



GRAND VALLEY  
STATE UNIVERSITY®

# **Banner Admin Finance Navigation Training**

# Banner Admin Finance

- **New Name**

Banner 8 = Internet Native Banner Forms (INB)

Banner Admin Pages replace INB.

Essentially an update to the user interface

- **Accessing Banner Admin**

- **NO LONGER USE IE! Use Chrome, Firefox, or Edge instead.**

- Login: GVSU home page > Faculty/Staff > Banner SSB > Banner Admin Pages

- <https://www.gvsu.edu/banner.htm>

- **Single Sign On (SSO): use network user ID and password**

# Banner Admin Page

- A Banner admin page is similar to a paper form, except information is entered once and then used by other forms, report and jobs.

F	G	I	B	D	S	T
Banner Product	Product Owner	Type of Page				
A=Advancement	A=Accounts Payable	A=Application	Unique four character code identifying page/report/etc.			
F=Finance	B=Budget	B=Base Table				
G=General	F=Fixed Assets	I=Inquiry				
N=Position Control	G=General Ledger	P=Process	****DOCH Document History ****IDEN Identification ****BDST Budget Summary ****REQN Requisition ****PURR Purchase Order			
P=Human Resources/Payroll	P=Purchasing	R=Rule Table/repeating table				
R=Financial Aid	R=Grant Accounting	V=Validation				
S=Student	T=Validation	M=Maintenance				
	U=Utility					



# Welcome

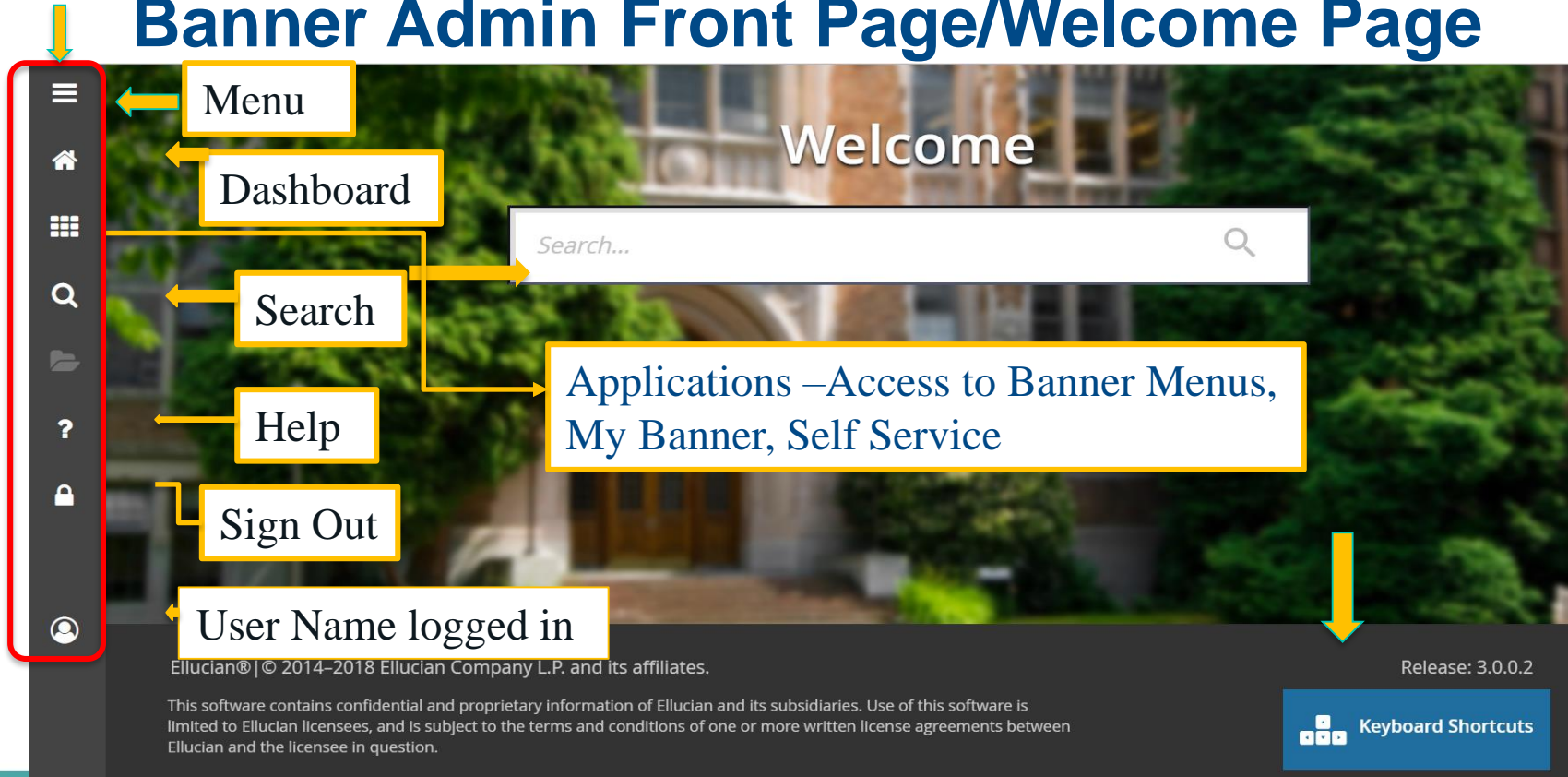


## STUDENT SERVICES BUILDING













# Banner Admin Front Page/Welcome Page




# Application Navigator

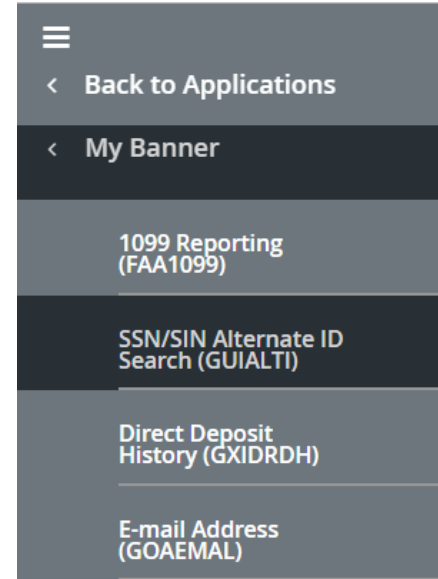
Icon	Shortcut	Explanation
		Used to access Banner Administrative applications
	CTRL+SHIFT+X	Used to bring the user to the Welcome Page. It will collapse the open pages.
	CTRL+M	Opens the Banner menu or the My Banner menu.
	CTRL+SHIFT+Y	Use to open a search window to search for a page using the acronym or a descriptive name of a page.
	CTRL+Y	Used to go to open pages. Once a page has been open it will stay open on this folder until sign out of Banner.
	CTRL+SHIFT+L	Used to open the online help screen

# Application Navigator

Icon	Shortcut	Explanation
	CTRL+SHIFT+F	Use this icon to close Banner instead of closing your browser window. If you close the browser window you may have trouble logging in again
		Displays the logged in user

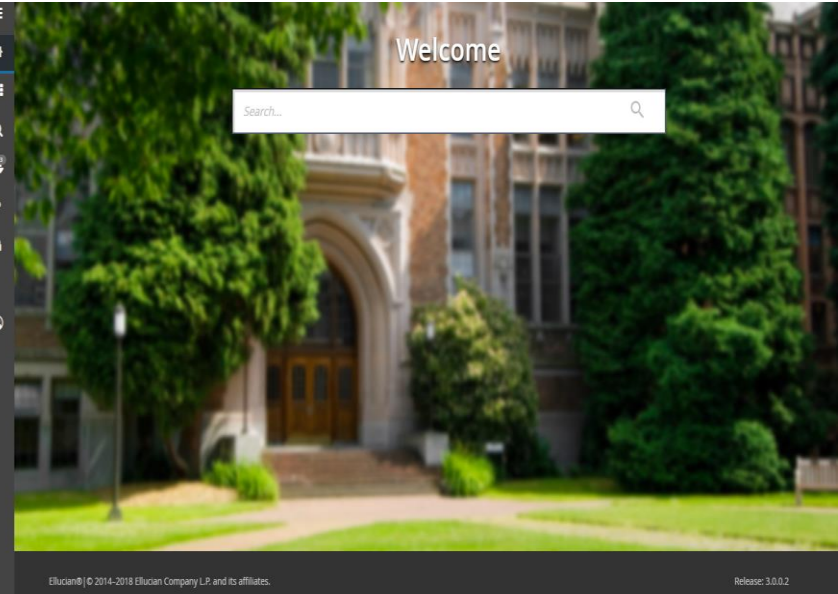
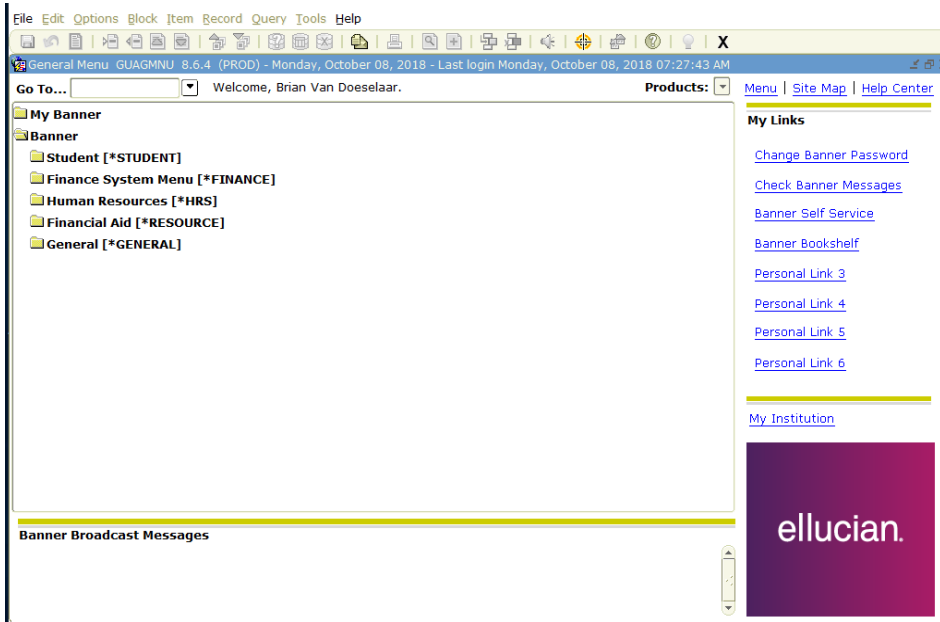
# Application Navigator – My Banner

To create or edit your My Banner options go to the Welcome Page by clicking CTRL+SHIFT+X or clicking the  This will open the menu maintenance window





# Forms vs Pages



# New Navigation - Pages

- Key/Header blocks contain the same information, although they may be rearranged. The lookup arrow button (▼) has been replaced by the ellipses button (...).

Oracle Fusion Middleware Forms Services: Open > FGIBOST [0]

File Edit Options Block Item Record Query Tools Help

Organization Budget Status: FGIBOST 8.5 (LIVE)

Chart: [1] [▼] Organization: [ ] [▼]  
Fiscal Year: 17 [▼] Fund: [ ] [▼]  
Index: [ ] [▼] Program: [ ] [▼]  
☐ Query Specific Account Account: [ ] [▼]  
☒ Include Revenue Accounts Account Type: [ ] [▼]  
Commit Type: Both [▼] Activity: [ ] [▼]  
Location: [ ] [▼]

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments

University of Richmond

Organization Budget Status FGIBOST 9.0 (CDBUATDB)

Charts: [1] [...] Fiscal Year: 17 [...]  
Index: [ ] [...] Query Specific: ☐  
Include Revenues: ☒ Account: ☐  
Commit Type: Both [...]  
Organization: [ ] [...] Fund: [ ] [...]  
Program: [ ] [...] Account: [ ] [...]  
Account Type: [ ] [...] Activity: [ ] [...]  
Location: [ ] [...]

Get Started: Fill out the fields above and press Go.

Record: 1/1 KEY\_BLOCK.KEYBLOC\_COAS\_CODE [0]



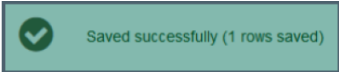

# New Navigation – Page Header



- Page close icon “X” – always use this icon to close your page
- Page title – includes description, acronym, version and database
- Add and Retrieve icons – used for Banner Xtender – We do not own this product
- Related Menu icon – replaces the Options Menu –this displays a list of pages that can be accessed from this page
- Tools Menu icon – replaces all of the menu and icons from Banner 8 - will include refresh, export, print, clear record, clear data, item properties, display ID image, and other options controlled by the page
- Notification Center – will be located to the right of the Tools Menu and will display information as needed – may need to clear message to perform additional actions

# New Navigation – Notification Center

- Notification Center Messages

-  will display an “!” in a circle when message is displayed.
-  will display an “i” in a circle when message is displayed. May display an OK button that you must select to continue.
-  will display a checkmark in a circle when message is displayed.
-  will display a “!” in a yield sign when message is displayed. Will also display two buttons, Yes/No, that must be selected to continue.

# New Navigation – Key Block

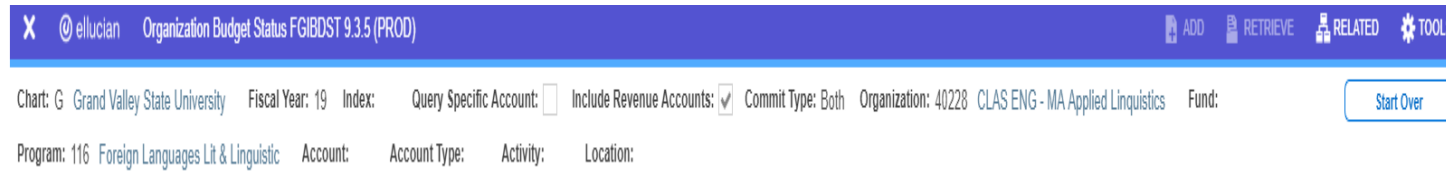
- The key block section determines what data is entered or displayed on the rest of the page. All the information on the page is related to the key block. The key block stays on the page as subsequent sections are displayed.
- When the cursor is in the key block, the fields that can be entered in the key block are enabled, the information is displayed in a column format. When you leave the key block, the fields in the key block are disabled.
- When you leave the key block by clicking the GO (previously Next Block) button, the data is rearranged into a linear format and the fields are disabled.
- You can return to the key block if you are in the body of a page by clicking the START OVER (previously Rollback🔄) button.

# New Navigation – Key Block

- Click the Go box to populate the page with the values from the Key Block



- Click the Start Over to change the information on the page with new values in the Key Block





# New Navigation - Sections

Organization Budget Status FGIBDST 9.3.5 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Chart: G Grand Valley State University

Fiscal Year: 19

Index:

Query Specific Account: ☐

Include Revenue Accounts: ☒

Commit Type: Both

Organization: 57105

Accounting Admin

Fund:

Start Over

Program: 662

Fiscal Operations

Account:

Account Type:

Activity:

Location:

ORGANIZATION BUDGET STATUS

Insert

Delete

Copy

Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6102	L	EAP - Other		316,280.42	0.00	777,185.58
6201	L	PSS - Full-time Clerical		116,550.07	0.00	326,328.93
6401	L	Call-in Employees		0.00	0.00	8,681.00
6451	L	Overtime		6,749.98	0.00	7,052.02
6453	L	Shift Differential		2.50	0.00	-2.50
6454	L	Double Time		229.23	0.00	-229.23
6510	L	Labor - Auxiliary Overhead		-60,946.36	0.00	-121,892.64
6610	L	Employee Fringe Benefits		187,341.00	0.00	488,820.00
6801	L	Student Wage Budget Pool		0.00	0.00	101,151.00
6803	L	Student Wages - Regular		23,218.92	0.00	-23,218.92
6804	L	Student Wages - Federal Work Study		235.45	0.00	-235.45
6820	L	Student Fringe Benefits		385.51	0.00	-385.51
7001	E	CSSM Budget Pool		0.00	0.00	209,781.00
7002	E	CSSM - Auxiliary Overhead		-7,351.00	0.00	7,351.00
7003	E	Supplies		1,231.05	0.00	-1,231.05
7004	E	Supplies - Administrative		2,698.72	0.00	-2,698.72
7005	E	Supplies - Books/Periodicals/Brochu		15.32	0.00	-15.32
7022	E	Food Service		112.00	0.00	-112.00
7023	E	Licenses/Permits/Fees		42,123.88	0.00	-42,123.88
7024	E	Membership Expense		2.00	0.00	-2.00
		Net Total		-660,103.62	0.00	

1 of 2

20

Per Page

Record 1 of 29

# New Navigation - Sections

Requisition Query FPIREQN 9.0 (PROD)

Requisition: R0070802

Start Over

REQUISITION INQUIRY: COMMODITY/ACCOUNTING

Insert Delete Copy Filter

Requisition: R0070802 Delivery Date: 10/01/2018 Document Accounting: ☒

Order Date: 10/01/2018 In Suspense: ☐

Transaction Date: 10/01/2018 Document Text: ☐

COMMODITY

Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
1		Services for silent disco event on 9/7/18	CON		1.00	8,075.0000	<input type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

Extended: 8,075.00 Tax: ☒ Closed

Discount: 0.00 Commodity Line: 8,075.00 ☐ Suspense

Additional: 0.00 Total: 8,075.00

Document Total: 8,075.00

ACCOUNTING

Insert Delete Copy Filter

FOAPAL	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Suspense	NSF Override	NSF Suspense
1	G	19		803008	33500	7041	500				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

USD

Extended: 8,075.00

Discount: 0.00

Additional: 0.00

Tax: 0.00

FOAPAL Total: 8,075.00

Document Total

Navigation buttons: Previous, Next, First, Last, Search, etc.

# New Navigations - Sections

Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requestor: NEXT

Order Date \* 10/17/2018

Transaction Date \* 10/17/2018

Delivery Date \*

Comments

Commodity Total 0.00

Accounting Total 0.00

☐ In Suspend

☐ Document Text

☒ Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

REQUESTOR/DELIVERY INFORMATION

Requestor \* Perez-Valecia, Tonya

Organization \* ---

CCA \* G --- Grand Valley State University

Email perezva@gvsu.edu

Phone Area Code

Phone Number

Phone Extension

Fax Area Code

Fax Number

Fax Extension

Ship To \* ---

Street Line 1

Street Line 2

Street Line 3

Contact

Attention To \*

Building

Floor

City

State or Province

Zip or Postal Code

Nation

Area Code



Phone Number

Extension

SAVE

# New Navigation – Section - Bottom



- The bottom of a section will contain icons to be used for navigation, perform functions, and display additional information
-  Previous/Next - ALT+PAGE UP or ALT+PAGE DOWN takes you back and forth in the section of records
- Activity date – current system time and the time stamp on the record if SAVE was clicked
- Activity User – Name of the logged in user
-  Save Button – Click this to save your data

# New Navigation – Options vs Related

- Related forms that used to be found under the Options menu are now found under the Related Menu. If you don't see something you expect, check the Tools menu and look under the Options section (see the next slide)

The screenshot displays two overlapping windows from the Oracle Fusion Middleware Forms Services. The top window, titled 'FGRDST [Q]', shows a menu bar with 'Options' circled in red. A dropdown menu is open under 'Options', listing 'Budget Summary Information [FGIBSUM]', 'Organization Encumbrances [FGIENC]', 'Transaction Detail Information [FGITRND]', and 'Format Display Preferences'. The bottom window, titled 'Organization Budget Status FGRDST 9.0 (CDBUATDB)', shows a 'RELATED' button circled in red in the top right corner. Below the button, a search bar and a list of related forms are visible. The main content area of the bottom window displays a table of budget status data.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
5341	L	Manager Salary FT			
5111	L	Clinical Staff FT			
5113	L	Clinical Staff OT			
5314	L	Students - Other			
5799	L	Staff Benefits Transfer			
7028	E	Office Supplies			
7029	E	General Materials			
7031	E	Subscriptions & Non-profit Memberships			

# New Navigation - Tools

- The Tools menu at the top right contains various utilities, including Print and Export. The 'Options' portion of the menu (below the 'Actions' section) may contain a list of associated sub-pages as well.

The screenshot displays the 'Faculty Action Tracking' application interface. At the top right, the 'TOOLS' menu is highlighted with a red circle. A red arrow points from a text box to the 'OPTIONS' section of this menu. The main content area shows a form for tracking faculty actions, with fields for Primary Activity, Primary Discipline, Institution Credit, Faculty Type, and Original Appointment. The bottom status bar indicates the user is logged in as 'Mrs. Sybil Alexis Fellis' and the activity is 'PERFORMING FACULTY PRIMARY ACTIVITY'.

University of Richmond

Faculty Action Tracking (PEAFACE) 0.3.1 (COMING SOON)

Mr. Sybil Alexis Fellis

Sign Out

TOOLS

Search

ACTIONS

Refresh

Export

Print

Clear Record

Clear Data

Item Properties

Display ID Image

Exit Application

About Banner

OPTIONS

Apply or Transfer Records

Rate Records

Faculty Leave Records

BANNER DOCUMENT MANAGEMENT

Retrieve Documents

Count Matched Documents

Add Documents

Primary Activity: Institutional

Primary Discipline: BIOLOGY

Institution Credit: 1

Faculty Type: Full

Faculty Compensation Level: Full

Original Appointment: Begin Date: 2012/01/01

Activity Date: 06/12/2012 12:00:00 AM

Activity User: 1140000

Record 1/1

PERFORMING FACULTY PRIMARY ACTIVITY (1)

Save

eduron



# New Navigation - Pages

- Record maintenance is now done by using the buttons at the top of the section that is being edited.
  - Shortcut keys for record maintenance have not changed, insert record = F6, delete record = Shift+F6, duplicate record = F4

The screenshot displays the University of Richmond SPAIDEN 9.3.3 (CDBUATD8) web application. The user is logged in as Ms. Sybil Alexis Fallon. The interface shows the 'Address' tab for record ID 54T34708. The 'ADDRESS INFORMATION' section contains various fields for address details, including From Date, To Date, Address Type, Sequence Number, Street Lines, City, State of Province, ZIP or Postal Code, County, Nation, Telephone Type, Area Code, Phone Number, Extension, Inactivate Address checkbox, Source, Delivery Point, Connection Digit, and Carrier Route. The 'Insert', 'Delete', and 'Copy' buttons are highlighted with a red circle at the top right of the form area. The bottom of the screen shows navigation controls and the page number 'Record 2 of 3'.

# New Navigation - Pages

- Use the record navigation buttons at the bottom left of a section to move through the available records.

University of Richmond

Ms. Sybil Alexis Fellin Sign Out

General Person Identification SPAIDEN 9.3.3 (C08UAT08)

ADD RETRIEVE RELATED TOOLS

Start Over

ID: 54734708 Fellin, Sybil A.

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

ADDRESS INFORMATION

Insert Delete Copy Filter

From Date: 04/06/2015 To Date:

Address Type: DP Department Sequence Number: f

Street Line 1: Planning and Budget Office Street Line 2: Maryland Hall Street Line 3:

City: Univ. of Richmond State or Province: VA Virginia ZIP or Postal Code: 23173

County: 700 Richmond City Name:

Telephone Type: DP Department Area Code: 804 Phone Number: 6021180 Extension:

☐ Inactivate Address Source:

Delivery Point: Connection Digit: Carrier Route:

1 of 3 Per Page

Record 2 of 3

# Filtering

- Basic filtering works similar to entering query criteria in Banner 8.

Previously, entered the value in the actual field(s) on the form (entering 7% in the account field would return all 7xxx account entries)

Now, enter the value in the appropriate field(s) in the basic filter bar (entering 7% in the 'Account' box will return all 7xxx account entries)

Oracle Fusion Middleware Forms Services: Open > FGTRND [Q]

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGTRND 8.4.0.3 (LIVE)

COA Fiscal Year Index Fund Organization Account Program Activity

1 17 2071 10000 2071 261

Account	Organization	Program	Activity Date	Type	Document
7%					

University of Richmond (LIVE data as of: 2/18/18)

My Sybil Alexis Fellen Sign Out

Details Transaction Activity FGTRND 8.4.0.3 (LIVE)

COA: 1 Fiscal Year: 17 Index: 2071 Fund: 10000 Organization: 2071 Account: Program: 261 Activity: Location: Detail: Content Type: Both

Basic Filter Advanced Filter

Account: Organization: Program: Field: Amount: Add Another Field

Enter All Filter

Account	Organization	Program	Field	Amount	Transaction Date	Activity Date	Description	Content Type	Field
---------	--------------	---------	-------	--------	------------------	---------------	-------------	--------------	-------

Page: 9/1 Rows: 9/1 Rows: 9/1 Rows: 9/1 Rows: 9/1 Rows: 9/1 Rows: 9/1 Rows: 9/1 Rows: 9/1 Rows: 9/1 Rows: 9/1

# Filtering

Enter criteria in as many fields as you'd like; fields left blank will be ignored. You can add criteria for fields not already appearing on the basic filter bar by selecting the desired field from the 'Add Another Field' pick-list.

University of Richmond (LIVE data as of: 2/18/18)

Ms. Sybil Alexis Fellin Sign Out ?

Detail Transaction Activity FGITRND 9.3.6 (WHAQ)

ADD RETRIEVE RELATED TOOLS 1

CDA: 1 Fiscal Year: 17 Index: 2071 Fund: 10000 Organization: 2071 Account: Program: 261 Activity: Location: Period: Commit Type: Both Start Over

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Organization Program Field Amount Add Another Field ...

7% ABD

Clear All Go

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund
Total												

1 of 1 Per Page

EDIT Cancel SELECT ellucian

Use the 'Clear All' button to clear all criteria and start over

Use the 'Go' button, or F8, to return the filtered results on the form (the same as using 'Execute Query' or F8 previously)

# Filtering

- Banner 9 offers additional filtering functionality to give you greater flexibility. Use the advanced filter to make use of an expanded list of operators (operators will vary based on the type of data in the selected field).

University of Richmond (LIVE data as of: 2/18/18)

Ms. Sybil Alexis Fellin Sign Out ?

Detail Transaction Activity FGITRND 9.3.6 (WHAW)

COA: 1 Fiscal Year: 17 Index: 2071 Fund: 10000 Organization: 2071 Account: Program: 251 Activity: Location: Period: Commit Type: Both

Start Over

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Starts With 7

Organization Equals

Program Equals

Field Equals ABD

Amount Between and

Add Another Field ...

Between  
Equals  
Not Equal  
Not Equal or IS NULL  
Greater Than  
Greater Than or Equal  
Less Than  
Less Than or IS NULL  
Less Than or Equal  
Less Than or Equal or IS NULL  
IS NULL  
IS NOT NULL

Clear All Go

Account	Organization	Program	Increase (+) or Decrease (-)	Type	Document #	Transaction Date	Activity Date	Description	Commit Type	Fund	Activity
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Record: 1/1

CANCEL SELECT

ellucian

# Searching

- Searching for a person or vendor works just like filtering.

Click on the ellipsis button next to the ID field to initiate a search

Enter as many search field criteria as desired, and then click the 'Go' button



# Searching

- Alternatively, you can press TAB when in the ID block, which will cause a second entry field to appear to the right. This works as the name search field does in Banner 8. You can type a full name (last, first), or you can type a portion using the '%' as a wildcard. If there is a single match, the ID will auto-fill. If there are multiple matches, you will get a pop-up window allowing you to view all matches or enter additional criteria.

University of Richmond

General Person Identification SPAIDEN 9.3.3 (CDBUATDB)

ID:

Get Started: Fill out the fields above and press Go.

Press TAB from the ID field to make this search field appear

When there are multiple matches, this pop-up window allows you to see results (using folder buttons at top) or enter more criteria to narrow your results.

## ID and Name Extended Search

### Search Detail

Press To See Results

Person/Non-Person Count 2

Person Search Detail

Non-Person Search Detail

### Reduce Search By

Group Type ☐ Person ☐ Non-Person ☒ Both

Name Type

City

Birth Date

State or Province

Gender

ZIP or Postal Code

Press Enter Query or select button to clear search

Enter search criteria then press Execute Query or select button to reduce search

# System Timeout

- Banner Admin will timeout when there is 120 minutes of inactivity
- In order to log in again click the link that will be displayed below the logout successful message. This will bring you back to the Banner splash page where you first logged in.

GVSU Central Login Service

Logout Successful