



BANNER 7 FINANCE

FIN101

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Classroom Rules

- Please turn off your cell phones
- Only log on to email during break
- No surfing the net

Help Options

- help@email.uncc.edu
- Extension 7-3100
 - Reset passwords

Course Objectives

- Describe the 7 Finance modules
- Introduce the segments of C-FOAPAL, the Chart of Accounts
- Finance Form Naming Conventions
- Banner Documents
- Introduce Common Banner Inquiry Forms
- Request for Access to Production

Banner Finance Modules

- Banner Finance consists of 7 interrelated modules:
 - General Ledger
 - Purchasing
 - Accounts Payable
 - Fixed Assets
 - Research Accounting (Grants and Contracts & Inception to Date)
 - Accounts Receivable
 - Budget Development

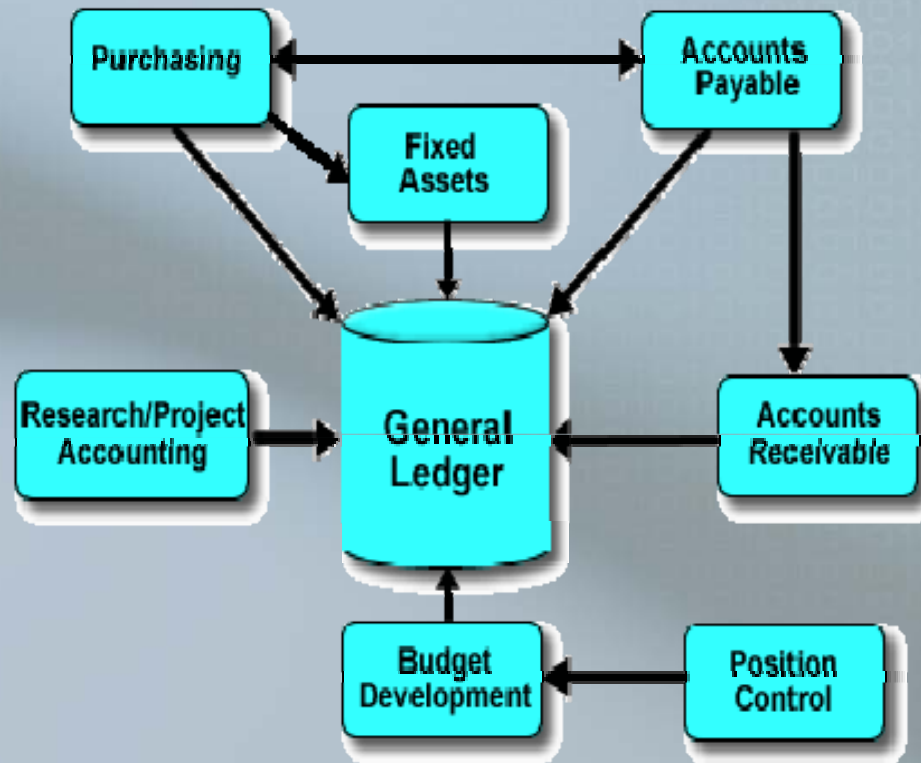
Finance – General Ledger

- General Ledger (GL) is the core module in the Finance System
- Includes fund accounting, Chart of Accounts, system table maintenance and update, and grants and contract accounting
- The GL is fully integrated with the other Finance modules

Finance – General Ledger

- The General Ledger stores transactions for assets, liabilities, and fund balance
- There is also an Operating Ledger that stores transactions for revenues, expenditures, budgets, and encumbrances
- There are specific forms in Banner Finance that allow for querying GL transactions and others for OL transactions

Finance – General Ledger



Finance – Purchasing

- The act of purchasing an item is initiated by creation of a Requisition
 - The Requisition records a Reservation (RSV)

1. Create Requisition
(Purchasing)



2. Record Reservation
(RSV) in Operating
and Encumbrance
Ledgers

Finance – Purchasing

- From the Requisition, the Purchase Order (PO) is created
 - The creation of the PO liquidates (releases) the Reservation (RSV) that was previously recorded and creates the PO Encumbrance (ENC)

3. Create Purchase Order (Purchasing)

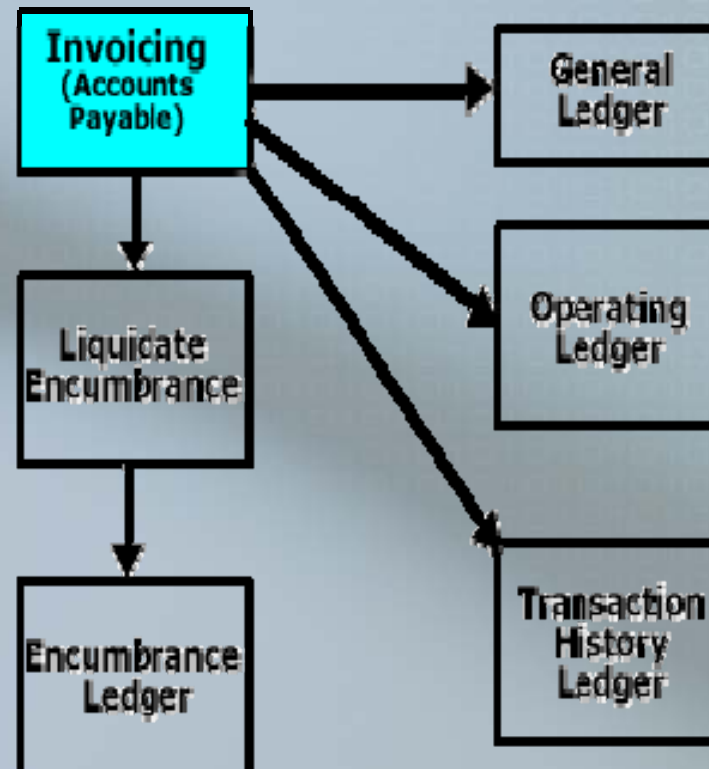


4. Liquidate Reservation (RSV) in Operating & Encumbrance Ledgers



5. Create PO Encumbrance (ENC) in Operating & Encumbrance Ledgers

Finance – Accounts Payable



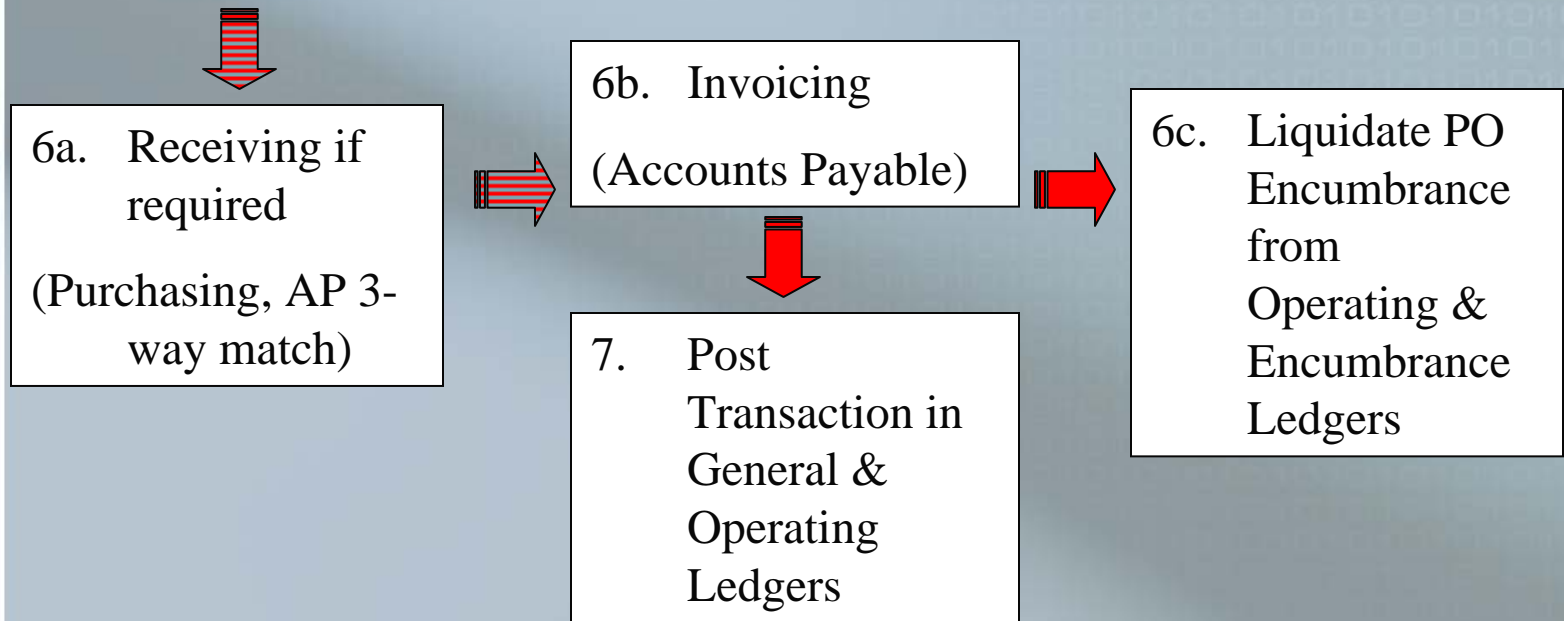
Finance – Accounts Payable

- The Accounts Payable (AP) module processes and pays invoices
- Vendor invoices are entered into the AP module and the liability (obligation to pay) and expense for the invoice is recorded in the appropriate Funds
- The General Ledger keeps track of the use of cash and the outstanding payables

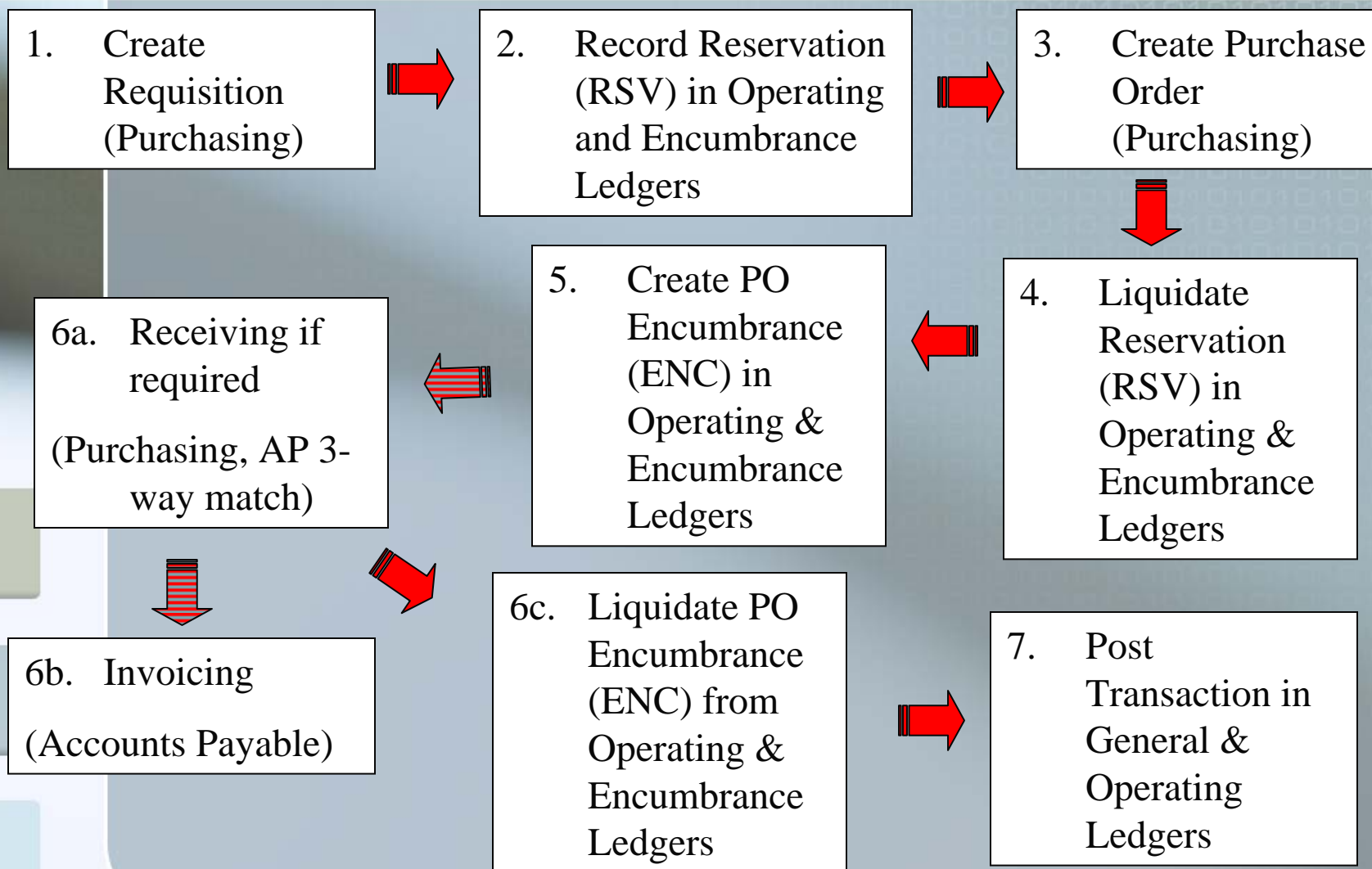
Finance – Accounts Payable

- When an Invoice is entered and there is a match with the Purchase Order and a Receiving document, the Encumbrance (ENC) is liquidated (released)

Finance – Accounts Payable



Finance – Purchasing/Accounts Payable



Finance – Fixed Assets

- Banner's Fixed Assets (FA) process properly records fixed assets that the University must capitalize and/or track as inventory as required by policy, regulation, or statute
- The FA module is closely integrated with the Purchasing and Payables process
- Given this close integration, the FA module relies heavily on the data entered when the item is purchased, received, and paid

Finance – Fixed Assets

- The creation of an initial asset record is based on the expenditure Account Code selected for purchase and payment
- Equipment purchases over \$5,000 each and all laptops over \$1,500, must be charged to Fixed Asset account codes
- The asset receives a tracking number referred to as the asset's Origination Tag (Otag)
- In the FA module, a physical property tag number will be assigned to the asset along with various attributes that help identify the asset, status, location, and custody assignment

Finance – Research Accounting and Inception-to-Date

- The Research Accounting module allows a grant activity to be tracked from beginning to end (inception-to-date)
- Grant activity can also still be viewed on a fiscal year basis
- The inception to date activity is stored in the Grants Ledger

Finance – Research Accounting and Inception-to-Date

- The cumulative totals of revenue, expense, and transfer transactions on a fiscal year basis are stored in the Operating Ledger
- The Research Accounting module also allows for various pieces of descriptive information about a grant to be retained

Finance – Accounts Receivable

- Banner Accounts Receivable (AR) is known as the swing module because many of the features are shared between Banner Student and Banner Finance
- Registration/Tuition and Fee assessments and the Financial Aid feed information indirectly to the Finance Ledgers via the AR feed process

Finance – Accounts Receivable

- The AR feed process translates charge/payment activity into journal vouchers that are posted to the ledgers
- Departmental deposits are also processed in the AR module through the Cashiering system

Finance – Budget

- The maintenance of the budget is the regular act of entering, correcting, and reconciling the data
- These transactions are posted to the Operating Ledger and budget information can be obtained on several Banner Finance Forms

Let's Review

- What Finance module enables the university to establish and maintain a record of its possessions that must be capitalized or tracked as inventory?
- Fixed Assets module
- What Finance module stores Inception-to-Date information?
- Research Accounting Module

Let's Review

True or False

- All Finance modules flow through the General Ledger
- True
- The Encumbrance is liquidated when there is a match between the Invoice, Purchase Order and Receiving Document
- True

Banner C-FOAPAL (Chart of Accounts)

- C = Chart code
 - The Chart code supports multiple financial entities
 - Chart 1 – University
 - Chart F – Foundation
 - Chart A – Athletic Foundation

Banner C-FOAPAL (Chart of Accounts)

- F = Fund code
 - The Fund code is the source of the Funding
For example, 117510



Banner C-FOAPAL (Chart of Accounts)

- 0 = Organization code
 - The Orgn code is the unit of budgetary responsibility
 - Department number
For example, 11400

Banner C-FOAPAL (Chart of Accounts)

- A = Account code
 - The Account code denotes:
 - Assets & Liabilities – GXXXXX
 - Revenues – 1XXXXX
 - Expenditures – 9XXXXX
 - Budget Pools – 9XX000 and 914500

Banner C-FOAPAL (Chart of Accounts)

- P = Program code
 - The Program code is for functional classifications
For example, 10100



Banner C-FOAPAL (Chart of Accounts)

- A = Activity code
 - UNC Charlotte does not use this code



Banner C-FOAPAL (Chart of Accounts)

- L = Location code
 - Only used for Fixed Assets

Banner C-FOAPAL (Chart of Accounts)

■ Index Code

- An Index Code is a 6 digit code that will be used to group a Fund with its proper Orgn and Prog Codes
- Helps with data entry
- To make it easier to remember, we've made the Index Code equal the Fund Code

Index Code 117510 = Fund Code 117510

Banner C-FOAPAL (Chart of Accounts)

■ Index Code

- On Financial Services forms, you will see a block for Index/Fund Code
- Remember that in Banner, Index is just a tool for ease of Data Entry and Fund Code is the proper terminology for Departmental Budget information
- The Fund Code is what will be displayed on the financial reports, not the Index

Let's Review

- What Banner code shows Revenue or Expense?
- Account Code
- What code is the same as the Fund code and is used to reduce the amount of data entry required?
- Index code
- What Code is displayed in all financial reports?
- Fund code (not Index code)

Finance Form Naming Conventions

1st
Position

F Finance System

2nd
Position

Identifies Finance Module

A Accounts Payable

B Budget Development

F Fixed Assets

G General Ledger

O Operations

P Purchasing and Procurement

R Research Accounting

T Table

U Utility

3rd Position Identifies the Type of Form

A Application, Input, or Update Form

I Inquiry

M Maintenance

Q Query (accessed via other forms)

V Validation

4th through 7th Positions

Unique abbreviated description of the form

You tell me!

- FTMFUND
- Finance Table Maintenance - Fund
- FPAREQN
- Finance Purchasing Application - Requisition
- FAIINVE
- Finance Accounts Payable Inquiry - Invoice
- FGIOENC
- Finance General Ledger Inquiry – Organizational Encumbrance List

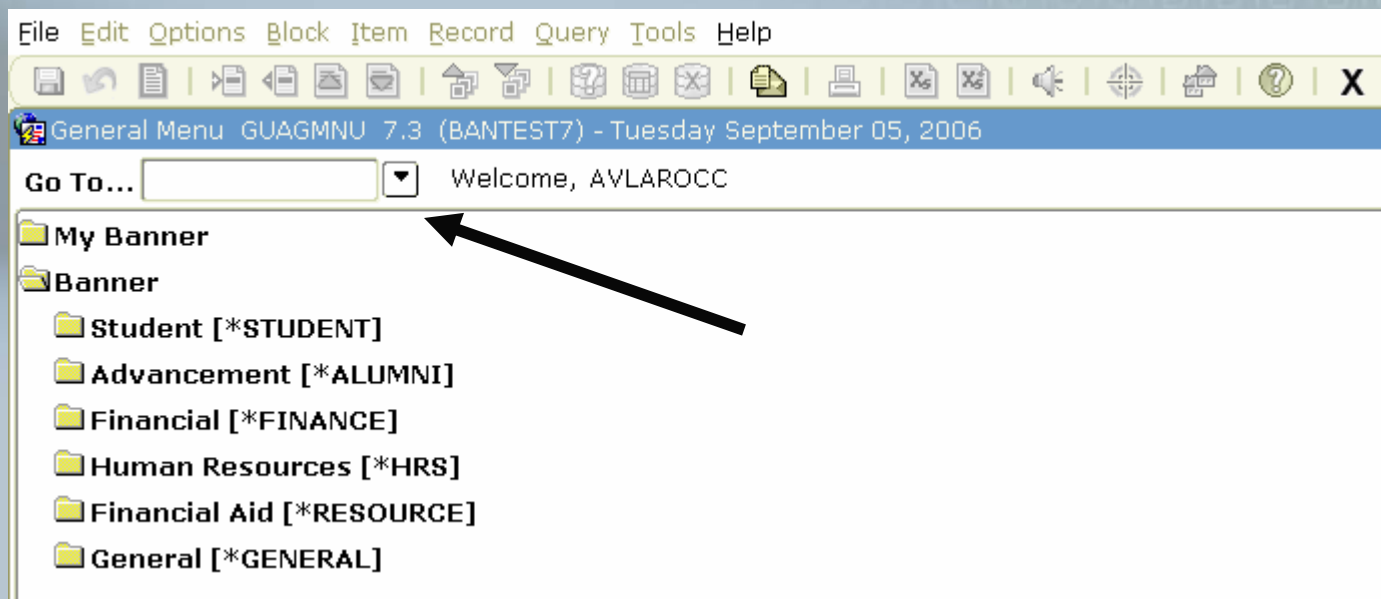
Finance Form Naming Conventions

- Do you have to memorize the naming conventions??????

NO

- Learning the conventions just may be helpful when trying to find a form using Search

On Main Menu form, click on the Search Icon



Here's an example:

Name	Description	Type
FPI%		Form

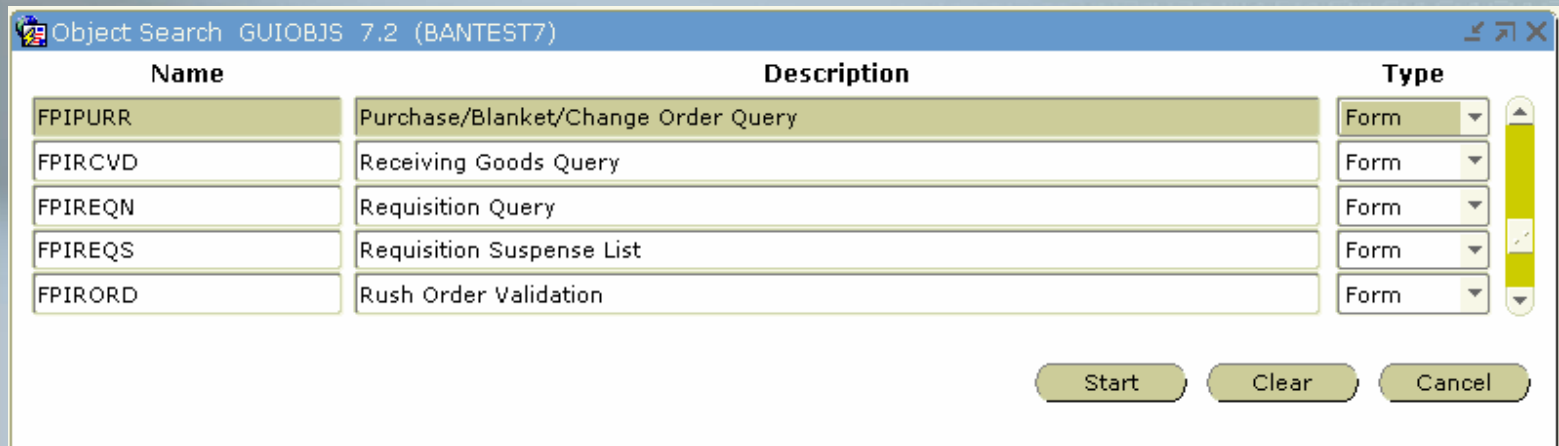
Start Clear Cancel

Enter FPI%, tab, tab

Click on drop down menu and choose
Form

F8 or  to Execute Query

Returns Purchasing Inquiry forms: POs, Requisition, etc

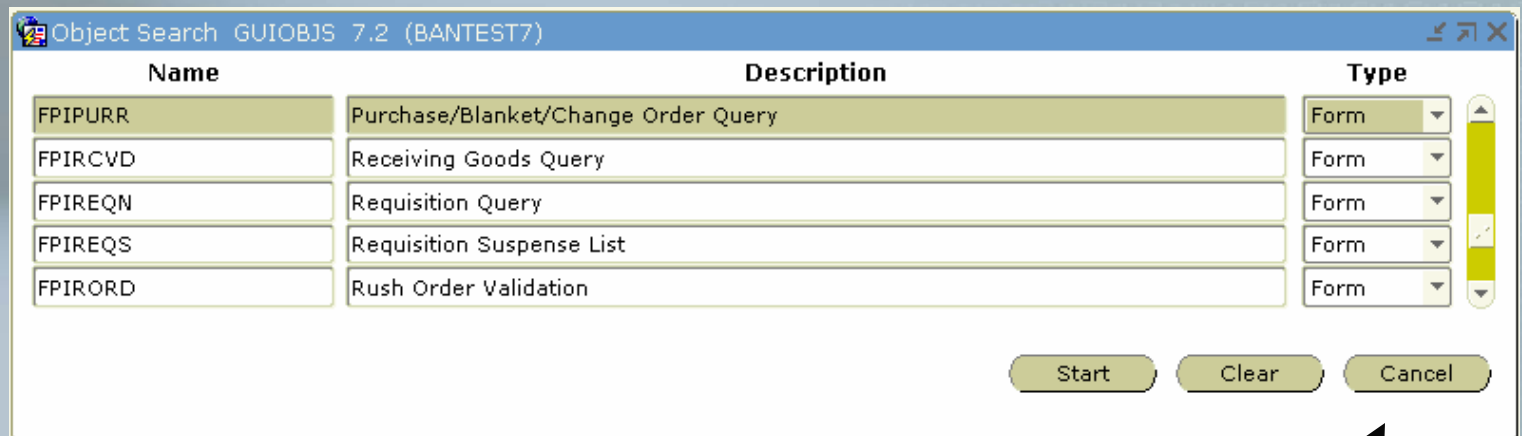


The screenshot shows a window titled "Object Search GUIOBJ5 7.2 (BANTEST7)". It contains a table with three columns: "Name", "Description", and "Type". The table lists five forms, all of which are of type "Form". At the bottom right of the window, there are three buttons: "Start", "Clear", and "Cancel".

Name	Description	Type
FPIPURR	Purchase/Blanket/Change Order Query	Form
FPIRCVD	Receiving Goods Query	Form
FPIREQN	Requisition Query	Form
FPIREQS	Requisition Suspense List	Form
FPIRORD	Rush Order Validation	Form

Start Clear Cancel

Returns Purchasing Inquiry forms: POs, Requisition, etc



Object Search GUIOBJS 7.2 (BANTEST7)

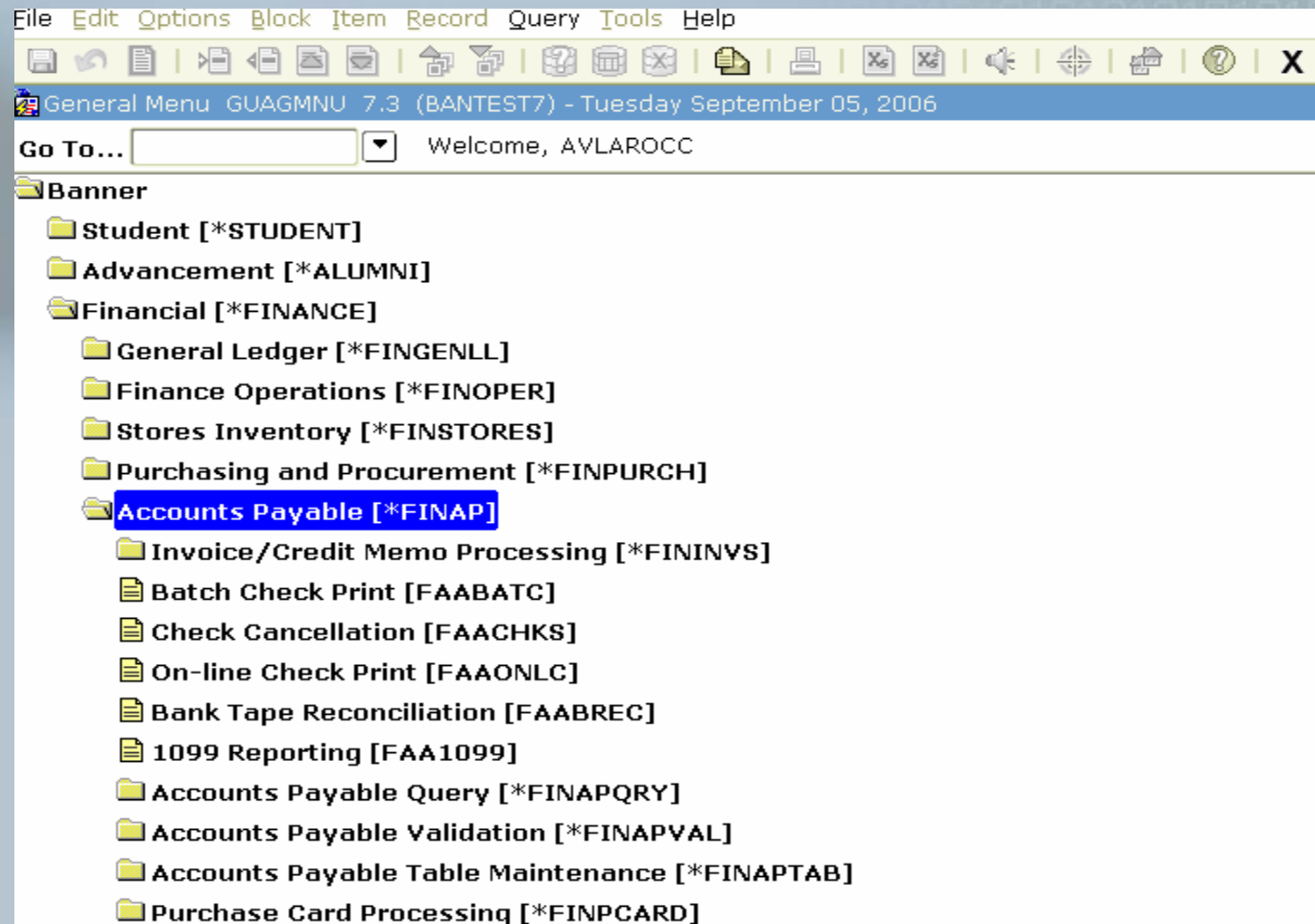
Name	Description	Type
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FPIREQN	Requisition Query	Form
FPIREQS	Requisition Suspense List	Form
FPIRORD	Rush Order Validation	Form

Start Clear Cancel



Click Cancel to Exit to Main Menu

Of course the forms can always be found in the menu



The screenshot shows a software application window with a menu system. The title bar reads "General Menu GUAGMNU 7.3 (BANTEST7) - Tuesday September 05, 2006". Below the title bar is a "Go To..." search field and a dropdown menu showing "Welcome, AVLAROCC". The main menu area is titled "Banner" and contains a tree view of options:

- Banner
 - Student [*STUDENT]
 - Advancement [*ALUMNI]
 - Financial [*FINANCE]
 - General Ledger [*FINGENLL]
 - Finance Operations [*FINOPER]
 - Stores Inventory [*FINSTORES]
 - Purchasing and Procurement [*FINPURCH]
 - Accounts Payable [*FINAP]**
 - Invoice/Credit Memo Processing [*FININVS]
 - Batch Check Print [FAABATC]
 - Check Cancellation [FAACHKS]
 - On-line Check Print [FAAONLC]
 - Bank Tape Reconciliation [FAABREC]
 - 1099 Reporting [FAA1099]
 - Accounts Payable Query [*FINAPQRY]
 - Accounts Payable Validation [*FINAPVAL]
 - Accounts Payable Table Maintenance [*FINAPTAB]
 - Purchase Card Processing [*FINPCARD]

Banner Finance Documents

- In Finance every transaction will have a Document Number which refers to the originating document
 - Examples: Requisitions , Purchase Orders, Receiving, Journal Vouchers, Interface Journal Vouchers, Checks
- When researching a transaction, the Document Number will help identify where the document originated

Banner Finance Documents

- The different types of documents start with different letters
- On the Quick Reference Guide, the most common document types, along with their numbering scheme, are listed

Common Banner Query Forms

- FTVFUND– Query for Fund code

Fund Code Validation FTVFUND 7.0 (BANTEST7)

Chart of Accounts	Fund Code	Type	Title	Data Entry	Status	Effective Date	Termination Date	Pool Indicator
1	101011	11	Dance and Theatre Fee	Y	A	01-JUL-1959		N
1	101012	11	Scuba Fee	Y	A	01-JUL-1959		N
1	101013	11	Physical Education Fee	Y	A	01-JUL-1959		N
1	101015	11	Biology Lab Fee	Y	A	01-JUL-1959		N
1	101016	11	Chemistry Lab Fee	Y	A	01-JUL-1959		N
1	101017	11	Geography Lab Fee	Y	A	01-JUL-1959		N
1	101018	11	College of Engineering Lab Fee	Y	A	01-JUL-1959		N
1	101019	11	Physics Lab Fee	Y	A	01-JUL-1959		N
1	101021	11	Dept of Art Fee	Y	A	01-JUL-1959		N
1	101022	11	Education and Technology Fee	Y	A	01-JUL-1959		N
1	101023	11	Nursing Lab Fee	Y	A	01-JUL-1959		N
1	101024	11	Engineering Major Fee	Y	A	01-JUL-1959		N
1	101025	11	Engineering Technology Lab Fee	Y	A	01-JUL-1959		N
1	101026	11	Engineering Machine Shop Lab Fee	Y	A	01-JUL-1959		N
1	101027	11	Electrical and Computing Lab Fee	Y	A	01-JUL-1959		N
1	101028	11	Engineering Mechanics Lab Fee	Y	A	01-JUL-1959		N
1	101029	11	Civil Engineering Lab Fee	Y	A	01-JUL-1959		N
1	101030	11	Engineering Electrical Shop Lab Fee	Y	A	01-JUL-1959		N
1	101031	11	Mech Engineering Motorsport Fee	Y	A	01-JUL-1959		N

Common Banner Query Forms

■ FTVACCT– Query for Account code

Account Code Validation FTVACCT 7.0 (BANTEST7)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
1	101110	Resident Tuition	OA	Y		A	50	01-JUL-1959	
1	101130	Resident Elderly Citizen Tuit Waive	OA	Y		A	50	01-JUL-1959	
1	101160	Resident Tuition Surcharge	OA	Y		A	50	01-JUL-1959	
1	101210	Non-Resident Tuition	OA	Y		A	50	01-JUL-1959	
1	101220	Non-Resident Special Talent Waivers	OA	Y		A	50	01-JUL-1959	
1	101230	Non-Resident Grad Asst Waiver	OA	Y		A	50	01-JUL-1959	
1	101260	Non-Resident Tuition Surcharge	OA	Y		A	50	01-JUL-1959	
1	101300	Extension Instruction Fee	OA	Y		A	50	01-JUL-1959	
1	101310	Extension Instruction Entertain	OA	Y		A	50	01-JUL-1959	
1	101400	Application Fee	OA	Y		A	50	01-JUL-1959	
1	101500	Athletic Fee	OA	Y		A	50	01-JUL-1959	
1	101510	Athletic Fee Distribution	OA	Y		A	50	01-JUL-1959	
1	101600	Health Service Fee	OA	Y		A	50	01-JUL-1959	
1	101610	Health Fee Post Doc	OA	Y		A	50	01-JUL-1959	
1	101620	Health Service Fee Distribution	OA	Y		A	50	01-JUL-2005	
1	101630	Health Ctr Graduate Insurance	OA	Y		A	50	01-JUL-2006	
1	101700	Activity Fees	OA	Y		A	50	01-JUL-1959	
1	101710	Activity Fees Distribution	OA	Y		A	50	01-JUL-1959	
1	101800	Indebtedness Fee	OA	Y		A	50	01-JUL-1959	

Common Banner Query Forms

- FGIBDST & FGIBAVL – Query on Revenue and Expense balances:
 - FGIBDST – Organization Budget Status

Organization Budget Status FGIBDST 7.2 (BANTEST7)

Chart: 1
Fiscal Year: 07
Index: 117510

Query Specific Account
 Include Revenue Accounts

Commit Type: Both

Organization: 11400 Financial Services AVC
Fund: 117510 Financial Services
Program: 17000 Institutional Support
Account: 920000 Personal Service Contracts Pool
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
925140	E	Instate Transportation-Grou	0.00	117.10	0.00	-117.10
925300	E	Out Of State Transp-Groun	0.00	19.00	0.00	-19.00
925340	E	Out Of State Subsis-Lodginc	0.00	1,196.00	0.00	-1,196.00
925360	E	Out Of State Subsistence-M	0.00	145.25	0.00	-145.25
925380	E	Out Of State Other/Tip/Etc	0.00	145.56	0.00	-145.56
927230	E	Rental-Other Equipment	0.00	580.00	7,504.00	-8,084.00
928030	E	Long Distance Service	0.00	-2.70	0.00	2.70
928040	E	Postage	0.00	151.61	0.00	-151.61
928170	E	Printing & Binding	0.00	7.30	0.00	-7.30
930450	E	Electrical Supplies	0.00	0.00	443.75	-443.75
930500	E	Heating & Air Conditioning	0.00	0.00	59.95	-59.95
931100	E	Office Supplies	0.00	284.63	0.00	-284.63
Net Total:			0.00	-2,916.70	8,007.70	

Common Banner Query Forms

FGITBAL – General Ledger Trial Balance

General Ledger Trial Balance FGITBAL 7.0 (BANTEST7)

Chart: Account Type: Fund: Cone Center Operations
 Fiscal Year: Account:

Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
G11000	Interfund Claim On Cash	27,908.92	C *	237,277.53	C *
G11110	Change Fund	3,000.00	D	3,000.00	D
G11120	Petty Cash	250.00	D	250.00	D
G21100	Accounts Payable-Vendors	0.00	C	4,350.62	C
79100	Budgeted Change to Fund Balance	0.00	D	40,615.00	D
79110	Budgeted Expenditure Control	0.00	C	40,615.00	C
79200	Encumbrance Control	9,235.14	D	1,099,704.20	D
79300	Expenditure Control	0.00	D	262,765.20	D
79550	Reservation Control	0.00	D	527.50	D
79600	Reserve for Encumbrances	9,235.14	C	1,099,704.20	C
79700	Reserve for Reservations	0.00	C	527.50	C
79800	Revenue Control	0.00	C	49,045.97	C
G33010	Other Net Assets	24,658.92	D *	24,658.92	D *

* - denotes amount is opposite of Normal Balance

Common Banner Query Forms

FGITRND & FGIGLAC – Detail transactions

- FGITRND – Detail Transaction Activity

Detail Transaction Activity FGITRND 7.2 (BANTEST7)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type

1 07 117510 117510 11400 17000

Account	Organization	Program	Activity Date	Type	Document	De	Field	Amount	Increase (+) or Decrease (-)
911100	11400	17000	11-AUG-2006	HENA	F0001645	Encumbrance Salaries	ENC	-16,412.49	-
911100	11400	17000	10-AUG-2006	HGN	F0001638	HR Payroll 2006 SM 15	YTD	16,412.49	+
911100	11400	17000	27-JUL-2006	HENA	F0001589	Encumbrance Salaries	ENC	-28,449.98	-
911100	11400	17000	27-JUL-2006	HENC	F0001583	Encumbrance Salaries	ENC	389,524.76	+
911100	11400	17000	27-JUL-2006	HGN	F0001579	HR Payroll 2006 SM 14	YTD	16,412.49	+
911100	11400	17000	14-JUL-2006	BD01	F0001268	Budget.....Earnin	OBD	30,000.00	+
911100	11400	17000	11-JUL-2006	HGN	F0001258	HR Payroll 2006 SM 13	YTD	12,037.49	+
911100	11400	17000	05-JUL-2006	B11R	DL000839	FY07 Original Salary B	OBD	363,900.00	+
912100	11400	17000	11-AUG-2006	HENA	F0001645	Encumbrance Salaries	ENC	-1,000.00	-
912100	11400	17000	11-AUG-2006	HENA	F0001645	Encumbrance Salaries	ENC	57,970.19	+
912100	11400	17000	10-AUG-2006	HGN	F0001638	HR Payroll 2006 SM 15	YTD	102,752.34	+
912100	11400	17000	07-AUG-2006	BD01	F0001622	Budget.....Earnin	OBD	120,501.00	+
912100	11400	17000	28-JUL-2006	BD01	F0001590	Budget.....Earnin	OBD	-7,063.00	-
912100	11400	17000	27-JUL-2006	HENA	F0001589	Encumbrance Salaries	ENC	-173,684.66	-
912100	11400	17000	27-JUL-2006	HENC	F0001583	Encumbrance Salaries	ENC	2,089,715.92	+

Common Banner Query Forms

■ FGIGLAC – General Ledger Activity

General Ledger Activity FGIGLAC 7.0 (BANTEST7)

Chart: 1 Fund: 336310 Period: Fiscal Year: 07 Index: 336310 Account:

Account	Transaction Date	Type	Document	Description	Amount	D/C
79100	07-AUG-2006	BD01	F0001622	Budget.....Earnings (Adj)	2,833.00	D
79100	07-AUG-2006	BD01	F0001622	Budget.....Earnings (Adj)	41,682.00	D
79100	28-JUL-2006	BD01	F0001590	Budget.....Earnings (Adj)	3,900.00	C
79110	07-AUG-2006	BD01	F0001622	Budget.....Earnings (Adj)	2,833.00	C
79110	07-AUG-2006	BD01	F0001622	Budget.....Earnings (Adj)	41,682.00	C
79110	28-JUL-2006	BD01	F0001590	Budget.....Earnings (Adj)	3,900.00	D
79200	24-AUG-2006	CORD	P0700865	Prestige Collision Repair Centers I	40.00	C
79200	24-AUG-2006	INEI	I0076062	Quality Personnel Services	606.90	C
79200	22-AUG-2006	INEI	I0075584	Quality Personnel Services	448.95	C
79200	21-AUG-2006	INEI	I0075350	Central Poly-Bag Corp	384.56	C
79200	21-AUG-2006	INEI	I0075272	Quality Personnel Services	190.40	C
79200	21-AUG-2006	INEI	I0075271	Quality Personnel Services	187.42	C
79200	18-AUG-2006	INEI	I0075154	Calico Industries Inc	343.44	C

Common Banner Query Forms

FGIOENC & FGIENCD – Encumbrance Information

■ FGIOENC – Organizational Encumbrance List

Organizational Encumbrance List FGIOENC 7.0 (BANTEST7)

Chart: 1 Index: 336310 Organization: 29000 University Center
 Fiscal Year: 07 Fund: 336310 Cone Center Operations

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0611988	Logical Choice Inc	0	942260	20200			8.95	U
P06A0594	American Chemical Society	0	930050	20200			1,132.35	U
P06A0595	Saffelle Inc	0	930050	20200			407.27	U
P06A0599	Swicegood Supply Co Inc	0	930050	20200			12.52	U
P06A0600	Anderson Sanitary Maintenance Product	2	930050	20200			26.74	U
P06A0756	Brittany Supply Inc	2	930050	20200			134.59	U
P06A9250	Quality Personnel Services	0	951760	20200			201.85	U
P0700809	Maintenance Supply Co	0	930300	20200			220.00	U
P0700810	Bonitz Flooring Group	0	951760	20200			3,929.50	U
P0700839	Carolina Janitorial & Maintenance Supply	0	930350	20200			272.28	U
P0700846	Camcor Inc	0	944590	20200			659.98	U
P0700865	Prestige Collision Repair Centers Inc	0	928200	20200			1,071.34	U
P0702137	Laserprint Service Inc	0	928210	20200			75.00	U
P0702350	E-Z Up Direct.Com LLC	0	947600	20200			1,470.39	U
P0702357	The Chronicle of Higher Education	0	928380	20200			250.00	U
P0702358	Able Metal Fabricators Inc	0	928180	20200			213.00	U

Common Banner Query Forms

■ FGIENCD – Detail Encumbrance Activity

Detail Encumbrance Activity FGIENCD 7.0 (BANTEST7)

Encumbrance:

Description: Status: Type:
 Date Established: Balance: .00 Vendor:

Item: Sequence: Fiscal Year: Commit Indicator:

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
<input type="text" value="1"/>	<input type="text" value="501226"/>	<input type="text" value="501226"/>	<input type="text" value="17200"/>	<input type="text" value="930250"/>	<input type="text" value="11000"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Encumbrance:		<input type="text" value="141.45"/>		Liquidation:		<input type="text" value="-141.45"/>		Balance: <input type="text" value=""/> .00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
<input type="text" value="09-SEP-2005"/>	<input type="text" value="PORD"/>	<input type="text" value="P0603071"/>	<input type="text" value=""/>	<input type="text" value="141.45"/>	<input type="text" value="141.45"/>
<input type="text" value="18-OCT-2005"/>	<input type="text" value="INEI"/>	<input type="text" value="I0014241"/>	<input type="text" value=""/>	<input type="text" value="-113.40"/>	<input type="text" value="28.05"/>
<input type="text" value="01-JUL-2006"/>	<input type="text" value="E090"/>	<input type="text" value="ENRL0601"/>	<input type="text" value="T"/>	<input type="text" value="141.45"/>	<input type="text" value="28.05"/>
<input type="text" value="01-JUL-2006"/>	<input type="text" value="E090"/>	<input type="text" value="ENRL0601"/>	<input type="text" value="T"/>	<input type="text" value="-113.40"/>	<input type="text" value="28.05"/>
<input type="text" value="01-JUL-2006"/>	<input type="text" value="E090"/>	<input type="text" value="ENRL0601"/>	<input type="text" value="T"/>	<input type="text" value=".00"/>	<input type="text" value="28.05"/>
<input type="text" value="22-AUG-2006"/>	<input type="text" value="POCL"/>	<input type="text" value="*0001114"/>	<input type="text" value="T"/>	<input type="text" value="-28.05"/>	<input type="text" value=".00"/>

Common Banner Query Forms

FOIDOCH – Document History

Document History FOIDOCH 7.0 (BANTEST7)

Document Type: PO Purchase Order Document Code: P0608444

Requisition	Status	Bid	Status	Purchase Order	Status	Issues	Status
R0607545	A			P0608444	A		

Invoice	Status	Check	Status	Return	Status	Receiver	Status
I0036697	P	10040574	F			Y0609836	C
I0036699	P						

Asset Tag	Status	Asset Adjustment Status
000079252	T	
000079253	T	
000079254	T	
000079255	T	
000079256	T	
000079257	T	

Common Banner Query Forms

FAIVNDH – Query for Vendor payment history

Vendor Detail History FAIVNDH 7.1 (BANTEST7)

Vendor: 800000512 Logical Choice Inc
 Fiscal Year: 07

Selection: All

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
40851	I0057119	Y	N	N	P	N	721.00	12-JUL-2006	12-JUL-2006	10062026
41139	I0069389	Y	N	N	P	N	785.00	10-JUL-2006	10-JUL-2006	10061838
41160	I0069408	N	N	N	O	N	143.00	10-JUL-2006		
41173	I0069968	Y	N	N	P	N	127.00	13-JUL-2006	25-JUL-2006	10063038
41193	I0071147	Y	N	N	P	N	271.00	21-JUL-2006	21-JUL-2006	10062791
41198	I0071148	Y	N	N	P	N	88.00	21-JUL-2006	25-JUL-2006	10063039
41197	I0071149	N	N	N	O	N	49.00	21-JUL-2006		
41199	I0071321	Y	N	N	P	N	294.00	01-AUG-2006	01-AUG-2006	10063642
41200	I0071437	Y	N	N	P	N	17.00	24-JUL-2006	25-JUL-2006	10063039
41209	I0071564	Y	N	N	P	N	84.00	04-AUG-2006	04-AUG-2006	10063900
41211	I0071584	Y	N	N	P	N	96.00	04-AUG-2006	04-AUG-2006	10063900
41221	I0071586	Y	N	N	P	N	383.00	06-AUG-2006	07-AUG-2006	10064007
41222	I0071588	Y	N	N	P	N	238.00	25-JUL-2006	25-JUL-2006	10063039
41223	I0071591	Y	N	N	P	N	173.00	06-AUG-2006	07-AUG-2006	10064007
Total:							3,469.00			

Password Change Form

GUAPSWD

The image shows a screenshot of a software application window titled "GUAPSWD". The window has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons for file operations and editing. The main area of the window is a light yellow color. In the bottom right corner, there is a smaller window titled "Oracle Password Change Form GUAPSWD 7.0 (BANTEST7)". This window contains a form with the following fields:

Oracle User ID:	<input type="text" value="AVLAROCC"/>
Oracle Password:	<input type="password"/>
Database:	<input type="text"/>
New Oracle Password:	<input type="password"/>
Verify Password:	<input type="password"/>

At the bottom right of the "Oracle Password Change Form" window, there are two icons: a floppy disk icon and a close button (X).

Request for Access to Production

- Request for Banner Finance Access Form
- Inquiry Only access
 - May be requested now
- Requisitioning access –
 - Don't submit form until the FPO201 course has been completed
 - Granted at any level of the Organization or to specific Funds
 - Include "Ship To" information

We're Done!!!!

- Questions?????

