



Finance Training 1.20

Accessing Banner Finance and
Basic General Navigation

UNC



Training Level – What you need to know

- This training is a Level 1 Finance course for users who are just beginning to use Banner Finance or who want to know more.
- This course should be taken after or in conjunction with Finance Training 1.10 – Financial Responsibilities.



Training Objective

- Gaining security access to the Banner Finance System
- Becoming familiar with some basic Banner terms
- Developing Basic Banner navigation skills
- Understanding the elements of a Banner Inquiry form
- Learning some basic Banner search techniques
- Understanding the Banner form naming rules
- Learning how to set up “My Banner”



Gaining Security Access to Banner Finance

- Go to the Information Management & Technology website:
<https://help.unco.edu/link/portal/15173/15212/ArticleFolder/35/Account-Access-Forms>
- Print a copy of the Finance Banner Security Form or fill out online.
- Fill the form out with the employee's (client's) information regarding their Banner Finance needs – Including Funds and Orgs the employee is authorized to access.
- The employee and supervisor must sign this form and forward it to the Finance Data Steward for approval.
- After review and authorization, the Finance Data Steward then forwards the authorized form to the Financial Services Office Manager for review (addition of Funds and Orgs if they're established Banner users) or for forwarding to IMT if this is a new user with no prior access granted.
- IMT staff update the security access in Banner (if needed).
- This full process can take several days.
- If you have any questions regarding the Banner Finance Module Security Access form, call Financial Services at 351-1439.



Logging in to Banner Finance

To open Banner, go to the URSA Banner Homepage (<http://ursa.unco.edu>) and log in using the same login and password as you use for the UNC network. The URSA login page is shown below:

<p>Username</p> <input type="text"/>	<p>Access Management</p> <p>Password reset / account activation</p> <p>What is my Bear Number?</p>
<p>Password</p> <input type="password"/>	
<p><input type="checkbox"/> Warn me before logging in to other sites.</p> <p>Sign In</p>	<p>Need Help?</p> <p>Contact the Technical Support Center:</p> <p>Phone +1-970-351-4357</p> <p>Toll free +1-800-545-2331</p> <p>Email help@unco.edu</p> <p>Online SupportU 24.7.365</p> <p>Facebook UNCTechSupport</p> <p>Twitter @UNC_TSC</p>



Opening Finance Production

Once logged In, you may choose from the tabs at the top of the page. Click on the Employee tab, then click the “Production Banner (INB)” to sign in to Banner.



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CAMPUS RESOURCESHELPOFFICESCAMPUS SAFETYFOR YOULOGOUT

My Account

Student


Financial

Employee

Employee Tools

Employee Important Links

- [Production Banner \(INB\)](#)
- [Track Your Overtime](#)
- [Pay/View **eBill** or Bear Pay](#)
- [Purchase Parking Permits or Pay Tickets Online](#)
- [Outlook Web Access \(OWA\)](#)
- [Skillsoft Login](#)
- [Add Funds to Your Bear Print Account](#)
- [Insight Reporting Portal](#)
- [Student Success Collaborative](#)
- [Digital Measures](#)
- [EIO – Electronic Internal Orders](#)
- [Approval Alerts](#)
- [Pulse Secure Client Download](#)

General Information

- [Self Service Banner \(SSB\)](#)
- [Human Resources](#)
- [The Center for Enhancement of Teaching & Learning \(CETL\)](#)
- [Banner Security Forms](#)
- [WebXtender Login](#)
- [New Student Orientation Resources](#)
- [About Insight](#)
- [Automated Waitlisting Information](#)
- [Important Dates](#)

Employee Information

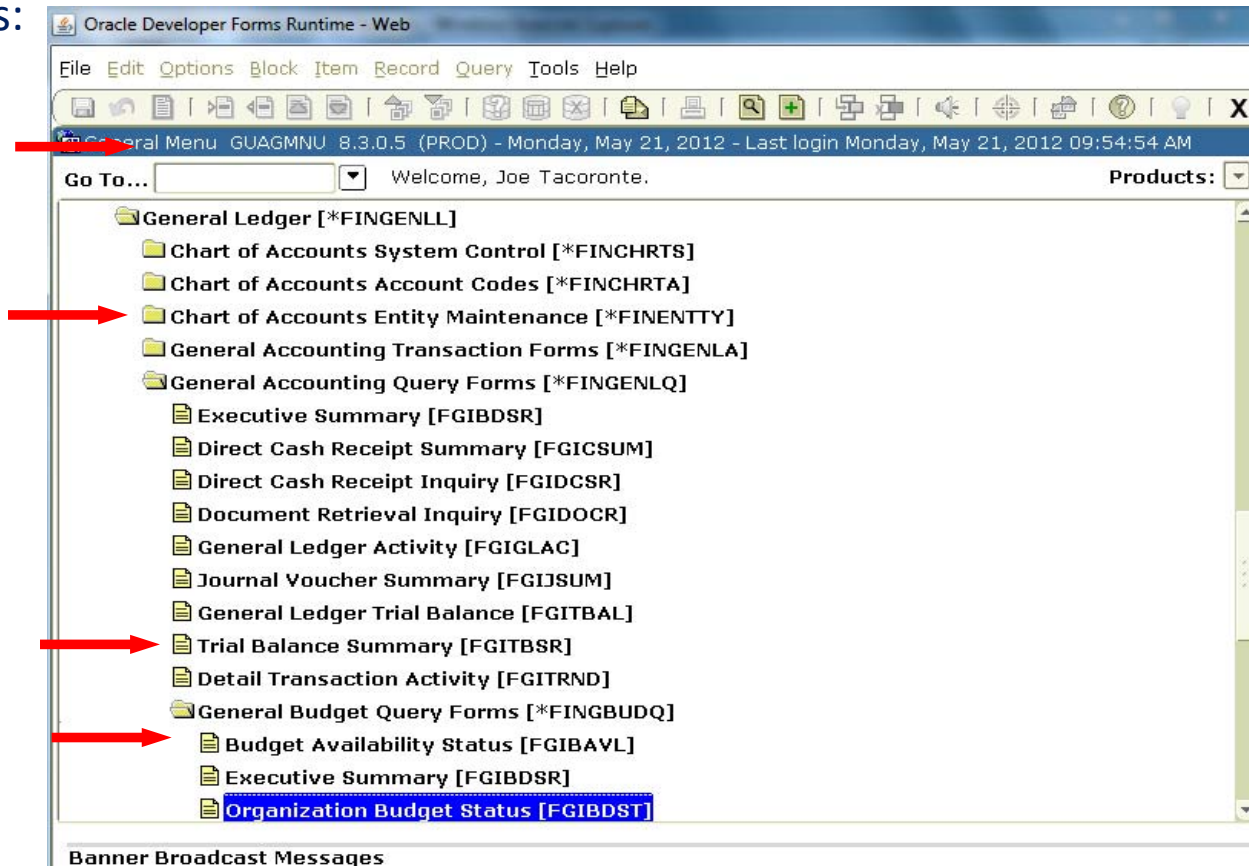
- [Employee Profile](#)
- [Pay Stub](#)
- [Earnings History](#)
- [Time Sheet](#)
- [Direct Deposit Allocation](#)
- [Benefit Summary](#)
- [Leave Balances](#)
- [Electronic Personnel Action Forms \(EPAF\)](#)
- [W-2 Wage and Tax Statement](#)
- [W-4 Tax Exemptions or Allowances](#)
- [Electronic W-2 Consent](#)
- [1095-C Employer-Provided Health Insurance Offer](#)



Choose a Banner Form Using the Menu

At the main menu in Banner (GUAGMNU), you may type in the name of the Banner form you would like to use in the **Go To . . .** field.

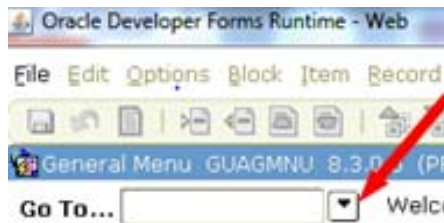
You can also find a Banner form you need by simply searching for it within the Banner folders:





Search for a Banner Form Using GUIBOJS

- You can access a Banner Form Search tool from the Banner General Menu.
- Click on this “down arrow” key next to the “Go To... Box”
- Use the Wildcard % to enter as much information as you know about the form you are looking for.



Name	Description	Type
FG1%	%Budget%	Form

Start Clear Cancel

- Then press the F8 key to execute the search for the form. “Click” on it to open.

Name	Description	Type
FGIBAVL	Budget Availability Status	Form
FGIBDST	Organization Budget Status	Form
FGIBSUM	Organization Budget Summary	Form

Start Clear Cancel



Elements of a Banner Query Form

Menu
Toolbar

First
block
or
Key

Records
display

Auto
Hint
Line

Scroll
Bar

The screenshot displays the Oracle Developer Forms Runtime - Web interface for the 'Organization Budget Status Form'. The form is titled 'Organization Budget Status Form: F01SDST 7.0 (PROD)'. It features a menu toolbar at the top with options like File, Edit, Options, Block, Item, Record, Query, Tools, Window, and Help. Below the toolbar is a search criteria section with fields for Chart, Fiscal Year, Index, Organization, Fund, Program, Account, Account Type, Activity, Location, and Commit Type. A table of records is displayed below the search criteria, showing columns for Account Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. A scroll bar is visible on the right side of the table. At the bottom of the form is an auto hint line with the text 'Dup Item for Detail, Count Query for Orgs, Summary, Dup Rec for Enroll, List' and 'Record: 1/37'. The Windows taskbar at the bottom shows the Start button and several open applications including Internet Explorer, Microsoft Word, and Microsoft PowerPoint.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61720	Faculty Full Fringe Benefits	0.00	17,342.68	0.00	-17,342.68
62220	Administrative Contract FT	429,944.00	95,243.26	0.00	334,690.74
62840	Grad Assist Tuition Scholars	0.00	3,444.00	0.00	-3,444.00
63220	Classified Regular FT Wage	46,201.00	0.00	0.00	46,201.00
63320	Classified Regular FT Wage	0.00	15,943.00	0.00	-15,943.00
63720	Classified Full Fringe Benefit	0.00	2,888.32	0.00	-2,888.32
64100	Student Wages Salary	4,000.00	0.00	0.00	4,000.00
64110	Student Academic Year	0.00	50.00	0.00	-50.00
64115	Student Summer	0.00	3,053.48	0.00	-3,053.48
64510	Unident Only Collg WS Read Gr	0.00	413.09	0.00	-413.09
64530	Unident Only Collg WS Workload	0.00	284.25	0.00	-284.25
64720	NonStudent Hourly Fringe B	0.00	70.20	0.00	-70.20
Net Total:		536,112.00	249,477.44	1,786.39	284,848.17



Banner Finance Tool Bars

Banner Inquiry forms have two primary tool bars to help you navigate:

The screenshot displays the Oracle Developer Forms Runtime interface for the form FGIBDST. The title bar reads "Oracle Developer Forms Runtime - Web: Open > FGIBDST".

The menu bar includes: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu bar, descriptive text is provided for several items: "Exit/Print" (under File), "Not used in Query" (under Edit), "Various" (under Options), "These are Duplicated below and by smart keys" (under Block, Item, and Record), "Not used in Query" (under Query), and "Use for Data Extract" (under Tools).

The main tool bar contains the following icons and labels from left to right: Save (labeled "Roll Back"), Undo (labeled "Delete Record"), Redo (labeled "Next Record"), Previous Record (labeled "Next Block"), Previous Block (labeled "Execute Query"), Enter Query (labeled "Message (rarely used)"), Cancel Query (labeled "View Doc (Extender)"), Print, Add Doc (Extender), and Exit. A group of icons labeled "Not Used" follows.

The bottom status bar shows "Organization Budget Status FGIBDST 8.5 (PROD)". Below this, a table provides details about the form:

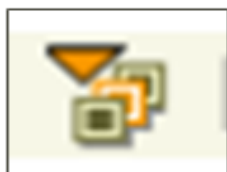
Form Description	Form Name	Banner Version	DataBase (Production)



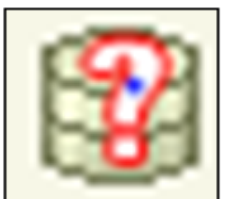
Primary Inquiry Toolbar Icons



Rollback Icon – Clears all information in a form and returns you to a data enterable field in the current block.



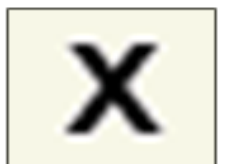
Next Block – Use this button to go to the next block. Pressing the keys - Control and Page Down - at the same time will also take you to the next block.



Enter Query – Clears the information in the block you are working in and allows you to enter a search parameter in a field you want to search. Enter the parameter(s) and then execute the query (see below). Pressing the F7 key will also clear the block and allow you to enter a search parameter.



Execute Query – Once you have entered a query parameter (see above), this button will instruct the system to find the information that matches the parameter(s). Pressing the F8 key will also execute a query.



Exit Icon – If you are in the process of executing query, a single click of this icon once will cancel the query. If you are not processing a query, a single click returns you to previous screen.



Banner Search Tips

To search for all expenses that have an account code that begins with 79 and are generally considered capital outlay expenses:

- 1) Press F7 or the Enter Query (Question Mark) Icon in the Tool Bar
- 2) Enter 79% in the Account Field
- 3) Press F8 or the Execute Query Icon in the Tool Bar

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: Q
Fiscal Year: 12
Index:
☐ Query Specific Account
☒ Include Revenue Accounts
Commit Type: Both

Organization:
Fund: 10000 State Appropriated General Fund
Program:
Account:
Account Type:
Activity:
Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
79%					



Banner Search Tips-Wild Card %

- The search from the previous slide returned the following results:

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: Q
Fiscal Year: 12
Index:
☐ Query Specific Account
☒ Include Revenue Accounts
Commit Type: Both

Organization:
Fund: 10000 State Appropriated General Fund
Program:
Account:
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
79110	E	Cap Out IT Equipment >\$5,	0.00	56,250.00	0.00	-56,250.00
79170	E	Cap Out Other Equipment >	16,201.00	13,922.52	6,240.00	-3,961.52
79870	E	Capital Outlay Library Mate	1,145,147.00	1,259,099.95	0.00	-113,952.95
79900	E	BUDGET for Project Transfe	0.00	0.00	0.00	0.00
79980	E	Internal Purchases-Cap Out	0.00	1,000.00	0.00	-1,000.00

- The % wildcard character represents any number of unspecified characters.
- It is best to put the % sign before and after the string of characters you are searching for to ensure that your search is as complete as possible.
- If you aren't sure if the first letter should be capitalized or not, leave the first letter out of your search.



Naming Conventions of Banner Forms

- Banner Forms are also often referred to as Objects.
- The names of Banner Forms/Objects are seven characters long.
- The position of each character follows the conventions described below.
- The example of FGIBDST– Organization budget Status Form is highlighted in orange.

Position Location Descriptions and Examples			
1 Primary system owning object	2 Module owning object	3 Type of object	4-7 Unique name for object (examples only)
F	G	I	BDST
F Finance	A Accounts Payable	A Application Form	BDST Budget Status
G General	B Budget Development	B Base Table	BSUM BudgetSummary
N Human Resources/ Position Control	G General Ledger	I Inquiry Form	DOCH DocumentHistory
P Human Resources/ Payroll	O Operations	M Maintenance Form	ENCD Detail Encumbrance Activity
R Financial Aid	P Purchasing	R Rule Table/Report/Process	IDEN Identification
S Student	R Research Accounting	T General Maintenance Test Pattern	TRND Detail Transaction Activity
T Accounts Receivable	T Validation Form/Table	V Validation Form/Table View	VNDH Vendor Detail History



Check Your Banner Display Options

All Banner Users should check their Banner Display options to ensure they are correct.

- Go to the General Menu (GUAGMNU) and type GUAUPRF
- All Display Options in the left hand column should be checked.
- If any are Not checked off – the user should mark them and then press the save icon.

File Edit Options Block Item Record Query Tools Help

General User Preferences Maintenance GUAUPRF 8.0 (PROD)

Display Options Directory Options My Links Menu Settings LDAP

Display Options

- ☒ Display Form Name on Title Bar
- ☒ Display Form Name on Menu
- ☒ Display Release Number on Title Bar
- ☒ Display Database Instance on Title Bar

Alert Options

- ☒ Prompt Before Exiting Banner
- ☒ Display Additional Confidential Warning
- ☒ Display Additional Deceased Warning
- ☒ Display Duplicate SSN/SIN/TIN Warning

Data Extract

- ☒ Include Header Row in Data Extract

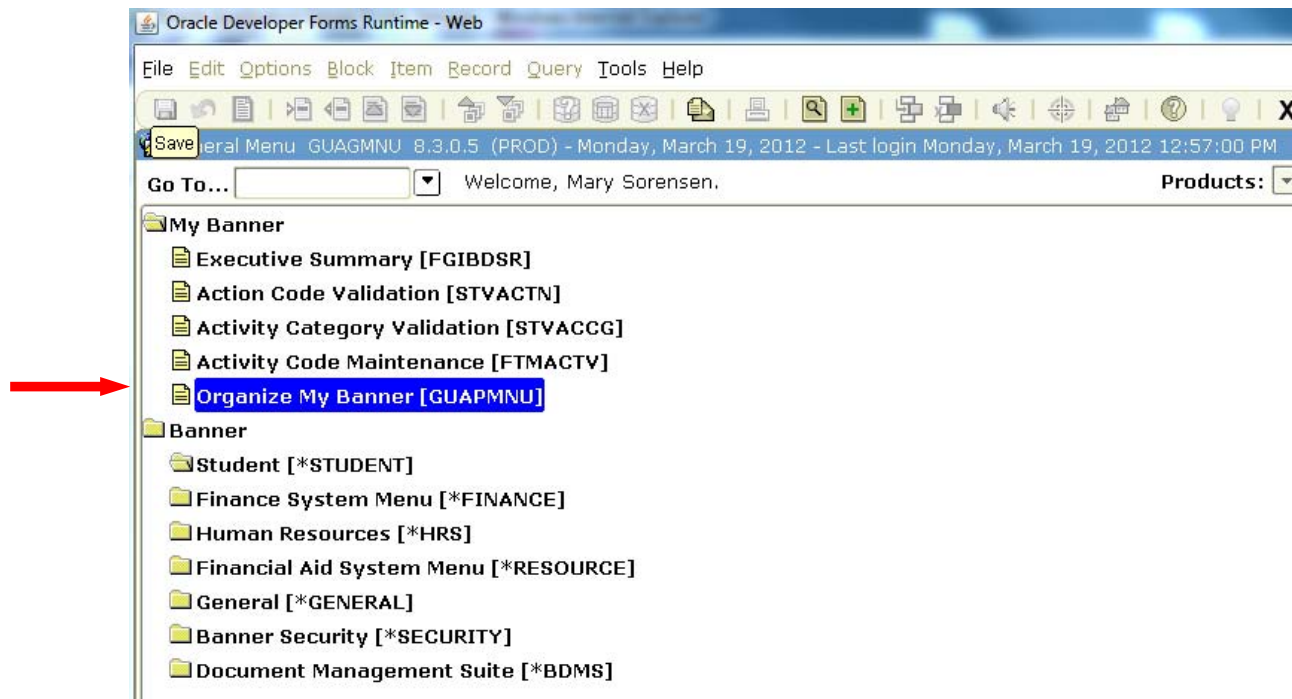
User Interface Color Settings

Description:	Enter the RGB color code for non iconic buttons.
Default Value:	r204g204b153
User Value:	r204g204b153
Description:	Enter the RGB color code for the canvas.
Default Value:	r255g255b255
User Value:	r255g255b255
Description:	Enter the RGB color code for code/description prompts.
Default Value:	r0g0b0
User Value:	
Description:	Enter the RGB color code for the menu links canvas.
Default Value:	r255g255b255
User Value:	r255g255b255
Description:	Enter the RGB color code for the menu broadcast message canvas.
Default Value:	r255g255b255
User Value:	r255g255b255



Setting Up “My Banner”

- **My Banner** is useful for quick access to the forms you most commonly use, and is simple to set up.
- At the **General Menu**, double click on **My Banner** to open the folder.
- Click on **Organize My Banner** under **My Banner** to open the form. (You may also simply type “GUAPMNU” in the **Go To . . .** field at the General Menu.

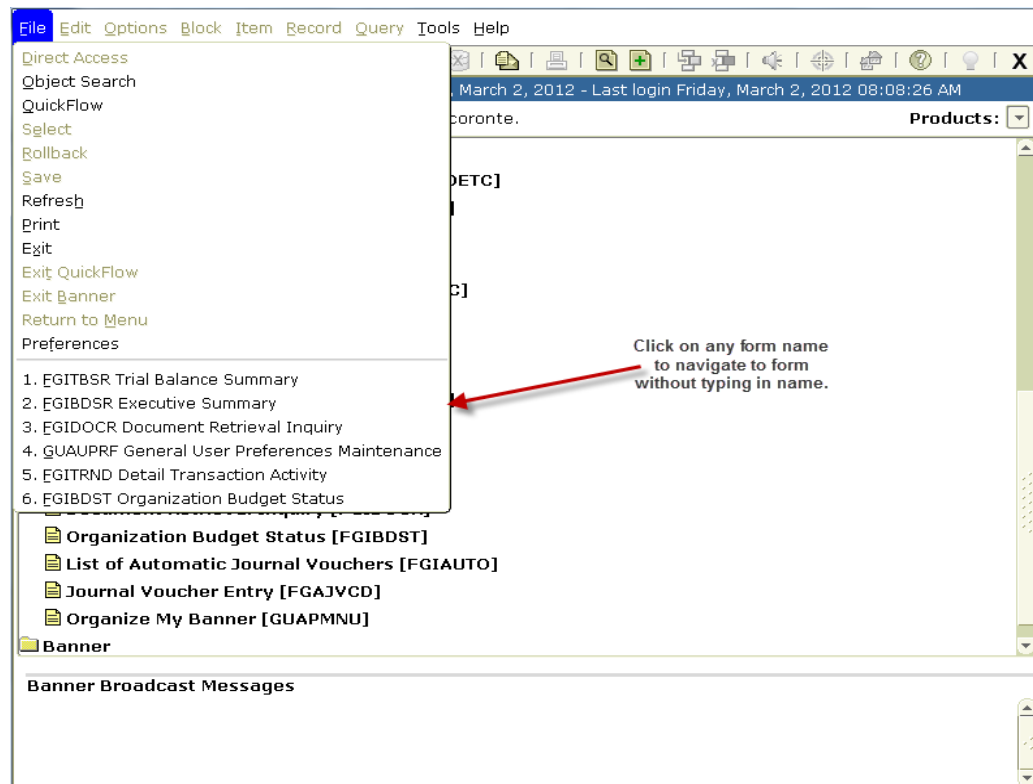




Recently Used Forms Listing

After you have accessed forms in Banner, a recently used form list is created

- Click on the File tab in the general menu.
- Click on any form name to access it without having to type in the name.
- When you close out of Banner the list will be erased.





Glossary of Terms

- **Banner** – The University software system that processes, retrieves and reports information as an integrated database.
- **Document** – An identification alpha/numeric code that identifies a transaction in Banner.
- **Data Steward** - Each Banner module (Student, Finance, Human Resources, and Financial Aid) is assigned an employee responsible for the following: Updating and maintaining Banner validation tables and other system maintenance forms; Assigning Banner Security Access; Assigning Insight reporting security access; Supervising the addition or changing of Person and Non-Person changes; Reviewing Banner Data and Insight reports for accuracy and dependability.
- **Expenditure:** (Expenses) Charges incurred for operation, maintenance, interest, and other goods or services made during the fiscal period.
- **Form:** A document in which information is entered and retrieved from in Banner. Forms are also referred to as objects.



Glossary of Terms

- **FERPA** : The Family Education Rights and Privacy Act. Employees of the University should be aware of the provisions of this law.
- **General Ledger**: A listing of the University's assets and liabilities of the University and related transactions. May sometimes refer to reports and schedules that also include Revenues and Expenses.
- **Object** – A Banner Form, Process, or Table
- **Operating Ledger**: A listing of the University's revenues, expenses and transfers for a fiscal period.
- **Query**: In Banner, an operation performed on specific screens to obtain detailed information. One cannot update any information in Banner-Finance while in query mode.
- **UNC Information Technology Procedures**: University employees who use Banner are expected to understand these procedures.



Glossary of Terms

- **The UNC URSA Data Standards:** University employees who use Banner are expected to understand these procedures.
- **URSA** – The University's online, single point of access to secure Banner Information, as well as tools for students, faculty and staff. Ursa is the Latin word for Bear.
- **WebXtender (Xtender):** Banner's document imaging system. Xtender provides imaging, document management, data capture, storage management, output capture and report management capabilities.



What's Next?

FOAPAL Training 1.30

This training explains the basic elements of the financial account coding system called a FOAPAL:

F = Fund

O = Org

A = Account

P = Program

A = Activity

L = Refers to Location - but is NOT used by UNC



General Accounting Staff Contact List

Lacey Snyder	Controller	351-1604	lacey.snyder@unco.edu
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Jeff Martin	Accountant	351-1830	jeffrey.martin@unco.edu
Matt Wills	Accountant	351-2406	matthew.wills@unco.edu
Susan McGuire	Office Tech	351-2228	susan.mcguire@unco.edu
Fax		351-1142	

Accounting Services website

<http://www.unco.edu/general-accounting>



Budget Office Staff Contact List

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Tara White	(970) 351-1439	tara.white@unco.edu
John Wieser	(970) 351-4708	john.wieser@unco.edu

Budget Office website
<http://www.unco.edu/budget>



Questions regarding any of this information or want to receive this training in person?

Training Contact:

If you would like to schedule a time to receive this training in person for an individual or group, please contact: Lacey Snyder at lacey.snyder@unco.edu or 970-351-1604

