equipment, Classroom	EA	01-OCT-1988	04-APR-1995
2210000000		Equipment, Classroom, Capital	EA	01-OCT-1988	04-APR-1995
2220000000		Equipment, Classroom, Non-Capital	EA	01-OCT-1988	04-APR-1995
2100000000		Equipment, Office	EA	01-OCT-1988	04-APR-1995
2110000000		Equipment, Office, Capital	EA	01-OCT-1988	04-APR-1995
2120000000		Equipment, Office, Non-Capital	EA	01-OCT-1988	04-APR-1995
2310000000		Equipment, Other, Capital	EA	01-OCT-1988	05-MAY-1995
2320000000		Equipment, Other, Non-Capital	EA	01-OCT-1988	05-MAY-1995
071360	N	Gas & Oil for Off Road Equipment	EA	08-FEB-2006	08-FEB-2006
073010	N	Office Equipment GE 5000	EA	08-FEB-2006	08-FEB-2006
073035	N	Other Equipment GE 5000	EA	08-FEB-2006	08-FEB-2006
071070	N	Other Equipment GT 100 LT 5000	EA	08-FEB-2006	08-FEB-2006
071140	N	Rental EDP equipment	EA	08-FEB-2006	08-FEB-2006

List is available.
Record: 16/17 ... <OSC>

Screen 12: Commodity Alpha Search (FPIACOM) Form

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.

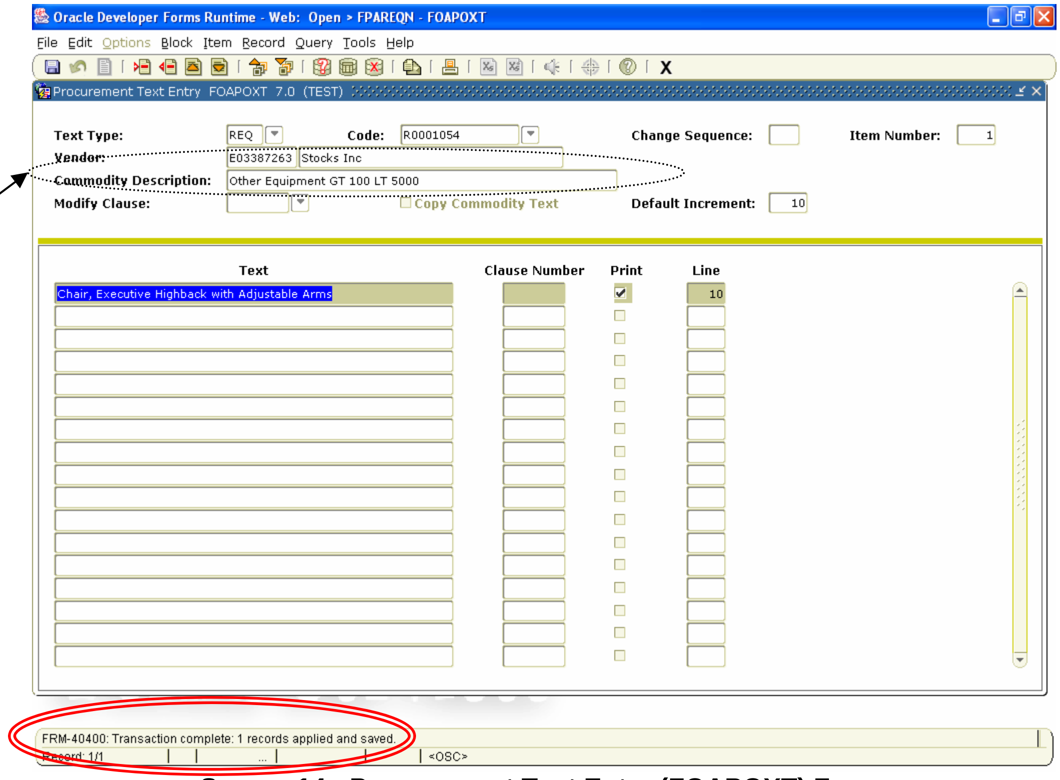


Screen 13: Requisition Entry: Commodity/Accounting (FPAREQN) Form

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)**.

Indicates the specific commodity or line item the text applies to.



Screen 14: Procurement Text Entry (FOAPOXT) Form

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

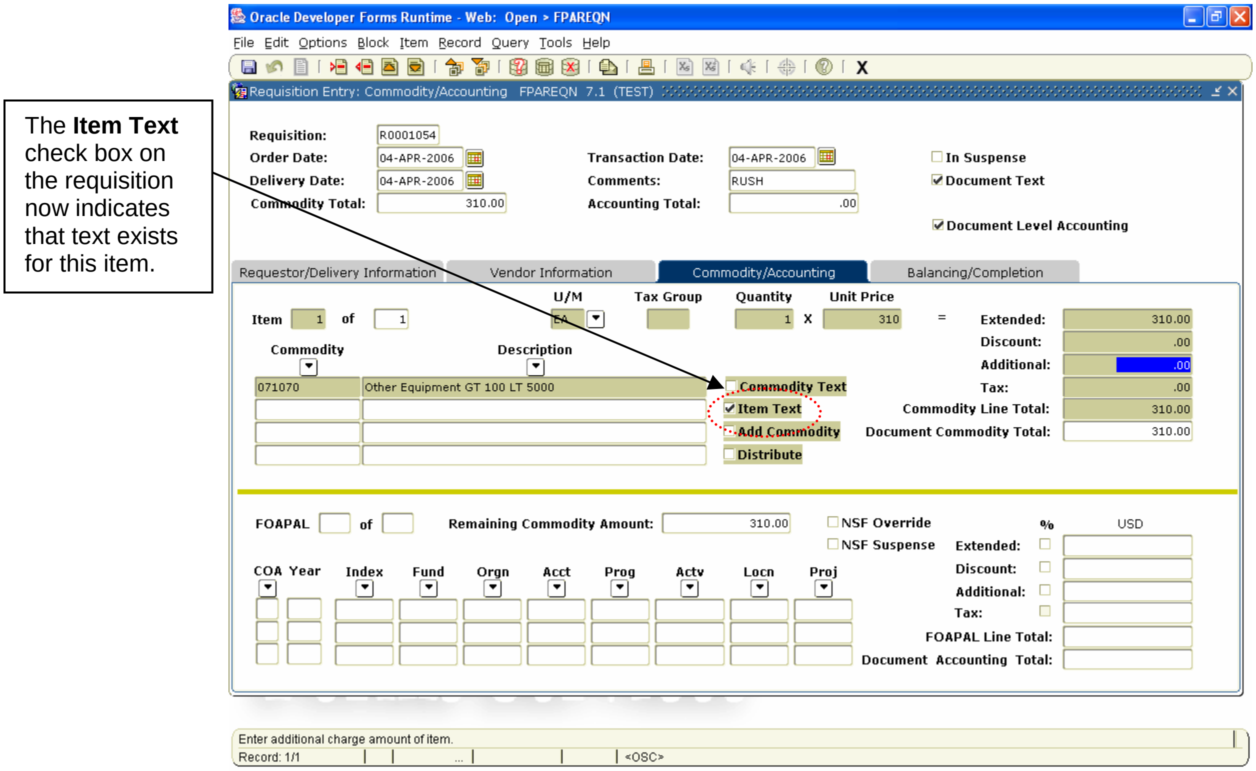
c. Leave the **Print** check box checked if text is to print on PO or uncheck for internal notes.

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.*



Screen 15: FPAREQN Form with Item Text Selected

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.*

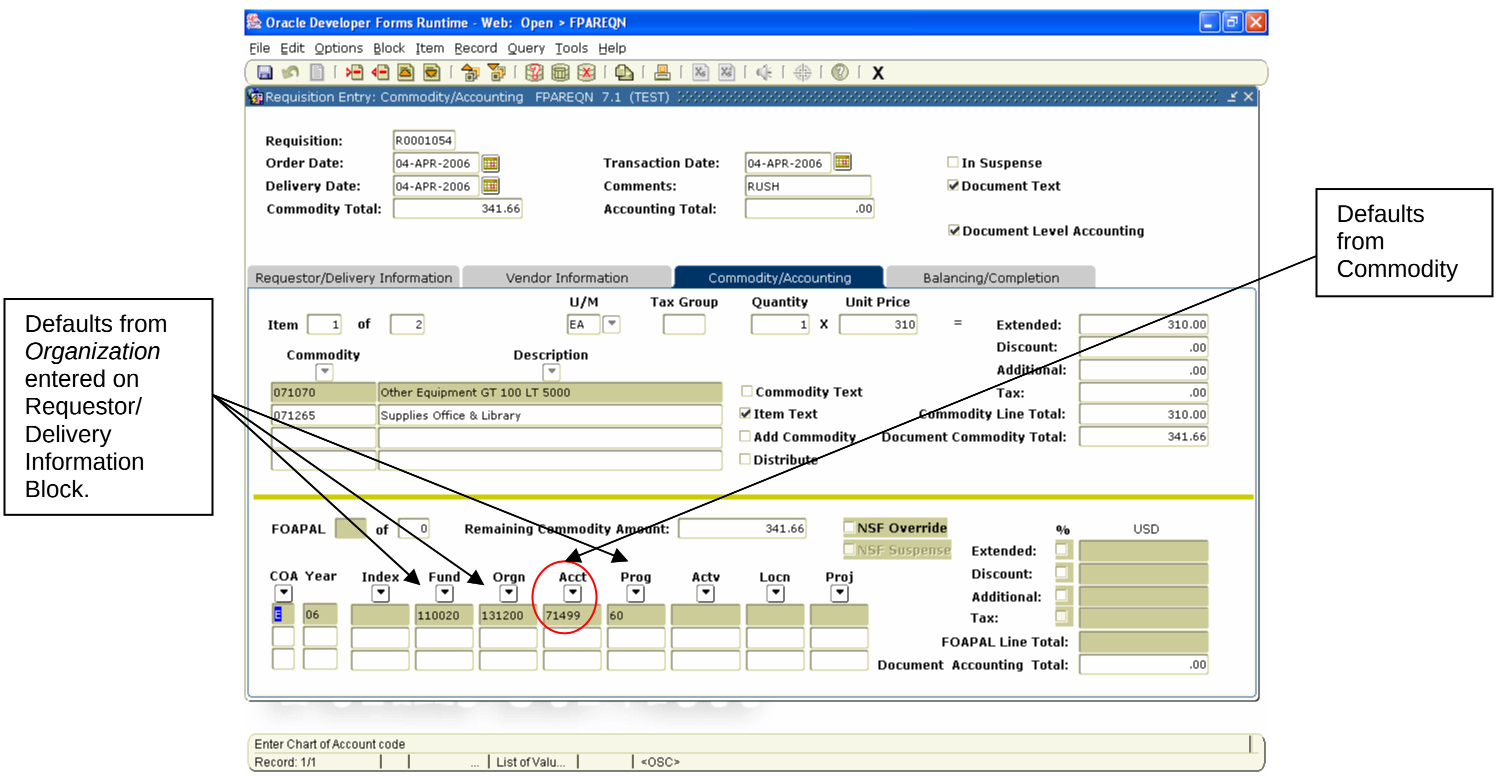
---

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).*

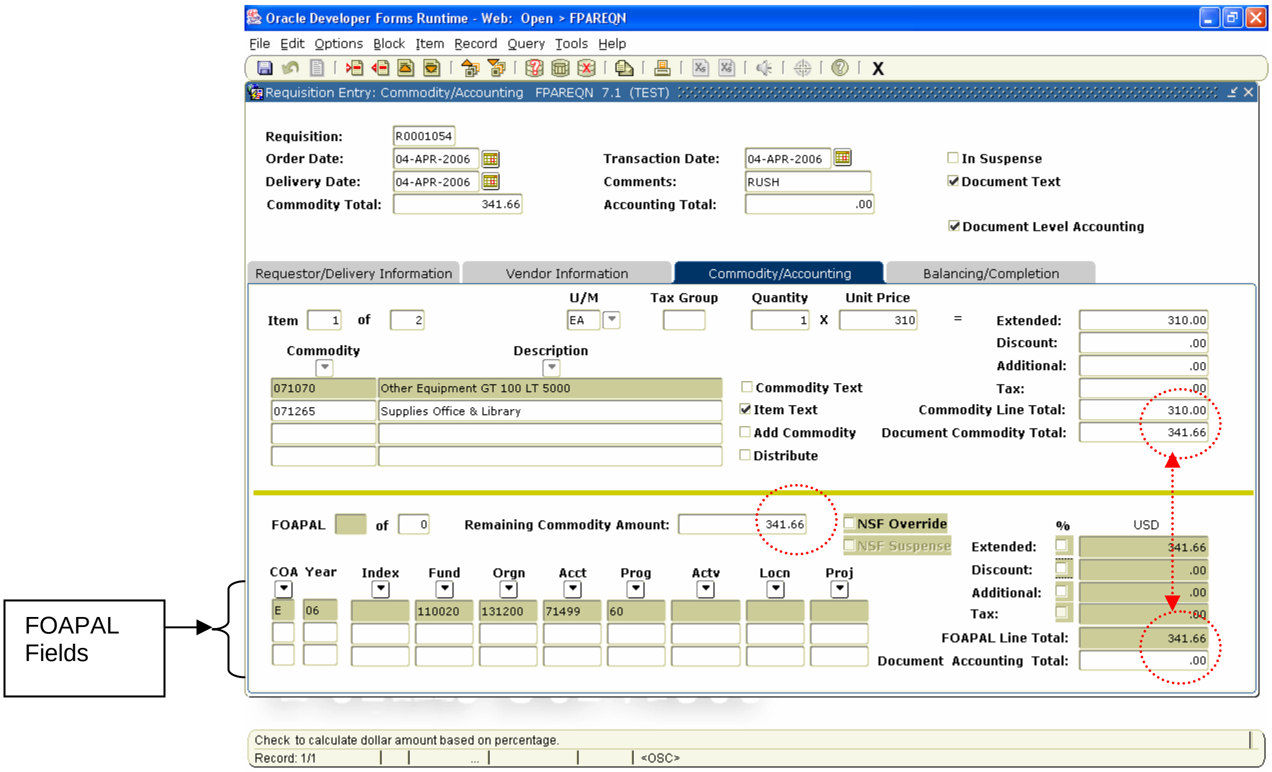


Screen 16: Requisition Entry: Commodity/Accounting

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.



Screen 17: Requisition Entry: Commodity/Accounting 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.

- **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.

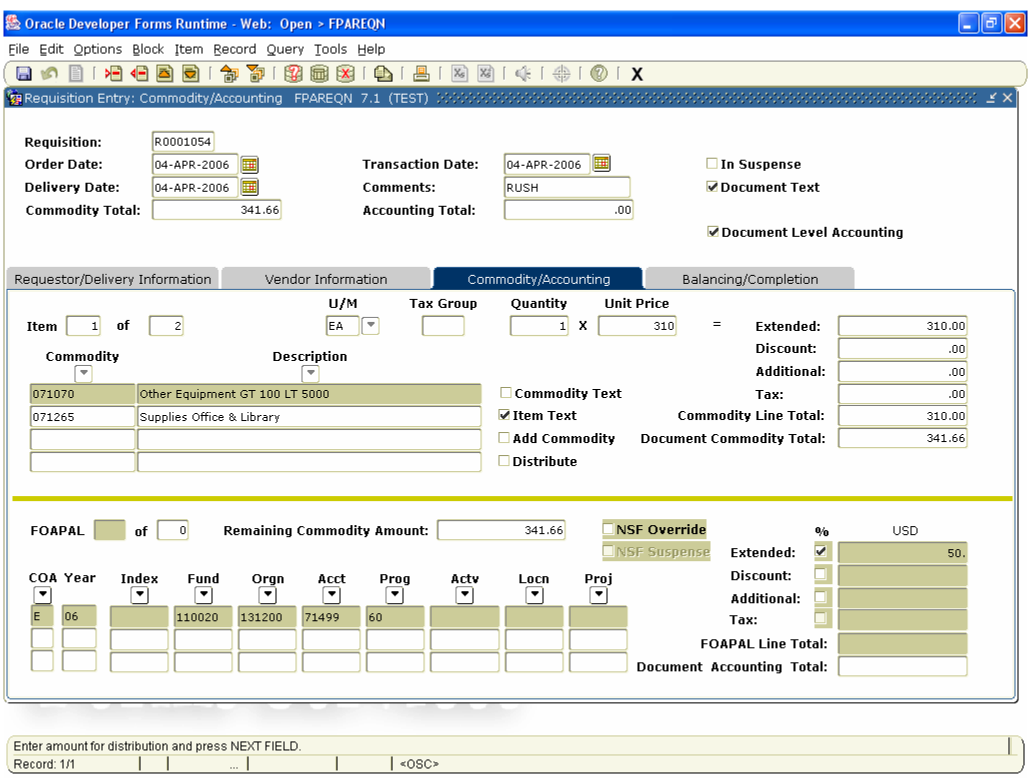
- **Proj** = Project: Not currently used

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.

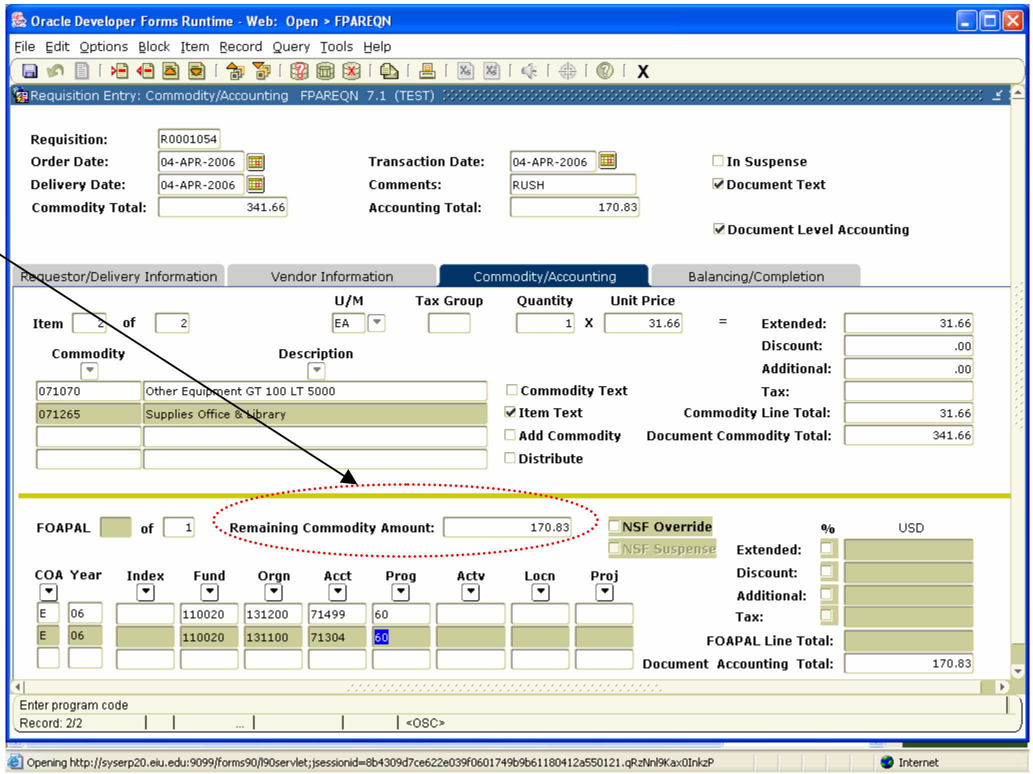
18. Type a new Orgn; tab for correct Prog code to default, then type the Fund code. If only the account is being changed, the Fund can be entered, tab to Acct, over-write with correct amount.

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****.*

Amount remaining to be allocated to new FOAP



Screen 19: Remaining Commodity Account

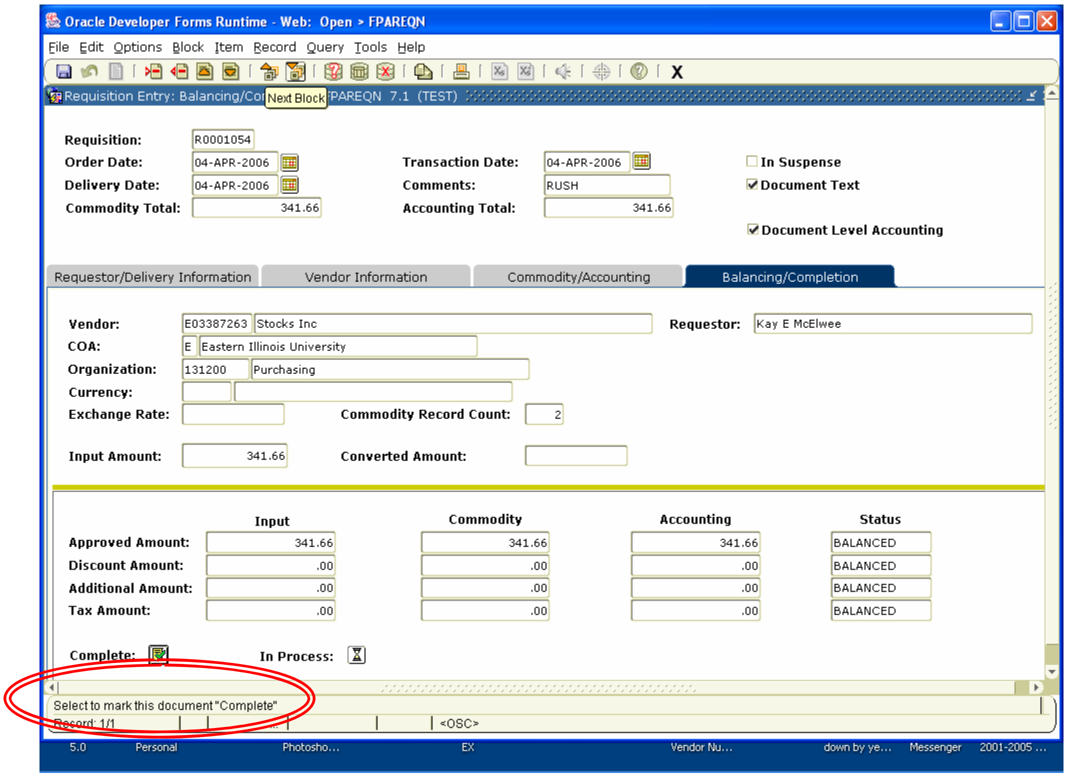
20. Click **Next Block** to go to the **Balancing/Completion** block.

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.

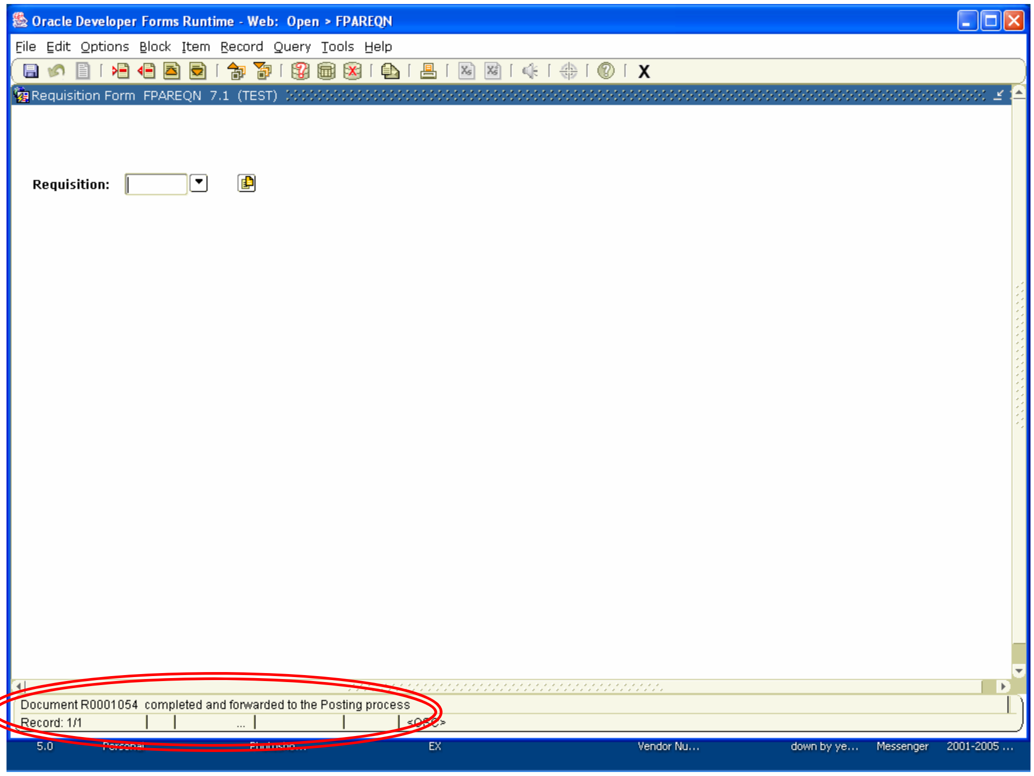
3. Check message line at bottom of screen for budget status.



Screen 20: Balancing/Completion Block with Message Line

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 21: Message Line Indicating Requisition is Completed.

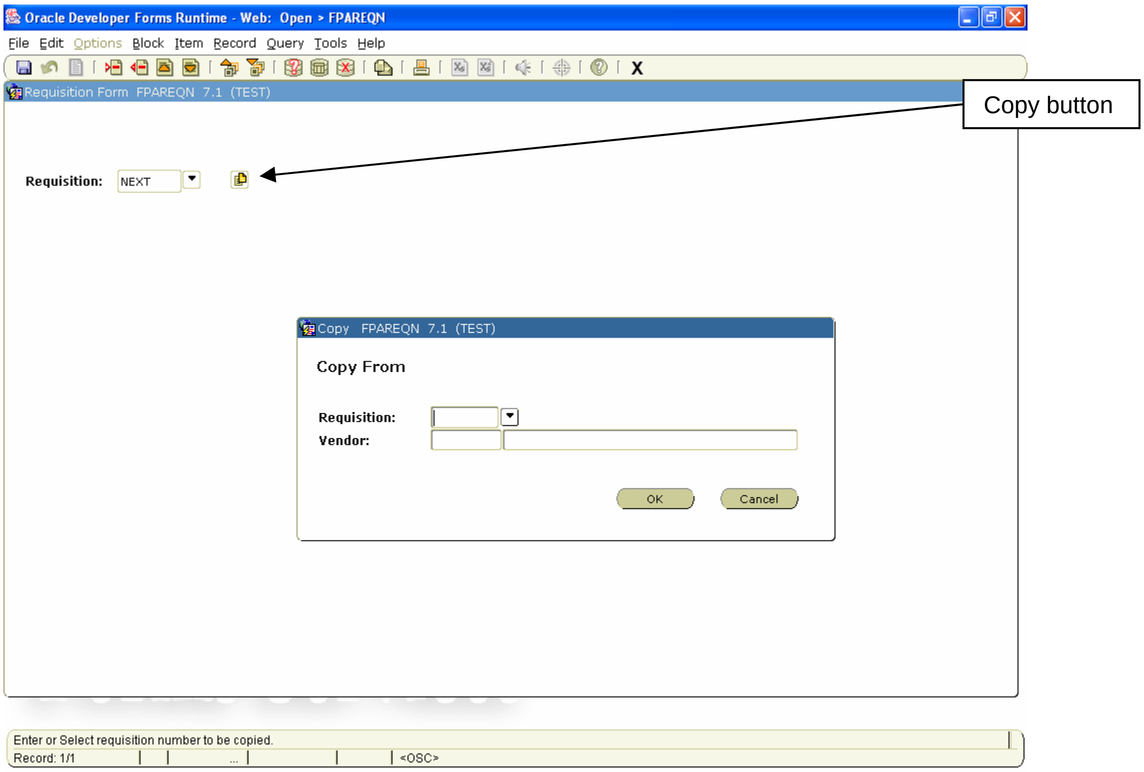
HINT: If you forgot to write the REQ # down before completing your requisition, you can still identify the number by looking in the message line of the new FPAREQN form. On the bottom of the screen, there should be a message that says “Document R0000---- completed and forwarded to the Approval process.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

Other Forms You May Find Helpful

Form Name	Description
FPIREQN	Requisition Query Form – Displays purchase requisition which are completed, approved, closed, cancelled, or in process.
FOIDOCH	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.
FOAAINP	Approval Query Form – Displays document approval status and indicates current queue.
FPIREQS	Requisition Suspense List Form – This query displays all requisitions that are in suspense at either the header level or the commodity level.
FPIORQF	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).
FOADOCU	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.
FPIPURR	Purchase/Blanket/Change Order Query Form – Displays purchasing requisitions which are completed, approved, closed, cancelled or in process.
FPIOPOV	Opens POs by Vendor Form – Provides an online display of open purchase orders by vendor.
FGIOENC	Open Encumbrance Query Form – Displays an online list of all encumbrances by organization.
FGIENCD	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).**
FGIDOCR	Encumbrance, Reservation Postings Query Form – Provides an online query capability for all transactions processed by the system.
FPIEOCL	Encumbrance Open/Close Query Form – Encumbrance open/close list form.
GUAMESG	Retrieve and view messages.

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)

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.

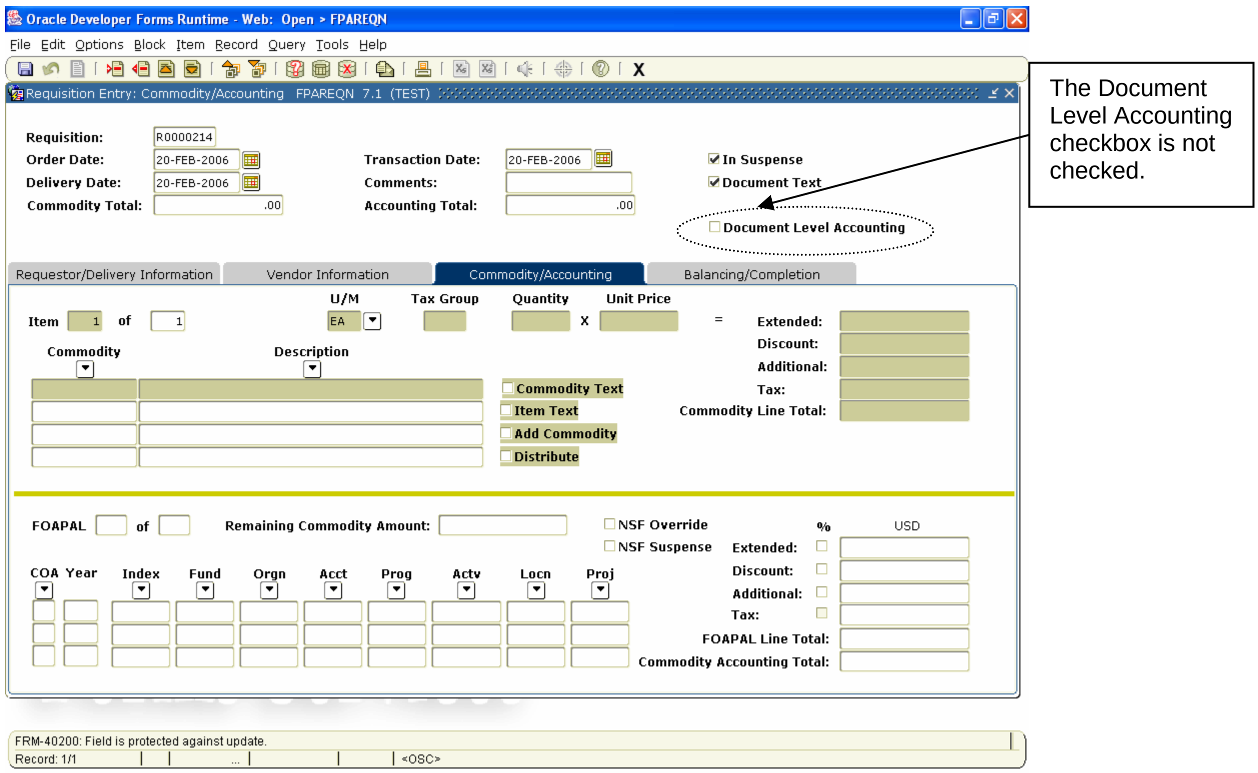
Note: *The copy function will not check or update available balance until you navigate through the form.*

---

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).



Screen 23: Commodity Accounting Example

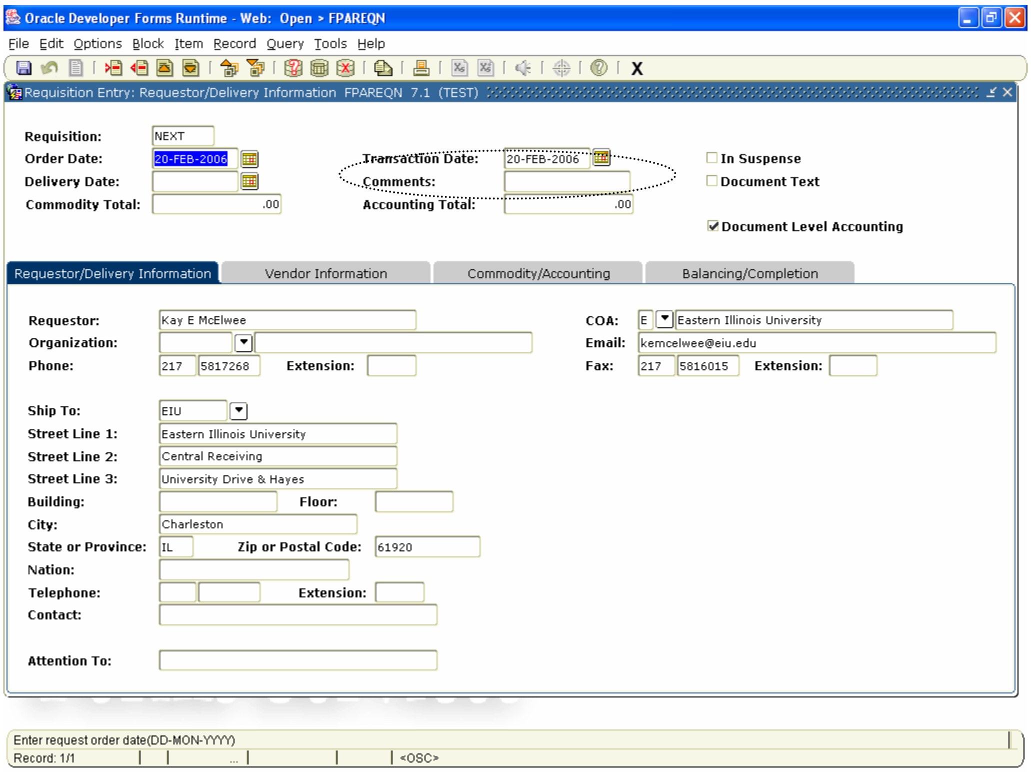
Continue to follow instructions for entering a commodity. Once the commodity has been entered, Click **Next Block** to enter the FOAP information for that commodity line only (may be multiple FOAPs per commodity).

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.

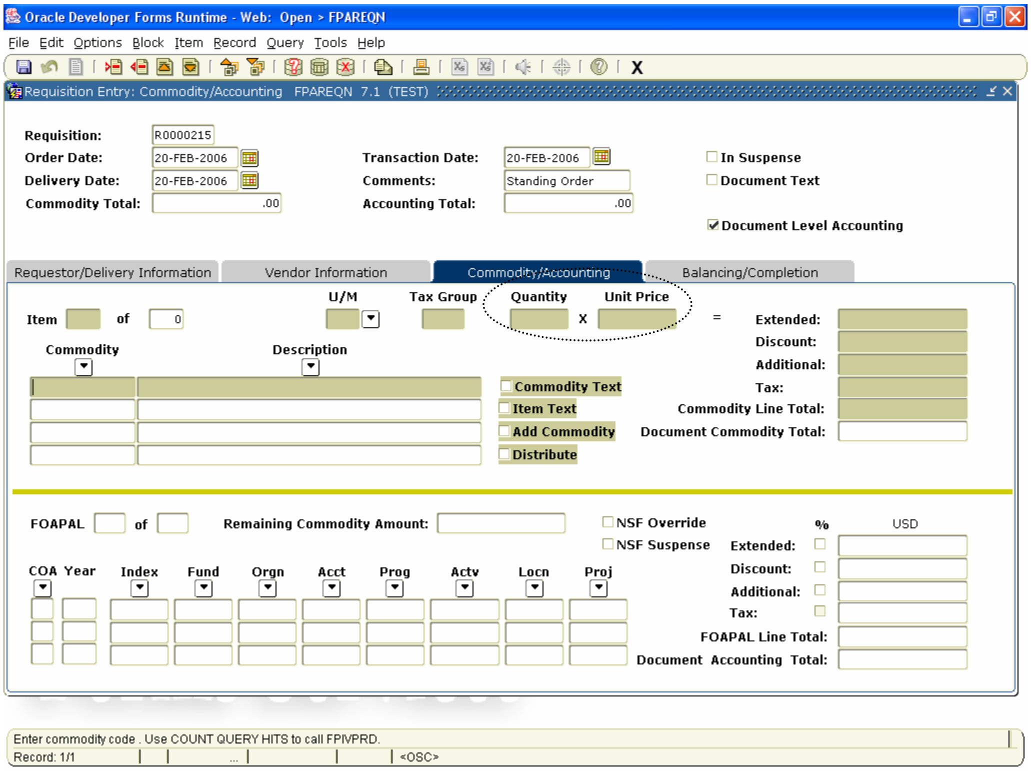
Appendix C: Entering a Standing Order Requisition

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.



Screen 24: Comment Field

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.



Screen 25: Quantity and Unit Price fields

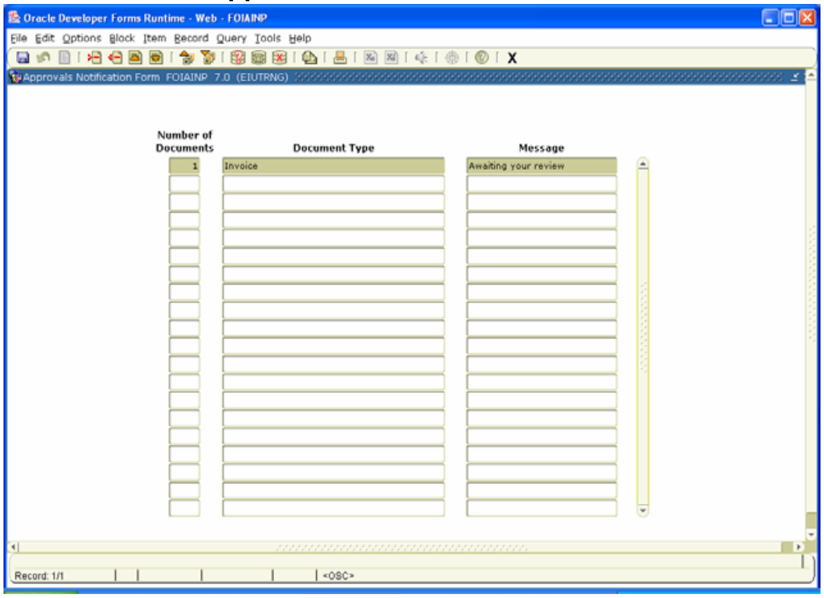
When the requisition is converted to a PO, Purchasing will set the status to "standing" per the comments on the document text. Standing POs do not reflect quantity, only commodity and total amount.

Banner
Invoice Approvals

Internet Native
Banner 7.2

Invoice Approvals

FOIAINP form – Approvals Notification form



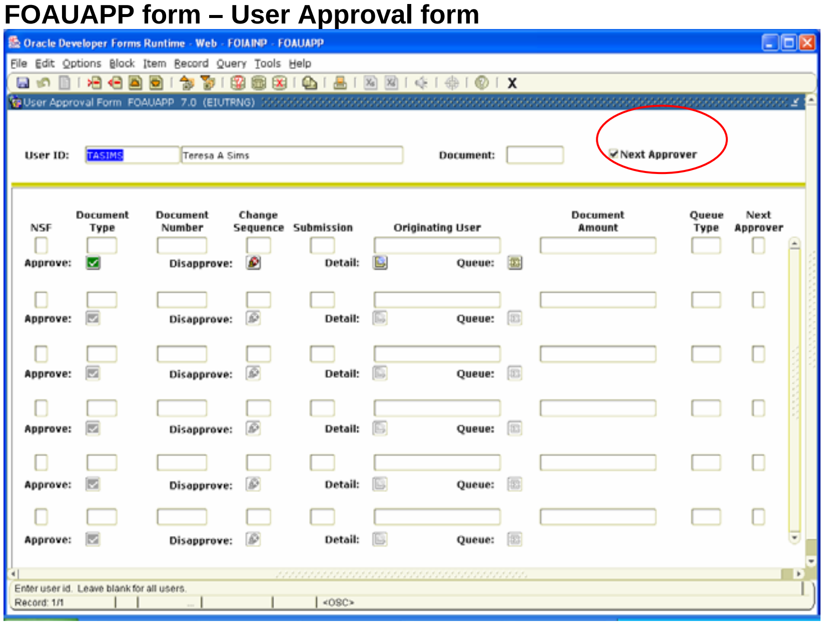
Approvals Notification

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.

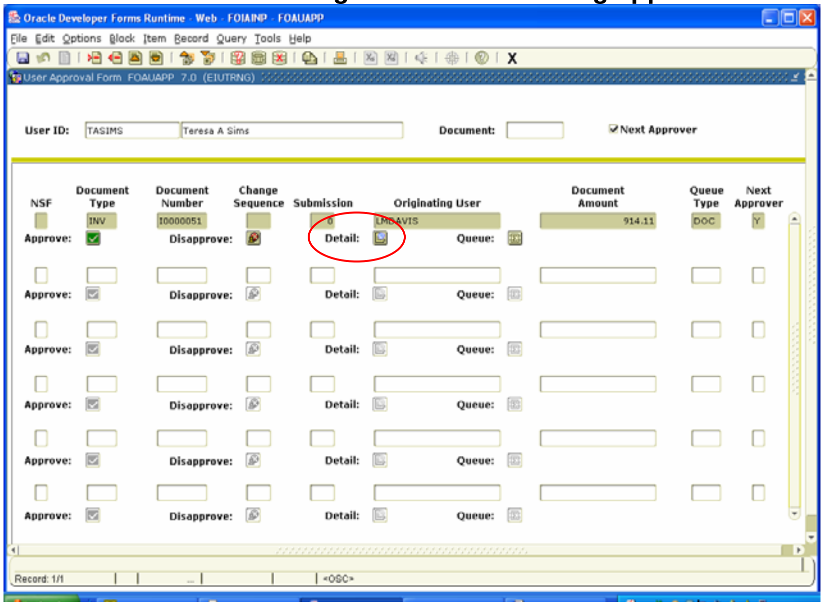
FOAUAPP form – User Approval form



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.**

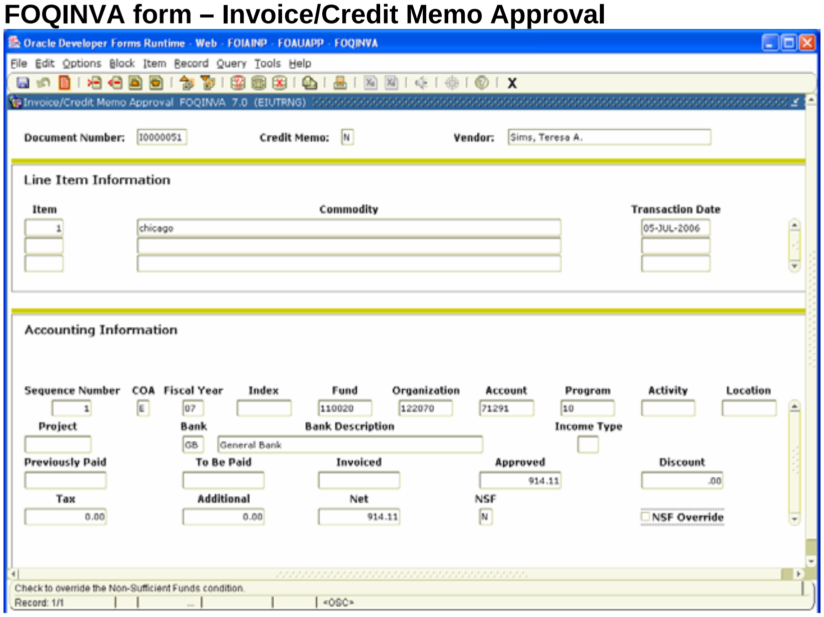
FOAUAPP form –indicating documents needing approval



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.

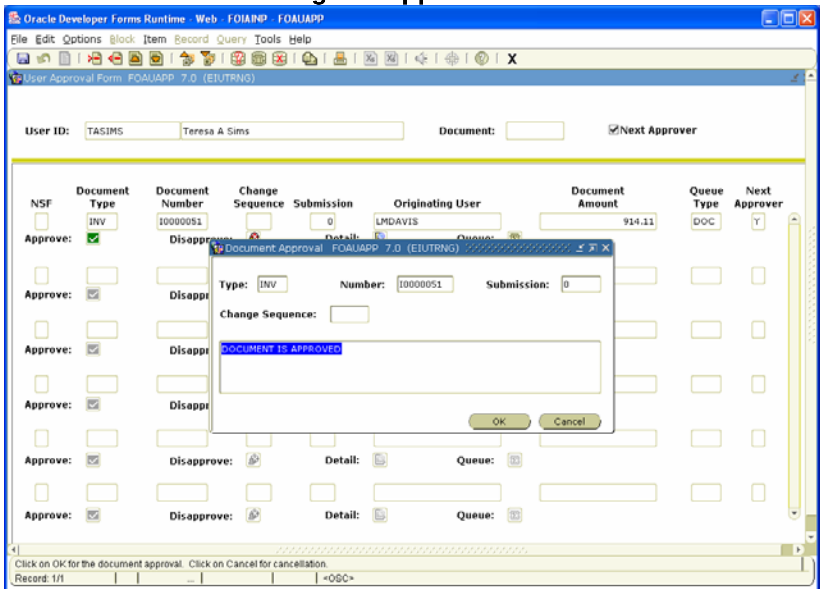
FOQINVA form – Invoice/Credit Memo Approval



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.

FOAUAPP Form Showing the Approved Text Box.



Approving / Disapproving the Document

1. On the **FOAUAPP** 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 FOAUAPP 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 FOAUAPP 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.

Banner Self-Service

Banner 7.2

TABLE OF CONTENTS

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.

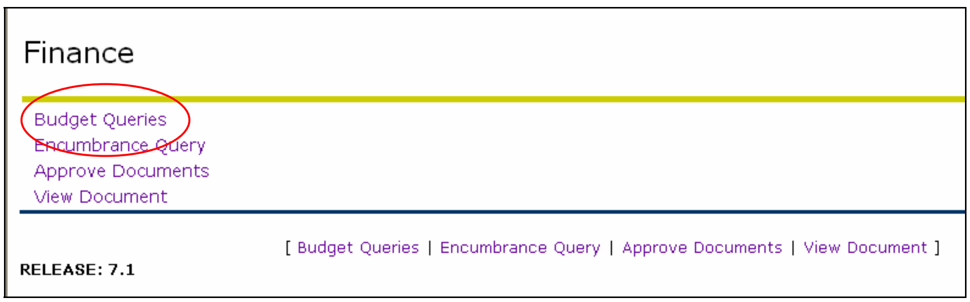
Budget Quick Query

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.*

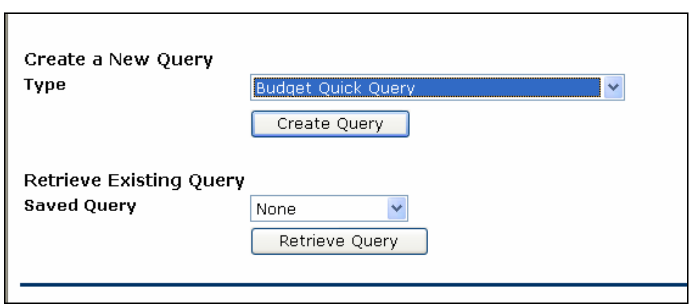
To Create a New Quick Query:

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



Screen 1: Banner Web Services Finance Menu

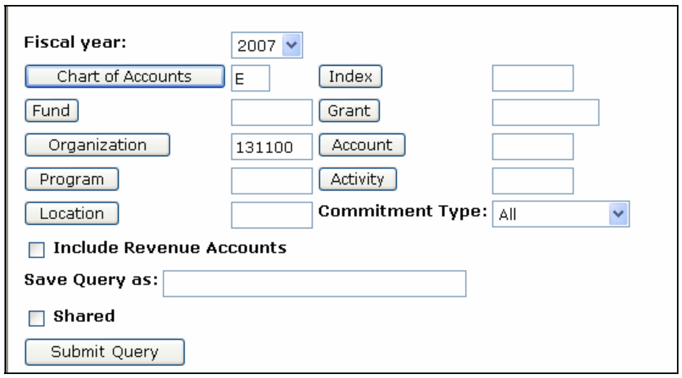
2. Under **Create a New Query**, from the **Type** drop-down menu, select **Budget Quick Query** and **Create Query.**



Screen 2: Budget Quick Query

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.*

Budget Quick Query Results

Organization Code

Accounts

This is a 2-page format. Notice the running total.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2007

As of May 23, 2006

Chart of Accounts	E Eastern Illinois University	Commitment Type	All
Fund	All	Program	All
Organization	131100 Accounting	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
71000	Direct Expenditure Pool	71,301.00	0.00	0.00	71,301.00
71213	Golf Outings Expense	0.00	0.00	0.00	0.00
71215	Cable T.V.	0.00	700.00	0.00	(700.00)
71235	Rental EDP equipment	0.00	50.00	5.00	(55.00)
71242	Auditing and Management Services	0.00	600.00	0.00	(600.00)
71243	Book Binding & Processing	0.00	165.00	0.00	(165.00)
71245	Prof/Artist Services	0.00	4,092.16	559.44	(4,651.60)
71273	Advertising	0.00	155.00	0.00	(155.00)
71280	Copy Service Watts	0.00	0.00	0.00	0.00
71289	Contractual Services Other	0.00	17,500.00	0.00	(17,500.00)
71304	Supplies Office & Library	0.00	0.00	0.00	0.00
71308	Supplies Educ & Instruct Materials	0.00	0.00	41.60	(41.60)
71360	Supplies Food	0.00	0.00	1,500.00	(1,500.00)
71394	Equip not exceeding $100	0.00	0.00	99.00	(99.00)
71399	Commodities Other	0.00	0.00	37.14	(37.14)
Screen total		71,301.00	23,262.16	2,242.18	45,796.66
Running total		71,301.00	23,262.16	2,242.18	45,796.66
Report Total (of all records)		71,301.00	27,661.70	7,532.88	36,106.42

Next 15>

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
71401	Perm Improve GT 5000 LT 25000	0.00	4,399.54	601.46	(5,001.00)
71410	Office Equip GT 100 LT 5000	0.00	0.00	4,689.24	(4,689.24)
71795	Telephone Service	0.00	0.00	0.00	0.00
Screen total		0.00	4,399.54	5,290.70	(9,690.24)
Running total		71,301.00	27,661.70	7,532.88	36,106.42
Report Total (of all records)		71,301.00	27,661.70	7,532.88	36,106.42

<Previous 15

Screen 4: Budget Status Report

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

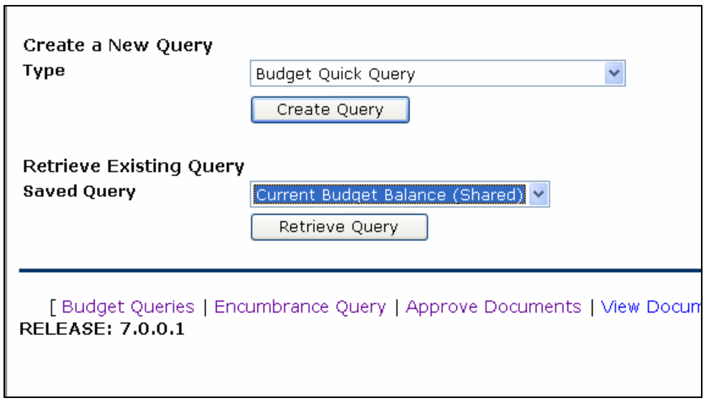
Saving Queries as Templates

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

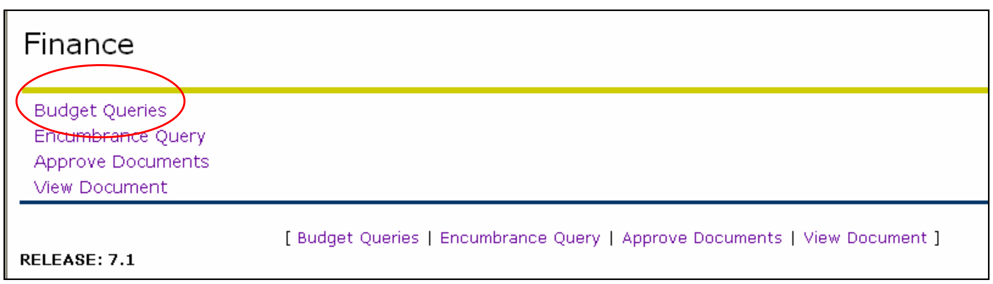
Budget Query by Account

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;

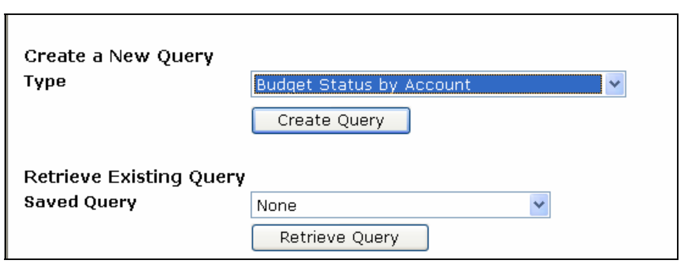
To create a New Query

1. From the Finance menu, click **Budget Queries.**



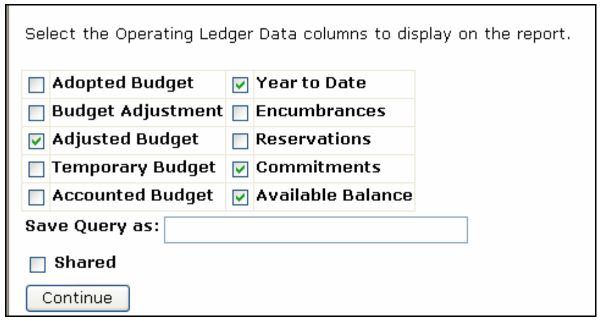
Screen 6: Banner Web Services Finance Menu

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



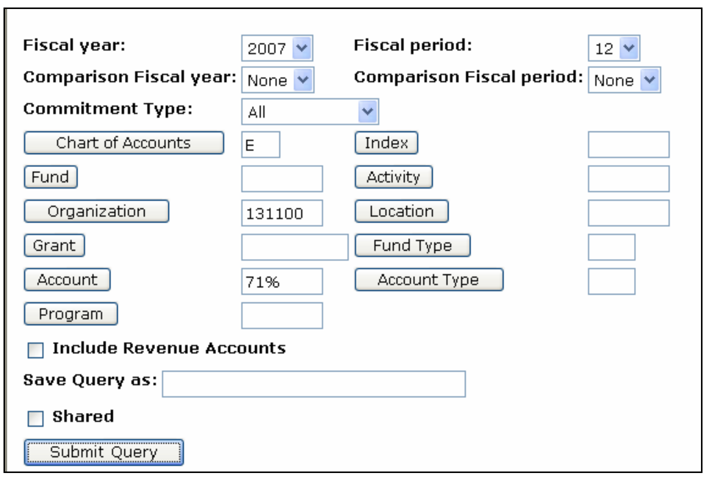
Screen 7: New Query Type drop-down menu

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.



Screen 8: Operating Ledger Data Options

4. Click **Continue;** enter the appropriate parameters and **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

Query Results

Account	Account Title	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Commitments	FY07/PD12 Available Balance
71000	Direct Expenditure Pool	71,301.00	0.00	0.00	71,301.00
71213	Golf Outings Expense	0.00	0.00	0.00	0.00
71215	Cable T.V.	0.00	700.00	0.00	(700.00)
71235	Rental EDP equipment	0.00	50.00	5.00	(55.00)
71242	Auditing and Management Services	0.00	600.00	0.00	(600.00)
71243	Book Binding & Processing	0.00	165.00	0.00	(165.00)
71245	Prof/Artist Services	0.00	4,092.16	559.44	(4,651.60)
71273	Advertising	0.00	155.00	0.00	(155.00)
71280	Copy Service Watts	0.00	0.00	0.00	0.00

Screen 10: Account Query Report

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

Report Parameters

Organization Budget Status Detail Report Summary Year to Date Transaction Report Period Ending Jun 30, 2007 As of May 23, 2006			
Chart of Accounts:	E Eastern Illinois University	Commitment Type:	All
Fund:	All	Program:	All
Organization:	131100 Accounting	Activity:	All
Account:	71273 Advertising	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 05, 2006	May 02, 2006	I0000071	Cannon Cleaning Inc	100.00	INEI
Jul 05, 2006	May 02, 2006	I0000070	Cannon Cleaning Inc	55.00	INEI
Report Total (of all records):				155.00	

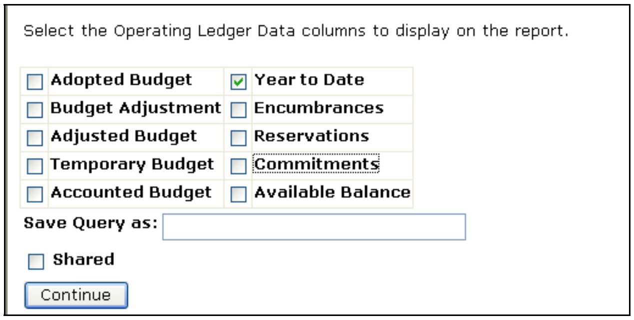
Available Budget Balance: (155.00)

Download

Screen 11: Drill Down Detail of Screen 10 Query

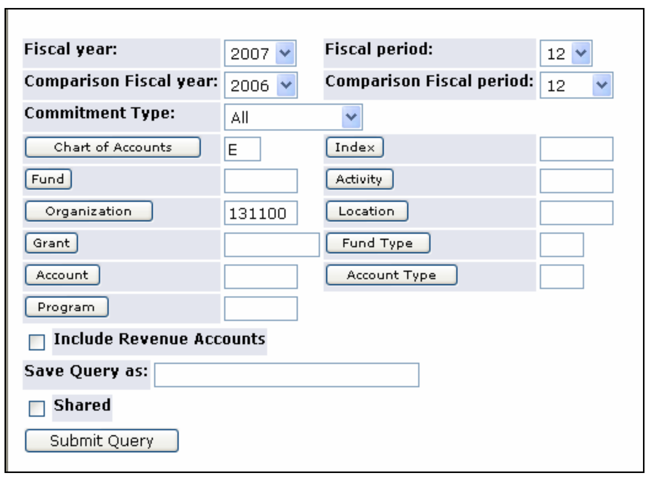
Comparison Queries

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

Query Results

Account	Account Title	FY07/PD12 Year to Date	FY06/PD12 Year to Date	Changes Between Years
71000	Direct Expenditure Pool	0.00	0.00	0.00
71213	Golf Outings Expense	0.00	0.00	0.00
71215	Cable T.V.	700.00	0.00	700.00
71235	Rental EDP equipment	50.00	0.00	50.00
71242	Auditing and Management Services	600.00	0.00	600.00
71243	Book Binding & Processing	165.00	0.00	165.00
71245	Prof/Artist Services	4,092.16	0.00	4,092.16
71273	Advertising	155.00	0.00	155.00
71280	Copy Service Watts	0.00	0.00	0.00
71289	Contractual Services Other	17,500.00	0.00	17,500.00
71304	Supplies Office & Library	0.00	0.00	0.00
71308	Supplies Educ & Instruct Materials	0.00	0.00	0.00
71360	Supplies Food	0.00	0.00	0.00
71394	Equip not exceeding $100	0.00	0.00	0.00
71399	Commodities Other	0.00	0.00	0.00
Screen total		23,262.16	0.00	23,262.16
Running total		23,262.16	0.00	23,262.16
Report Total (of all records)		27,661.70	0.00	27,661.70

Next 15>

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.

71223	Repair and Maint Real Property	600.00	0.00	600.00
71225	Repair and Maint EDP Equip	0.00	0.00	0.00
71230	Repair and Maint In House	0.00	0.00	0.00
Screen total		32,386.34	0.00	32,386.34
Running total		32,386.34	0.00	32,386.34
Report Total (of all records)		268,388.66	0.00	268,388.66

Next 15>

Download All Ledger Columns   Download Selected Ledger Columns

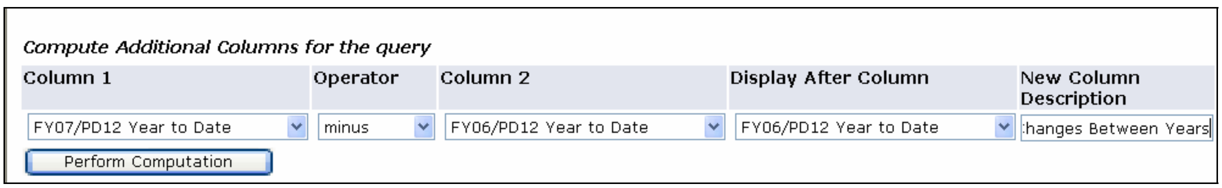
Screen 15: Sample Downloading Query Data

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.



Screen 16: User-calculated Columns (See Screen 14 for results)

Note: *The user calculated columns cannot be downloaded into Excel because they are just calculations.*

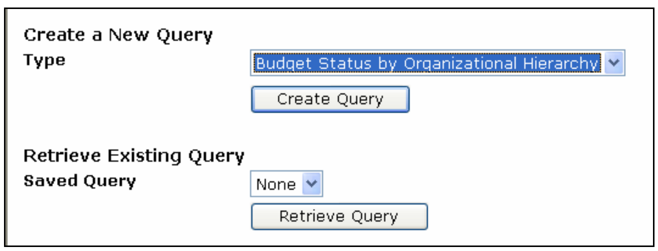
Budget Query by Organizational Hierarchy

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:

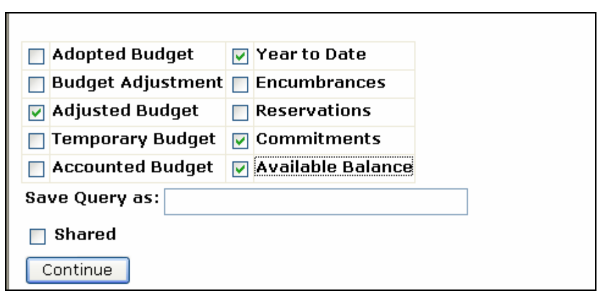
1. From the Finance Menu, click **Budget Queries.**

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



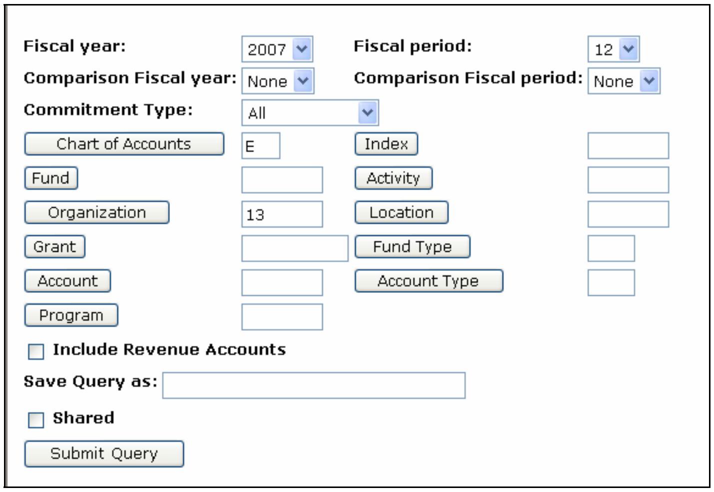
Screen 17: Budget Status by Organizational Hierarchy

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.



Screen 18: Operating Ledger Data Columns

4. Click **Continue,** enter the appropriate parameters and **Submit Query.**



Screen 19: Available Query Parameters

Hierarchy Query Results

Query Results

Organization	Organization Title	FY07/PD12 Adjusted Budget	FY07/PD12 Year to Date	FY07/PD12 Commitments	FY07/PD12 Available Balance
13	Vice President of Business Affairs				
130	Business Affairs	1,080,840.00	44,988.99	786.00	1,035,065.01
131	Treasurer's Office	3,571,505.00	129,415.33	10,734.55	3,431,355.12
132	Budget Office	1,479,478.00	0.00	0.00	1,479,478.00
133	Human Resources	2,321,216.00	42,695.41	0.00	2,278,520.59
134	Information Technology Services	1,638,546.00	215,739.89	55,750.00	1,367,056.11
135	Facilities Planning and Management	5,929,935.00	202,418.30	153,500.00	5,574,016.70
13 Rollup		16,021,520.00	635,257.92	220,770.55	15,165,491.53

Download All Ledger Columns | Download Selected Ledger Columns

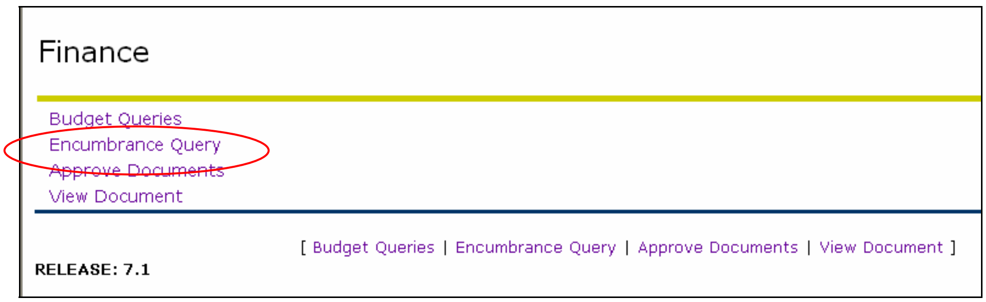
Screen 20: Organization Budget Status Report

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.

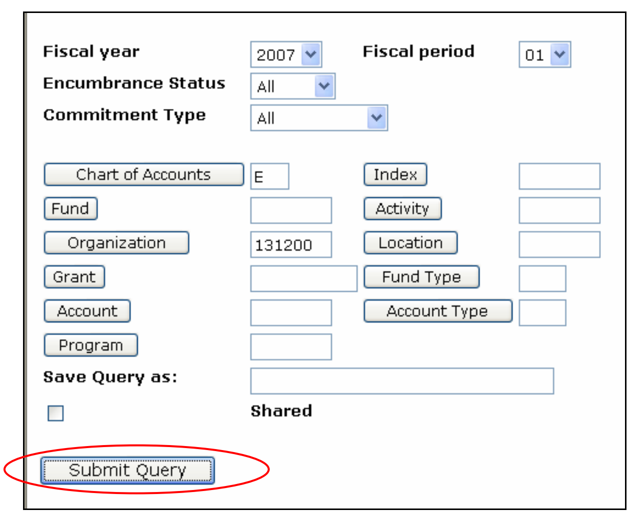
To Review All Encumbrances:

1. From the Finance menu, click **Encumbrance Query**.



Screen 21: Banner Web Services Finance Menu

2. Enter the appropriate parameters and **Submit Query**.



Screen 22: Parameters

Encumbrance Query Results

Report Parameters

Organization Encumbrance Status Report

All Encumbrance Summary by Document, Account Distribution

Period Ending Jul 31, 2006

As of May 23, 2006

Chart of Accounts	E Eastern Illinois University	Commitment Type	All
Fund Code	All	Program Code	All
Orgn Code	131200 Purchasing	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
71291	TA26744	Chicago 7/16-05	500.00	.00	(500.00)	500.00	.00	100.00	U
71291	TA28336	Springfield-July	276.00	.00	.00	.00	276.00	.00	U
71292	TA12345	Sims-Florida-Sept	1,250.00	.00	(225.00)	225.00	1,025.00	18.00	U
71292	TA42134	Indy-july	765.00	.00	(755.00)	755.00	10.00	98.69	U
71292	TA56528	Muncie, IN-July	121.50	.00	.00	.00	121.50	.00	U
71293	TA57816	Bloomilngton, Il -July	93.17	.00	.00	.00	93.17	.00	U
71294	TA59876	Terre Haute, IN-	500.00	.00	.00	.00	500.00	.00	U

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.

Report Parameters

Organization Encumbrance Status Report

All Encumbrance Summary by Document, Account Distribution

Period Ending Jul 31, 2006

As of May 23, 2006

Chart of Accounts	E Eastern Illinois University	Commitment Type	All
Fund Code	All	Program Code	All
Orgn Code	131200 Purchasing	Activity Code	All
Account Code	71399 Commodities Other	Location Code	All

Query Results

Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
PK000052	W W Grainger Inc	38.86	.00	.00	.00	38.86	.00	U
PS000058	Lorenz Wholesale Co	500.29	.00	(500.29)	500.87	.00	100.00	U
Report Total (of all records)		539.15	.00	(500.29)	500.87	38.86	92.79	

Another Query

Screen 24: Specific Account Query Results

To get detail information on a transaction, click on the highlighted item.

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending Jul 31, 2006

As of May 23, 2006

Chart of Accounts	E Eastern Illinois University	Commitment Type	Uncommitted
Document Number	PS000058	Document Date	Jul 03, 2006
Transaction Description	Lorenz Wholesale Co		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program
I0000178	INEI	.00	.00	.00	.00	0	1	110020	131200	71399	60
I0000155	INEI	.00	.00	(496.00)	.00	0	1	110020	131200	71399	60
PS000058	PORD	500.29	.00	.00	.00	0	1	110020	131200	71399	60
I0000135	INEI	.00	.00	(4.29)	.00	0	1	110020	131200	71399	60
I0000178	INEI	.00	.00	.00	.58	0	1	110020	131200	71399	60
I0000155	INEI	.00	.00	.00	496.00	0	1	110020	131200	71399	60
I0000135	INEI	.00	.00	.00	4.29	0	1	110020	131200	71399	60
PS000058	PORD	.00	.00	.00	.00	0	3	110020	131200	71399	60
PS000058	PORD	.00	.00	.00	.00	0	4	110020	131200	71399	60

Another Query

PO is recorded

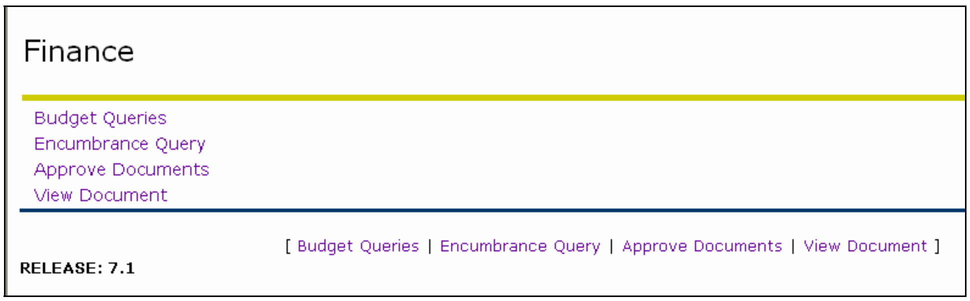
PO is liquidated

Invoice is paid

Screen 25: Document, Account Distribution

Approving Documents

1. Click **Approve Documents.**



Screen 26: Finance Menu

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.

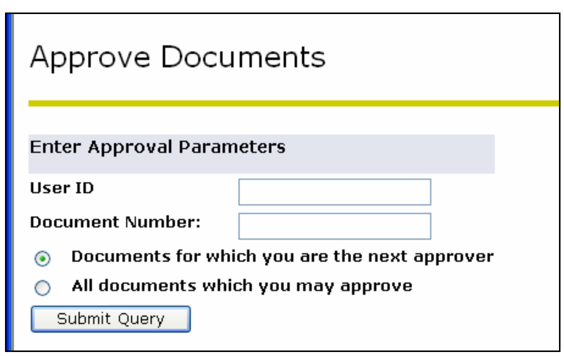
The query defaults to **Documents for which you are the next approver**. This indicates that all required prior approvals have been obtained. You may also select "All documents which you may approve" to see documents still awaiting lower level approvals (See Screen 27 below).

2. Select appropriate radio button

…OR…

3. Type a document number in the **Document Number** field.

4. Click **Submit Query.**



Screen 27: Approve Documents Screen

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)

Queried Parameters

User ID	TJBABBS Tami J Babbs
Document Number:	
Documents Shown:	All

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ	Y			KIRICE	125,000.00	NSF	R0000027	History	Approve	Disapprove
Y	REQ	Y			MLCOBB	13,776.87	NSF	R0000029	History	Approve	Disapprove
Y	REQ	Y			FINTRNG26	599.00	NSF	R0000037	History	Approve	Disapprove
Y	REQ	Y			FINTRNG4	540.00	NSF	R0000038	History	Approve	Disapprove
Y	REQ	Y			FINTRNG1	599.00	NSF	R0000040	History	Approve	Disapprove
Y	REQ	Y			ASSALLEE	7,350.00	NSF	R000009	History	Approve	Disapprove
Y	PO	Y			ASSALLEE	1,240.38	NSF	CB000013	History	Approve	Disapprove
Y	PO	Y			ASSALLEE	1,354.80	NSF	CC000013	History	Approve	Disapprove

Another Query

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.

View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000027	May 01, 2006	Jul 03, 2006	Jul 03, 2006		125,000.00
Origin:	BANNER				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Katie I Rice		131200	Purchasing	
Accounting:	Document Level				
Ship to:	Eastern Illinois University				
	Central Receiving				
	Charleston, IL 61920				
Attention:	Katie				
Contact:					
Vendor:					

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1	073015	Computer Equipment GE 5000	EA	25	5000	125,000.00	
				.00	.00	.00	125,000.00
					Total:	125,000.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	E	07		110020	131200	71515	60				Y	N	N	125,000.00
Total of displayed sequences:														125,000.00

Screen 29: View Document

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.**

Approve Document

Document Information

Document Number:	R0000027	Type:	REQ
Change Seq#		Sub#	
Amount:	125,000.00		

Comment: This document has been approved.

Approve Document | Cancel

Screen 30: Approve Document Screen

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.

Screen 31: Approval Confirmation

Banner Purchasing Terminology

Internet Native Banner 7.2

Terminology

Action Menu	A drop down menu listing navigation and command functions.
Auto Hint	The automatic display of a message when the cursor enters a field on a form.
Bid Process	This occurs when potential vendors compete for a contract to produce a good or provide a service.
Block	A section of a form containing related pieces of information – usually a single database table. Blocks are usually separated by a solid line.
Commit	A command executed in Banner that saves changes made to information.
Commodity	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.
Commodity Level Accounting	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.
Database	A collection of tables used to store data.
Document Level Accounting	A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition.
Encumbrance	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.

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.