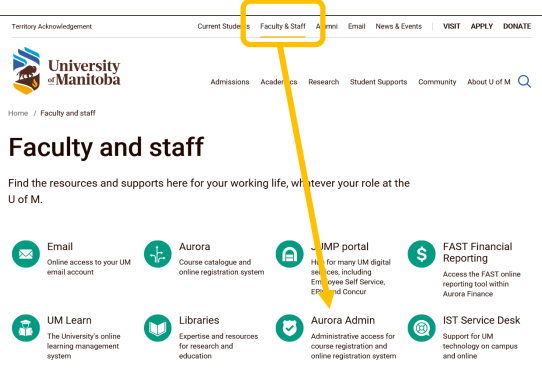


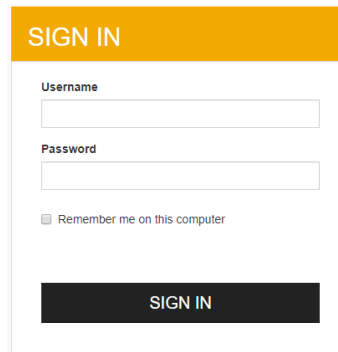
Banner is the main engine of the Aurora Finance systems at the University of Manitoba. Banner Finance is the core of our accounting system; recording every financial transaction that occurs. This Quick Reference Guide will assist with the basic navigation of the system along with frequently used pages for accessing information.

LOGGING INTO BANNER

1. On the University of Manitoba Homepage, select **Faculty and Staff** then choose **Aurora Admin**.



2. The login screen will display. Enter your UMnetID and password then click **Sign In**.



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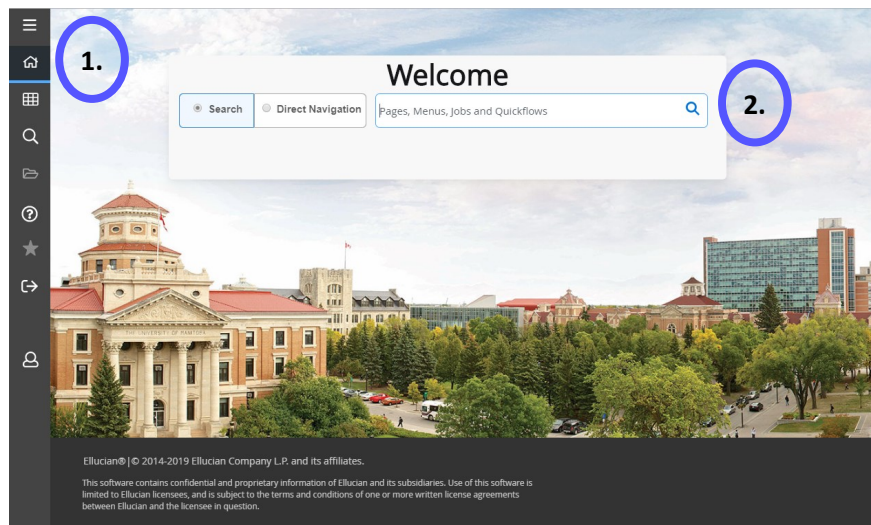
- Logging Into Banner.....1
- Banner Dashboard.....1
- Menu Bar.....1
- Common Queries.....2
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BANNER DASHBOARD

1. **Main Menu Panel:** Present while working throughout the system for quick access to the following:

- Toggle Menu** — expand and collapse the view of the quick access tabs.
- Dashboard** — Return to Dashboard while in any page.
- Applications**— Access to the Banner and My Banner Folders.
- Search**—Search for pages to access directly.
- Recently Opened**—Return to a page that was opened during your current session.
- Help**—View the help documentation from the software provider and keyboard shortcuts.
- Favorites**— Mark pages with a star in your My Banner folder to appear in your Favorites.
- Sign Out**—Log out of the system.
- User name**— Name of the user logged into the system.

2. **Search Bar:** Choose to either search for pages related to their function or enter the acronym of the page for direct access.



MENU BAR

The Menu Bar will be present when working in all pages of the system.

Add & Retrieve—Used for Banner Document Management.

Related—Provides a list of additional pages for further information regarding the page you are currently viewing.

Tools— Provides a list of options and actions that can be taken in the page.



COMMON QUERIES


FAIINVE—Invoice/Credit Memo Query


To obtain detailed information on invoiced items and FOAPAL elements used.

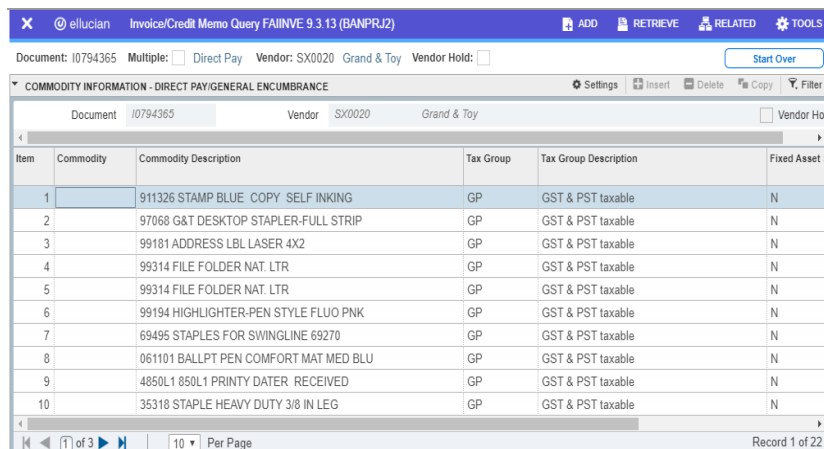
1. In the search bar, enter **FAIINVE** and select it from the drop down menu.

2. In the following page, enter the Banner invoice number in the **Document** field then click **Go**.

3. The invoice information will display.

Use the **Previous/Next Section** buttons  to navigate the different sections for information.

4. Click **Start Over**  to enter a different invoice number to view or click the **Exit** icon to return to the Banner Dashboard.



Item	Commodity	Commodity Description	Tax Group	Tax Group Description	Fixed Asset
1	911326	STAMP BLUE_COPY_SELF INKING	GP	GST & PST taxable	N
2	97068	G&T DESKTOP STAPLER-FULL STRIP	GP	GST & PST taxable	N
3	99181	ADDRESS LBL LASER 4X2	GP	GST & PST taxable	N
4	99314	FILE FOLDER NAT. LTR	GP	GST & PST taxable	N
5	99314	FILE FOLDER NAT. LTR	GP	GST & PST taxable	N
6	99194	HIGHLIGHTER-PEN STYLE FLUO PNK	GP	GST & PST taxable	N
7	69495	STAPLES FOR SWINGLINE 69270	GP	GST & PST taxable	N
8	061101	BALLPT PEN COMFORT MAT MED BLU	GP	GST & PST taxable	N
9	4850L1	850L1 PRINITY DATER RECEIVED	GP	GST & PST taxable	N
10	35318	STAPLE HEAVY DUTY 3/8 IN LEG	GP	GST & PST taxable	N

FAIVNDH—Finding the Status of a Travel and Business Expense Claim


Query the status of an expense claim using the employee or student number. It will provide you the travel claim number (RN#), the banner generated invoice number, the status, cheque date and cheque number.

1. In the search bar, enter **FAIVNDH** and select it from the drop down that appears.

2. In the page that appears, enter the employee or student number in the **Vendor** field.

Note: When entering the employee number, put an “E” at the beginning of the employee ID.

If you do not know the employee or student number

a. Click on the **lookup icon**  beside the Vendor field and in the Options List, select **Entity Name/ID Search (FTIIDEN)**.

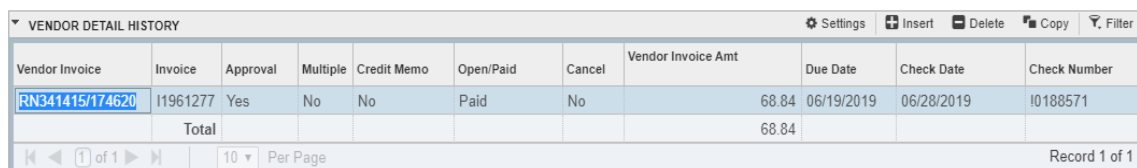
b. Enter the name of the person using the fields available then click **Go**  to search.

Note: There is an option for the query to be **Case Insensitive** or **Sensitive**. Case Insensitive Query Case Sensitive Query

c. In the search results, locate the individual you are looking for and **double click in the ID field** to bring the ID into the FAIVNDH page.

3. Click **Go**  to be provided with the list of expense claims that have been processed.

4. All expense claims will display with payment details of each.



Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
RN341415/174620	I1961277	Yes	No	No	Paid	No	68.84	06/19/2019	06/28/2019	10188571
Total							68.84			


FGIDOCR—Document Look-Up

Query for all Banner documents. Best results when used for journal entries and ID charges.

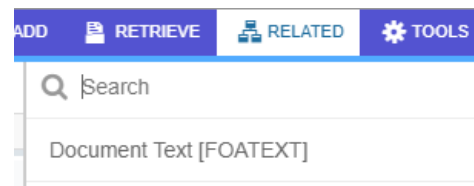
1. In the search bar, enter **FGIDOCR** and select it from the drop down that displays.

2. In the page that appears, enter the Journal Voucher number in the **Document** field then click **Go**.

3. The journal voucher information will display.

4. Click **Start Over**  to enter a different journal voucher number to view.

Note: If you wish to view the document text **Document Text** for the Journal Voucher, click **Related** in the Menu Bar and choose **Document Text [FOATEXT]**.





ADD	RETRIEVE	RELATED	TOOLS
Search			
Document Text [FOATEXT]			

COMMON QUERIES continued...


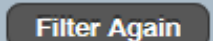
FYMFORS—Finding Financial Authorities and Responsibilities

Query a FOP to be provided financial authority information and the Financial Services representative.

1. In the search bar, enter FYMFORS and select it from the drop down that displays.
2. Enter the Fund and Orgn code in their corresponding fields at the top of the page then click **Go**. 
3. Results will display. To enter new information for a query, click on **Start Over**. 

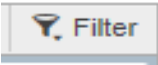



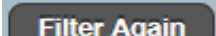
FRIGRNT—Grant Details

Query a specific grant fund to be provided with the name of the granting agency, the responsible organization (department) code, the principal investigator name, amount of the grant and end date (if provided).

1. In the search bar, enter **FRIGRNT** and select it from the drop down that displays.
2. In the page that appears, enter the Grant number in the **Grant** field then click **Go**. 
3. The details of the grant will display in the page.
4. Click **Filter Again**  to enter a different grant number to view.

FTMFUND—Finding a Fund Predecessor

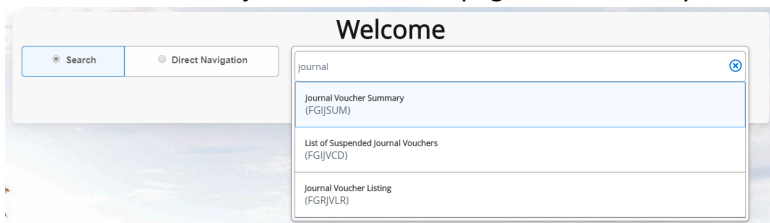
Query a fund to find the predecessor, fund type and default organization and program codes.

1. In the search bar, enter **FTMFUND** and select it from the drop down that displays.
2. In the page that appears, click on **Filter**. 
3. The filter options will display. Enter the Fund in the corresponding field and click **Go**. 
4. The fund will display. The default view will be for multiple records.  Change the view to single record  for details to be expanded in the window.
5. Click on **Filter Again**  to search for another Fund.

TIPS AND TRICKS

Can't remember the acronym of the page you are looking for?

Using the Search option, start typing the related function in the search bar such as “journal” to see all pages available to you.

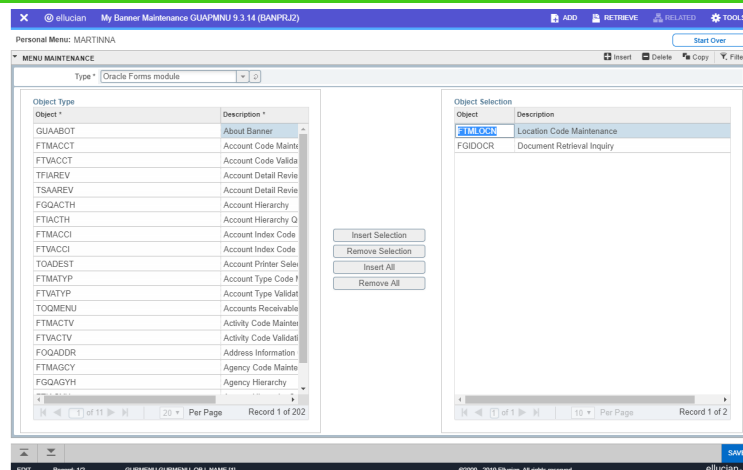
**Add pages to My Banner for quick access to your most frequently used pages.**

To add pages to My Banner:

1. In the search bar type **GUAPMNU** and select from the drop down list or quickly access it through the My Banner folder.
2. In the screen that follows, select the page of your choice by double-clicking the name.

Note: You can click on the column title of either Object or Description for it to sort alphabetically.

3. Click **Insert Selection** to add the selected page to your My Banner list.



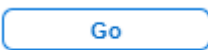



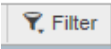



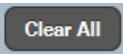




4. Click **Save** once finished.

5. Sign out and sign back in to see the pages in your My Banner folder.

Make these pages Favorites!

From your My Banner or Recently Opened folder, click the star icon beside the name of the page to have it populate in your Favorites.

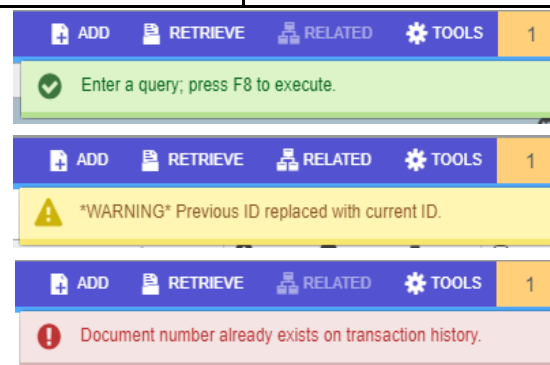
NAVIGATION KEYS AND FUNCTIONS

<u>Navigation Key</u>	<u>Function</u>	<u>Shortcut Keys</u>
Go:  	To retrieve information in a page based on your criteria or document input.	ALT + PG Down
Previous/Next section: 	To view the next section of information.	ALT + PG UP (Previous Section) ALT + PG Down (Next Section)
Start Over: 	Search for a new document while remaining in the same page.	F5
Filter/Filter Again:  	To be provided with field options for performing a search.	F7
Exit icon: 	Exit the current page.	CTRL + Q
Lookup icon: 	To search for a value or information related to the field.	F9
Clear All: 	Clear all criteria in the fields used for filtering.	
Records View: Multiple:  Single: 	Choose to view multiple records or a single record in one screen.	CTRL + G
Record Pagination: 	Use the forward and backward arrows to display the next set of records within a page or choose the number of records to be displayed on each page.	
Settings: 	Save modifications you have made to the view of a page or restore it to the default settings. Modifications you can control are column and row order, filter options added or removed, and number of results listed in a page.	

Message Centre

Provides hints, errors and success notifications when working in pages.

- Green signifies informational.
- Yellow signifies a warning.
- Red signifies an error.



ADDITIONAL RESOURCES

**Aurora Finance Customer Service**

Quick reference documents, manuals and guides:

http://www.umanitoba.ca/computing/renewal/aurora/finance/training/AF_trainingresources.html