In this session we will look at:

- What is Banner
- Banner Access
- Explore Banner
- Additional Functions
Expectations

- By the end of today’s session, you will be able to:
  - Log in to Banner aka ‘Aurora Admin’
  - Navigate within Banner
  - Use pages to query for specific information

Banner

- What is Banner?
  - Main engine of the Aurora Finance system
    - Core component of our accounting system
    - Records every financial transaction
  - Various systems are connected to Banner in order to feed and/or pull information
Gaining access to Banner
- Complete the Aurora Finance System Access Form

Three types of access
- Query
  - View information in pages
- Posting
  - Ability to create transactions
- Both Query and Posting

Logging in to BANNER

From U of M home page
1. Click the Faculty and Staff ‘tab’
2. Click on Aurora Admin

Faculty and staff
Find the resources and supports here for your working life, whatever your role at the U of M.
Logging in to BANNER

- The Banner login screen will display:
  - Enter your Finance User ID and password
  - Select Sign In

Banner Structure

Structure of Banner
Main Menu Panel

- Quick access to functions in the system
- Stays in place throughout navigation
Navigation

- Dashboard
  - Returns you to the homepage
- Applications
  - Access Banner, My Banner, My Links
- Search
  - Look up pages
- Recently Opened
  - Lists the pages that you have visited during your session
- Help
  - Software provider’s documentation
- Favorites
  - Mark pages from My Banner as Favorites to be easily accessible
- Sign Out
  - Logs you out of the system

Accessing Pages

- Applications
  - Banner
    - Access to Modules and Pages:
      - Student, Finance, General
      - Menus identified by asterisk (*)
      - Pages contain no asterisk
  - My Banner
    - Add pages that you frequently use
    - Mark with a star to add to Favorites list
  - My Links
    - Functions to come
Accessing Pages

- **Search Bar**

  ![Welcome](image)

  Access pages directly through these options:
  - **Search**
    - Type in the related function for the page you are looking for
  - **Direct Navigation**
    - Type in the acronym of the page

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Navigation

- **Buttons for Navigation**

<table>
<thead>
<tr>
<th>button</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go</td>
<td>Retrieve information</td>
</tr>
<tr>
<td>Previous/Next Section</td>
<td>View the next section of information</td>
</tr>
<tr>
<td>Start Over</td>
<td>Search for a new document while remaining in the same page</td>
</tr>
<tr>
<td>Filter/Filter Again</td>
<td>Provides options for search fields</td>
</tr>
</tbody>
</table>

- **Short cut keys are available**
Navigating Pages

- **Menu bar**
  - Add and Retrieve
    - Banner Document Management.
  - Related
    - List of other pages relating to the information you are viewing in a current page such as Document Text.
  - Tools
    - Options and actions that can be performed on the current page such as clear record or print.

Additional Functions

- **Customize your pages**
  - Reorder columns or rows
  - Select your choice of filter options
  - Choose the amount of results to display
  - Save your preferences or restore them to the default settings

- **Print Screenshot**
  - From Tools, print exactly what you see on your screen
Page Acronym

Journal Voucher Quick Page

FGAJVCQ

- F – Financial System
- G – General Accounting Module
- A – Type of Page – Application
- JVCQ – shortened version of page name

Page Types

- Application:
  - Used to create a document or to add, change or delete information in a page
    - FGAJVCQ, FTMVEND

- Query:
  - Used only to view information. For example, to view a list of journal vouchers that are incomplete
    - FOIDOCH, FTVVEND
FAIINVE

- **FAIINVE – Invoice Query**
  - Use to query Banner invoices that begin with an “I”
    - Provides the following information:
      - System contract reference number (if it exists)
      - FOAP(AL) detail
      - Vendor invoice date and number

FGIDOCR

- **FGIDOCR – Document Query Screen**
  - Use to query all Banner documents
    - Best used for journal entries and ID charges
    - Provides the following information
      - ALL debit and credit records (unavailable in FAST)
      - Associated text (if it exists)
FYMFORSTM – Financial Authority Query

- Use to query Financial Authorities on a fund, for a department/organization code
  - Provides the following information
    - Financial Authorities
    - Financial Services representative

http://umanitoba.ca/admin/financial_services/budgrant/signingAuthorities.html

Exercises

- FAIINVE - Exercise #1, #2
- FGIDOCR - Exercise #3, #4
- FYMFORS - Exercise #5, #6, #7
FRIGRNT

FRIGRNT – Grant Information Query
- Use to query a specific grant fund
  - Provides the following information
    - Principle Investigator name
    - Granting Agency
    - Responsible Organization
    - Amount of grant (if provided)
    - End date of grant (if provided)

FTMFUND

FTMFUND – Fund Query
- Use to query the predecessor on a fund
  - Provides the following information
    - Predecessor
    - Fund Type
    - Default Organization and program
    - Date of entry into the system
FAIVNDH – Travel Claim Query
- Use to query the status of a travel claim using an employee or student number
  - Provides the following information
    - Travel claim / Reference number
    - Banner invoice #
    - Status
    - Cheque date
    - Cheque number

Exercises
- FRIGRNT - Exercise #8, #9
- FTMFUND - Exercise #10, #11
- FAIVNDH - Exercise #12, #13
### Summary

- All financial transactions are recorded in Banner
- Access is granted through the Aurora Finance Systems Access request form
- Navigate to pages through the Main Menu Panel or Search Bar
- Use various pages to query for information on documents, transactions and funds

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**BANNER Short Cut Keys**

<table>
<thead>
<tr>
<th>Function</th>
<th>Keystroke</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAGE</strong></td>
<td></td>
</tr>
<tr>
<td>Start Over</td>
<td>F5</td>
</tr>
<tr>
<td><strong>SECTION</strong></td>
<td></td>
</tr>
<tr>
<td>Clear All Section</td>
<td>Shift + F5</td>
</tr>
<tr>
<td>Go Next Section</td>
<td>Alt + Page Down</td>
</tr>
<tr>
<td>Previous Section</td>
<td>Alt + Page Up</td>
</tr>
<tr>
<td><strong>RECORD</strong></td>
<td></td>
</tr>
<tr>
<td>Clear Record</td>
<td>Shift + F4</td>
</tr>
<tr>
<td>Insert Record</td>
<td>F6</td>
</tr>
<tr>
<td>Delete Record</td>
<td>Shift + F6</td>
</tr>
<tr>
<td>Duplicate Record</td>
<td>F4</td>
</tr>
<tr>
<td>Next Set of Records</td>
<td>Page Down</td>
</tr>
<tr>
<td>Next Record</td>
<td></td>
</tr>
<tr>
<td>Previous Record</td>
<td></td>
</tr>
</tbody>
</table>

Check your manual for a complete list of shortcut keys
Questions

How many certificates can you achieve?

Additional Training

- Banner & FAST Training
  - Introduction to Aurora Finance
  - Aurora For Researchers
  - BANNER Navigation Fundamentals
  - Journal Entries & Interdepartmental Charges (JE’s & IDC’s)
  - Advanced FAST
  - External Invoicing (FAST A/R)
  - Budget Transfers
- Concur
  - Travel and Expense Management
- EPIC
  - Introduction to EPIC
  - EPIC – After the Order
  - EPIC Contracts
Assistance

- **Need additional support?**
  - **Aurora Finance Customer Service Desk** for system support at 204-480-1001 or aurora_finance@umanitoba.ca
  - **Guides, Manual & eLearns** available on the Aurora Finance page
    - Visit the Aurora Finance website Training & Resources Hub
  - **ASK Aurora! Sessions**
  - **Subscribe to our client mailing list to stay up to date!**
    [http://umanitoba.ca/computing/renewal/aurora/finance/subscribe_to_list.html](http://umanitoba.ca/computing/renewal/aurora/finance/subscribe_to_list.html)

Thank you!