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
Banner Access

- 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.

- Email
  - Online access to your UM email account
- Aurora
  - Course catalogue and online registration system
- JUMP portal
  - Hub for many UM digital services, including Employee Self Service, EPM and Career
- FAST Financial Reporting
  - Access the FAST online reporting tool within Aurora Finance
- UM Learn
  - The University’s online learning management system
- Libraries
  - Expertise and resources for research and education
- Aurora Admin
  - Administrative access for course registration and online registration system
- IST Service Desk
  - Support for UM technology on campus and online
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
    - Create your own quick links list
Accessing Pages

- Search Bar

  - 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

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
Navigation

- **Message Centre**
  - Provides hints, errors and success notifications when working in pages.
    - Green is informational
    - Yellow is a warning
    - Red is an error

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)

FYMFORS

- **FYMFORS – 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

- **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

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>Clear All Section</td>
<td>Shift + F5</td>
</tr>
<tr>
<td><strong>SECTION</strong></td>
<td></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>Arrow Up</td>
</tr>
<tr>
<td>Previous Record</td>
<td>Arrow Down</td>
</tr>
</tbody>
</table>

Check your manual for a complete list of shortcut keys
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

Questions
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

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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!

AURORA Finance