



Southern Oregon University
Banner™ Finance 7.x
User Manual

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Note:

- Contents highlighted in red are active links to Acrobat pdf files containing user documentation.
- As new chapters become available, you will receive announcements in e-mail via FIS_Talk.
- For some of the longer chapters, you will need to access more than one pdf file.
- We recommend that all users review the Introduction and Navigation chapter.
- Each file contains an even number of pages, so these files will accommodate two-sided printing and copying.

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Purchase Orders

Purchasing Menu

Creating a Purchase Order
Access the Purchase Order Form (FPAPURR)
Create a purchase order

Completing a Purchase Order
Complete a purchase order with these conditions:
 • no fixed assets
 • charged to a single index code and a single account code
 • Document Level Accounting box *checked*
Complete a purchase order with these conditions:
 • no fixed assets
 • charged to more than one index code and/or account code
 • Document Level Accounting box *checked*
Complete a purchase order for fixed assets (equipment):
 • Document Level Accounting box *unchecked*

Printing a Purchase Order
Print a purchase order

Canceling a Purchase Order
Access the Purchase/Blanket Order Cancel Form (FPAPDEL)
Cancel a purchase order

Investigating Document History
Access the Document History Form (FOIDOCH)
Investigate a document's history

Querying an Account Code

Invoices

Accounts Payable Menu
Creating Direct Pay Invoices
Access the Credit Memo Form (FAAINVE)
Create a direct pay invoice
Charge more than on index code and/or account code for this expenditure

Vendor Invoice Consolidation (VIC)
Access the Vendor Invoice Consolidation Form (FACICON)
Enter multiple invoices for a single vendor

Querying an Account Code

Locating a Vendor
Access the Vendor Maintenance Form (FTMVEND)
Locate a vendor

Requesting New Vendors

Using the Authorization-to-Pay Stamp

Investigating Document History
Access the Document History Form (FOIDOCH)
Investigate a document’s history

Investigating Vendor History
Access the Vendor Detail History Form (FAIVNDH)
Investigate a vendor’s history

Creating Regular Pay Invoices
Access the Invoice/Credit Memo Form (FAAINVE)
Pay all items on a purchase order with no fixed assets
Pay all items on a purchase order for fixed assets
Pay selected items on a purchase order with no fixed assets
Pay selected items on a purchase order for fixed assets

Canceling an Invoice
Access the Invoice/Credit Memo Cancel Form (FAAINVD)
Cancel an invoice

Approvals

Approvals Menu.....

Approvals

Access your approval queue

Approve a document

Disapprove a document

View supporting detail for a document you are reviewing

View all approval queues for a document

Find out who else has approved this document

Approval History

Investigate a document’s approval history:

 Document Approval History Form (FOIAPPH)

 Approval History Form (FOIAPHT)

Approval Queues

View all approval queues for a document:

 Document Approval Form (FOAAINP)

Messages Waiting

View new messages

Delete a Banner™ Finance message

Budget and Journal Vouchers

- Menus
- Budget Status and Budget Summary
- Access the Organization Budget Status Form (FWIBDST) and the
Organization Budget Summary Form (FWIBSUM)
- Review the status of your budget
- Access the Organization Budget Summary Form (FWIBSUM)

- Journal Vouchers
- Access the Journal Voucher Entry Form (FGAJVCD)
- Correct a prior transaction
- Pay another department for services provided
- Process a budget adjustment
- Transfer funds
- Factor the prior-year carryover into the current-year budget
- View the results of the carryover journal voucher transaction

- List of Pending Journal Vouchers
- Access the List of Suspended Journal Vouchers Form (FGIJVCD)
- View the status of your transaction

- Document Queues
- Access the Document Approval Form (FOAAINP)
- Locate a journal voucher in the approval queues

- Querying an Account Code
- Banner™ Finance major account code groupings

- Printing a Journal Voucher
- Access the Process Submission Control Form (GJAPCTL)
- Print a journal voucher using the Journal Voucher Listing Process (FGRJVLR)

- Canceling a Journal Voucher
- Access the Journal Voucher Creation Form (FGAJVCD)
- Cancel a journal voucher

- Querying a Specific Fiscal Period/Budget Period
- Access the Budget Status Form (FWIBDST)
- Display detail transaction by fiscal period/budget period

Querying and Reporting

- Menu

- Budget Status and Budget Summary.....
 - Access the Organization Budget Status Form (FWIBDST).....
 - Investigate the status of your budget
 - Investigate a higher-level summary of your budget

- Executive Trial Balance
- Access the Trial Balance Summary Form.....
- Locate your current fund balance

- Finding a Specific Account Code

- Printing Reports.....
 - Access the Process Submission Control Form (GJAPCTL).....
 - Printing:
 - Budget Status Report (FGRBDSH).....
 - Detail Transaction Report (FGRODTH).....
 - Budget Status by Organization Report (FWRBDSO).....
 - Budget Status by Program Report (FWRBDSP).....
 - Budget Status by Fund Report (FWRBDSF).....
 - Employee Payroll by FOAP 99+ Report (FWRFOAP).....
 - Payroll by FOAP Report (FZRFOAP).....

- Job Process Status.....
 - View the status of your request(s) to print a report.....

- Employee Payroll.....
 - Access the Employee Payroll by FOAP forms.....
 - View payroll detail in the Employee Payroll by FOAP forms.....

- Querying a Specific Fiscal Period/Budget Period.....
 - Display detail transactions by fiscal period/budget period.....

Grants and Contracts

- Menu

- Grants and Contracts
- Introduction.....
- Access the Grant and Projects Form (FZIGRNT).....
- View all grant projects and high-level data attached to those projects:
 - Grants and Projects Form (FZIGRNT).....
 - View detail using the Grant Inception to Date Form (FRIGITD).....
 - View transaction detail using the Grant Transaction Detail Form (FRIGTRD).....
 - View payroll detail using Payroll Form FY 99+ (FWIFOAN).....

- A Note Regarding Grant Budgets

- Printing Reports.....
- Access the Process Submission Control Form (GJAPCTL).....
- Printing:
 - Grant and Projects Report (FZRGRNT).....
 - Grant Inception to Date Report (FRRGITD).....
 - Detail Transaction Report (FGRODTH).....
 - Employee Payroll by FOAP Report.....
 - Job Status.....

- Querying an Account Code

- Indirect Costs

