Quick Reference Guide for Banner Navigation

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 UM Intranet page, hover your mouse over Apps and sites then choose Banner.
2. The sign in screen will display. Enter your UMnet ID and password then click Sign In.

SIGN IN

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.

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

Welcome

1. Search Bar

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

**FAINVIE**—Invoice/Credit Memo Query
To obtain detailed information on invoiced items and FOAPAL elements used.
1. In the search bar, enter **FAINVIE** 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.

**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**.

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.

**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 for the Journal Voucher, click Related in the Menu Bar and choose Document Text [FOATEXT].
**FYMFOR$—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 FYMFOR$ 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.

**FRIGRN$—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 FRIGRN$ 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 FTMFUN$ 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.
### 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