



# **Welcome to Banner 9 Finance Training!**

**Fall 2018**

# Agenda – Banner 9 Finance

- **Introduction**
- **System Navigation**
- **Banner Keyboard Shortcuts**
- **Comparison of Commonly Used Pages**
- **New Features**
- **What's Next – Banner Self-Service**
- **Accounting Resources**
- **Questions**


# Banner 9 Introduction



# Banner 9 Implementation

- **Banner 8 will no longer be supported by Ellucian; therefore, we must transition to Banner 9.**
- **All Forms in Banner 8 are now Pages in Banner 9.**
- **Banner 9 (Prod) Go Live – 09/24**
- **Finance Self-Service 9 (Prod) – 10/06**
- **Banner 8 (Prod) Turned Off – 12/31**

# Banner 9 Testing Environment

- Banner 9 Test - <https://mytest.memphis.edu> (**Firefox** or **Chrome** works best.)
- Banner 9 Admin Pages (Test)
  - Enter UUID & Password
  - Select Finance Tab
  - A screenshot of a web application's navigation menu. It features a blue header bar with the text "Banner (New)" in white. Below this bar is a white box containing the text "Admin Pages" in blue.
- Banner 9 Finance Self-Service 9 (Test) Available 8/31

# System Navigation



**Banner 9**

# System Navigation

The screenshot displays the system navigation interface. On the left, a dark sidebar contains a 'Call Out Menu' with options: Dashboard, Applications, Search, Recently Opened, and Help. Below this is a 'Back to Main Menu' button and an 'Applications' section. The 'Applications' list includes 'Banner', 'My Banner', 'Banner Self-Service', and 'Employee Profile (Banner 9)'. A red arrow points to the 'Call Out Menu' header, and another points to the 'My Banner' item. The main content area features a 'Welcome' header, a search bar with the placeholder 'Search...', and a background image of a university building. A red arrow points to the search bar with the text 'Type the form name'. At the bottom right, a red arrow points to a 'Welcome Screen Shortcuts' button. The footer contains legal text and a small icon.

**Call Out Menu**

- Dashboard
- Applications
- Search
- Recently Opened
- Help

**Back to Main Menu**

**Applications**

- Banner >
- My Banner >
- Banner Self-Service >
- Employee Profile (Banner 9)

**Welcome**

Search...

Type the form name

My Banner (GUAPMNU)

Welcome Screen Shortcuts

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# GUAPMNU Form

My Banner Maintenance GUAPMNU 9.0 (TBANR)

MENU MAINTENANCE

Type \* Oracle Forms module

Object *	Description *
FTMITYP	1099 Income Type Code M
FAA1099	1099 Reporting
FOA1099	1099 Transmitter Data Form
GUAABOT	About Banner
FTMACCT	Account Code Maint
FTVACCT	Account Code Validation
TFADETL	Account Detail
TGIACCD	Account Detail Query
TFIAREV	Account Detail Review Form
TSAAREV	Account Detail Review Form
FGQACTH	Account Hierarchy
FTIACTH	Account Hierarchy Query
FTMACCI	Account Index Code Maint
FTVACCI	Account Index Code Validation
TOADEST	Account Printer Selection
FTMATYP	Account Type Code Maint
FTVTATYP	Account Type Validation

Object Selection

Object	Description
FARINVS	Invoice Selection
FARINVA	Invoice Activity Report
FAIVNDH	Vendor Detail History
FAICKKH	Check Payment History
FOIDOC	Document History
FPIOPOV	Purchase Orders by Vendor
FGIDOCR	Document Retrieval Inquiry
FGIENCD	Detail Encumbrance Activity
FPIOPOF	Open Purchase Orders by FOAPAL
FPAEOCD	Encumbrance Open/Close
FAACHKS	Check Cancellation
FOMFSEQ	Document Code Maint
FOICACT	Commodities and Accounting for Review Query
TOADEST	Account Printer Selection
FTMATYP	Account Type Code Maint
FTVTATYP	Account Type Validation

Number of Pages – Number of Records

Record 1 of 531

Record 1 of 25

Select F10/Save Icon  
Updates will be reflected upon next login



# Keyboard Shortcuts

~~Banner 9~~

**Banner 9**

# Shortcuts

Action	Banner 8	Banner 9
Form		Page
Direct Access		Go To
<b>MAIN PAGE</b>		
Main Page	General Menu (GUAGMNU)	Main Menu Page
Access Help		CTRL + M
Access Menu		CTRL + M
Display recently opened items		CTRL + Y
Search		CTRL + SHIFT + Y
Sign Out		CTRL + SHIFT + F
<b>BASIC NAVIGATION</b>		
Cancel Page, Close Current Page, Or Cancel Search/Query	CTRL + Q	CTRL + Q
Choose/Submit	ENTER	ENTER
Clear All In Section	SHIFT + F5	SHIFT + F5
Clear One Record	SHIFT + F4	SHIFT + F4
Clear Page or Start Over	SHIFT + F7	F5
Count Query	SHIFT + F2	SHIFT + F2
Delete Record	SHIFT + F6	SHIFT + F6
Down/Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4

# Shortcuts

Edit	CTRL + E	CTRL + E
Execute Filter Query	F8	F8
Exit	CTRL + Q	CTRL + Q
Expand/collapse Drop-Down Field	Click Field	ALT + Down Arrow
Export	Extract Data with Key	SHIFT + F1
First Page	N/A	CTRL + Home
Insert/Create Record	F6	F6
Last Page	N/A	CTRL + End
List of Values	F9	F9
More Information	ALT + H	CTRL + SHIFT + U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	CTRL + Page Down	ALT + Page Down

# Shortcuts

Action	Banner 8	Banner 9
Online Help		CTRL + SHIFT + L
Open Menu Directly	F5	CTRL + M
Open Related Menu	N/A	ALT + SHIFT + R
Open Tools Menu	N/A	ALT + SHIFT + T
Page Tab 1, Page Tab 2, Page Tab 3, etc.	N/A	CTRL + SHIFT + 1 CTRL + SHIFT + 2 CTRL + SHIFT + 3
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
Previous Section	CTRL + Page Up	ALT + Page Up
Print	Shift + F8	CTRL + P
Refresh or Rollback	SHIFT + F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	SHIFT + F3	ALT + S
Toggle Multi/Single Records Views	N/A	CTRL + G
Up/Previous Record	Up Arrow	Up Arrow

# Banner Commonly Used Pages



# Banner Pages

- 1. FGIBDSR: Executive Summary**
- 2. FGIBAVL: Budget Availability Status**
- 3. FGIBDST: Organization Budget Status**
- 4. FGITRND: Detail Transaction Activity**
- 5. FAIVNDH: Vendor Detail History**
- 6. FGITBSR: Trial Balance Summary**

# FGIBDSR: Executive Summary

The screenshot shows a web application interface for the FGIBDSR Executive Summary. The browser address bar displays [https://bannertest.memphis.edu/applicationNavigator/seamless#Executive Summary \(FGIBDSR\)](https://bannertest.memphis.edu/applicationNavigator/seamless#Executive Summary (FGIBDSR)). The user is logged in as Ms Terrice Elaine Watson, with a 'Sign Out' link. The page title is 'Executive Summary FGIBDSR 9.3.4 (TBANR)'. The form contains several input fields and checkboxes:

- Chart: \* U
- Index: 262200
- Include Revenue: ☒
- Accounts:
  - Organization: 511000 Accounting Office
  - Program: 4600 Fiscal Operations
  - Account Type:
  - Location:
- Fiscal Year: \* 19
- Query Specific: ☐
- Account:
  - Commit Type: Both
  - Fund: 110001 Undesignated E and G
  - Account:
  - Activity:

A green 'Go' button is located to the right of the 'Fiscal Year' field. A red arrow points to this button. At the bottom left of the form, there is a 'Next Section' icon (a right-pointing arrow) and a 'Previous Section' icon (a left-pointing arrow). A red arrow points to the 'Next Section' icon. Below the form, a status bar shows 'EDIT', 'Record: 1/1', 'KEY\_BLOCK\_QUERY\_AOCT [1]', and the user 'ellucian'.

- Enter Index or FOP and select the Go or Next Section Icon.



Executive Summary FGIBDSR 9.3.4 (TBANR)							ADD	RETRIEVE	RELATED	TOOLS
Chart: U Fiscal Year: 19 Index: 262200 Query Specific Account: <input type="checkbox"/> Include Revenue Accounts: <input checked="" type="checkbox"/> Commit Type: Both Organization: 511000 Accounting Office Fund: 110001 Undesignated E and G							Start Over			
Program: 4600 Fiscal Operations Account: Account Type: Activity: Location:										
EXECUTIVE SUMMARY							Insert	Delete	Copy	Filter
Account		Title	Adjusted Budget	YTD Activity	Commitments	Available Balance				
61110	L	Administrative	123,600.00	10,300.00	0.00	113,300.00				
61310	L	Support Clerical Salaries	170,970.00	9,362.44	0.00	161,607.56				
61374	L	Overtime Support Clerical	2,500.00	1,646.65	0.00	853.35				
61410	L	Student Assistants Hourly	728.00	0.00	0.00	728.00				
61610	L	Professional Support	518,413.00	43,201.06	0.00	475,211.94				
62000	L	Employee Benefits Budget Pool	347,000.00	0.00	0.00	347,000.00				
62990	L	Fringe Benefits Expense	0.00	24,654.66	0.00	-24,654.66				
73000	E	Travel Budget Pool	8,000.00	0.00	0.00	8,000.00				
73200	E	Individual Out of State Travel	0.00	413.83	0.00	-413.83				
74000	E	Operating Expense Budget Pool	31,302.00	0.00	0.00	31,302.00				
74110	E	Printing of Supplies by UOM	0.00	130.00	0.00	-130.00				
74130	E	Duplicating and Copying by UOM	0.00	72.55	0.00	-72.55				
74210	E	Telephone Local Charges	0.00	541.00	0.00	-541.00				
74220	E	Telephone Long Distance	0.00	16.00	0.00	-16.00				
74230	E	Postal Charges	0.00	571.18	0.00	-571.18				
74392	E	PP Direct Charge Maintenance Repair	0.00	3.78	0.00	-3.78				
74500	E	Supplies	281.20	0.00	1,844.93	-1,563.73				
74986	E	Other Services and Expenses	0.00	0.00	120.00	-120.00				
Net Total			-1,202,794.20	-90,913.15	1,964.93					
<div> <div>1 of 1</div> <div>20</div> <div>Page</div> </div>							Record 1 of 18			

- Sort by each Column Header is available.
- Display up to 50 Lines on One page.
- Rollback – Select Start Over or F5 (Refresh).

Search

### ACTIONS

Refresh	F5
Export	Shift+F1
Print	Ctrl+P
Clear Record	Shift+F4
Clear Data	Shift+F5

Item Properties
Display ID Image
Exit Quickflow
About Banner

### OPTIONS

## Format Form Preferences

## BANNER DOCUMENT MANAGEMENT

BANNER DOCUMENT MANAGEMENT

Retrieve Documents	Alt+R
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Count Matched Documents

Count Matched Documents

[Add Documents](#)

Add Documents

## PAGE LAYOUT

Expanded

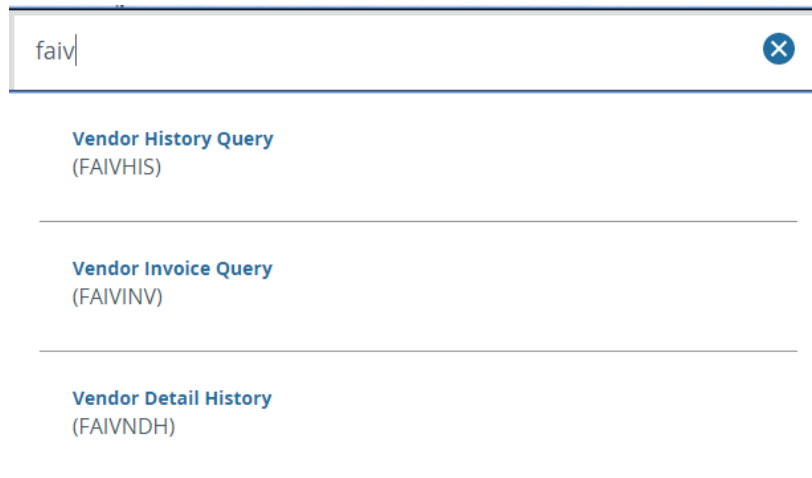
- 
- THE UNIVERSITY OF  
MEMPHIS.

# New Features



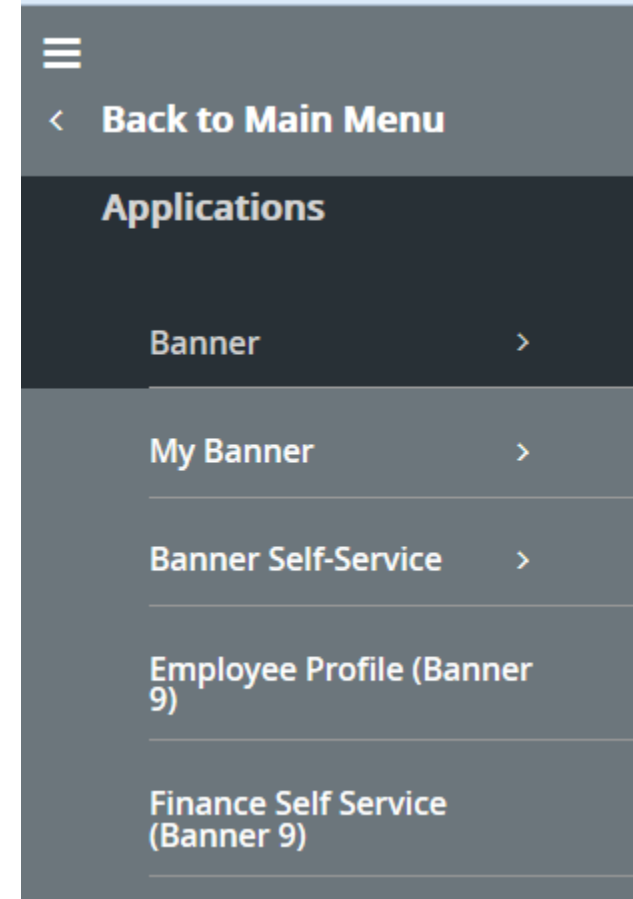
# New Features

- **Key Word Hints (i.e. FAIV or Vendor)**



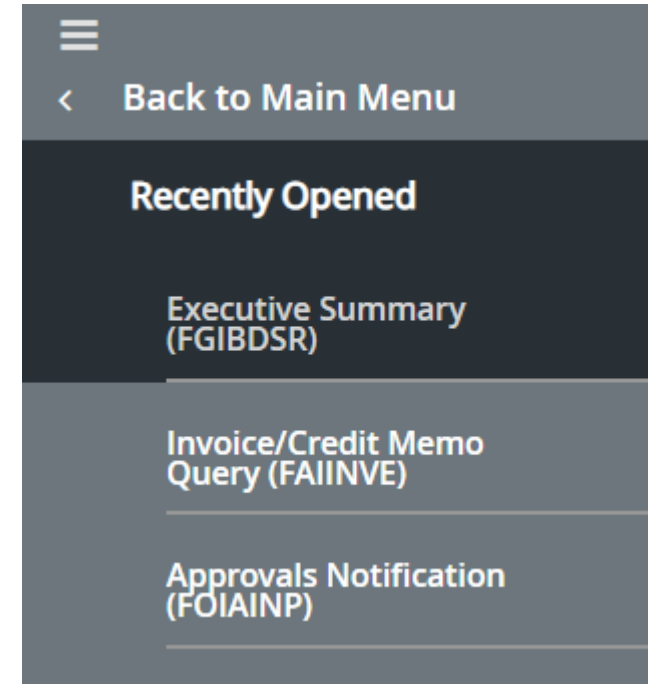
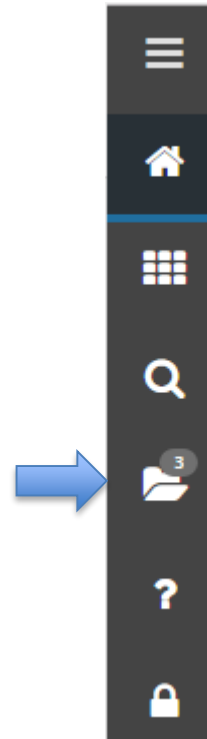
A screenshot of a search interface. At the top, there is a search bar with the text 'faiv' entered. Below the search bar, there are three search results listed, each separated by a horizontal line. The first result is 'Vendor History Query (FAIVHIS)', the second is 'Vendor Invoice Query (FAIVINV)', and the third is 'Vendor Detail History (FAIVNDH)'. Each result is in blue text. The search bar has a blue 'x' icon in the top right corner.

- **Banner Call Out Menu (Self-Service Access)**



# New Features

- **Recently Opened**
  - The recent tab includes Banner Admin Pages and Self-Service.
  - In order to toggle back to Admin Pages from Self-Service, select a recent Admin Pages form or Select Home.

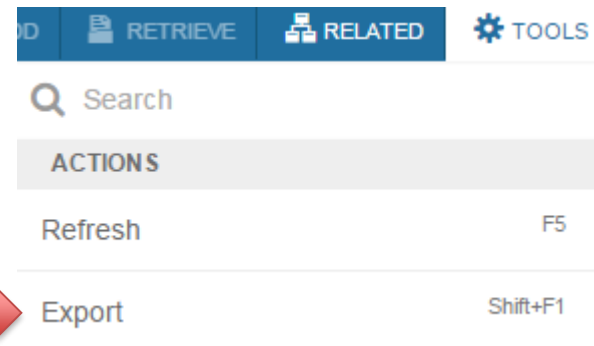


# New Features

- Sort by Column Headers

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
---------	------	-------	-----------------	--------------	-------------	-------------------

- Easy Export to Excel



# What's Next – Banner Self-Service





# What's Next – My Finance

ellucian.



## My Finance



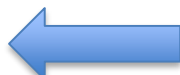
Hello Terrice,

Create, edit and approve transactions and view financial information for department / organization.



### My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



### My Requisitions

Create and view draft, pending and completed requisitions and supporting documentation.

# What's Next – New Query

[My Finance](#) • [My Finance Query](#)

My Finance Query

Search Query



New Query

Favorites

Saved Queries

Shared Queries

Low-High



## Create New Query

### Select Query Type

Budget Status by Account

### Values

#### Chart\*

U University of Memphis

#### Index

Choose Index

#### Fund

110001 Undesignated E and G

#### Organization\*

511000 Accounting Office

#### Account

Choose Account

#### Program

4600 Fiscal Operations

## Create New Query

### Activity

Choose Activity

### Location

Choose Location

### Fund Type

Choose Fund Type

### Account Type

61 Salaries

### Commitment Type

All

☐ Include Revenue Accounts

### Fiscal Year\*

2018

### Fiscal Period\*

14

# What's Next – Query Results

< Accounting Office - 511000



## Query Results



Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
61110	Administrative	⚠	\$123,600.00	\$10,300.00	\$116,127.50	(\$2,827.50)
61310	Support Clerical Salaries	⚠	\$170,970.00	\$9,362.44	\$175,590.16	(\$13,982.60)
61374	Overtime Support Clerical	⚠	\$2,500.00	\$1,646.65	\$0.00	\$853.35
61410	Student Assistants Hourly	✅	\$728.00	\$0.00	\$0.00	\$728.00
61610	Professional Support	⚠	\$518,413.00	\$43,201.06	\$483,402.46	(\$8,190.52)
62000	Employee Benefits Budget Pool	✅	\$347,000.00	\$0.00	\$0.00	\$347,000.00
62990	Fringe Benefits Expense	⚠	\$0.00	\$24,654.66	\$303,643.33	(\$328,297.99)
73000	Travel Budget Pool	✅	\$8,000.00	\$0.00	\$0.00	\$8,000.00
<b>Report Total (of all records)</b>			<b>\$1,202,794.20</b>	<b>\$90,913.15</b>	<b>\$1,080,728.38</b>	<b>\$31,152.67</b>

# What's Next – My Finance Query

[My Finance](#) • [My Finance Query](#)

My Finance Query

Search Query



New Query

Favorites

Saved Queries

Shared Queries

Low-High



Salaries - Accounting

Budget



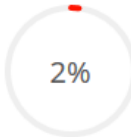
\$1,010 available  
\$746,577 spent of \$747,588

09/19/2018



Travel - Accounting

Budget



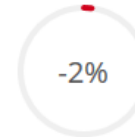
\$201 available  
\$10,798 spent of \$11,000

09/19/2018



Operating Exp - Account...

Budget



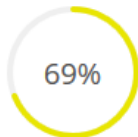
\$630 exceeded  
\$37,708 spent of \$37,078

09/19/2018



Operating Encumbrances

Encumbrance



\$1,964 remaining  
\$903 liquidated of \$2,868

09/19/2018



# What's Next – View Documents

[My Finance](#) • [My Finance Query](#)

**My Finance Query**



New Query

Favorites

Saved Queries

Shared Queries

Low-High



## View Document



### Document Type

Requisition



### Document Search

Choose Document Number



### Document Number\*

Please Enter Document Number

[VIEW DOCUMENT](#)

APPROVALS & RELATED  
DOCUMENTS



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# What's Next – View Document (POs)

## View Document

### Document Type

Requisition

Requisition

Purchase Order

Invoice

Journal Voucher

Encumbrance

Direct Cash Receipt

VIEW DOCUMENT

APPROVALS & RELATED  
DOCUMENTS

## View Document

### Document Type

Purchase Order

### Document Search

P0217252

### Document Number \*

P0217252

### Submission

Please Enter Submission

VIEW DOCUMENT

APPROVALS & RELATED  
DOCUMENTS

## Related Documents

### Invoice

[I0712407](#)

Paid

### Check Disbursement

I0083883

## Approval History

### QUEUE (622T) (10)

Terrice Watson| 08/29/2017

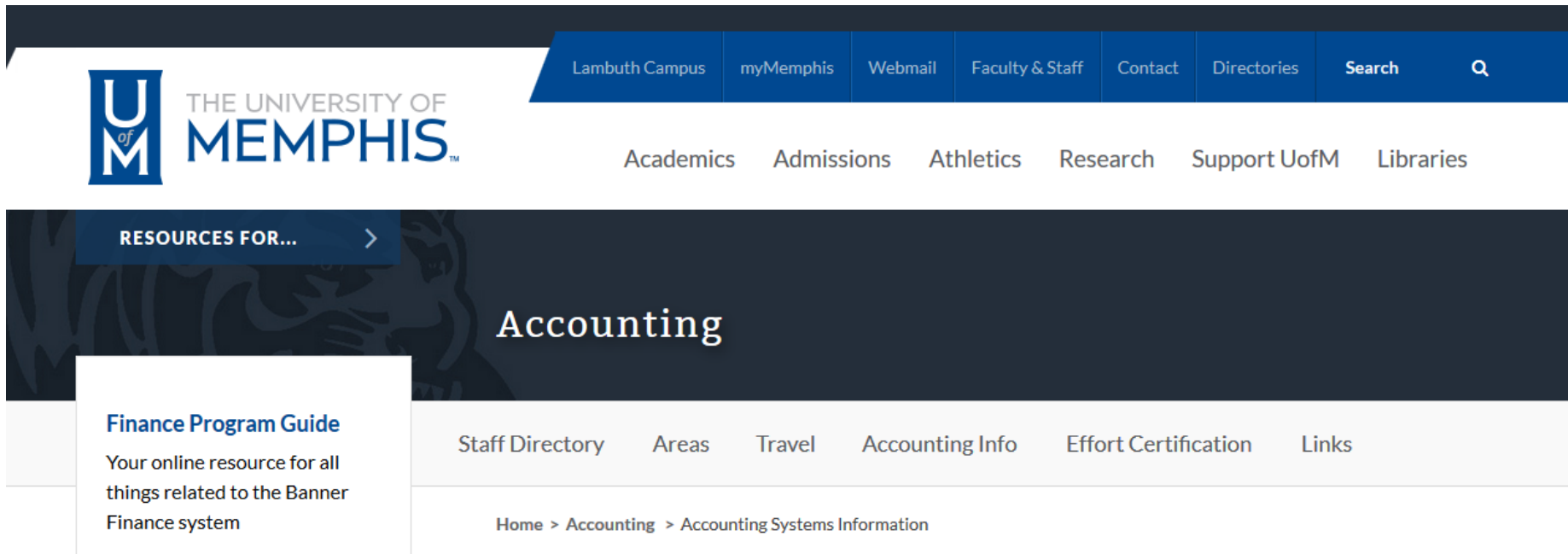
### QUEUE (TRAV) (10)

Terrice Watson| 08/29/2017

## Approvals Required

Ok

# Accounting Resources



The screenshot shows the University of Memphis website's Accounting Resources page. At the top is a dark blue navigation bar with links: Lambuth Campus, myMemphis, Webmail, Faculty & Staff, Contact, Directories, Search, and a magnifying glass icon. Below this is a white header with the University of Memphis logo and name on the left, and a row of links: Academics, Admissions, Athletics, Research, Support UofM, and Libraries on the right. A dark blue banner with a faint image of a person's face contains the text 'Accounting' in white. To the left of the banner is a dark blue button labeled 'RESOURCES FOR...' with a right arrow. Below the banner is a white sidebar containing a 'Finance Program Guide' link and a description: 'Your online resource for all things related to the Banner Finance system'. To the right of the banner is a white navigation bar with links: Staff Directory, Areas, Travel, Accounting Info, Effort Certification, and Links. Below this is a white breadcrumb trail: 'Home > Accounting > Accounting Systems Information'.

**THE UNIVERSITY OF MEMPHIS**

Lambuth Campus myMemphis Webmail Faculty & Staff Contact Directories Search

Academics Admissions Athletics Research Support UofM Libraries

RESOURCES FOR... >

## Accounting

**Finance Program Guide**  
Your online resource for all things related to the Banner Finance system

Staff Directory Areas Travel Accounting Info Effort Certification Links

Home > Accounting > Accounting Systems Information

<http://www.memphis.edu/accounting/accsys.php>



# Accounting Resources

## Accounting Systems Information

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[e~Print via the myMemphis Portal](#)

[Online Banner Finance Training](#)

[Authorized Signatures Search by Organization Code](#)

### Accounting Aids

- [Banner Keyboard Shortcuts](#)
- [Banner 9 Navigation](#)
- [Banner Page – FAIVNDH – Vendor Detail History](#)
- [Banner Page – FGIBAVL – Budget Availability Status](#)
- [Banner Page - FGIBDST – Org Budget Status](#)
- [Fixed Asset Account Codes](#)

# Questions

