



Administrative Banner Finance Banner 9

For information on latest Banner Finance documentation, please visit:

<http://www.missouristate.edu/financialservices/bannerfinance.htm>

For questions and issue reporting:

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Banner Finance:

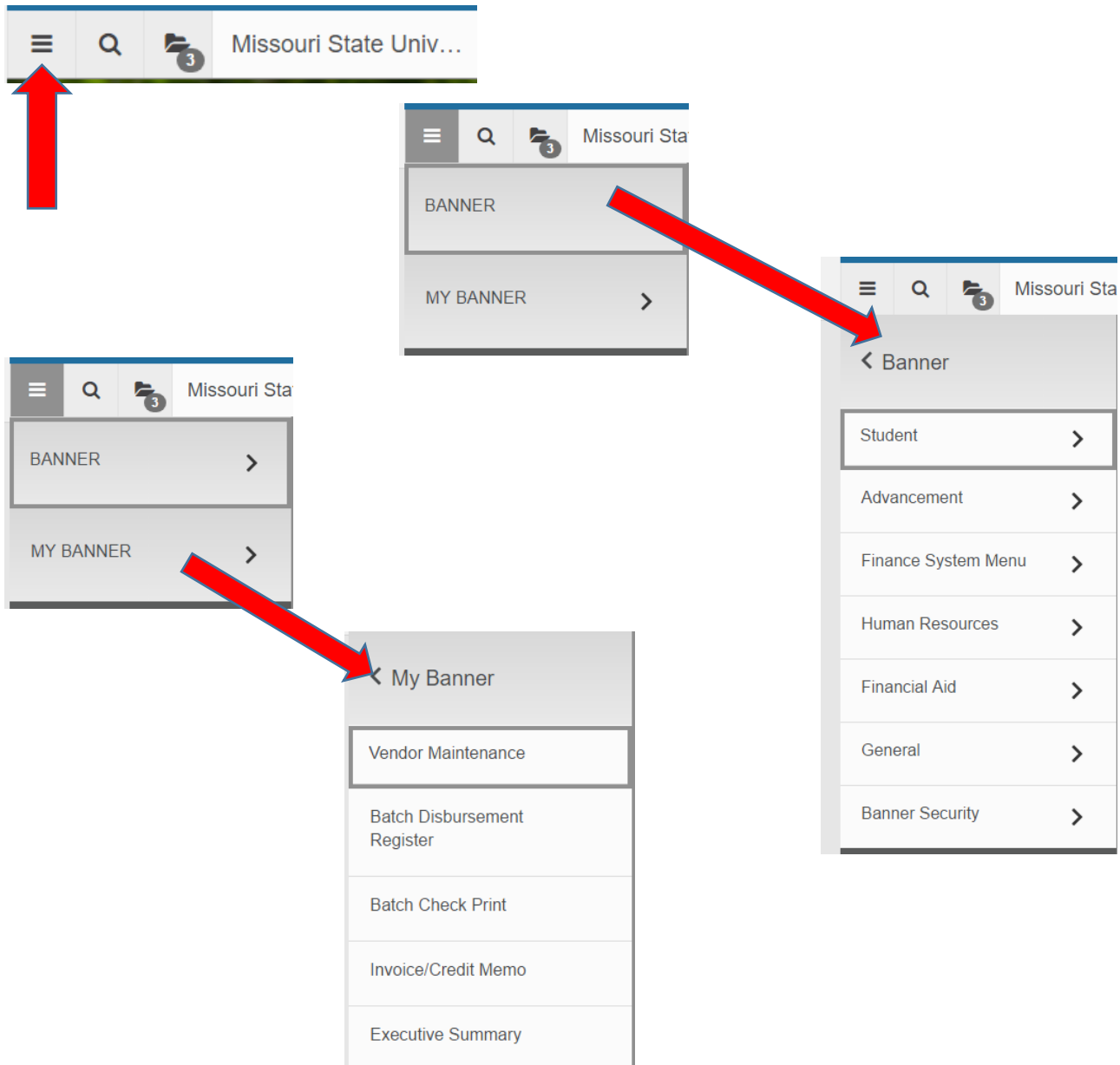
Carrington Hall Room 113
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Navigate Banner 9

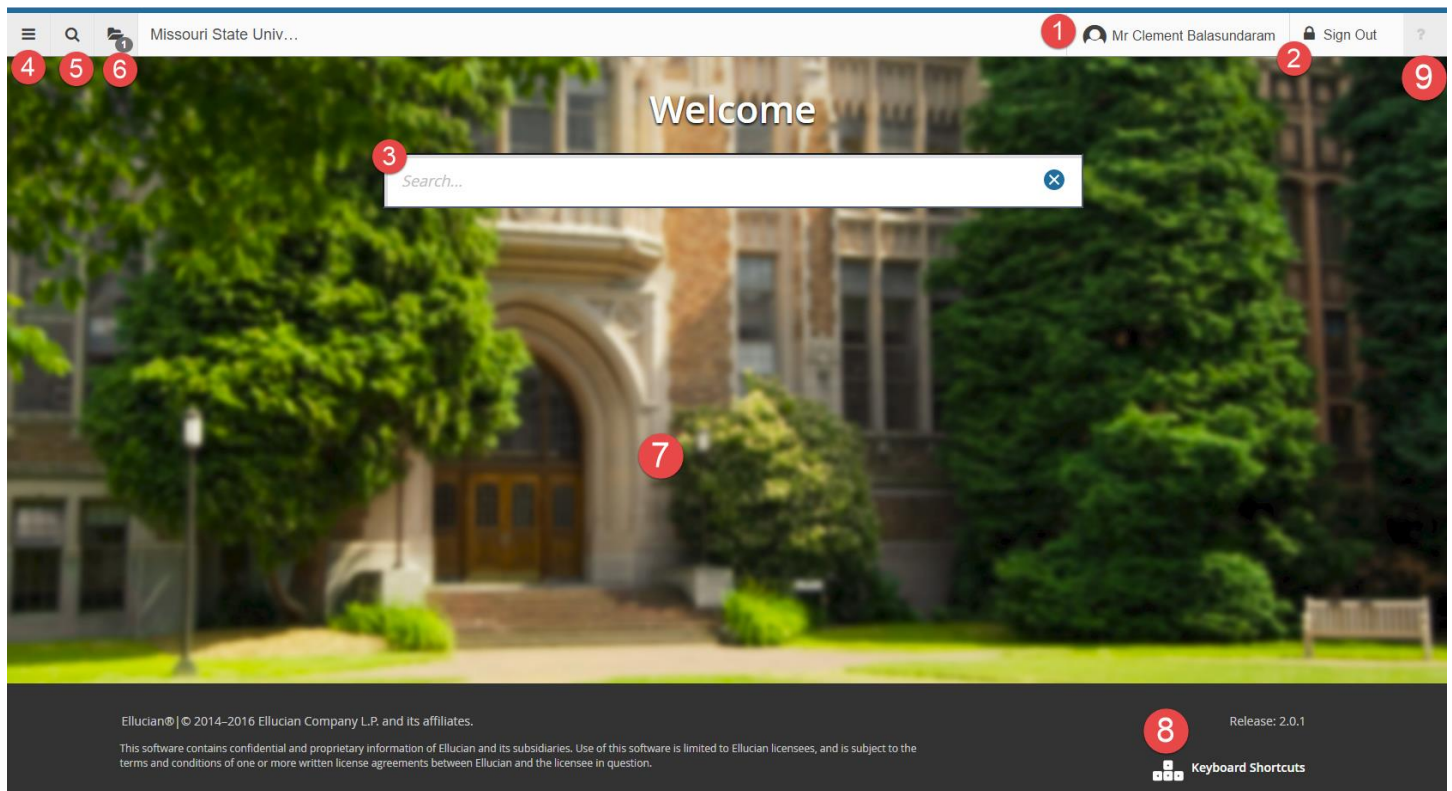
Menus: Select the three  lines at the top left menu. This is the shortcut menu to Banner Forms. The Menu is grouped by Functional modules.



Navigate Banner 9

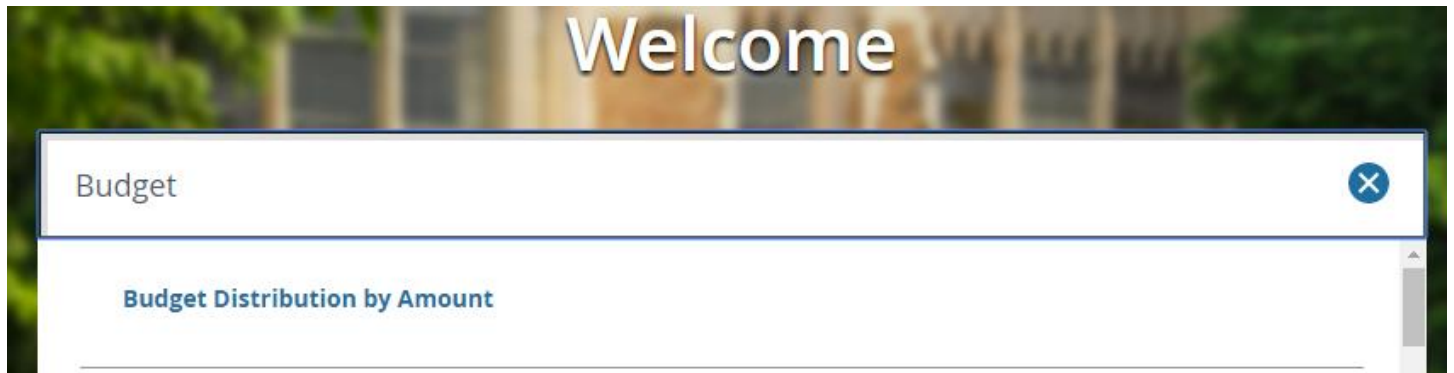
The Welcome Screen:

1. User's Name at the top right.
2. Button to log out. You can also close the browser to log out.
3. Search bar in the middle of the screen.
4. Pop out menu.
5. Search that stays on the top of the screen.
6. Folder to access recently used forms.
7. Application Navigator.
8. Shortcut Keys menu.
9. Help is activated when a form is displayed.

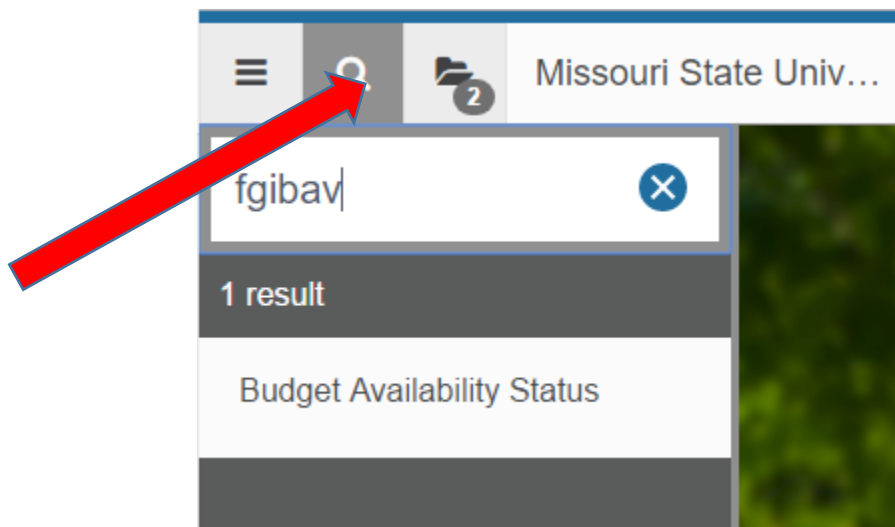


Navigate Banner 9

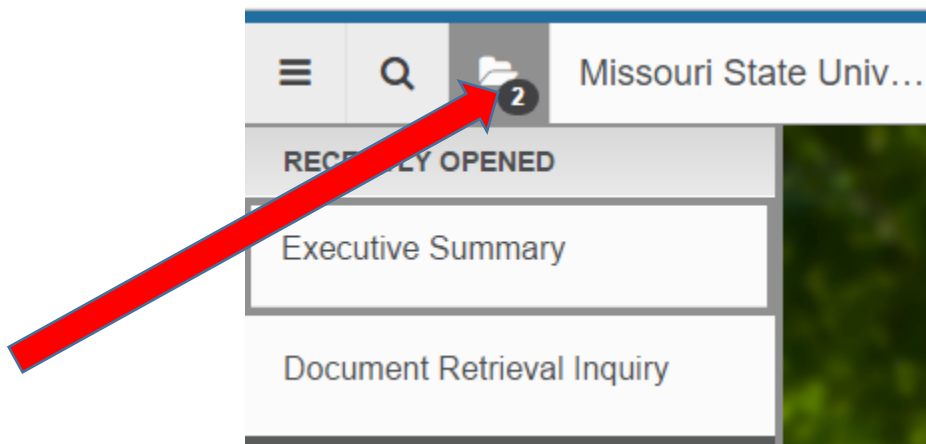
Use the Search bar in the middle of the page. You can search for the description or the form name such as Budget or FGIBDSR. You do not need to use the % symbol as your wild card. Suggested forms will display.



You can also use the search icon at the top left of the page to search by form name or description. The search icon will stay at the top of the page when you are on other forms. Therefore, you can access multiple forms with the search.



The folder at the top left of the page will display the forms you recently visited.



Navigate Banner 9

1. Page Header – The page header identifies the open page name and contains icons for basic navigation.
2. Related icon – displays a list of pages that can be accessed from this page.
3. Tools icon – includes refresh, export, print, clear record, clear data, item properties, display ID image and other options controlled by the page.
4. Main Key Block – the first block on most pages contains key information.
5. Go or Alt+Page Down is the new Next Block to display information.
6. Add – Add documents to Banner Document Management.
7. Retrieve – Retrieve scanned documents from Banner Document Management.

1. **Scroll to next page:** The **Go** button will change to **Start Over** and is the new rollback.
2. Displays the search criteria used to access FGIBDSR information.
3. Detail section.
4.  User has option to go from page to page or display more than 20 lines per page.
5. **SAVE** Used if the form is a data entry screen.
6.  Next/previous section.
7. X is used to exit the form or ctrl+q.

Navigate Banner 9

Banner 9 Shortcut Keys

Function	Key Stroke
Next Field/Item	Tab
Previous Field/Item	Shift + Tab
Up	Up Arrow
Down	Down Arrow
Previous Page Up	Page Up
Next Page Down	Page Down
First record	Ctrl + Home
Last record	Ctrl + End
Search list of values	F9
Cancel page, Exit, Close Current Page, Cancel Search or Query	Ctrl + Q

Function	Key Stroke
Export	Shift + F1
Print	Ctrl + P
Refresh/Rollback	F5
Change MEP Context	Alt + Shift + C
Open Related Menu	Alt + Shift + R
Open tools Menu	Alt + Shift + T
More Information	Ctrl + Shift + U
Application Navigator Display	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L
Copy	Ctrl + C
Cut	Ctrl + X

Function	Key Stroke
Save	F10
Clear one Record	Shift + F4
Delete Record	Shift + F6
Duplicate Selected Record	F4
Insert/Create Record	F6
Clear All in Section	Shift + F5
Open Menu Directly	Ctrl + M
Next Section	Alt + Pg Down
Previous Section	Alt + Pg Up
Duplicate Item	F3
Clear Page/Start Over	F7
Execute Filter Query	F8

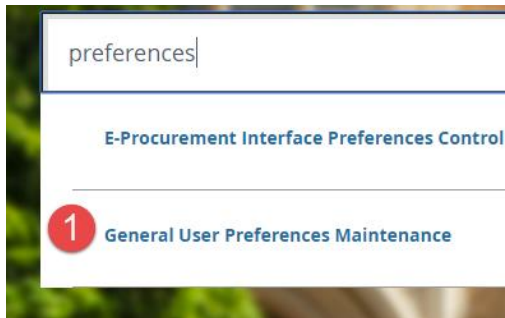
Function	Key Stroke
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cancel Action	Esc
Select on a Called Page	Alt + S
Retrieve BDM Document	Alt + R
Add BDM Document	Alt + A
Submit Workflow	Alt + W
Release Workflow	Alt + Q

Navigate Banner 9

Set Preferences

Set Your Preferences so you can:

- See Column Header Records when you download to Excel
- See the names of the screens on My Banner



- In the search bar, type **Preferences**. Select General User Preferences Maintenance.
- In the Display Options tab, make sure all the boxes are checked on the left side of the page. By default, the second and last ones are not checked.
- Save
- Close

4 General User Preferences Maintenance GUAUPRF 9.0 (TEST8)

ADD RETRIEVE RELATED TOOLS

Display Options Directory Options My Links Menu Settings LDAP

DISPLAY OPTIONS

Insert Delete Copy Filter

☒ Display Form Name on Title Bar ☒ Display Release Number on Title Bar

☒ Display Form Name on Menu ☒ Display Database Instance on Title Bar

ALERT OPTIONS

Insert Delete Copy Filter

☒ Prompt Before Exiting Banner ☒ Display Additional Deceased Warning

☒ Display Additional Confidential Warning ☒ Display Duplicate SSN/SIN/TIN Warning

DATA EXTRACT

Insert Delete Copy Filter

☒ Include Header Row in Data Extract

USER INTERFACE COLOR SETTINGS

Insert Delete Copy Filter

Description	Default Value	User Value
Enter the RGB color code for non iconic buttons.	r204g204b153	r204g204b153
Enter the RGB color code for the canvas.	r255g255b255	r204g204b204
Enter the RGB color code for code/description prompts.	r0g0b0	r0g0b0
Enter the RGB color code for the menu links canvas.	r255g255b255	r51g153b255
Enter the RGB color code for the menu broadcast message canvas.	r255g255b255	r255g255b255
Enter the RGB color code for the record highlighting.	r227g193b149	r204g204b153
Enter the RGB color code for the scroll bar.	r153g153b153	r204g204b0
Enter the RGB color code for the separator line.	r75g32b94	r204g204b0
Enter the RGB color code for the menu tree canvas.	r255g255b255	r0g204b204

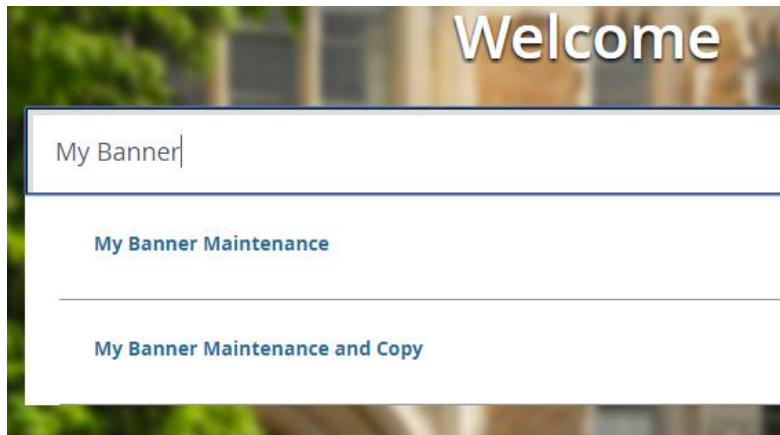
Record 1 of 9

SAVE

Navigate Banner 9

My Banner – Personal Menu

You can create shortcuts in My Banner so you do not have to memorize or search for the correct screen.



Search for **My Banner**.

Select **My Banner Maintenance**.

If you have never setup Banner Shortcuts, you will see an empty form on the right side.

1. Type a form name in the Object column on the right side (ex. FOIDOCH)
2. Tab once to allow the description to be populated. The description will show in your shortcut. You can change descriptions if you wish.
3. When you are finished choosing common forms, you can save and close the form.

A screenshot of the 'My Banner Maintenance GUAPMNU 9.0 (TEST8)' interface. The top navigation bar is blue and contains the title and several icons: ADD, RETRIEVE, RELATED, and TOOLS. Below the navigation bar, there is a 'MENU' tab and a 'Type' dropdown menu set to 'Oracle Forms module'. The main content area is divided into two panels. The left panel, labeled 'Object Type' with a red circle '1', contains a table with two columns: 'Object *' and 'Description *'. The table lists various object types and their descriptions, such as 'TSA1098' for '1098-T Tax Information'. The right panel, labeled 'Object Selection' with a red circle '2', contains a table with two columns: 'Object' and 'Description'. This table lists selected objects like 'FTMVEND' for 'Vendor Maintenance'. Between the two panels are four buttons: 'Insert Selection', 'Remove Selection', 'Insert All', and 'Remove All'. At the bottom of each panel is a pagination bar showing 'Record 1 of 1459' and 'Record 1 of 5' respectively. A red circle '3' is located in the bottom right corner of the interface, next to a 'SAVE' button.

Download to Excel

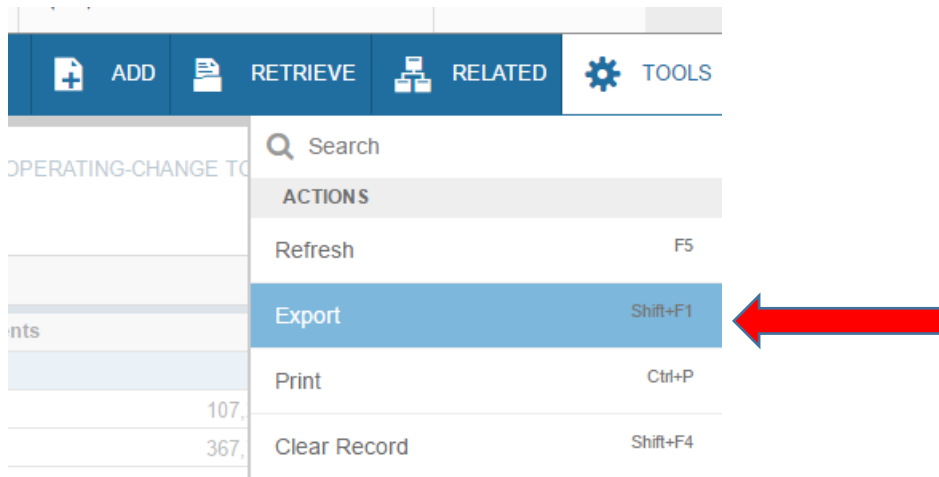
You can download FGIBDST and other forms into an Excel Spreadsheet.

To download to excel:

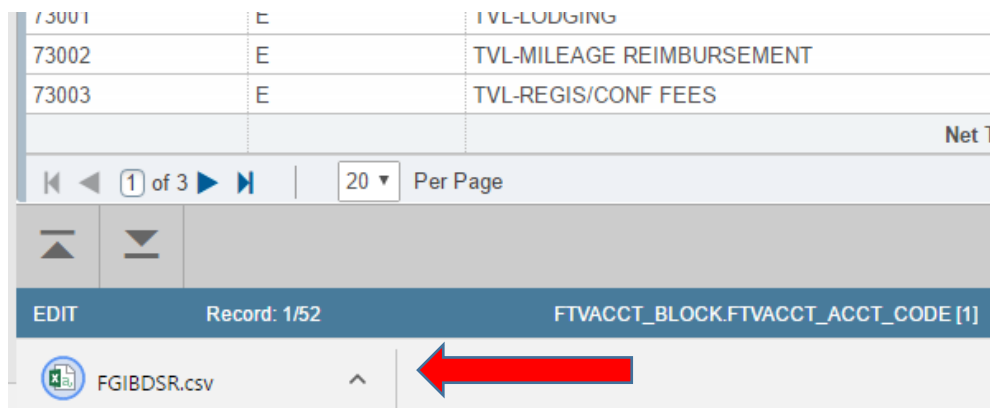
With your Budget open in FGIBDST. Select Tools or the Gear Icon from your top right menu.

From the drop Down Menu, select **Export**.

Your file will appear that the bottom left of your page as a .csv file and will open in an excel spreadsheet.



You can save the file as an Excel Worksheet and then perform calculations.



Depending on the browser, you might get the following message if you are using Internet explorer:



Navigate Banner 9

Frequently Used Forms

Recommended Finance forms for My Banner:

FOIDCH	Document History – find PO, Requisition, Invoice, Check and receiving History
FPAREQN	Create a Requisition
FGIBDST	Organization Budget Status
FGIBDSR	Executive Summary
FGITBAL	General Ledger Trial Balance
FGITRND	Transaction Detail
FGIOENC	Open Encumbrance list
FGIBAVL	Budget Availability Status
FGIGLAC	General Ledger Activity
FGIENCD	Encumbrance Detail
FAIINV	Invoice/Credit Memo List
FRIGTD	Grant Inception to Date
FRIGTRD	Grant Transaction Detail Form
FGIDOCR	Document Retrieval Inquiry
FOAIDEN	Person identification Form
FTVFUND	Fund Code Inquiry
FTVORGN	Organization Code Inquiry
FTVACCT	Account Code Inquiry
FTVPROG	Program Code Inquiry
FTIFATA	FOAPAL Attributes – Financial Statements
FGAJVCD	Journal Voucher Entry
FPAPURR	Purchase Order
FTVCOMM	Commodity Code Validation
FAIVNDH	Vendor Detail History

Navigate Banner 9

Budget – FGIBDST

In the **Search**, enter **FGIBDST** and enter to go to the form.

Enter Budget Information:

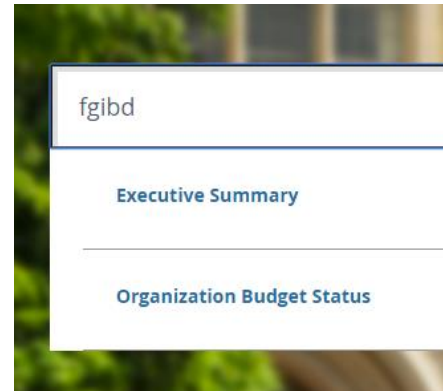
Enter Chart of Accounts. Enter Fiscal Year.

Choose Both for Commitment Type from Drop Down

You can Include Revenue Accounts if it applies.

Enter Organization and Fund Code.

Select the Green **GO** button

A screenshot of the 'Organization Budget Status FGIBDST 9.0 (TL)' form. The form has a blue header bar with the title and a 'Go' button. Below the header, there are several input fields and checkboxes. Green arrows point to the 'Chart' dropdown, the 'Index' dropdown, the 'Include Revenue' checkbox, the 'Commit Type' dropdown, and the 'Go' button. The 'Fiscal Year' is set to '17'. The 'Account' field is empty. The 'Fund' field is empty. The 'Activity' field is empty. The 'Organization' field is empty. The 'Program' field is empty. The 'Account Type' field is empty. The 'Location' field is empty.

The Budget will fill in the next Block. Use the Scroll on the right to see the rest of the budget.

Account Type and Title – Spending category. **Adjusted Budget** – Budget after Transfers

YTD Activity – total Payments/Transactions completed to date. Includes items invoiced.

Commitments – total of both Requisitions (Reservations) and open Purchase Orders or Travel Encumbrances (Encumbrances)

Available Balance – Current Amount Available. To clear form and view different Budget, select **Start Over**.

Chart: U Fiscal Year: 17 Index: Query Specific Account: ☐ Include Revenue Accounts: ☒ Commit Type: Both Organization: 052000 FINANCIAL SERVICES-CFO ADMIN-OPER Fund: A02000 OPERATING-CHANGE TO NEW FUND

Program: Account: Account Type: Activity: Location:

Start Over

EXECUTIVE SUMMARY

Account

Type

Title

Adjusted Budget

YTD Activity

Commitments

Available Balance

53085

R

OTHER SALES & SERVICES-EDUC-NONTAX

0.00

65.00

0.00

-65.00

62000

L

EXECUTIVE-MANAGERIAL-ADMINISTRATIVE

347,807.70

241,309.53

107,248.68

-750.51

62001

L

OTHER PROFESSIONAL

1,199,822.00

839,543.53

367,798.75

-7,520.28

62002

L

TECHNICAL AND PARAPROFESSIONALS

42,069.00

35,193.74

14,567.25

-7,691.99

62003

L

CLERICAL AND SECRETARIAL

182,072.00

128,762.47

58,644.31

-5,334.78

62006

L

SUPPLEMENTAL-STAFF

12,694.00

7,649.31

1,000.00

4,044.69

62008

L

OVERTIME WAGES

0.00

904.79

0.00

-904.79

62999

L

WAGE INCREASES

53,530.42

0.00

0.00

53,530.42

63000

L

NON-STUDENT PART-TIME WAGES

21,400.00

41,398.70

0.00

-19,998.70

63100

L

STUDENT WAGES

14,852.00

11,969.00

0.00

2,883.00

63200

L

GRADUATE ASSISTANT WAGES

21,040.00

9,079.00

0.00

11,961.00

68999

L

SALARY SAVINGS-CARRYFORWARD

728,111.73

0.00

0.00

728,111.73

69100

L

FRINGE BENEFIT POOL-EMP-RETIRE ELIG

617,424.78

433,632.93

190,043.62

-6,251.77

69101

L

FRINGE BENEFIT POOL-NON-STDT PT

1,624.26

3,142.14

0.00

-1,517.88

69998

L

FRINGE CARRYFORWARD

316,688.75

0.00

0.00

316,688.75

730

E

TRAVEL

16,770.00

0.00

0.00

16,770.00

73000

E

TVL-MEALS

0.00

67.43

0.00

-67.43

73001

E

TVL-LODGING

0.00

1,091.73

0.00

-1,091.73

73002

E

TVL-MILEAGE REIMBURSEMENT

0.00

301.92

0.00

-301.92

73003

E

TVL-REGIS/CONF FEES

0.00

3,000.00

0.00

-3,000.00

Net Total

-4,700,736.86

-1,884,787.11

745,028.98

◀

▶

1 of 3

▶

20

Per Page

Record 1 of 52

Review Budget Transactions

To review all the details of your transaction or to see related forms, select Related and choose FGITRND for Transaction Detail

73000	E	TVL-MEALS
73001	E	TVL-LODGING
73002	E	TVL-MILEAGE REIMBURSEMENT

ADD

RETRIEVE

RELATED

TOOLS

Search

Transaction Detail Information [FGITRND]

F3

Filter or Search

You can filter transactions to see all or specific line items.

02000 FINANCIAL SERVICES-CFO ADMIN-OPER Fund: A02000 OPERATING-CHANGE TO NEW FUND										Start Over
										Insert Delete Copy Filter
	YTD Activity	Commitments	Available Balance							
0.00	65.00	0.00	-65.00							
347,807.70	241,309.53	107,248.68	-750.51							

To filter transactions choose the drop down menu, **Add Another Field**.

The screenshot shows a window titled "DETAIL TRANSACTION ACTIVITY". Inside, there is a search filter section. A dropdown menu is open, showing a list of fields: Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document, Description, Fund, Transaction Date, and Activity Date. The "Account" field is currently selected and highlighted in blue. To the right of the dropdown is a "Contains" label and an empty text input box.

From the middle drop down menu, select appropriate options.

This screenshot shows the same "DETAIL TRANSACTION ACTIVITY" window. The "Account" dropdown is now closed. Below it, the "Add Another Field ..." dropdown menu is open, displaying a list of comparison operators: Contains, Starts With, Ends With, Equals, Not Equal, Not Equal or IS NULL, IS NULL, and IS NOT NULL. The "Contains" option is highlighted in blue. The "Contains" label and the empty text input box remain visible to the right.

Enter Search Criteria and choose Go. Results from the filter will be displayed. You can double click on the required field, or choose Select from the bottom right of the screen.

FUND CODE VALIDATION									
Filter Again									
Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date	Grant Code	Title
U	A02000	A	OPERATING-SPRINGFIELD	☒	A	07/01/1950			
U	A02000	A	OPERATING-CHANGE TO NEW ...	☒	A	05/03/2017			

Record 2 of 2

CANCEL SELECT

Choosing Select, will take you back to FGITRND or the initial Query page.

Detail Transaction Activity FGITRND 9.2.2 (TEST8)
ADD RETRIEVE RELATED TOOLS
Go

COA: U
Index:
Organization:
Program:
Location:
Commit Type: Both

Fiscal Year: 17
Fund: A02000
Account:
Activity:
Period:

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

Clear All will remove all entered criteria and allow you to redo the criteria. You may also Export the filtered content into Excel.

FUND CODE VALIDATION
Insert Delete Copy Filter

Fund Code Contains A02000
Add Another Field ...

Clear All Go

Once you choose Go. You will be directly taken to the Query Screen. You can exit the query screen to see ALL options. The default number of records per page is 20. Scrolling through the rows will automatically move you through the pages.

▼ DETAIL TRANSACTION ACTIVITY

Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity	Location	Transaction Date *
53085	052000	001	YTD	65.00	+	MISC	F0035965	Bursar Cash Receipts	U	A02000			04/25/2017
62000	052000	062	YTD	26,812.17	+	HGNL	F0035853	HR Payroll 2017 ME 3 0	U	A02000			03/31/2017
62000	052000	062	ENC	-26,812.17	-	HENA	F0035541	Encumbrance Salaries (Adj)	U	A02000			02/28/2017
62000	052000	062	YTD	26,812.17	+	HGNL	F0035461	HR Payroll 2017 ME 2 0	U	A02000			02/28/2017
62000	052000	062	ENC	-26,812.17	-	HENA	F0035151	Encumbrance Salaries (Adj)	U	A02000			01/31/2017
62000	052000	062	YTD	26,812.17	+	HGNL	F0035062	HR Payroll 2017 ME 1 0	U	A02000			01/31/2017
62000	052000	062	ENC	-26,812.17	-	HENA	F0034815	Encumbrance Salaries (Adj)	U	A02000			12/31/2016
62000	052000	062	YTD	26,812.17	+	HGNL	F0034689	HR Payroll 2016 ME 12 0	U	A02000			12/31/2016
62000	052000	062	ENC	-26,812.17	-	HENA	F0034469	Encumbrance Salaries (Adj)	U	A02000			11/30/2016
62000	052000	062	YTD	26,812.17	+	HGNL	F0034387	HR Payroll 2016 ME 11 0	U	A02000			11/30/2016
62000	052000	062	ENC	-26,812.17	-	HENA	F0034098	Encumbrance Salaries (Adj)	U	A02000			10/31/2016
62000	052000	062	YTD	26,812.17	+	HGNL	F0034022	HR Payroll 2016 ME 10 0	U	A02000			10/31/2016
62000	052000	062	ENC	-26,812.17	-	HENA	F0033701	Encumbrance Salaries (Adj)	U	A02000			09/30/2016
62000	052000	062	YTD	26,812.17	+	HGNL	F0033599	HR Payroll 2016 ME 9 0	U	A02000			09/30/2016
62000	052000	062	ENC	-26,812.17	-	HENA	F0033303	Encumbrance Salaries (Adj)	U	A02000			08/31/2016
62000	052000	062	YTD	26,812.17	+	HGNL	F0033188	HR Payroll 2016 ME 8 0	U	A02000			08/31/2016
62000	052000	062	ENC	-26,812.17	-	HENA	F0032879	Encumbrance Salaries (Adj)	U	A02000			07/31/2016
62000	052000	062	YTD	26,812.17	+	HGNL	F0032807	HR Payroll 2016 ME 7 0	U	A02000			07/31/2016
62000	052000	062	ENC	321,746.04	+	HENC	F0032735	Encumbrance Salaries (Orig)	U	A02000			07/18/2016
62000	052000	062	OBD	347,807.70	+	BD01	L0000010	Original Budget FY17	U	A02000			07/01/2016
Total				7,330,726.51	+								

1 of 30 20 Per Page

Record 1 of 589

Grant Budget History - FRIGITD

The FRIGITD form will show you the budget history of a grant from the inception of the grant even if it crosses fiscal years. For instance, if you have a grant that starts Oct 1, it is not easy to see the whole budget going through FGIBDST because it will display the budget based on Missouri State's fiscal year. FRIGITD allows you to see the whole budget no matter Fiscal years.

In the Search, enter FRIGITD

Enter Chart of Accounts – U

In the Grant field enter the Grant Fund Code (for Example – I02365) you do not need to enter a Fund code or Organization Code.

If you enter a Fund code, an Organization code is required.

Select the green Go button or Alt + Page Down.

Your Budget will fill below.

Grant Inception to Date FRIGITD 9.2.2 (TEST8)

ADDRETRIEVERELATEDTOOLS

Go

Chart of Accounts: U

Grant Year:

Fund: I02365

Program: 011

Location:

Account:

Date From (MM/YY): 07 / 12

Include Revenue: ☐

Accounts

Hierarchy: ☐

By Sponsor Account: ☐

Grant: I02365

Index:

Organization: 102015

Activity:

Account Type:

Account Summary: All Levels

Date To (MM/YY): 05 / 17

Exclude Indirect: ☐

Costs

Fund Summary: ☐

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

Chart of Accounts: UGrant: I02365ENG - Teacher LeadershipGrant Year:Index:Fund:Organization:Program:Activity:Location:Account Type:Account:Account Summary: All Levels

Date From (MM/YY): 07 / 12Date To (MM/YY): 05 / 17Include Revenue Accounts: ☐Exclude Indirect Costs: ☐Hierarchy: ☐Fund Summary: ☐By Sponsor Account: ☐

Start Over

GRANT INCEPTION TO DATE

InsertDeleteCopyFilter

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
61010	L	SUPPLEMENTAL-FACULTY	0.00	7,697.37	0.00	-7,697.37
61202	L	SUMMER SCHOOL SUPPLEMENTAL	0.00	1,000.00	0.00	-1,000.00
62006	L	SUPPLEMENTAL-STAFF	5,000.00	0.00	0.00	5,000.00
63000	L	NON-STUDENT PART-TIME WAGES	0.00	0.00	0.00	0.00
69100	L	FRINGE BENEFIT POOL-EMP-RETIRE ELIG	0.00	2,947.71	0.00	-2,947.71
69101	L	FRINGE BENEFIT POOL-NON-STD PT	1,650.00	0.00	0.00	1,650.00
730	E	TRAVEL	750.00	0.00	0.00	750.00
73010	E	TVL-OTHER	0.00	234.00	0.00	-234.00
732	E	SUPPLIES	1,350.00	0.00	0.00	1,350.00
734	E	SERVICES	1,250.00	0.00	0.00	1,250.00
73402	E	SVC-EDUCATIONAL	0.00	650.00	0.00	-650.00
73408	E	SVC-FOOD SERVICE	0.00	751.07	0.00	-751.07
73420	E	SVC-PROFESSIONAL-OTHER	0.00	4,200.00	0.00	-4,200.00
736	E	OTHER EXPENSES	8,000.00	0.00	0.00	8,000.00
73621	E	OTH-RENTALS-FACILITIES	0.00	363.00	0.00	-363.00
737	E	FACILITIES & ADMINISTRATIVE COSTS	2,000.00	0.00	0.00	2,000.00
73700	E	FACILITIES & ADMINISTRATIVE COSTS	0.00	2,156.85	0.00	-2,156.85

20 of 1 Per PageRecord 1 of 17

NET TOTAL

InsertDeleteCopyFilter

Adjusted Budget	Activity	Commitments	Available Balance
20,000.00	20,000.00	0.00	0.00

Vendor Information - FTIIDEN

There are a few possible scenarios for vendors:

1. You know the vendor ID.
2. You know the Vendor name, but not the ID.
3. Your vendor is not in Banner.

1. If you know the vendor ID, you can search by Vendor ID or BearPass Number beginning with the letter M.

2. If you do not know the Vendor ID

Search for the vendor ID. If you are on a data entry form, choose the three dots, (

Vendor: ...) next to the Vendor ID field and choose from the Option List.

Choose the appropriate dropdown and choose Go, to run the query.

Vendor Information - FTIIDEN

When sorting through addresses or any form that has multiple records, be sure to look at the record count at the bottom of the page before making a selection.

ID: M00099408 Balasundaram, Clement Start Over

ADDRESS INFORMATION QUERY Insert Delete Copy Filter

Address Type	CM	Street Line 2	FINANCIAL SERVICES
Sequence Number	2	Street Line 3	CARR 113B
Source	UNIV	City	Springfield
From Date	09/30/2008	State or Province	MO
To Date		ZIP or Postal Code	65897
Status Indicator		Nation	
Street Line 1	Manager of Financial Systems		

Navigation: [Previous] [1] of 3 [Next] | 1 Per Page Record 1 of 3

Incomplete Documents – FGIJVC

You can navigate to incomplete documents through FGIJVC or FGAJVC to see suspended Journal vouchers. Double click on the Document you want to edit or choose Select at the bottom right of the page.

List of Suspended Journal Vouchers FGIJVC 9.0 (TEST8) ADD RETRIEVE RELATED TOOLS

LIST OF SUSPENDED JOURNAL VOUCHERS Insert Delete Copy Filter

Document	Submission	Description	Amount	Transaction Date	Status
F0035902		0 Std Services Fee-7 hrs/more	4,338.00	01/16/2017	I
F0035919		0 ANE Tuition-GR	11,080.00	08/01/2015	I
F0035920		0 UG Resident Tuition	420.00	09/28/2016	I
F0035926		0 ANE Tuition-GR	4,320.00	09/01/2015	I
F0035933		0 ANE Tuition-GR	4,320.00	09/01/2015	I
F0035934		0 Student Services Fee-1 hr	7,636.00	01/11/2017	I
J0012402		0	0.00	02/28/2017	I
J0012496		0	5.00	05/11/2017	I
TC000115		0 Equipment Charges—April	337,847.54	04/20/2017	I

Navigation: [Previous] [1] of 1 [Next] | 10 Per Page Record 1 of 9

Navigation: [Previous] [Next] | Record: 1/9 FGJVC.FGJVC_DOC_NUM [1] CANCEL SELECT ellucian

Document History - FOIDDOCH

FOIDDOCH or Document History allows users to see requisitions, Invoices, Checks Purchase Orders.

Document Type is required. Below are some common Document Types:

REQ – Requisition

INV – Invoice

PO- Purchase Order

CHK - Check

Enter Document type and Document code. Searches are allows on both fields to see possible options.
Choose Go to retrieve results.

Document History FOIDDOCH 9.0 (TEST8)

Document Type: Check Disbursement Document Code:

Go

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

Each Banner Document Type has a Status and Status Description indicator.

Document History FOIDDOCH 9.0 (TEST8)

Document Type: CHK Check Disbursement Document Code: 00514815

Document Type	Document Number	Status	Status Description
Invoice	10150212	P	Paid
Check Disbursement	00514815		

1 of 1 Per Page

FOIDDOCH – Invoice

In the Invoices field, if an invoice has been issues, there will be one or more invoice numbers.

Next to the Invoice Number there will be a status code (Blank, P, R, X or S)

Blank – Not yet Paid

P – Paid

R – Receiving is incomplete

S – Invoice Suspended

X – Invoice was cancelled

FOIDDOCH – Check

In the Check field, if the check has been issued, there will be a check number.

Next to the Check number there will be a status code (X, F or Blank)

Blank – Newer Check, not yet generated

F – Check has been finalized.

X – Check has been voided.

If it is a Direct Deposit (indicated by an ! in the first digit, the status will always be blank)

Select the Check Disbursement field.

Select Related – Query Document by Type from the Menu Bar.

Document History FOIDDOCH 9.0 (TEST8)

ADDRETRIEVERELATEDTOOLS

Document Type: CHK Check Disbursement Document Code: 00696154

DOCUMENT HISTORY

Document Type	Document Number	Status	Status Description
Invoice	10386026	P	Paid
Check Disbursement	00696154		

Search

Requisition Info [FPIREQN]

Query Document [BY TYPE]

The Check Payment History screen will display.

Check Payment History FAICHKH 9.0 (TEST8)

ADDRETRIEVERELATEDTOOLS

Check Number: 00696154

Bank: AP General Operating Checking

Vendor:

Check Date:

Check Amount:

Cancel Date:

Check Vendor:

Check Type:

Cancel Reason:

Go

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

- 1. Check Number
- 2. Check Amount
- 3. Vendor ID and Name
- 4. Invoices paid with this one check

Check Number: 00696154 Bank: AP General Operating Checking Vendor: M01700550 Summit Natural Gas of Missouri Check Vendor: Check Date: 02/09/2017 Check Type: Batch Check Amount: 6,629.38

Cancel Date: 1 Cancel Reason: 3

Start Over

CHECK PAYMENT HISTORY

Document Number	Document Type	Net Amount
10386026	Invoice	6,629.38

VENDOR INVOICE

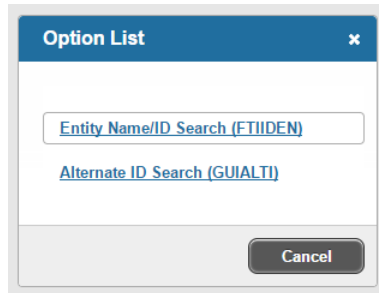
Vendor Invoice Code	Vendor Invoice Amount
02/17 2065788	56.08
02/17 2065790	546.99
02/17 2073384	3,957.47
02/17 2106126	407.12
02/17 2109015	751.65
02/17 2117000	56.08
02/17 2123019	302.00
02/17 2137769	551.99

FAIVNDH – Vendor History

Go to FAIVNDH.

Find the vendor by Vendor ID
or select the three dots to search.

Select Entity Name Search (FTIIDEN)

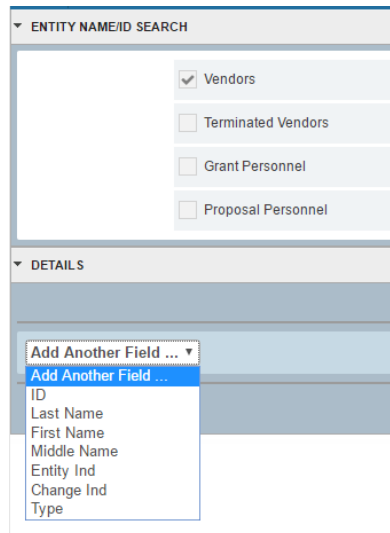


An "Option List" dialog box with a close button (X) in the top right. It contains two links: "Entity Name/ID Search (FTIIDEN)" and "Alternate ID Search (GUIALT)". At the bottom is a "Cancel" button.

Enter Search Criteria for Vendor.
fields to query against. Select options
Equals can be used to search. The
symbol is no longer used as the
Type vendor name, which is Case
Sensitive.
Select Go.



A form titled "Vendor Detail History FAIVNDH 9.0 (TEST8)". It includes fields for "Vendor:" (with a dropdown), "Selection:" (set to "All"), "Invoice Date From:" (with a calendar icon), "Vendor Hold:" (checkbox), "Fiscal Year:" (set to "17"), and "Invoice Date To:" (with a calendar icon).

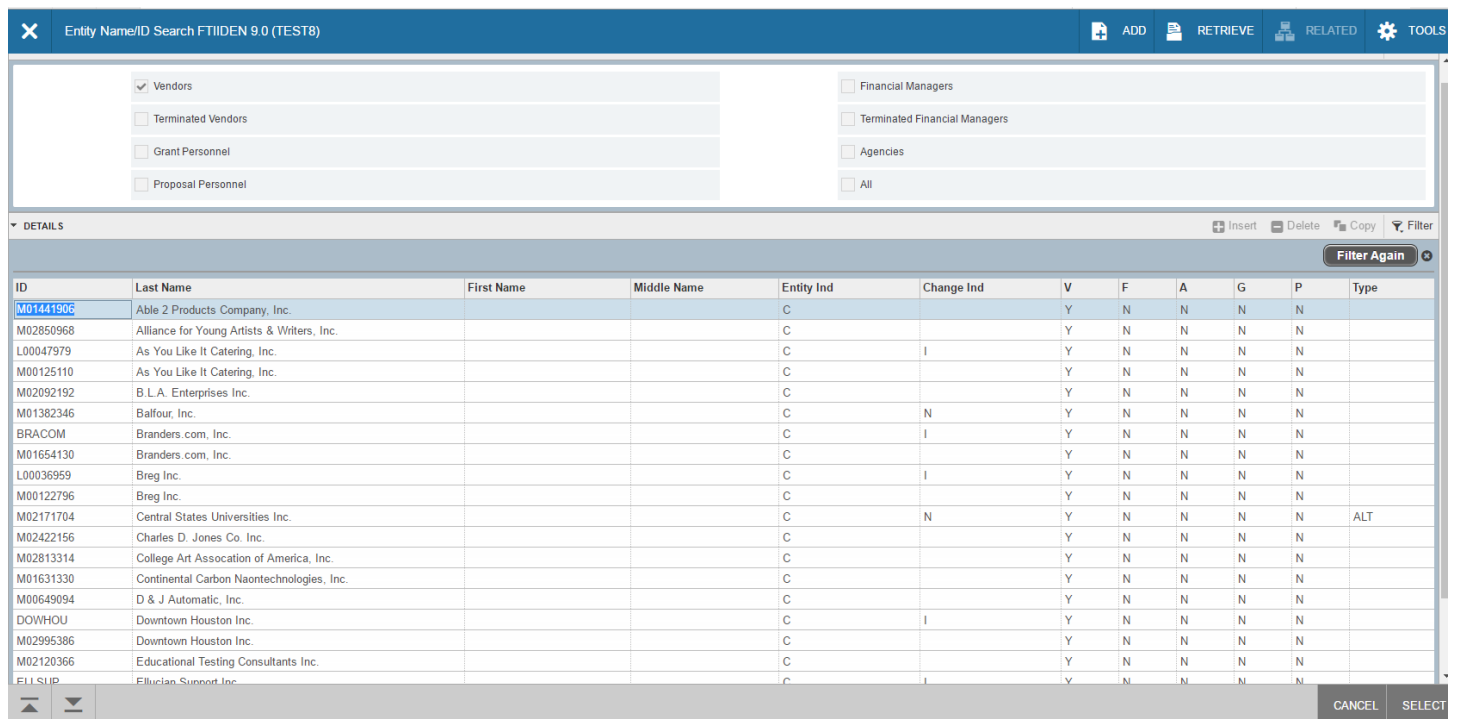


The "ENTITY NAME/ID SEARCH" section has checkboxes for "Vendors" (checked), "Terminated Vendors", "Grant Personnel", and "Proposal Personnel". Below is the "DETAILS" section, which has a dropdown menu open showing options: "Add Another Field ...", "ID", "Last Name", "First Name", "Middle Name", "Entity Ind", "Change Ind", and "Type".

Choose appropriate
such as Contains &
percentage(%)
wildcard search.
Sensitive.

Double Click on the vendor you want

to choose.



The results screen shows a table of vendors. The table has columns: ID, Last Name, First Name, Middle Name, Entity Ind, Change Ind, V, F, A, G, P, and Type. The first row is highlighted in blue.

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
M01441906	Able 2 Products Company, Inc.			C		Y	N	N	N	N	
M02850968	Alliance for Young Artists & Writers, Inc.			C		Y	N	N	N	N	
L00047979	As You Like It Catering, Inc.			C	I	Y	N	N	N	N	
M00125110	As You Like It Catering, Inc.			C		Y	N	N	N	N	
M02092192	B.L.A. Enterprises Inc.			C		Y	N	N	N	N	
M01382346	Balfour, Inc.			C	N	Y	N	N	N	N	
BRACOM	Branders.com, Inc.			C	I	Y	N	N	N	N	
M01654130	Branders.com, Inc.			C		Y	N	N	N	N	
L00036959	Breg Inc.			C	I	Y	N	N	N	N	
M00122796	Breg Inc.			C		Y	N	N	N	N	
M02171704	Central States Universities Inc.			C	N	Y	N	N	N	N	ALT
M02422156	Charles D. Jones Co. Inc.			C		Y	N	N	N	N	
M02813314	College Art Association of America, Inc.			C		Y	N	N	N	N	
M01631330	Continental Carbon Nanotechnologies, Inc.			C		Y	N	N	N	N	
M00649094	D & J Automatic, Inc.			C		Y	N	N	N	N	
DOWHOU	Downtown Houston Inc.			C	I	Y	N	N	N	N	
M02995386	Downtown Houston Inc.			C		Y	N	N	N	N	
M02120366	Educational Testing Consultants Inc.			C		Y	N	N	N	N	
ELLISUP	Ellucian Support Inc.			C	I	Y	N	N	N	N	

You will be re-directed back to FAIVNDH. With the vendor number filled in. Select Go to see detail.

1. Vendor Number and Name.

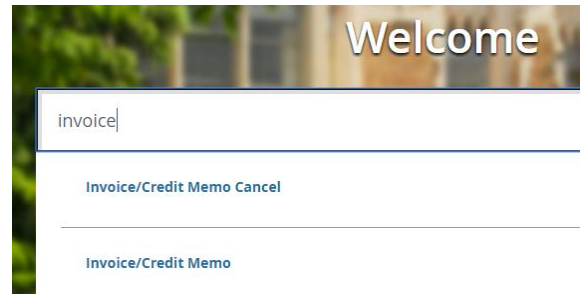
2. Vendor Invoice Number and Banner Invoice number.
3. Paid indicator shows invoice was completed.
4. Vendor invoice Amount
5. Check Number and Check Date

Vendor: M00099408 Balasundaram, Clement Vendor Hold: ☐ Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To:										Start Over
▼ VENDOR HISTORY Insert Delete Copy Filter										
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
TEST12345	10392672	Y	N	N	P	N	115.00	04/18/2017	04-MAY-2017	X0000007
TEST2	10392674	Y	N	N	O	N	20.33	05/11/2017		
	10392675	Y	N	N	O	N	23.23	05/12/2017		
Total							158.56			
1 of 1 10 Per Page Record 1 of 3										

Invoice/Credit Memo - FAAINVE

To create a new Invoice:

In the search field, enter FAAINVE or Invoice



Welcome

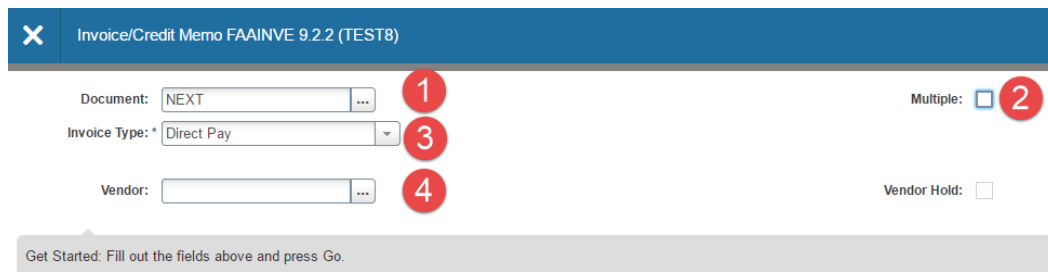
invoice

[Invoice/Credit Memo Cancel](#)

[Invoice/Credit Memo](#)

Type the word NEXT for a new Invoice.

1. Next will generate the next available Invoice number.
2. Choose checkbox to select the multiple invoice option.
3. Invoice type includes direct pay, regular – for invoices paid against Purchase Orders and General Encumbrances.
4. Enter vendor Bearpass number or perform a search for vendor ID.



Invoice/Credit Memo FAAINVE 9.2.2 (TEST8)

Document: ... 1

Multiple: ☐ 2

Invoice Type: * 3

Vendor: ... 4

Vendor Hold: ☐

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

Click Go or Alt + Pg Down.

1. Enter Invoice Date
2. Enter Transaction date
3. Enter or select appropriate address
4. Enter Payment due date which is almost all the time today's date.
5. Enter Bank code.
6. Enter vendor Invoice Number
7. Choose Credit Memo if it applies.

Document: NEXT Multiple Invoice Type: Direct Pay Vendor: M00099408 Balasundaram, Clement Vendor Hold: Start Over

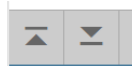
Invoice Date: 05/18/2017
Transaction Date: 05/18/2017
☒ Document Accounting

Address Code: PR
Sequence Number: 8
Address Line 1: 623 W Walnut St Unit 308
Address Line 2:
Address Line 3:
City: Springfield
State or Province: MO
ZIP or Postal Code: 65806-215
Nation:
Collects Tax: N COLLECTS NO TAXES
Discount Code:

Check Vendor:
Payment Due:
Bank:
Vendor Invoice: MULTIPLE
Direct Deposit Status: No
☐ IAT
ACH Transaction Type:
1099 Tax ID:
☐ Credit Memo
☐ 1099 Vendor
☐ Direct Deposit Override
☐ Text Exists

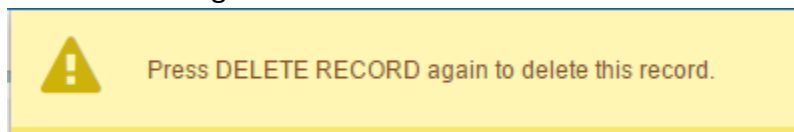
SAVE

8. Choose Next Section to go to the next section.



Vendor Invoice Detail:

1. Enter Commodity code that applies.
2. Enter Approved payment amount.
3. Enter any Discounts that apply.
4. Check Net Amount.
5. To insert another record by using the "copy" button to copy the previous record.
 - i. Insert will insert a new blank record and will force you to enter the required fields above.
 - ii. Delete button will delete the record. You might get an error message to click Delete again.



VENDOR INVOICE DETAIL										Insert	Delete	Copy	Filter
Document Item	Commodity	Description	Approved Amount	Partial Payment	Discount Amount	Additional Amount	Tax Group	Tax Amount	Net Amount				
1	CP110	Computer-Hardware-Com...	0.00	2	3	0.00	0.00		4	5			
Record 1 of 1													
VENDOR INVOICE TOTAL										Insert	Delete	Copy	Filter
Approved					Tax								
Discount					Net								
Additional					☐ Access Completion								

Sequence number and account section:

1. Enter chart of Accounts.
2. Tab and year will default to current year.
3. Enter Fund Code. You can click the three dots to search a Fund or any FOAP.
4. Enter Organization code if applicable.
5. Enter Account Code
6. Enter Program code if applicable.
7. Enter Activity code if applicable.
8. Tab or click next section to continue.

Fund

...

Sequence Number	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj																								
1	2	3	4	5	6	7	Record 1 of 1																											
Bank: AP Income Type:																																		
<table border="1"> <thead> <tr> <th></th> <th>Commodity</th> <th>%</th> <th>Accounting</th> </tr> </thead> <tbody> <tr> <td>Approved</td> <td>10.00</td> <td></td> <td></td> </tr> <tr> <td>Discount</td> <td>2.00</td> <td></td> <td></td> </tr> <tr> <td>Additional</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>Tax</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>Net</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												Commodity	%	Accounting	Approved	10.00			Discount	2.00			Additional	0.00			Tax	0.00			Net			
	Commodity	%	Accounting																															
Approved	10.00																																	
Discount	2.00																																	
Additional	0.00																																	
Tax	0.00																																	
Net																																		
NSF Override: N				Suspense: N				NSF Suspense: N																										

Balancing Completion:

1. In Process allows you to save the Invoice and complete at a later time.
2. Complete will push the Invoice forward to generate a check or credit memo as applicable.
3. Amount of the invoice.

BALANCING COMPLETION					Insert	Delete	Copy	Filter
Input		Exchange Rate		Converted				
Amount	25.43							
Amount Type	Header	Commodity	Accounting	Status				
Approved	25.43	25.43	25.43	BALANCED				
Discount	0.00	0.00	0.00	BALANCED				
Tax								
Additional	0.00	0.00	0.00	BALANCED				
Complete		In Process						

Purchase Order - FPAPURR

Enter FPAPURR in the search bar on the welcome page.

1. Enter NEXT to let banner choose the next available Purchase Order number.
2. If you have an old PO, you can choose copy and copy forward an old PO.
3. Click the Go button to proceed or alt+pg down

Purchase Order FPAPURR 9.0 (TEST8)

Purchase Order: 1 2 3

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

Document Information:

1. This is the header section in a Purchase Order. The Purchase Order Number will become available on the next tab.
2. Delivery Date is required.
3. Comments can be added.
4. Order Date is required and defaults to today's date.
5. Transaction Date is required and defaults to today's date. This date can be a date in an open period in the past or future.
6. Document Level accounting: If you have multiple line items (commodity records) and each line item must be paid from a particular FOAP, then you have to assign each line item its own FOAPAL. If you are using multiple FOAPALS and the cost can be split over the entire document, you do not have to use Document Level Accounting.

NOTE: Missouri State University defaults to Document Level Accounting because removing this option is not available in Self Service Banner.

Purchase Order: NEXT

PURCHASE ORDER

1 Purchase Order: NEXT

2 Delivery Date *

3 Comments

4 Order Type: Regular

5 Order Date: 05/19/2017

6 Transaction Date: 05/19/2017

7 Document Level Accounting

8 Buyer Code

9 PO created from Requisition

Document Information

Requestor/Delivery Information

Vendor Information

Commodity/Accounting

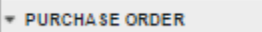
Balancing/Completion

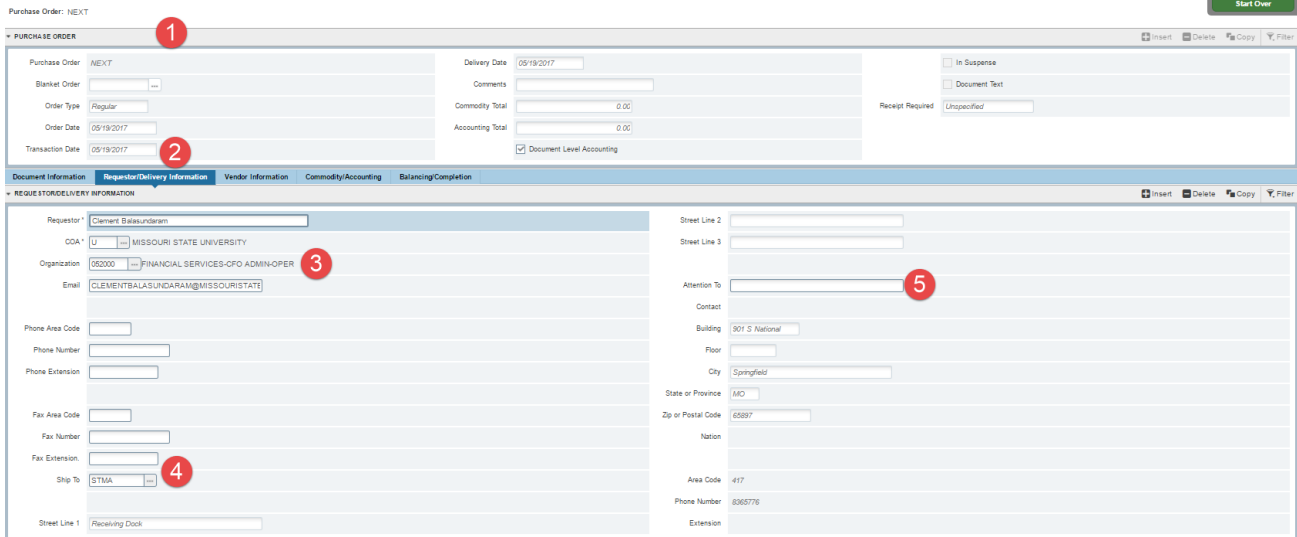
Insert Delete Copy Filter

Insert Delete Copy Filter

Purchase Order - FPAPURR

Requestor/Delivery Information:

1. The Header record continues through all the tabs. This can be minimized by choosing the small arrow next to Purchase Order. 
2. Requestor information defaults from the Profile Maintenance view in Banner Finance.
3. Default Organization also defaults from the profile maintenance form.
4. Ship to defaults from the profile maintenance window and is required.
5. Attention To required. Should contain Department contact information with name and campus phone extension.



Purchase Order: NEXT

PURCHASE ORDER

Purchase Order: NEXT
Blanket Order:
Order Type: Regular
Order Date: 09/19/2017
Transaction Date: 09/19/2017

Delivery Date: 09/19/2017
Comments:
Commodity Total: 0.00
Accounting Total: 0.00
☒ Document Level Accounting

☐ In Suspense
☐ Document Text
Receipt Required: Unspecified

Requestor/Delivery Information

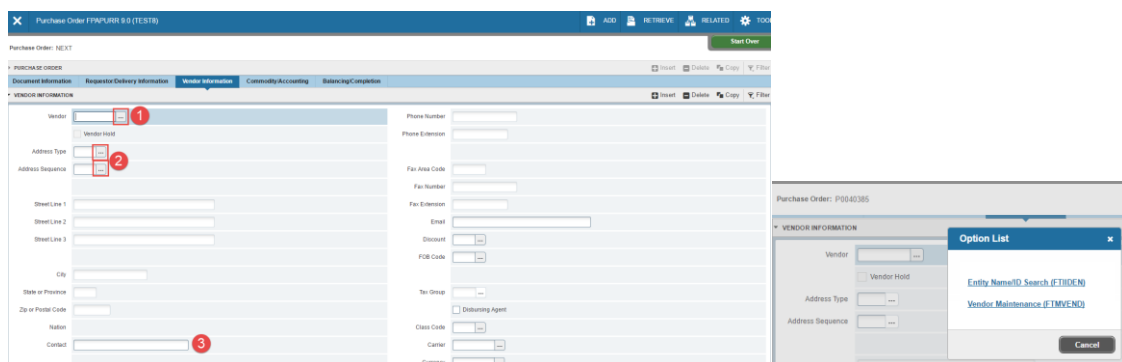
Requestor: Clement Balasundaram
COA: U MISSOURI STATE UNIVERSITY
Organization: 05000 FINANCIAL SERVICES-CFO ADMIN-OPER
Email: CLEMENTBALASUNDARAM@MISSOURI.EDU

Street Line 2:
Street Line 3:
Attention To:
Contact:
Building: 901 S. National
Floor:
City: Springfield
State or Province: MO
Zip or Postal Code: 65897
Nation:
Area Code: 417
Phone Number: 8365776
Extension:

Phone Area Code:
Phone Number:
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Ship To: STMA
Street Line 1: Receiving Dock

Vendor Information:

1. Enter Vendor ID if it is available.
 - a. Click the three dots next to the field for option list below.



Purchase Order: FPAPURR 9.0 (TEST)

PURCHASE ORDER

Purchase Order: NEXT

Vendor Information

Vendor:
Vendor Hold:
Address Type:
Address Sequence:
Street Line 1:
Street Line 2:
Street Line 3:
City:
State or Province:
Zip or Postal Code:
Nation:
Contact:

Phone Number:
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Email:
POB Code:
Tax Group:
☐ Distributing Agent
Class Code:
Carrier:
Comments:

Option List

Entity Name/ID Search (F7)IDEN
Vendor Maintenance (F7)MVEN
Cancel

- b. F9, is the shortcut key to enter into search and will take you to FTIIDEN.
 - c. See Search tools on page 18 of this user guide.
2. Tab and choose Address type and Address sequence number.
 3. Choose Next section when complete with required fields.

Purchase Order - FPAPURR

Commodity/Accounting:

1. Enter Commodity Code or use the three dots to search for valid commodity codes.
2. U/M Unit of measure is required and will default to EA.
3. Quantity needed is a required field.
4. Unit Price is a required field.
5. Check Commodity Text or Item text to add text to purchase order.
 - Add Commodity is used to add a commodity code that does not exist in the commodity table but is being used in this purchase order.
6. Any Discounts that might apply.
7. Additional costs.

ACCOUNTING													Insert	Delete	Copy	Filter
Sequence	COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend				
1	U	17		A02000	052000	73204	063				☐	☐				

Record 1 of 1

8. Insert accounting FOAP information:
 - a. If you have NSF override authority, you will be able to override completion due to insufficient funds.
 - b. Use the COPY function to add a new record and copy the previous record.

Purchase Order: P0040385 Start Over

PURCHASE ORDER Insert Delete Copy Filter

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

COMMODITY Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	TXP0	Test Commodity code addition	EA		2.00	5.1500	☐	☐	☐

Record 1 of 1

		%	USD
Extended Amount	10.30	☐	10.30
Discount	1.95	☐	1.95
Additional	2.50	☐	2.50
Tax	0.00	☐	0.00

Commodity Total 10.85
Document Total 10.85
☒ Distribute

ACCOUNTING Insert Delete Copy Filter

Sequence	COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	U	17		A02000	052000	73204	063				☐	☐

Record 1 of 1

		%	USD
Extended Amount		☐	10.30
Discount		☐	1.95
Additional		☐	2.50
Tax		☐	0.00

Purchase Order - FPAPURR

1. Complete to finish the requisition.
2. In Process to save the Requisition. NOTE: the money is encumbering funds without being completed and will show as a pending document on FGIBAVL.
3. No Receipt Required is also required.

PURCHASE ORDER

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

PURCHASE ORDER DETAILS

Vendor: M0038520 Bosch, Yarden
☐ Vendor Hold
 COA: U MISSOURI STATE UNIVERSITY
 Requestor: Clement Balasundaram
 Organization: 052000 FINANCIAL SERVICES-CFO ADMIN-OPER

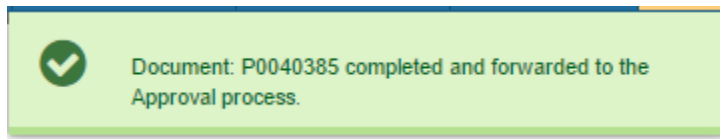
Currency Code:
 Exchange Rate:
 Commodity Record: 1
 Count:
 Input Amount: 10.85
 Converted Amount: 0.00

BALANCING/COMPLETION

	Header	Commodity	Accounting	Status
Approved Amounts	10.30	10.30	10.30	BALANCED
Discount Amounts	1.95	1.95	1.95	BALANCED
Additional Amounts	2.50	2.50	2.50	BALANCED
1 Amount 2 3	0.00	0.00	0.00	BALANCED

Complete In Process No Receipt Required

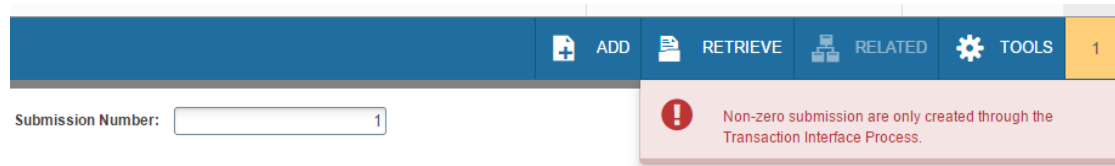
Once Document has completed the following message will follow. Purchase order has to go through the Approval Process and Posting process to post to the ledger.



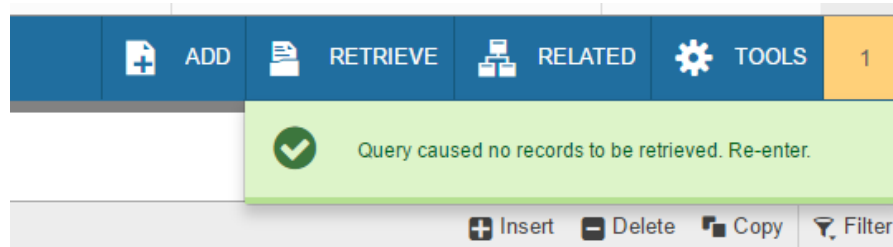
Banner 9 Error Messages

Error messages in Banner 9 display in three different colors on the top right of the screen.

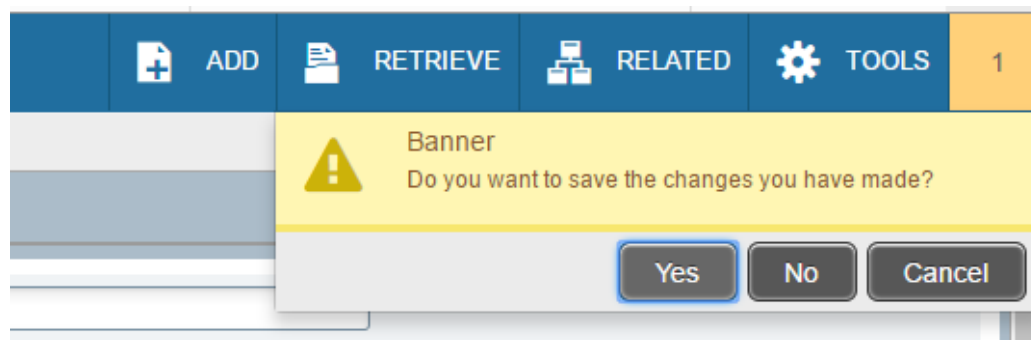
Red Error requires changes to the form before proceeding.



Green messages are informational and do not need any changes to the form.



Yellow Messages require action.



Appendix A

Resources for Help

Email:

BannerFinance@MissouriState.edu

Helpful Webpages:

Banner Finance: <http://www.missouristate.edu/financialservices/bannerfinance.htm>

Bear Finance (Reporting): <http://www.missouristate.edu/financialservices/103557.htm>

Accounting and Budgeting:

<http://www.missouristate.edu/financialservices/accountingandbudgeting.htm>

Procurement: <http://www.missouristate.edu/procurement/>

Bursar: <http://www.missouristate.edu/bursar/>

Grants and Contracts: <http://www.missouristate.edu/financialservices/grantsandcontracts.htm>

Appendix B

Rule Codes:

Common rule codes you might see in Banner Finance forms or Argos Reports:

PORD - Establish purchase order
INNI - Accounts payable invoice without encumbrance
INEI - Invoice with encumbrance
INEC - Credit memo with encumbrance a Purchase Order
DNNI - Check - invoice without encumbrance
DNEI - Check - invoice with encumbrance
BD04 - Budget transfer done by end user
UB04 – Budget Adjustment by Financial Services
JE16 – Journal Entry by Financial Services (Inter Fund)
JE15 – Journal Entry by Financial Services (Intra Fund)
REQP - Requisition – reservation
RCQP - Cancel requisition
PORD - Establish purchase order
POLQ - Purchase order - request liquidation
PCLQ - Cancel PO - reinstate request

Invoice Transactions:

INNI - Accounts payable invoice without encumbrance
INNC - Credit memo without encumbrance
ICNI - Cancel invoice without encumbrance
ICNC - Cancel credit memo without encumbrance
ICEI - Cancel invoice with encumbrance
ICEC - Cancel credit memo with encumbrance
DNNC - Check - C/M without encumbrance
DNEC - Check - C/M with encumbrance
CNNI - Cancel check - invoice without encumbrance
CNNC - Cancel check - C/M without encumbrance
CNEI - Cancel check - invoice with encumbrance
CNEC - Cancel check - C/M with encumbrance
BD01 - Permanent adopted budget
BD02 - Permanent budget adjustments
BD04 - Temporary budget adjustment
GRAR – Accrued Accounts Receivable
GRRV - Accrued revenue
GRCC - Cost share charge
GRCG - Cost share grant
GRIC - Indirect cost charge
GRIR - Indirect cost recovery
JE16 - General Journal Entry (Inter Fund)
JE15 - General Journal Entry (Intra-fund)