



Banner 9 Guide

Office of Budgets and Financial Planning

North Carolina Central University

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Banner 9

What is banner? Banner is the university's Enterprise Resource Planning (ERP) system, which is a fancy way of saying it's the centralized system that St. Edward uses to support the business of running the university. Everything from awarding financial aid, helping a student register for classes or paying the university's bills are done in Banner.

Banner itself is broken into several modules that roughly correspond with different divisions at North Carolina Central University.

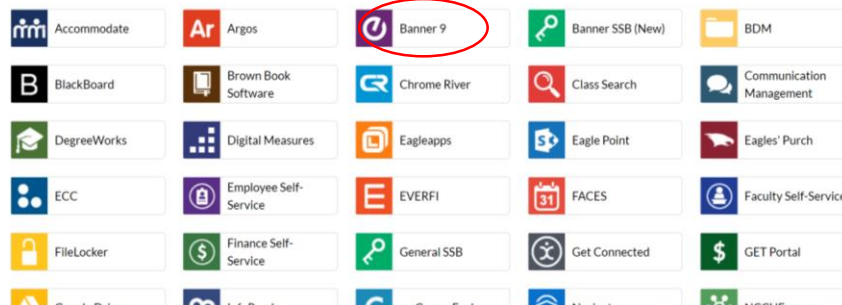
- **Banner Student** contains student, course and other academic data, and it supports advising, course scheduling, registration, grading and other academic activities at the university.
- **Banner Student Accounts Receivable** is a subset of Banner Student that we use to track students' bills for tuition, housing and other fees.
- **Banner Financial Aid** is what Student Financial Services uses to track the financial aid packages provided to students, manage their scholarships and work-study awards, and provide student financial reports to the federal government.
- **Banner Human Resources** stores employee data — including information about faculty, staff and student workers — and helps HR manage processes like onboarding and off boarding employees.
- **Banner Finance** contains the financial, accounting and budget data for the university. It's used by Finance and Administration to ensure we're paying our bills, tracking university expenses and staying within our budget, along with other financial matters.

Logging into Banner 9

Welcome to the Banner 9 Guide for North Carolina Central University. This process will allow users to query budget information and make online budget transfers.

[myEOL Home](#)[Forms and Documents](#)[Directory](#)

All Employee Services



1. Log into My EOL (Go to www.nccu.edu and then click on My EOL in top right corner).
2. Select the Banner 9 link to access.
3. Enter your computer Username and Password.

 **NCCentral**
UNIVERSITY

Please enter your NCCU account information. This will give you access to [various NCCU resources](#).

User Name:

Password:

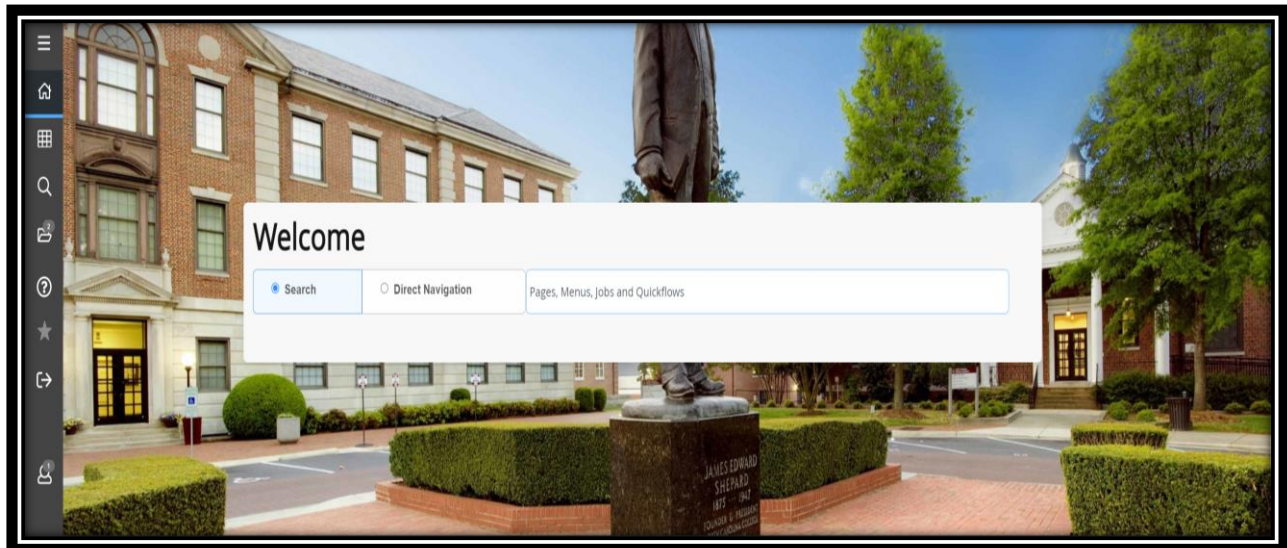
[Can't access your account?](#)

[Interested in automatic login?](#)









Navigate Banner 9

The Banner 9 main menu is the launching point for all forms and reports. Any time you go into Banner 9 Admin, you will see this page. Also, when you “X” out of a form, you will be taken back to this page. The main menu includes the following components that are used to navigate through Banner.

- Applications Box: Offers options for navigating within Banner through its drop-down menus.
 - Banner Menu/Folders: Access to Banner forms through major form topics.
 - My Banner: User customized/shortcuts to areas of the Banner forms.
- Recently Opened Forms/Reports: Quick access to all forms/reports that have been recently opened.
- Search Box (Direct Access): Provides quick access to a form or report by its seven-character name. When a form name is entered, a brief description of the form will appear below the search bar, and information will self-populate as you type.
- Sign Out: Allows user to log out of Banner9.
- Help Button/Shortcut Keys: Page Help Is activated only when you are in a form; Keyboard Shortcut Key can be used when on the main menu page.



Banner 9 Functions Main Menu

Button Name	Button Image	Function
Toggle Menu		Opens description for each icon below.
Applications Button		Allows user to search through Banner 9 and view the My Banner personal menu
Form Search Button		Allows the user to search for a particular form name by either description or 7-letter form name.
Recently Open Forms Button		Only shows up after the user has searched for the first form. This allows the user to see and select forms that have been viewed during the current login session.
Sign Out		Allows the user to sign out of Banner 9.
Search Box		Located in the center of the Home Screen page. This box allows the user to search for a particular form by either description or 7-letter form name.
Favorites Button		Add “Favorite” forms through the “My Banner” personal menu.
Help Button/Keyboard Shortcuts Key		When this button is clicked, the Keyboard Shortcuts will be shown and may be used in any form in Banner 9.


Shortcut Keys

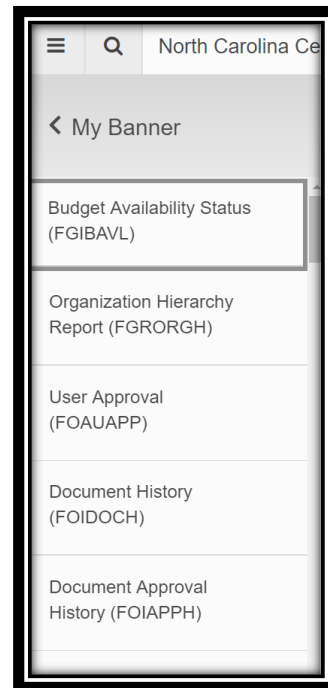
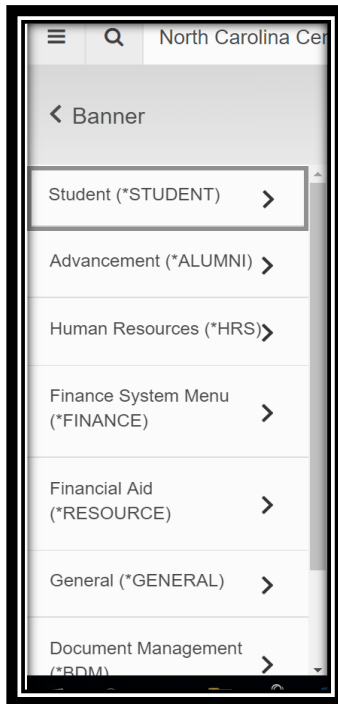
<u>Display Application</u>	<u>CTRL + M</u>
<u>Display Recently Open</u>	<u>CTRL + Y</u>
<u>Display Dashboard</u>	<u>CRTL + SHIFT + X</u>
<u>Display Favorites</u>	<u>CRTL + D</u>
<u>Edit Favorites</u>	<u>CRTL + SHIFT + O</u>
<u>Help</u>	<u>CRTL + SHIFT + L</u>
<u>Search</u>	<u>CRTL + SHIFT + Y</u>
<u>Sign Out</u>	<u>CRTL + SHIFT + F</u>

Also upon entering into a form within Banner 9, there are more menu and button options to help you further navigate. Hover mouse over any key within a form to view the shortcut.

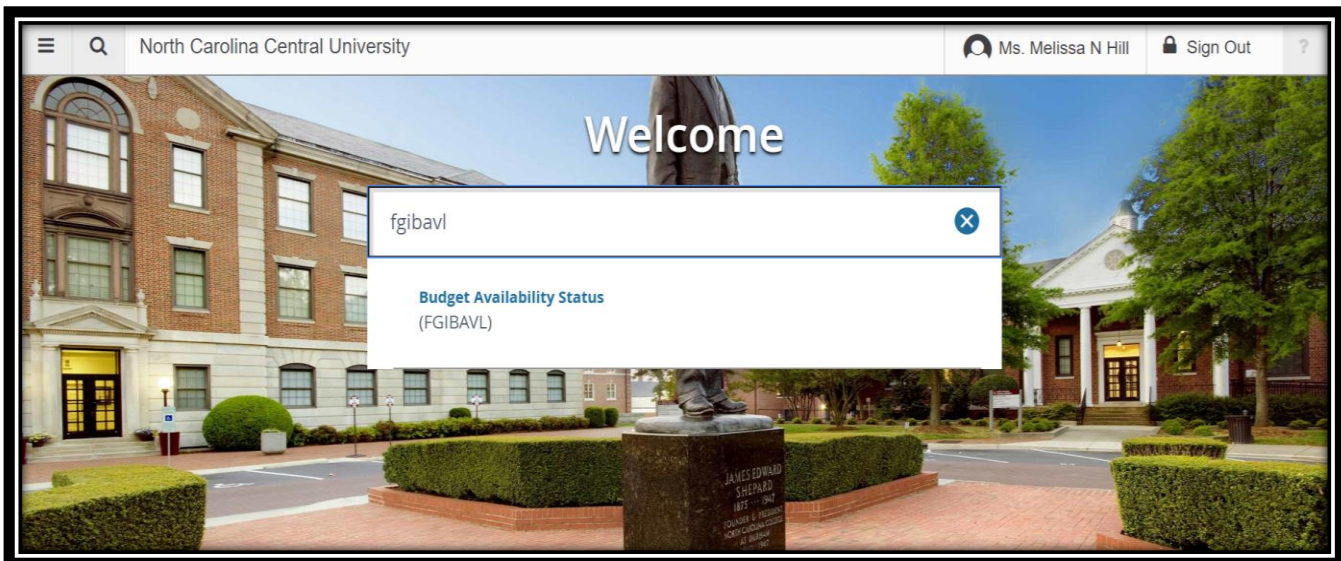


Navigate Banner 9

Menus: Select the three  lines at the top left menu. This is the shortcut menu to Banner 9 forms. The menu is grouped by functional modules.



Use the search bar in the middle of the page to search for the description or the form name such as FGIBAVL.



Navigate Banner 9


You can also use the search icon at the top left of the page to search by form name or description.



1. Page Header – The page header identifies the open page name and contains icons for basic navigation.
2. Tools icon – includes refresh, export, print, clear record, clear data, item properties, display ID image and other options controlled by the page.
3. Main Key Block – the first block on most pages contains key information.
4. Go or Alt + Page Down is the new Next Block to display information.
5. Add – Add documents to Banner Document Management and Retrieve – Retrieve scanned documents from Banner Document Management.

A screenshot of the Banner 9 main interface. A red oval highlights the 'Main Key Block' containing fields for Chart, Index, Fund, Account, Fiscal Year, Commit Type, Organization, and Program. A red arrow points to the 'Go' button in the top right corner. Another red arrow points to the 'Tools' icon in the top right corner.

Navigate Banner 9

1. The **GO** button will change to **Start Over** and is the new rollback.
2. Details section.
3.  Next/Previous section.

Budget Availability Status FGIBAVL 9.0 (NCCUPROD)

Chart: E Fiscal Year: 19 Index: Commit Type: Both Fund: 100101 General Fund - Instruction Organization: 10034 Office of Academic Affairs




Account: 61000P Premium and Holiday Pay BPL4 Program: 101 Instruction Keys ---> Control Fund : 100101 Control Organization: 10034

Control Account : 61000P Control Program: 101 Pending Documents: ☒

BUDGET AVAILABILITY STATUS

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
611100	EPA Administrative Salary	162,613.00	14,823.67	0.00	147,789.33	<input type="checkbox"/>
612100	SPA Regular Salaries	161,804.00	14,099.98	0.00	147,704.02	<input type="checkbox"/>
613100	EPA Academic Salary	108,728.00	4,260.44	0.00	104,467.56	<input type="checkbox"/>
614100	Non-Student Regular Wages	59,145.00	4,350.00	0.00	54,795.00	<input type="checkbox"/>
614500	Student Regular Wages	11,926.00	1,294.13	0.00	10,631.87	<input type="checkbox"/>
615930	Empty Exp Reim-TX	1,000.00	0.00	0.00	1,000.00	<input type="checkbox"/>
618100	Social Security	25,856.00	2,765.64	0.00	23,090.36	<input type="checkbox"/>
618200	State Retirement	24,307.00	4,910.68	0.00	19,396.32	<input type="checkbox"/>
618300	Medical Insurance	19,161.00	2,327.69	0.00	16,833.31	<input type="checkbox"/>
61870P	Optional Retirement BPL4	18,277.00	625.89	0.00	17,651.11	<input type="checkbox"/>
72000P	Supplies BPL 4	55,234.00	7,581.81	1,570.65	46,081.54	<input checked="" type="checkbox"/>
73100P	Perch Serv Travel BPL 4	53,152.00	9,824.80	6,720.00	36,607.20	<input type="checkbox"/>
73200P	Communication BPL 4	1,237.00	0.00	0.00	1,237.00	<input type="checkbox"/>
73400P	Printing and Binding BPL 4	7,000.00	0.00	0.00	7,000.00	<input type="checkbox"/>

Tools: Insert, Delete, Copy, Filter

Navigation:    **SAVE**

1. **Tools:**
 - a. Insert = inserts blank record
 - b. Delete = deletes current record
 - c. Copy = copies previous record

Pending Documents









9.33	<input type="checkbox"/>
4.02	<input type="checkbox"/>
7.56	<input type="checkbox"/>
5.00	<input type="checkbox"/>
1.87	<input type="checkbox"/>
0.00	<input type="checkbox"/>
0.36	<input type="checkbox"/>
6.32	<input type="checkbox"/>
3.31	<input type="checkbox"/>
1.11	<input type="checkbox"/>
1.54	<input checked="" type="checkbox"/>
7.20	<input type="checkbox"/>
7.00	<input type="checkbox"/>
2.06	<input type="checkbox"/>

Pending Documents, if there is a check mark at the end of an account line, this means there are pending documents that need to be approved, paid or disapproved. To view these documents, click on RELATED and pending documents.

ADD RETRIEVE RELATED TOOLS

Pending Documents [FGITINP]

Banner 9 Functions Forms

Button Name	Button Image	Function
X Button		Takes the user back to a previously viewed form or to the Banner 9 Home Screen if there is no previously viewed form.
Go Button		After entering in search criteria in the Key Information area at the top of the screen, this allows the user to proceed with a search on a particular form.
Tools Menu Button		Allows the user to manipulate, print, export, etc. the contents of a particular form. These tools may change depending on the form being used.
Error Message Notification Window		Notifies user of the status of the search, any tips and tricks, or any errors that may be present. To get the message to disappear, click on this Notification Window button and the message will minimize.
Related Button Menu		Allows the user to link to other forms that may be relevant to the form currently being viewed – by clicking on the Related tab and selecting a form from the provided list, the user will be taken to the newly selected form.
Add Button Menu		Used by departments with scanning/document management (Xtender) capabilities – allows users with appropriate access to add an attached document to a record within Banner – Most users do not use this feature; it is only used by individuals responsible for processing documents.
Next or Previous Record/Section		Allows the user to proceed or return to a section within the form.
Start Over Button		Allows the user to roll back to the Key Information area in a form to input new data and start a new search with new search criteria.

Navigate Banner 9

Budget – FGIBDST

In the **SEARCH**, type **FGIBDST** and enter to go to the form.

Enter Budget Information:

Enter Chart of Account (E), Fiscal Year (22), and commitment type (select both from drop down).

You can include Revenue accounts if it applies, Enter Org (10034) and Fund (100101) and select the green **GO** button.

The budget will fill in the next block. Use the scroll on the right to see the rest of the budget.

Account Type and Title – Spending Category.

Adjusted Budget – Budget after Transfers.

YTD Activity – Total payments/transactions completed to date.

Commitments – Total of both requisitions and open purchase orders or travel encumbrances (I am not sure NCCU is encumbering travel just yet but this may be coming).

Available Balance – Current amount available.

To clear form and view different budget, select **Start Over**.

Review Budget Transactions

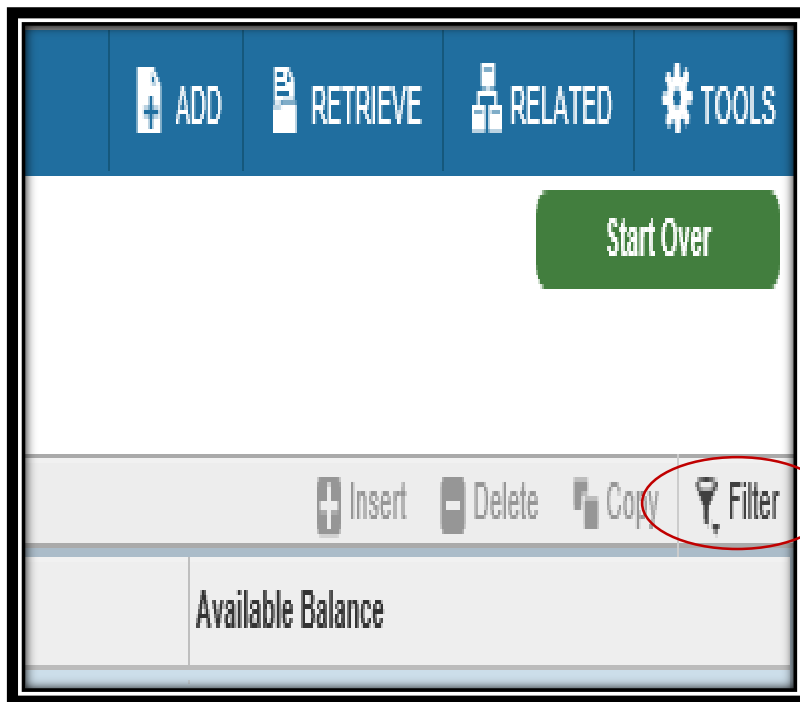
To review all the details of your transaction or to see related forms, **press F3** or select **Related** and choose **FGITRND** for Transaction Detail.

Navigate Banner 9

Organization Budget Status FGIDST 8.15 (NCCUPROD)							ADD	RETRIEVE	RELATED	TOOLS
Chart: E: NCCU Eagle Chart Fiscal Year: 19 Index: Query Specific Account: Include Revenue Accounts: <input checked="" type="checkbox"/> Commit Type: Both Organization: 10034 Office of Academic Affairs Fund: 100101 General Fund - Instruction							Q			
Program: 101 Instruction Account: 61000P Premium and Holiday Pay BPL4 Account Type: Activity: Location:										
ORGANIZATION BUDGET STATUS							Budget Summary Information [FGIBSUM] SMH-F2			
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments		Organization Encumbrances [FGIOENC] F4			
611100	L	EPA Administrative Salary		162,613.00	14,823.67	0.00	Transaction Detail Information [FGITRND] F3			
612100	L	SPA Regular Salaries		161,804.00	14,099.98	0.00				
613100	L	EPA Academic Salary		100,728.00	4,260.44	0.00				
614100	L	Non-Student Regular Wages		59,145.00	4,350.00	0.00				
614500	L	Student Regular Wages		11,926.00	1,294.13	0.00				
615030	L	Empty Exp Reim-TX		1,000.00	0.00	0.00				
618100	L	Social Security		25,856.00	2,765.64	0.00				
618200	L	State Retirement		24,307.00	4,910.68	0.00				
618300	L	Medical Insurance		19,161.00	2,327.69	0.00				
618700	L	TIAA Optional Retirement		0.00	323.10	0.00				
618704	L	ORP Disability & Retiree Health		0.00	302.79	0.00				
61870P	L	Optional Retirement BPL4		18,277.00	0.00	0.00				
72000P	E	Supplies BPL 4		55,234.00	0.00	0.00				
723010	E	Educational Supplies Outside Vendor		0.00	0.00	1,909.10				
726010	E	Office Supplies Outside Vendor		0.00	0.00	2,620.85				
729900	E	Other Supplies - Miscellaneous		0.00	79.68	4,517.50				
73100P	E	Purch Serv Travel BPL 4		53,152.00	0.00	0.00				
731121	E	In St Trans-Ground		0.00	110.10	0.00				

Filter or Search

You can filter transactions to see all or specific line items.



To filter transactions choose the drop down menu, Add Another Field.

Navigate Banner 9

From the middle drop down menu, select appropriate options.

Enter the search criteria and choose go. Results from the filter will be displayed. You can double click on the required field or choose **Select** from the bottom right of the screen.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
72000P	E	Supplies BPL 4	55,234.00	0.00	0.00	55,234.00
723010	E	Educational Supplies Outside Vendor	0.00	0.00	1,909.10	-1,909.10
726010	E	Office Supplies Outside Vendor	0.00	0.00	2,620.85	-2,620.85
729900	E	Other Supplies - Miscellaneous	0.00	79.68	4,517.50	-4,597.18
73100P	E	Purch Serv Travel BPL 4	53,152.00	0.00	0.00	53,152.00
731121	E	In St Trans-Ground	0.00	118.10	0.00	-118.10
731141	E	In St Subsis-Lodging	0.00	146.37	0.00	-146.37
731151	E	In St Subsis-Meals	0.00	25.15	0.00	-25.15
731160	E	In St Other Trav Exp	0.00	89.00	0.00	-89.00
731170	E	In St Trans-Ground Motor Fleet	0.00	0.00	6,720.00	-6,720.00
731221	E	Out Of St Trans-Ground	0.00	98.98	0.00	-98.98
731241	E	Out-Of-St Subsis-Lodg	0.00	5,560.09	0.00	-5,560.09
731251	E	Out-Of-St Subsis-Meals	0.00	378.20	0.00	-378.20
731260	E	Out-Of-St Other Trav Exp	0.00	25.00	0.00	-25.00
731290	E	Out-Of-St Regist Fee	0.00	450.00	0.00	-450.00
731311	E	Out Of Cntry Trans-Air	0.00	2,933.91	0.00	-2,933.91
73200P	E	Communication BPL 4	1,237.00	0.00	0.00	1,237.00
73400P	E	Printing and Binding BPL 4	7,000.00	0.00	0.00	7,000.00
734050	E	Printing/Binding	0.00	0.00	827.94	-827.94
736000	E	Freight/Express	0.00	0.00	389.55	-389.55
Net Total			-283,464.00	-19,227.88	93,079.11	

Choosing Select will take you back to FGITRND or the initial Query page.

Clear all will remove all entered criteria and allow you to redo the criteria. You may also Export the filtered content into Excel.

Organization Budget Status FGIBDST 9.3.5 (NCCUPROD)

ADD

RETRIEVE

RELATED

TOOLS

1

Chart: E NCCU Eagle Chart

Fiscal Year: 19

Index:

Query Specific Account: ☐

Include Revenue Accounts: ☒

Commit Type: Both

Organization: 10034 Office of Academic Affairs

Fund: 100101 General Fund - Instruction

Start Over

Program: 101 Instruction

Account: 61000P Premium and Holiday Pay BPL4

Account Type:

Activity:

Location:

ORGANIZATION BUDGET STATUS

InsertDeleteCopyFilter

Account

Contains

7

Clear All

Go

Navigate Banner 9

Budget – FGIENCD

In the **SEARCH**, enter **FGIENCD** and enter to go to the form. You will be taken to the Detail Encumbrance Activity form, which can be used to check the balance on a purchase order and see each payment that has been processed against it.

Enter the PO number in the Encumbrance field and click either Go or Alt-Page Down.

You will now see the Encumbrance information and your cursor will be in the Encumbrance Detail section. By clicking the right arrow on the bottom left corner of the Encumbrance Detail area, you can scroll through every line of the PO.

Note the following Encumbrance information:

- a. Description – vendor name
- b. Status – O or C indicates whether the PO is open or closed
- c. Type – P indicates that this is a PO
- d. Date Established – date PO was created
- e. Balance – balance left on PO
- f. Vendor – vendor ID and name

Note the following Encumbrance Details:

- a. Item – a numbered list of what was ordered on the PO
- b. Sequence – each different FOAP combination on a line is considered to be a sequence
- c. Fiscal Year – FY in which PO was created
- d. Status – O or C indicating open or closed
- e. Commit indicator – U
- f. Index, Fund, Organization, Account, and Program – FOAP string
- g. Encumbrance – original amount encumbered on this line
- h. Liquidation – total of all payments made against the line
- i. Balance – encumbrance remaining on the line

As you scroll through the lines in the Encumbrance Detail, the Transaction Activity section reflects the activity for each line.

Transactions types:

- PORD = Purchase Order created
- CORD = Change to Purchase Order (aka Change Order)
- INEI = Invoice entry
- ICEI = Invoice cancellation
- INEC = Credit memo entry
- ICEC = Credit memo cancellation
- E090 = Encumbrance roll from previous year

Navigate Banner 9

Budget – FAIVNDH

In the **SEARCH**, enter **FAIVNDH** and enter to go to the form. You will be taken to the Vendor Detail History form, which can be used to search and view the payment history for a specific vendor.

On the vendor history screen, enter the vendor's Banner ID number in the **Vendor** box. If you do not know the vendor number, click on the three dots that are on the right side of the Vendor box that is located to the right of the Vendor box and then click on **Entity Name/ID Search**.

You will be taken to **FTIIDEN**. Click on the **Add Another Field** button and choose **Last Name** (even if you are searching for a company and not an individual).

Choose the limiter (e.g. Contains, start with, etc.) and enter your first search term, keeping in mind that this form is case sensitive. Next, consider adding another field in order to narrow the search. Search tips:

- If you know that certain letters in the name are capitalized, enter them that way.
- If you use the wildcard (%) do not use the Equals limiter.
- If you do not know if letters are capitalized, use the wildcard (%) in their place.
- If you know that the vendor has the word "incorporated" or "company" in its name, add at least part of those words.
- Add additional fields to help narrow your search. For example, if you are searching for an individual, enter a partial or full first or middle name.
- Add a search field with the parameters Name Type, Equals, VEND for all non-employee payees (both individuals and companies).

ENTITY NAME/ID SEARCH

☒ Vendors
☐ Terminated Vendors
☐ Grant Personnel
☐ Proposal Personnel

Financial Managers
☐ Terminated Financial Managers
Agencies
☐ All

DETAILS

Basic Filter Advanced Filter

ID Last Name First Name Middle Name Entity Indicator Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
----	-----------	------------	-------------	------------------	------------------	--------	-------------------	--------	-----------------	--------------------	-----------

Once you have entered your search terms, click F8 or Go in order to execute the search. A list of vendor names matching your query will appear. Double click on the vendor name that is correct and has VEND in the Type column. This will take you back to the FAIVNDH screen, where that vendor's Banner ID will now be in the Vendor box.

Vendor: [dropdown]
Selection: [dropdown]
Invoice Date From: [calendar]

Vendor Hold: ☐
Fiscal Year: [dropdown]
Invoice Date To: [calendar]

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Navigate Banner 9

The FAIVNDH screen will default to showing all payments during the current fiscal year. The following details may be limited if you so choose:

- a. Selection – can be set to All, Credit Memo, Open (the invoice has been keyed but no payment has been processed) or Paid.
- b. Fiscal year – can be changed to a different fiscal year or can be left blank. Leaving it blank and not entering anything in the Invoice Date fields will return results from FY07 through present.
- c. Invoice Date – allows searches based on the vendor's invoice date.

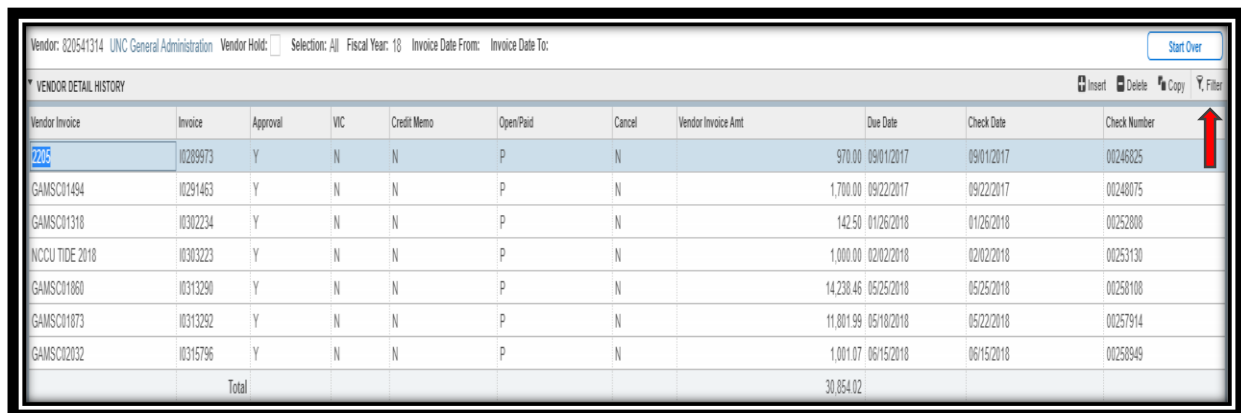
In order to view the payments, click **Alt-Page Down** or **GO** button. This will return a full list of payments based on the parameters you chose.

- a. Vendor Invoice = vendor's invoice number
- b. Invoice = Banner document number
- c. Approval = has the payment finished being keyed (Y/N)
- d. VIC = is more than one vendor invoice associated with the Banner invoice (Y/N)
- e. Credit Memo = is a credit memo (Y/N)
- f. Open/Paid = an O indicates that the invoice is in the queue to be paid, P indicates that is has been paid
- g. Cancel = indicates whether the payment was canceled (Y/N)
- h. Vendor Invoice Amount = amount paid
- i. Due Date = date on which the check ran that includes this payment will occur/did occur
- j. Check Date = date on the face of the check
- k. Check Number = starts with **0**, a paper check; starts with **!**, is an ACH direct deposit processed by AP; **C** is an AP credit card payment

To roll back in order to change the vendor, fiscal year, etc., click **F5** or **start over**.

Once you have a full list of invoices, you can filter the results:

- a. Click F7 or hit the Filter button in the upper right corner of the results.
- b. Choose the field to filter and enter your search the same as you did previously.
- c. Click F8 or Go to run the filter and view results.



Vendor: 020541314 UVC General Administration Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Start Over

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
2205	00289973	Y	N	N	P	N	970.00	09/01/2017	09/01/2017	00246025
GAMSC01494	00291463	Y	N	N	P	N	1,700.00	09/22/2017	09/22/2017	00248075
GAMSC01318	00302234	Y	N	N	P	N	142.50	01/26/2018	01/26/2018	00252008
NCCU TIDE 2018	00303323	Y	N	N	P	N	1,000.00	02/02/2018	02/02/2018	00253130
GAMSC01860	00313290	Y	N	N	P	N	14,238.46	05/25/2018	05/25/2018	00258108
GAMSC01873	00313292	Y	N	N	P	N	11,801.99	05/18/2018	05/22/2018	00257914
GAMSC02032	00315796	Y	N	N	P	N	1,001.07	06/15/2018	06/15/2018	00258949
Total							30,854.02			

Navigate Banner 9

Vendor: 820541314 UNC General Administration Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY Insert Delete Copy Filter

Basic Filter Advanced Filter

Vendor Invoice Invoice Approval VIC Credit Memo Add Another Field ...

Clear All Go

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
Z205	00289973	Y	N	N	P	N	970.00	09/01/2017	09/01/2017	00246025
GAMSC01494	00291463	Y	N	N	P	N	1,700.00	09/22/2017	09/22/2017	00248075
GAMSC01318	00302234	Y	N	N	P	N	142.50	01/26/2018	01/26/2018	00252808
NCCU TIDE 2018	00303223	Y	N	N	P	N	1,000.00	02/02/2018	02/02/2018	00253130
GAMSC01860	00313290	Y	N	N	P	N	14,238.46	05/25/2018	05/25/2018	00258108
GAMSC01873	00313292	Y	N	N	P	N	11,801.99	05/18/2018	05/22/2018	00257914
GAMSC02032	00315796	Y	N	N	P	N	1,001.07	06/15/2018	06/15/2018	00258949

To view the information that was keyed for an invoice, click on Related button and then choose View Invoice Information (FAIINVE).

X @ ellucian Vendor Detail History FAIINVEH 9.3.5 (NCCUPROD) ADD RETRIEVE RELATED TOOLS

Vendor: 820541314 UNC General Administration Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Q Search

VENDOR DETAIL HISTORY

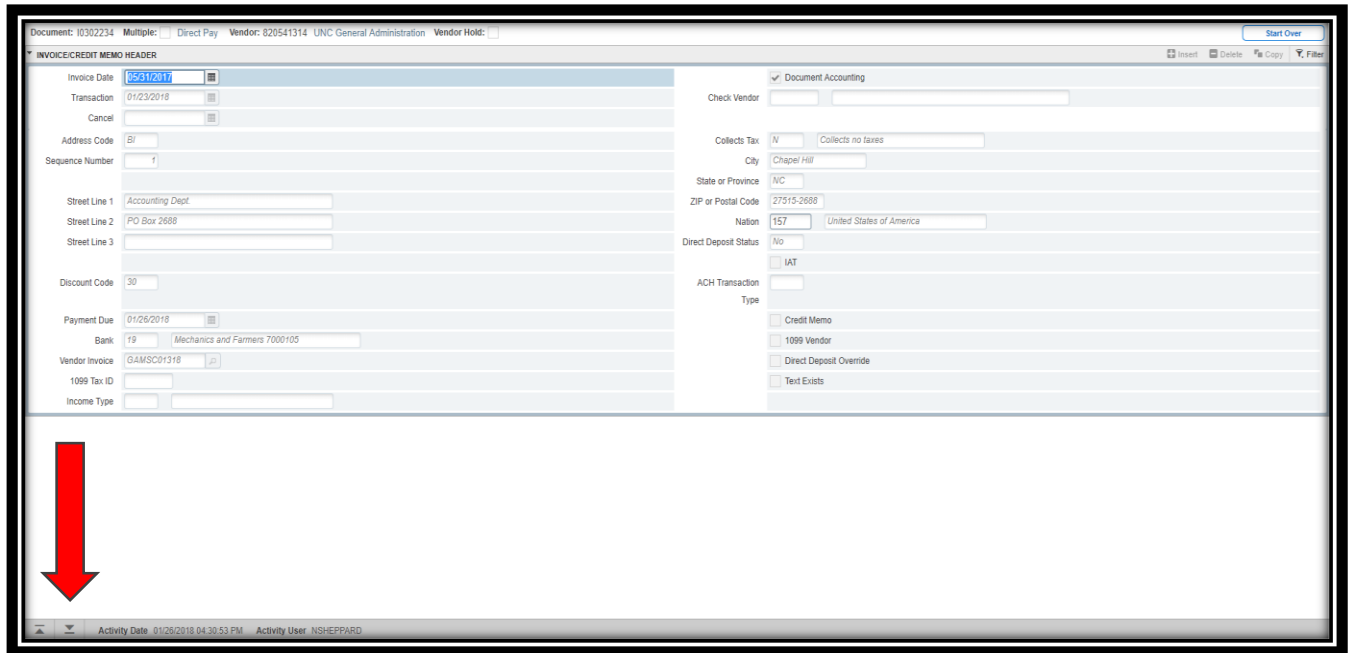
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date
Z205	00289973	Y	N	N	P	N	970.00	09/01/2017	09/01/2017
GAMSC01494	00291463	Y	N	N	P	N	1,700.00	09/22/2017	09/22/2017
GAMSC01318	00302234	Y	N	N	P	N	142.50	01/26/2018	01/26/2018
NCCU TIDE 2018	00303223	Y	N	N	P	N	1,000.00	02/02/2018	02/02/2018
GAMSC01860	00313290	Y	N	N	P	N	14,238.46	05/25/2018	05/25/2018
GAMSC01873	00313292	Y	N	N	P	N	11,801.99	05/18/2018	05/22/2018
GAMSC02032	00315796	Y	N	N	P	N	1,001.07	06/15/2018	06/15/2018

View Invoice Information (FAIINVE)
Commodity In View Invoice Information (FAIINVE)
View Vendor Invoice (FAIINVI)

This takes you to FAIINVE, which is the inquiry version of the form that Accounts Payable uses when keying invoices. Click Alt-Page Down or Go and use the next block or previous buttons to scroll through the different sections of this form.

- Invoice/Credit Memo Header – lists the vendor invoice date, address on the payment, direct deposit status
- Commodity Information – lists commodity codes entered for the payment
- Accounting Amounts – lists accounting breakdown entered for the payment
- Balancing/Completion – shows that the payment was in balance – commodity total equals accounting total

Navigate Banner 9



Document: 10302234 Multiple: Direct Pay Vendor: 820541314 UNC General Administration Vendor Hold: ☐

Start Over

INVOICE/CREDIT MEMO HEADER

Invoice Date: 05/01/2018

Transaction: 01/23/2018

Cancel

Address Code: BI

Sequence Number: 1

Street Line 1: Accounting Dept.

Street Line 2: PO Box 2688

Street Line 3:

Discount Code: 30

Payment Due: 01/26/2018

Bank: 19 Mechanics and Farmers 7000105

Vendor Invoice: GAMS001318

1099 Tax ID:

Income Type:

Document Accounting

Check Vendor:

Collects Tax: N Collects no taxes

City: Chapel Hill

State or Province: NC

ZIP or Postal Code: 27515-2688

Nation: 157 United States of America

Direct Deposit Status: No

ACH Transaction Type:

ACH Transaction Type: Credit Memo, 1099 Vendor, Direct Deposit Override, Text Exists

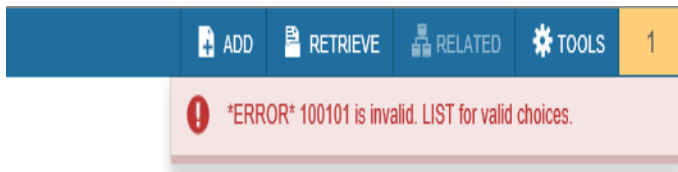
Activity Date: 01/26/2018 04:30:53 PM Activity User: NSHEPPARD

Click the X in the upper left corner next to the screen name in order to go back to FAIVNDH.

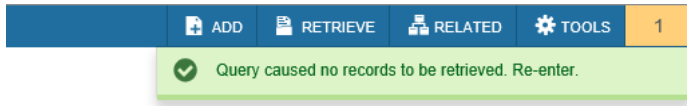
Banner 9 Error Messages

Error messages in Banner 9 display in three different colors on the top right of the screen.

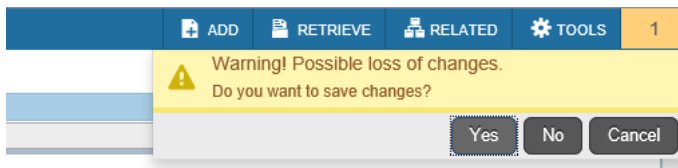
Red Error requires changes to the form before processing.



Green Messages are information and do not need any changes to the form.



Yellow Messages require action.



Frequently Used Forms

FOIDOCH	Document History – find PO, Requisition, Invoice, Check and receiving History
FGIBDST	Organization Budget Status
FGITRND	Transaction Detail
FGIOENC	Open Encumbrance List
FGIBAVL	Budget Availability Status
FGIGLAC	General Ledger Activity
FGIENCD	Encumbrance Detail
FAIINV	Invoice/Credit Memo List
FRIGITD	Grant Inception to Date
FRIGTRD	Grant Transaction Detail Form
FGIDOCR	Document Retrieval Inquiry
FOAIDEN	Person Identification Form
FGAJVCD	Journal Voucher Entry
FGAJVCM	Journal Voucher Mass Entry
FTVCOMM	Commodity Code Validation
FAIVNDH	Vendor Detail History
FOADOCU	Document by User
FOAUAPP	User Approval Form
FOIAPPH	Document Approval History Form
FOIAPHT	Approval History Form

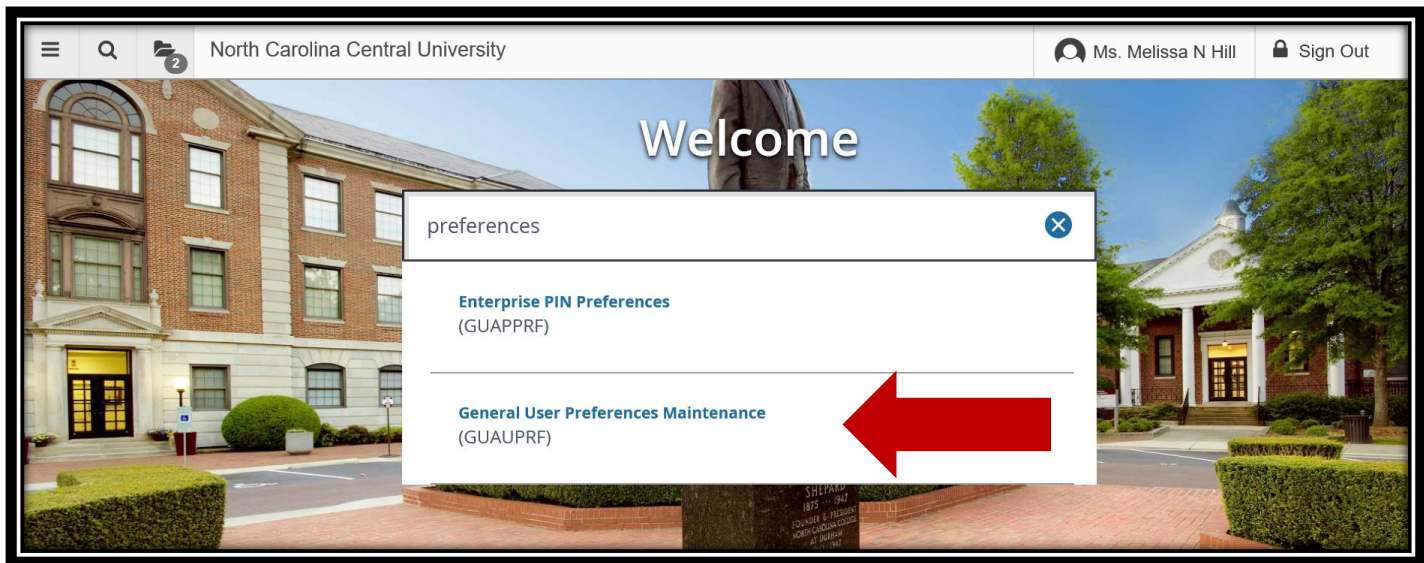
Banner 9 Shortcuts

Cancel Page, Close Current Page or Cancel Search/Query (in Query mode)	CTRL + Q
Clear All in Section	SHIFT + F5
Clear Page or Start Over	F5
Execute Filter Query	F8
Exit	CTRL + Q
Next Section	ALT + Page Down
Previous Section	ALT + Page Up
Print	CTRL + P
Refresh or Rollback	F5
Search or Open Filter Query	F7
Clear One Record	SHIFT + F4
Delete Record	SHIFT + F6
Export	SHIFT + F1
First Page	CTRL + Home
Last Page	CTRL + End
Open Related Menu	ALT + SHIFT + R
Open Tools Menu	ALT + SHIFT + T
Save	F10
Toggle Multi/Single Records View	CTRL + G
Next Page Down	Page Down
Previous Page Up	Page Up
Up/Previous Record	Up Arrow

Set Preferences

Set your preferences so you can:

- See column header records when you download to excel
- See the names of the screens on My Banner



- In the search bar, type Preferences. Select General Use Preferences Maintenance.
- In the Display Options tab, make sure all the boxes are checked on the left side of the page. By default, the second and last ones are not checked.
- Save
- Close

General User Preferences Maintenance GUAUPRF 9.0 (NCCUPROD)

ADD RETRIEVE RELATED TOOL

Display Options Directory Options My Links Menu Settings LDAP

DISPLAY OPTIONS

Insert Delete Copy Filter

☒ Display Form Name on Title Bar ☒ Display Release Number on Title Bar

☒ Display Form Name on Menu ☒ Display Database Instance on Title Bar

ALERT OPTIONS

Insert Delete Copy Filter

☒ Prompt Before Exiting Banner ☒ Display Additional Deceased Warning

☒ Display Additional Confidential Warning ☒ Display Duplicate SSN/SIN/TIN Warning

DATA EXTRACT

Insert Delete Copy Filter

☐ Include Header Row in Data Extract

USER INTERFACE COLOR SETTINGS

Insert Delete Copy Filter

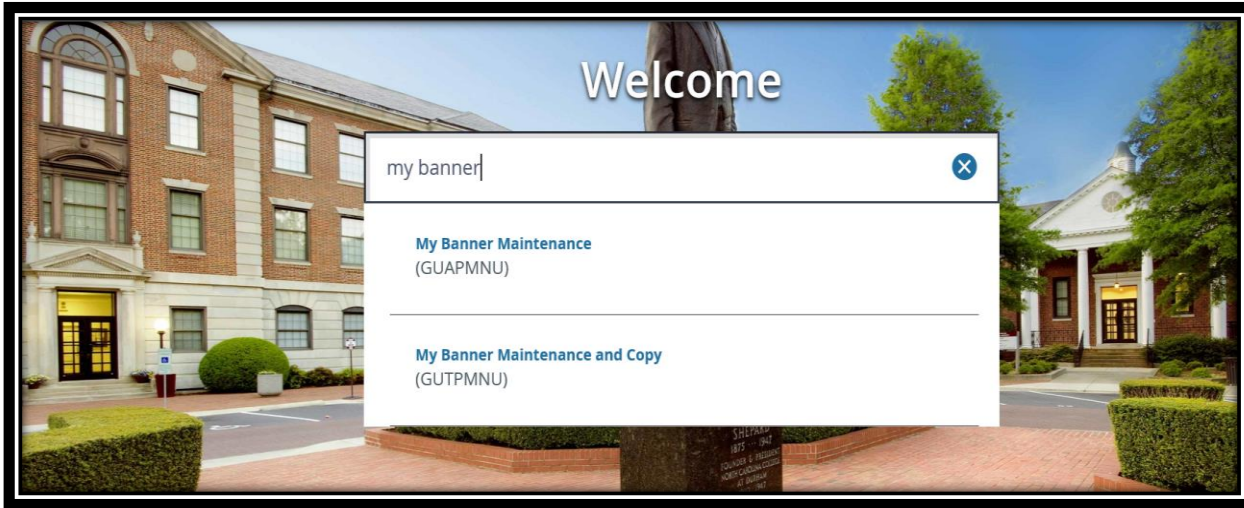
Description	Default Value	User Value
Enter the RGB color code for non iconic buttons.	r204g204b153	r153g153b255
Enter the RGB color code for the canvas.	r255g255b255	r255g255b255
Enter the RGB color code for code/description prompts.	r255g0b0	r0g0b0
Enter the RGB color code for the menu links canvas.	r153g153b153	r255g255b255
Enter the RGB color code for the menu broadcast message canvas.	r153g153b153	r255g255b255
Enter the RGB color code for the record highlighting.	r227g193b149	r204g204b153
Enter the RGB color code for the scroll bar.	r153g153b153	r204g204b0
Enter the RGB color code for the separator line.	r75a32b94	r204g204b0

My Banner – Personal Menu

You can create shortcuts in My Banner so you do not have to memorize or search for the correct screen.

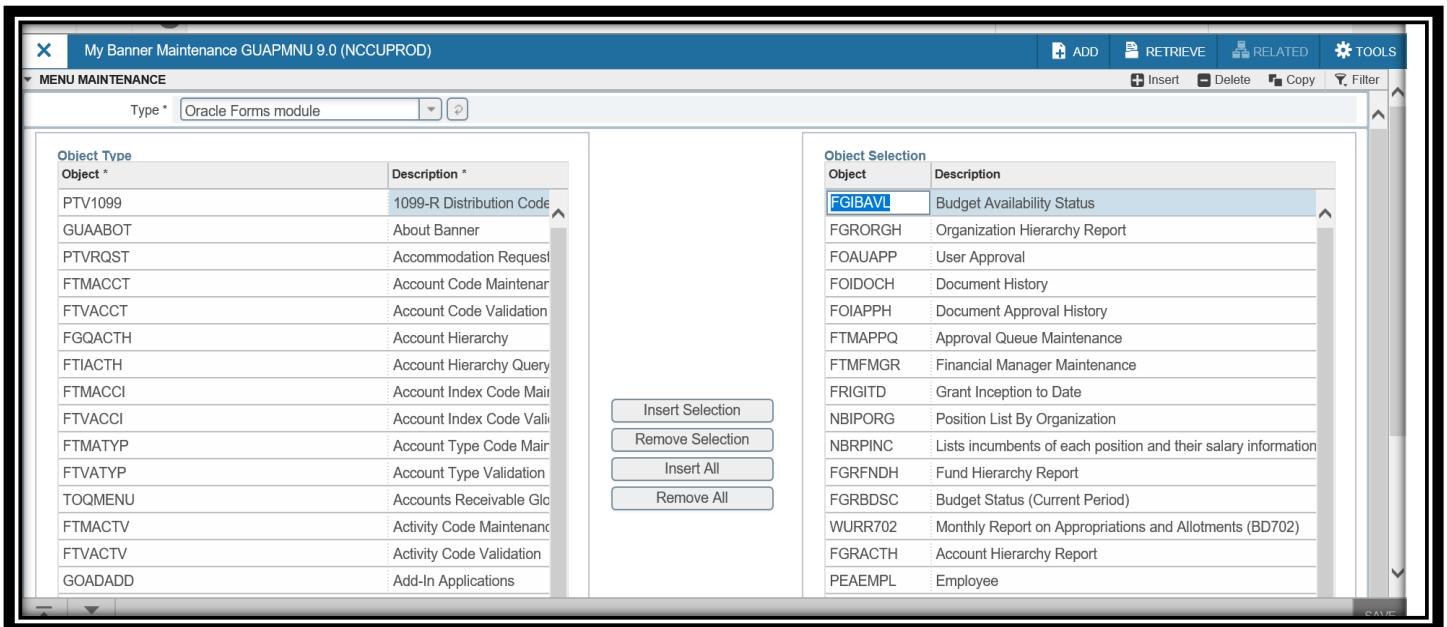
Search for My Banner

Select My Banner Maintenance



If you have never setup banner shortcuts, you will see an empty form on the right side.

1. Type the form name in the object column on the right side (ex. FGIBAVL or FGIBDST).
2. Tab once to allow the description to be populated. The description will show in your shortcut.
3. When you are finish choosing common forms, you can save and close the form.



Download to Excel

You can download FGIBDST and other forms into an excel spreadsheet.

To download to excel:

With your budget open in FGIBDST, select TOOLS or the GEAR Icon from your top right menu.

From the drop down menu, select EXPORT.

Your file will appear at the bottom left of your page as a .csv file and will open in an excel spreadsheet.



Organization Budget Status FGIBDST 9.3.5 (NCCUPROD)

Chart: E NCCU Eagle Chart Fiscal Year: 19 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 10034 Office of Academic Affairs Fund: 100101 General Fund - Instruction Program: 101 Instruction Account: 61000P Premium and Holi

Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
611100	L	EPA Administrative Salary	162,613.00	14,823.67	
612100	L	SPA Regular Salaries	161,804.00	14,099.98	
613100	L	EPA Academic Salary	108,728.00	4,260.44	
614100	L	Non-Sudent Regular Wages	59,145.00	4,350.00	
614500	L	Student Regular Wages	11,926.00	1,294.13	
615930	L	EmPLY Exp Reim-TX	1,000.00	0.00	
618100	L	Social Security	25,856.00	2,765.64	
618200	L	State Retirement	24,307.00	4,910.68	
618300	L	Medical Insurance	19,161.00	2,327.69	
618700	L	TIAA Optional Retirement	0.00	323.10	
618704	L	ORP Disability & Retiree Health	0.00	302.79	
61870P	L	Optional Retirement BPL4	18,277.00	0.00	
72000P	E	Supplies BPL 4	55,234.00	0.00	

ACTIONS

- Refresh F5
- Export Shift+F1
- Print Ctrl+P
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner

OPTIONS

723010 E Educational Supplies Outside ... 0.00 0.00 1,909.10 -1,909

Do you want to open or save FGIBDST.csv from banxp-nccu.unccecs.edu?

Open Save Cancel

EDIT Record: 1/48

ellucian

9:38 PM 8/15/2018

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Tell me what you want to do...

Hill, Melissa N

Share

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If you have questions, or need additional information, please feel free to contact the Office of Budgets and Financial Planning, 530-7355.

Thank you for all that you do at NCCU!!