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 the UM Intranet page
  1. Hover your mouse over Apps and Sites.
  2. Click on Banner.
Logging in to BANNER

- The Banner login screen will display:
  - Enter your UMnet 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

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Navigation

- **Buttons for Navigation**

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

BANNER Short Cut Keys

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

**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!

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