



Banner 9 Finance Navigation and Documentation


financesecurity@njit.edu

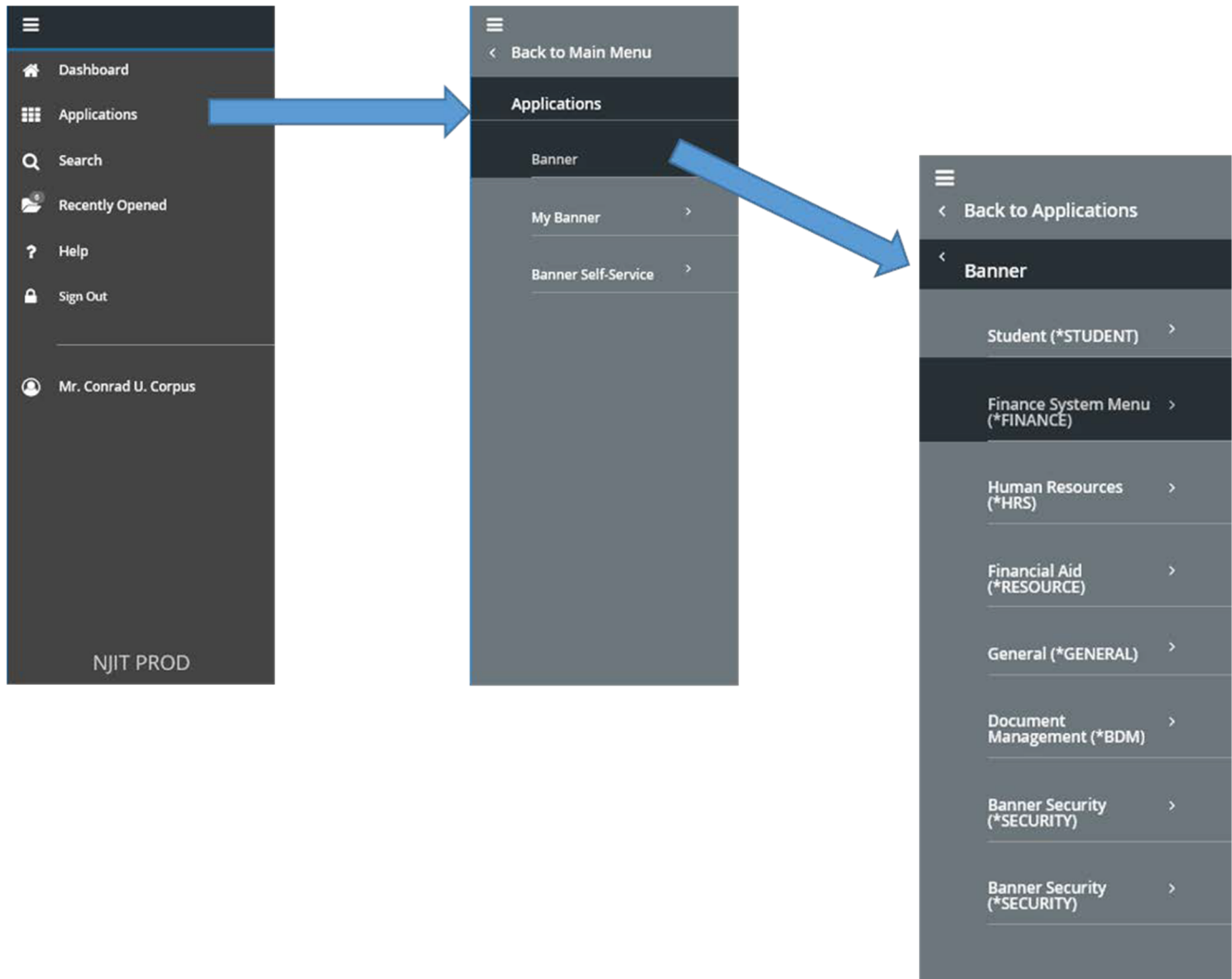
Financial Systems & Innovations
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Newark, New Jersey 07102

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Navigate Banner 9

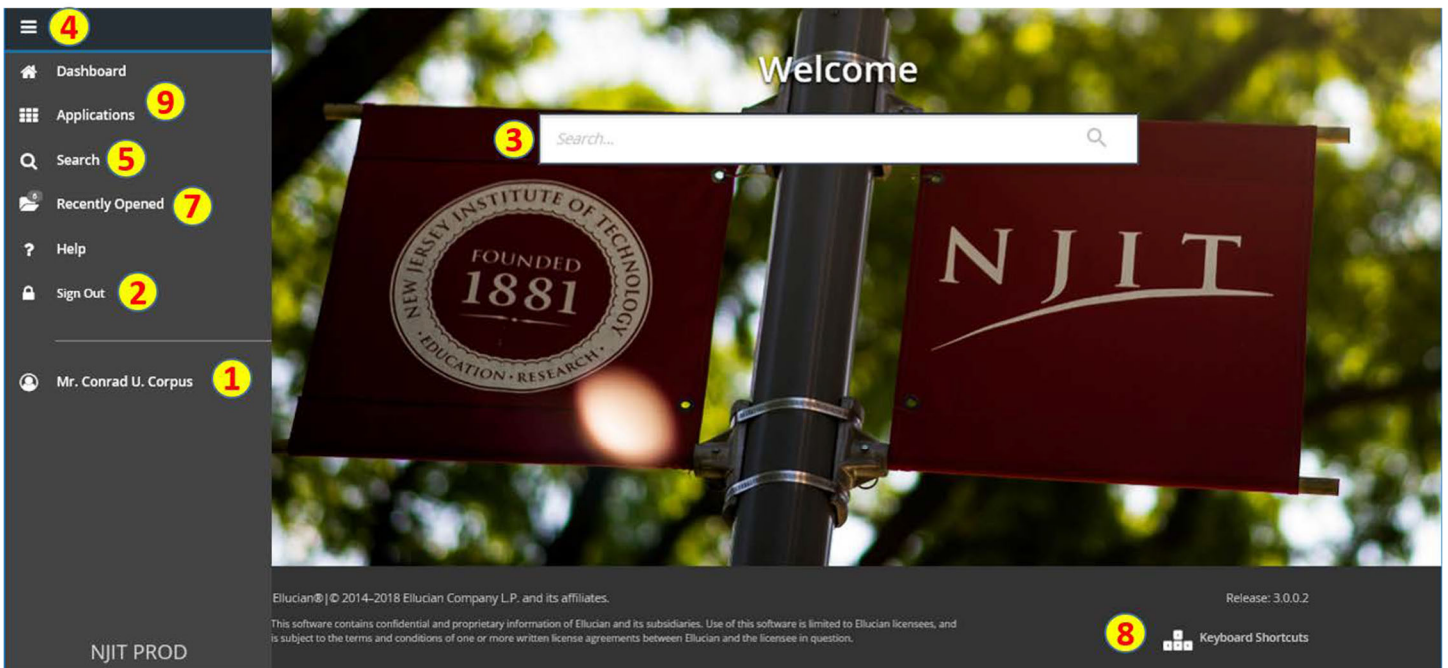
Menus: Select the three  lines at the top left menu. This is the shortcut menu to Banner Forms. The Menu is grouped by Functional modules.



Navigate Banner 9

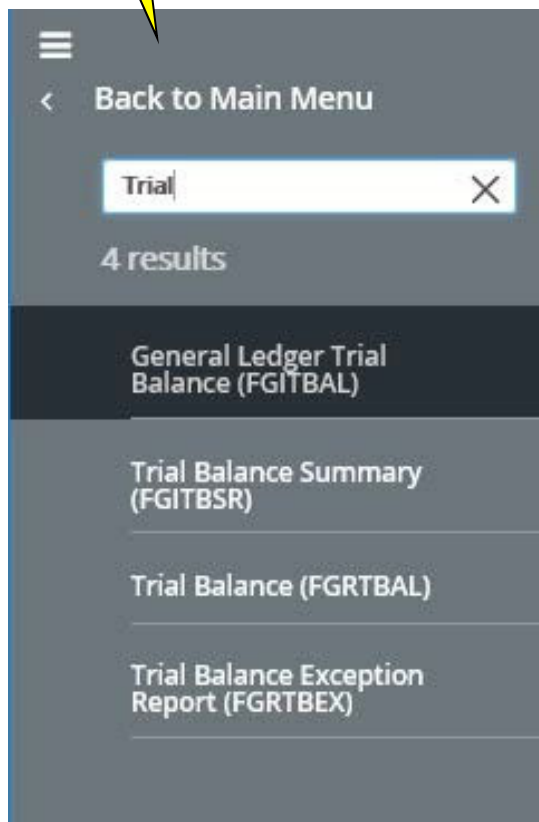
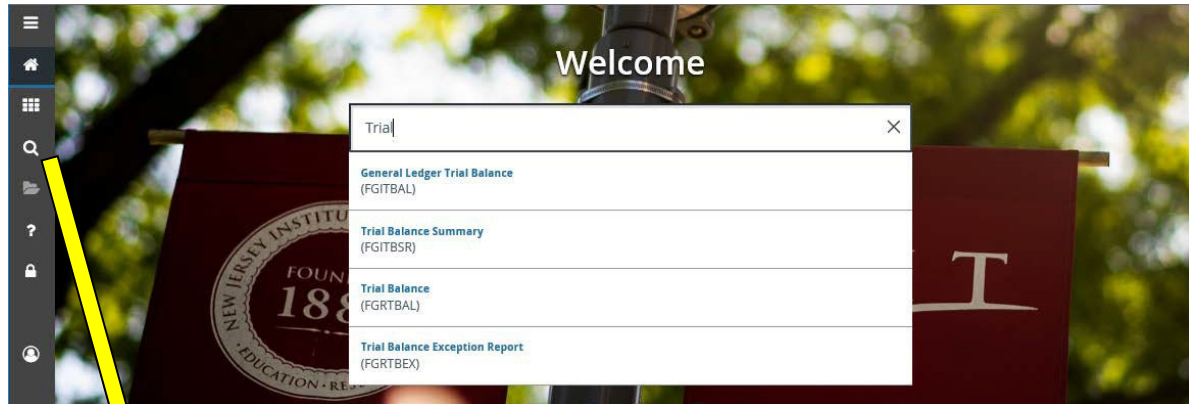
The Welcome Screen:

1. User's Name at the bottom left (Left Sidebar).
2. Button to log out. You can also close the browser to log out.
3. Search bar in the middle of the screen.
4. Pop out menu.
5. Search that stays on the top of the screen.
6. Folder to access recently used forms.
7. Application Navigator.
8. Shortcut Keys menu.
9. Ellucian Applications.



Navigate Banner 9

Use the Search bar in the middle of the page. You can search for the description or the form name such as Trial or FGITBAL. *You do not need to use the % symbol as your wild card.* Suggested forms will display.





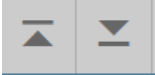


You can also use the search icon at the left of the page to search by form name or description. The search icon will stay at the top of the page when you are on other forms. Therefore, you can access multiple forms with the search.

Navigate Banner 9

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

Navigate Banner 9

1. **Scroll to next page:** The  button will change to  and is the new rollback.
2. Displays the search criteria used to access FGIBDSR information.
3. Detail section.
4.  User has option to go from page to page or display more than 20 lines per page.
5.  Used if the form is a data entry screen.
6.  Next/previous section.
7. X is used to exit the form or CTRL +Q.

7

Executive Summary FGIBDSR 9.3.4 (PROD) ADD RETRIEVE RELATED TOOLS


Chart: 1 Fiscal Year: 19 Index: 215045 Query Specific Account: ☐ Include Revenue Accounts: ☒ Commit Type: Both **1** Start Over


Organization: 409000 Financial Systems & Innovation Fund: 100000 Current Fund-Unrestricted Program: 350010 Institutional Support Account:

Account Type: Activity: Location: **2**

EXECUTIVE SUMMARY Insert Delete Copy Filter

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|------------------|------|-------------------------------------|-----------------|--------------|-------------|-------------------|
| 616101 | L | Administrators | 368,922.92 | 70,946.70 | 297,976.14 | 0.08 |
| 619113 | L | Hourly IWS | 7,800.00 | 2,960.00 | 0.00 | 4,840.00 |
| 657050 | L | Composite Fringes - Full-Time | 190,384.23 | 38,608.51 | 153,755.68 | 0.04 |
| 711013 | E | Office and Computer Equip < \$5,000 | 1,464.42 | 0.00 | 1,464.42 | 0.00 |
| 723301 | E | Telecom/Network Charge | 813.75 | 194.19 | 582.57 | 36.99 |
| 734000 | E | Supplies - Major | 1,200.00 | 0.00 | 0.00 | 1,200.00 |
| 734010 | E | Supplies - Office and Computer | 0.82 | 49.74 | 6.74 | -55.66 |
| 740000 | E | Travel, Meetings, Meals-Major | 2,200.00 | 0.00 | 0.00 | 2,200.00 |
| 756000 | E | Major Operating Expenses | 200.00 | 0.00 | 0.00 | 200.00 |
| 759302 | E | Campus Network Chargeback | 0.00 | 32.17 | 0.00 | -32.17 |
| Net Total | | | -572,966.14 | -110,791.31 | 453,785.55 | |

4  Record 7 of 10

6  **5** SAVE

EDIT Record: 7/10 FTVACCT_BLOCK.FTVACCT_ACCT_CODE [7] ellucian

Navigate Banner 9

Banner 9 Shortcut Keys

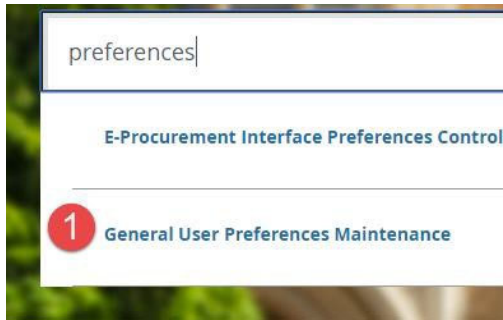
| Function | Key Stroke | | Function | Key Stroke |
|--|------------------|--|---------------------------|------------------|
| Next Field/Item | Tab | | Save | F10 |
| Previous Field/Item | Shift + Tab | | Clear one Record | Shift + F4 |
| Up | Up Arrow | | Delete Record | Shift + F6 |
| Down | Down Arrow | | Duplicate Selected Record | F4 |
| Previous Page Up | Page Up | | Insert/Create Record | F6 |
| Next Page Down | Page Down | | Clear All in Section | Shift + F5 |
| First record | Ctrl + Home | | Open Menu Directly | Ctrl + M |
| Last record | Ctrl + End | | Next Section | Alt + Pg Down |
| Search list of values | F9 | | Previous Section | Alt + Pg Up |
| Cancel page, Exit, Close Current Page, Cancel Search or Query | Ctrl + Q | | Duplicate Item | F3 |
| Export | Shift + F1 | | Clear Page/Start Over | F7 |
| Print | Ctrl + P | | Execute Filter Query | F8 |
| Refresh/Rollback | F5 | | Paste | Ctrl + V |
| Change MEP Context | Alt + Shift + C | | Undo | Ctrl + Z |
| Open Related Menu | Alt + Shift + R | | Redo | Ctrl + Shift + Z |
| Open tools Menu | Alt + Shift + T | | Cancel Action | Esc |
| More Information | Ctrl + Shift + U | | Select on a Called Page | Alt + S |
| Application Navigator Display | Ctrl + Y | | Retrieve BDM Document | Alt + R |
| Application Navigator Search | Ctrl + Shift + Y | | Add BDM Document | Alt + A |
| Application Navigator Help | Ctrl + Shift + L | | Submit Workflow | Alt + W |
| Copy | Ctrl + C | | Release Workflow | Alt + Q |
| Cut | Ctrl + X | | | |

Navigate Banner 9

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



1. In the search bar, type **Preferences**. Select General User Preferences Maintenance.
2. 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.
3. Save
4. Close

4

General User Preferences Maintenance GUAUPRF 9.0 (PROD)

ADD RETRIEVE RELATED TOOLS

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 | r204g204b153 |
| Enter the RGB color code for the canvas. | r235g238b205 | r255g204b102 |
| Enter the RGB color code for code/description prompts. | r0g0b0 | r0g0b0 |
| Enter the RGB color code for the menu links canvas. | r235g238b205 | r204g204b204 |
| Enter the RGB color code for the menu broadcast message canvas. | r235g238b205 | r204g204b204 |
| Enter the RGB color code for the record highlighting. | r227g193b149 | r204g204b153 |
| Enter the RGB color code for the scroll bar. | r153g153b153 | r204g204b153 |
| Enter the RGB color code for the separator line. | r75g32b94 | r204g0b0 |
| Enter the RGB color code for the menu tree canvas. | r235g238b205 | r51g153b255 |

1 of 1 Per Page

Record 1 of 9

3 SAVE

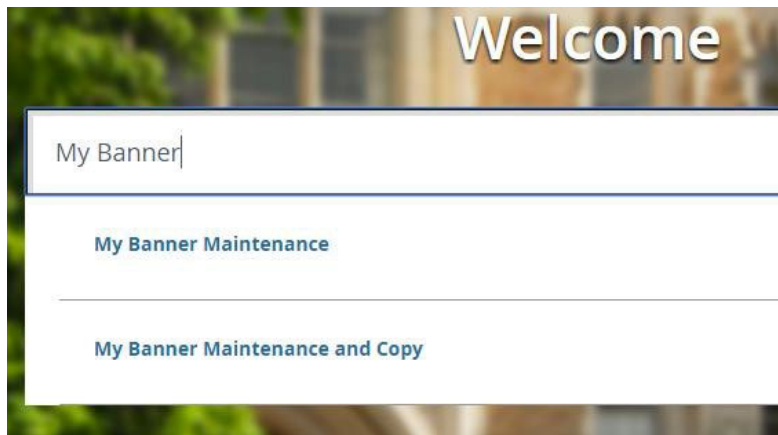
EDIT Record: 1/1 DISPLAY_OPTIONS.FORMNAME_CB (1)

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Navigate Banner 9

My Banner – Personal Menu

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

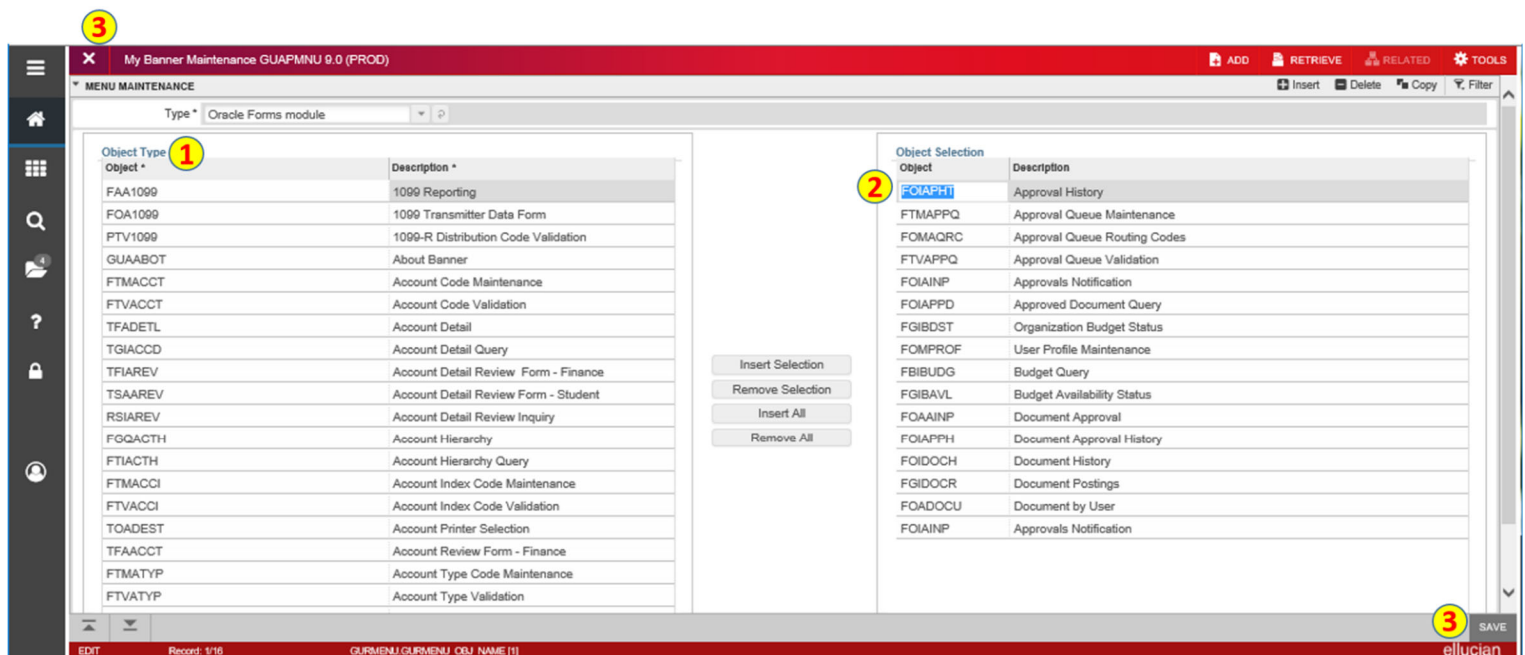


Search for **My Banner**.

Select **My Banner Maintenance**.

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

1. Type a form name in the Object column on the right side (ex. FOIDOCH)
2. Tab once to allow the description to be populated. The description will show in your shortcut. You can change descriptions if you wish.
3. When you are finished choosing common forms, you can save and close the form.



Navigate Banner 9

Excel - Download

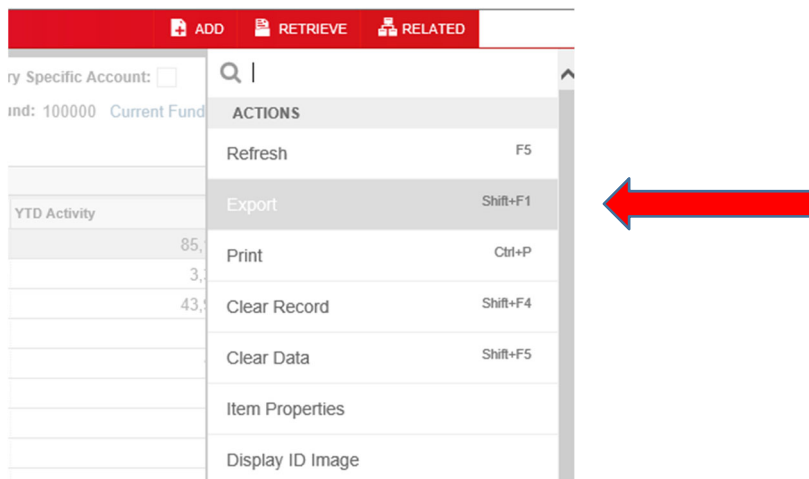
You can download FGIBDST and other forms into an Excel Spreadsheet.

To download to excel:

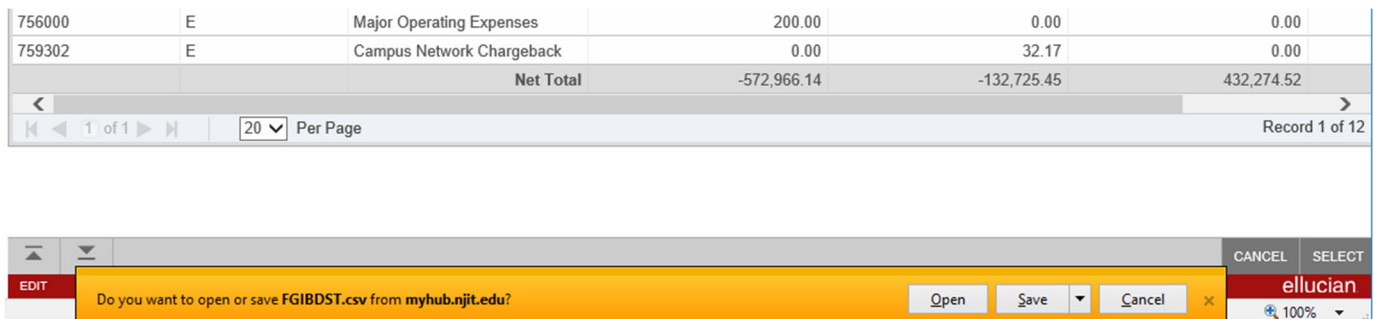
With your Budget open in FGIBDST. Select Tools or the Gear Icon from your top right menu.

From the drop Down Menu, select **Export**.

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



You can save the file as an Excel Worksheet and then perform calculations. Depending on the browser, you might get the following message if you are using Internet explorer:



Navigate Banner 9

Frequently Used Forms

Recommended Finance forms for My Banner:

| | |
|---------|---|
| FOIDCH | Document History – find PO, Requisition, Invoice, Check and receiving History |
| FPAREQN | Create a Requisition |
| FGIBDST | Organization Budget Status |
| FGIBDSR | Executive Summary |
| FGITBAL | General Ledger Trial Balance |
| FGITRND | Transaction Detail |
| FGIOENC | Open Encumbrance list |
| FGIBAVL | Budget Availability Status |
| FGIGLAC | General Ledger Activity |
| FGIENCD | Encumbrance Detail |
| FAIINV | Invoice/Credit Memo List |
| FRIGTD | Grant Inception to Date |
| FRIGTRD | Grant Transaction Detail Form |
| FGIDOCR | Document Retrieval Inquiry |
| FOAIDEN | Person identification Form |
| FTVFUND | Fund Code Inquiry |
| FTVORGN | Organization Code Inquiry |
| FTVACCT | Account Code Inquiry |
| FTVPROG | Program Code Inquiry |
| FTIFATA | FOAPAL Attributes – Financial Statements |
| FGAJVCD | Journal Voucher Entry |
| FPAPURR | Purchase Order |
| FTVCOMM | Commodity Code Validation |
| FAIVNDH | Vendor Detail History |

Budget – FGIBDST

Select the  button

fgibd

Executive Summary

Organization Budget Status

Organization Budget Status FGIBDST 9.3.5 (PROD)

Chart: * 1 ... Fiscal Year: * 19 ... **Go**

Index: ... Query Specific: ☐

Account

Commit Type: Both ...

Include Revenue: ☒

Accounts

Organization: 409000 ... Fund: 100000 ...

Program: 350010 ... Account: ...

Account Type: ... Activity: ...

Location: ...

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.

EDIT Record: 1/1 KEY_BLOCK.KEYBLOC_COAS_CODE [1]

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Available Balance – Current Amount Available. To clear form and view different Budget, select [Start Over](#)

Organization Budget Status FGBUDT 9.3.5 (PROD)

Chart: 1 New Jersey Institute of Technology Fiscal Year: 19 Index: Query Specific Account: ☐ Include Revenue Accounts: ☒ Commit Type: Both

Organization: 40950 Financial Systems & Innovation Fund: 100000 Current Fund-Unrestricted Program: 350010 Institutional Support Account:

Account Type: Activity: Location:

* ORGANIZATION BUDGET STATUS

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|------------------|------|--------------------------------|--------------------|--------------------|-------------------|-------------------|
| 31101L | L | Administrators | 368,922.92 | 85,136.04 | 283,786.88 | 0.00 |
| 619113 | L | Hourly IWS | 7,800.00 | 3,369.00 | 0.00 | 4,440.00 |
| 657050 | E | Composite Fringes - Full-Time | 190,364.23 | 43,930.21 | 146,433.99 | 0.00 |
| 711013 | E | Office and Computer Equip < | 1,464.42 | 0.00 | 1,464.42 | 0.00 |
| 723301 | E | Telecom/Network Charge | 813.75 | 194.19 | 582.57 | 36.99 |
| 734000 | E | Supplies - Major | 1,200.00 | 0.00 | 0.00 | 1,200.00 |
| 734010 | E | Supplies - Office and Computer | 0.82 | 49.74 | 0.00 | -56.66 |
| 740000 | E | Travel, Meetings, Meals-Major | 2,200.00 | 0.00 | 0.00 | 2,200.00 |
| 740006 | E | Domestic/Overnight Travel | 0.00 | 11.25 | 0.00 | -11.25 |
| 742001 | E | Meetings and Receptions | 0.00 | 11.85 | 0.00 | -11.85 |
| 756000 | E | Major Operating Expenses | 200.00 | 0.00 | 0.00 | 200.00 |
| 759302 | E | Campus Network Chargeback | 0.00 | 32.17 | 0.00 | -32.17 |
| Net Total | | | -572,966.14 | -132,725.45 | 432,274.52 | |

Record 1 of 12

Navigate Banner 9

FGITRND - Review Budget Transactions

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

Organization Budget Status FGIBDST 9.3.5 (PROD)

ADD RETRIEVE TOOLS

Chart: 1 New Jersey Institute of Technology Fiscal Year: 19 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 409000 Financial Systems & Innovation Fund: 100000 Current Fund-Unrestricted Program: 350010 Institutional Support Account:

Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

| Account | Type | Title | Adjusted Budget | YTD Activity | Commitments |
|-----------|------|---------------------------------|-----------------|--------------|-------------|
| 616101 | L | Administrators | 368,922.92 | 85,136.04 | |
| 619113 | L | Hourly IWS | 7,800.00 | 3,360.00 | |
| 657050 | L | Composite Fringes - Full-Time | 190,364.23 | 43,930.21 | |
| 711013 | E | Office and Computer Equip < ... | 1,464.42 | 0.00 | |
| 723301 | E | Telecom/Network Charge | 813.75 | 194.19 | |
| 734000 | E | Supplies - Major | 1,200.00 | 0.00 | |
| 734010 | E | Supplies - Office and Computer | 0.82 | 49.74 | |
| 740000 | E | Travel, Meetings, Meals-Major | 2,200.00 | 0.00 | |
| 740008 | E | Domestic/Overnight Travel | 0.00 | 11.25 | |
| 742001 | E | Meetings and Receptions | 0.00 | 11.85 | |
| 756000 | E | Major Operating Expenses | 200.00 | 0.00 | |
| 759302 | E | Campus Network Chargeback | 0.00 | 32.17 | |
| Net Total | | | -572,966.14 | -132,725.45 | |

1 of 1 Per Page

Budget Summary Information [FGIBSUM] Shift+F2

Organization Encumbrances [FGIOENC] F4

Transaction Detail Information [FGITRND] F3

Record 5 of 12

CANCEL SELECT

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Navigate Banner 9

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**.

The screenshot shows the 'DETAIL TRANSACTION ACTIVITY' window. A dropdown menu is open, listing various fields for filtering: Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document, Description, Fund, Transaction Date, and Activity Date. The 'Account' field is currently selected in the main window.

From the middle drop down menu, select appropriate options.

The screenshot shows the 'DETAIL TRANSACTION ACTIVITY' window. The 'Contains' dropdown menu is open, showing options: Contains, Starts With, Ends With, Equals, Not Equal, Not Equal or IS NULL, IS NULL, and IS NOT NULL. The 'Contains' option is currently selected.

Enter 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.

The screenshot shows the 'FUND CODE VALIDATION' window. It contains a table with the following data:

| Chart of Accounts | Fund Code | Fund Type | Title | Data Entry | Status | Effective Date | Termination Date | Grant Code | Title |
|-------------------|-----------|-----------|----------------------------|-------------------------------------|--------|----------------|------------------|------------|-------|
| U | A02000 | A | OPERATING-SPRINGFIELD | <input checked="" type="checkbox"/> | A | 07/01/1950 | | | |
| U | A02000 | A | OPERATING-CHANGE TO NEW... | <input checked="" type="checkbox"/> | A | 05/03/2017 | | | |

At the bottom right of the window, there is a 'SELECT' button. A large red arrow points to this button.

Navigate Banner 9

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.

Once you choose **Go**. You will be directly taken to the Query Screen. You can exit the query screen to see ALL options. The default number of records per page is 20. Scrolling through the rows will automatically move you through the pages.

| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document * | Description | Commit Type | Fund * | Activity | Location | Transaction Date * |
|---------|--------------|---------|-------|--------------|------------------------------|------|------------|-----------------------------|-------------|--------|----------|----------|--------------------|
| 53085 | 052000 | 001 | YTD | 65.00 | + | MISC | F0035965 | Bursar Cash Receipts | U | A02000 | | | 04/25/2017 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0035853 | HR Payroll 2017 ME 3 0 | U | A02000 | | | 03/31/2017 |
| 62000 | 052000 | 062 | ENC | -26,812.17 | - | HENA | F0035541 | Encumbrance Salaries (Adj) | U | A02000 | | | 02/28/2017 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0035461 | HR Payroll 2017 ME 2 0 | U | A02000 | | | 02/28/2017 |
| 62000 | 052000 | 062 | ENC | -26,812.17 | - | HENA | F0035151 | Encumbrance Salaries (Adj) | U | A02000 | | | 01/31/2017 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0035062 | HR Payroll 2017 ME 1 0 | U | A02000 | | | 01/31/2017 |
| 62000 | 052000 | 062 | ENC | -26,812.17 | - | HENA | F0034815 | Encumbrance Salaries (Adj) | U | A02000 | | | 12/31/2016 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0034689 | HR Payroll 2016 ME 12 0 | U | A02000 | | | 12/31/2016 |
| 62000 | 052000 | 062 | ENC | -26,812.17 | - | HENA | F0034469 | Encumbrance Salaries (Adj) | U | A02000 | | | 11/30/2016 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0034387 | HR Payroll 2016 ME 11 0 | U | A02000 | | | 11/30/2016 |
| 62000 | 052000 | 062 | ENC | -26,812.17 | - | HENA | F0034098 | Encumbrance Salaries (Adj) | U | A02000 | | | 10/31/2016 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0034022 | HR Payroll 2016 ME 10 0 | U | A02000 | | | 10/31/2016 |
| 62000 | 052000 | 062 | ENC | -26,812.17 | - | HENA | F0033701 | Encumbrance Salaries (Adj) | U | A02000 | | | 09/30/2016 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0033599 | HR Payroll 2016 ME 9 0 | U | A02000 | | | 09/30/2016 |
| 62000 | 052000 | 062 | ENC | -26,812.17 | - | HENA | F0033303 | Encumbrance Salaries (Adj) | U | A02000 | | | 08/31/2016 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0033188 | HR Payroll 2016 ME 8 0 | U | A02000 | | | 08/31/2016 |
| 62000 | 052000 | 062 | ENC | -26,812.17 | - | HENA | F0032879 | Encumbrance Salaries (Adj) | U | A02000 | | | 07/31/2016 |
| 62000 | 052000 | 062 | YTD | 26,812.17 | + | HGNL | F0032807 | HR Payroll 2016 ME 7 0 | U | A02000 | | | 07/31/2016 |
| 62000 | 052000 | 062 | ENC | 321,746.04 | + | HENC | F0032735 | Encumbrance Salaries (Orig) | U | A02000 | | | 07/18/2016 |
| 62000 | 052000 | 062 | OBD | 347,807.70 | + | BD01 | L0000010 | Original Budget FY17 | U | A02000 | | | 07/01/2016 |
| | | | Total | 7,330,726.51 | + | | | | | | | | |

Navigate Banner 9

Grant Budget History - FRIGITD

The FRIGITD form will show you the budget history of a grant from the inception of the grant even if it crosses fiscal years. For instance, if you have a grant that starts Oct 1, it is not easy to see the whole budget going through FGIBDST because it will display the budget based on NJIT's fiscal year. FRIGITD allows you to see the whole budget no matter Fiscal years.

In the Search, enter FRIGITD

Enter Chart of Accounts – 1

In the Grant field enter the Grant Fund Code (you do not need to enter a Fund code or Organization Code).

If you enter a Fund code, an Organization code is required.

Select the button or Alt + Page Down.

Grant Inception to Date FRIGITD 9.3.4 (PROD)

Chart of Accounts: 1 Grant: G2710Q0 Fund: 100000 Program: 350010 Location: Account: Date From (MM/YY): Date To (MM/YY): Include Revenue: Exclude Indirect: Hierarchy: By Sponsor Account:

Go

Record: 1/1 ellucian

Your Budget will fill below.

Grant Inception to Date FRIGITD 9.3.4 (PROD)

Chart of Accounts: 1 Grant: G2710Q0 Risky Business: Using Biological Sy Fund: 100000 Program: 350010 Location: Account Type: Start Over

Account: Account Summary: All Levels Date From (MM/YY): 06 / 14 Date To (MM/YY): 09 / 18 Include Revenue Accounts: Exclude Indirect Costs: Hierarchy: Fund Summary:

By Sponsor Account:

| Account | Type | Description | Adjusted Budget | Activity | Commitments | Available Balance |
|---------|------|------------------------------------|-----------------|-----------|-------------|-------------------|
| 612008 | L | Acad Year Release Time-Grant Match | 17,530.00 | 18,132.43 | 0.00 | -602.43 |
| 657050 | L | Composite Fringes - Full-Time | 6,924.00 | 7,123.12 | 0.00 | -199.12 |
| 71100A | E | Equipment - Noncapital | 1,758.00 | 0.00 | 0.00 | 1,758.00 |
| 740000 | E | Travel, Meetings, Meals-Major | 18,000.00 | 0.00 | 0.00 | 18,000.00 |
| 740005 | E | Registration Fees | 0.00 | 1,606.71 | 0.00 | -1,606.71 |
| 740008 | E | Domestic/Overnight Travel | 0.00 | 3,292.52 | 0.00 | -3,292.52 |
| 741008 | E | Foreign Travel | 0.00 | 12,783.92 | 0.00 | -12,783.92 |

Record 1 of 7

| Adjusted Budget | Activity | Commitments | Available Balance |
|-----------------|-----------|-------------|-------------------|
| 44,212.00 | 42,938.70 | 0.00 | 1,273.30 |

Record: 1/7 ellucian

Navigate Banner 9

Vendor Information - FTIIDEN

There are a few possible scenarios for vendors:

1. You know the Vendor ID.
2. You know the Vendor Name, but not the ID.
3. Your vendor is not in Banner.

The screenshot shows the 'Entity Name/ID Search' window in Banner 9. The window has a red header bar with the title 'Entity Name/ID Search FTIIDEN 9.3.4 (PROD)'. Below the header, there are two main sections: 'ENTITY NAME/ID SEARCH' and 'DETAILS'. The 'ENTITY NAME/ID SEARCH' section contains a list of search criteria: 'Vendors', 'Terminated Vendors', 'Grant Personnel', and 'Proposal Personnel'. The 'DETAILS' section is currently empty. At the bottom of the window, there is a search bar with the text 'SPRIDEN:SPRIDEN_ID [1]' and buttons for 'CANCEL' and 'SELECT'. The 'ellucian' logo is visible in the bottom right corner.

1. If you know the vendor ID, you can search by Vendor ID.

2. If you do not know the Vendor ID

Search for the Vendor ID. If you are on a data entry form, choose the three dots, (

Vendor:) next to the Vendor ID field and choose from the Option List.

Choose the appropriate dropdown and choose , to run the query.

When sorting through addresses or any form that has multiple records, be sure to look at the record count at the bottom of the page before making a selection.

The screenshot shows the 'ADDRESS INFORMATION QUERY' window in Banner 9. The window has a grey header bar with the title 'ADDRESS INFORMATION QUERY'. Below the header, there are two main sections: 'ADDRESS INFORMATION' and 'STREET LINES'. The 'ADDRESS INFORMATION' section contains fields for 'Address Type', 'Sequence Number', 'Source', 'From Date', 'To Date', and 'Status Indicator'. The 'STREET LINES' section contains fields for 'Street Line 1', 'Street Line 2', 'Street Line 3', 'City', 'State or Province', 'ZIP or Postal Code', and 'Nation'. At the bottom of the window, there is a pagination bar with the text '1 of 3' and '1 Per Page'. A red arrow points to the 'Status Indicator' field, and another red arrow points to the 'Record 1 of 3' text in the pagination bar.

Navigate Banner 9

Incomplete Documents – FGIVCD/FGAIVCD

You can navigate to incomplete documents through FGIVCD or FGAIVCD to see suspended Journal Vouchers. Double click on the Document you want to edit or choose Select at the bottom right of the page.

Navigate Banner 9

Document History - FOIDDOCH

FOIDDOCH or Document History allows users to see requisitions, Invoices, Checks Purchase Orders.

Document Type is required. Below are some common Document Types:

REQ – Requisition

INV – Invoice

PO- Purchase Order

CHK - Check

Enter Document Type and Document Code. Searches are allowed on both fields to see possible options. Choose to retrieve results.

Document History FOIDDOCH 9.3.2 (PROD)

Document Type: Document Code:

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.

EDIT Record: 1/1 KEY_BLOCK.DISPLAY_DTYP_CODE [1] ellucian

Document History FOIDDOCH 9.3.2 (PROD)

Document Type: INV Invoice Document Code:

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.

Document Type List (FTVDTYP)

Criteria

| Document Type | Document Description | Last Activity Date |
|---------------|--------------------------|--------------------|
| ADJ | Adjustments to Inventory | 10/11/1993 |
| AGR | Agreements | 01/10/1989 |
| BAS | Basis Code | 06/01/1988 |
| BFM | Grant Billing Format | 05/07/1998 |
| BID | Request for Bid | 06/01/1988 |
| BND | Bonds | 03/25/1993 |
| BRQ | Budget Request | 07/17/1989 |
| CCK | Check Cancellation | 10/24/1988 |
| CD | Certificate of Deposit | 03/25/1993 |
| CHK | Check Disbursement | 02/03/1989 |

1 of 3 Per Page Record 1 of 59

Cancel OK

EDIT Record: 1/1 KEY_BLOCK.DISPLAY_DTYP_CODE [1] ellucian

Navigate Banner 9

FOIDUCH – Invoice

In the Invoices field, if an invoice has been issued, there will be one or more invoice numbers. Next to the Invoice Number there will be a status code (Blank, P, R, X or S)

Blank – Not yet Paid

P – Paid

R – Receiving is incomplete

S – Invoice Suspended

X – Invoice was cancelled

FOIDUCH – Check

In the Check field, if the check has been issued, there will be a check number. Next to the Check number there will be a status code (X, F or Blank)

Blank – Newer Check, not yet generated F – Check has been finalized.

X – Check has been voided.

If it is a Direct Deposit (indicated by an ! in the first digit, the status will always be blank) Select the Check Disbursement field.

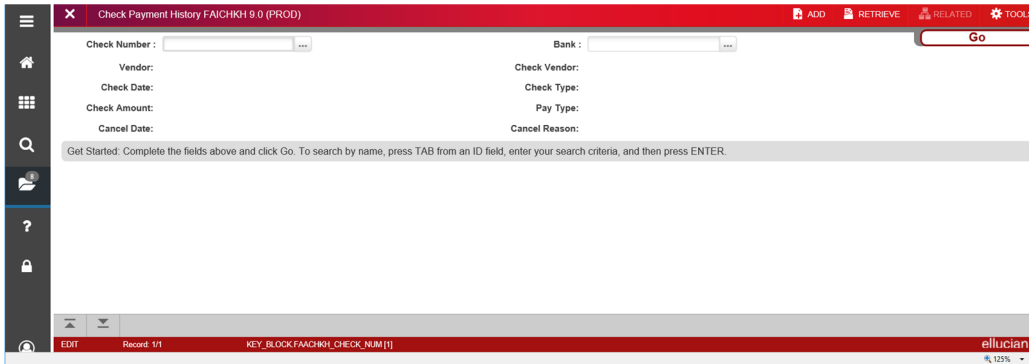
Select Related – Query Document by Type from the Menu Bar.

The screenshot displays the 'Check Number Validation' window in Banner 9. The window title is 'Check Number Validation FTICHKS 9.3.2 (PROD)'. The top menu bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main area shows a search criteria table with columns for 'Field', 'Operator', and 'Value'. The first row has 'Check Number' as the field, 'Contains' as the operator, and '!' as the value. A blue arrow points to the '!' value. Below this is an 'Add Another Field ...' button. On the right side, there is a 'Check Payment History [FAICHKH]' button with a 'Shift+F2' shortcut. The bottom status bar shows 'SEARCH', 'Record: 1/1', 'FABCHKS FABCHKS_CHECK_NUM [1]', 'CANCEL', 'SELECT', and the 'ellucian' logo.

Navigate Banner 9

FAICKH/FTICKS – Check Payment History

The Check Payment History screen will display.



Check Payment History FAICKH 9.0 (PROD)

Check Number: [] Bank: [] Go

Vendor: [] Check Vendor: []

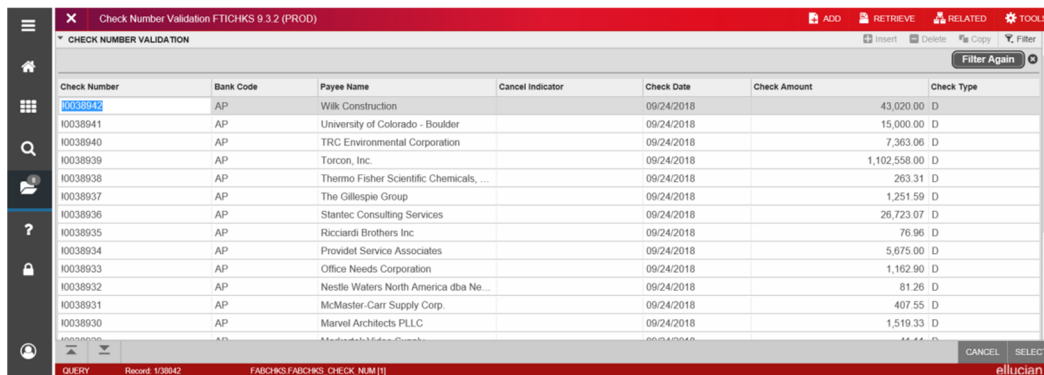
Check Date: [] Check Type: []

Check Amount: [] Pay Type: []

Cancel Date: [] Cancel Reason: []

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.

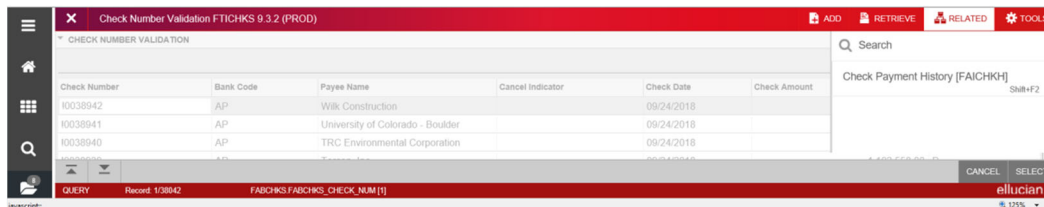
EDIT Record: 1/1 KEY_BLOCK:FAICKH,CHECK_NUM[1] ellucian 125%



Check Number Validation FTICKS 9.3.2 (PROD)

| Check Number | Bank Code | Payee Name | Cancel Indicator | Check Date | Check Amount | Check Type |
|--------------|-----------|---|------------------|------------|--------------|------------|
| I0038942 | AP | Wilk Construction | | 09/24/2018 | 43,020.00 | D |
| I0038941 | AP | University of Colorado - Boulder | | 09/24/2018 | 15,000.00 | D |
| I0038940 | AP | TRC Environmental Corporation | | 09/24/2018 | 7,363.06 | D |
| I0038939 | AP | Torcon, Inc. | | 09/24/2018 | 1,102,558.00 | D |
| I0038938 | AP | Thermo Fisher Scientific Chemicals, ... | | 09/24/2018 | 263.31 | D |
| I0038937 | AP | The Gillespie Group | | 09/24/2018 | 1,251.59 | D |
| I0038936 | AP | Stantec Consulting Services | | 09/24/2018 | 26,723.07 | D |
| I0038935 | AP | Ricciardi Brothers Inc | | 09/24/2018 | 76.96 | D |
| I0038934 | AP | Provident Service Associates | | 09/24/2018 | 5,875.00 | D |
| I0038933 | AP | Office Needs Corporation | | 09/24/2018 | 1,162.90 | D |
| I0038932 | AP | Nestle Waters North America dba Ne... | | 09/24/2018 | 81.26 | D |
| I0038931 | AP | McMaster-Carr Supply Corp. | | 09/24/2018 | 407.55 | D |
| I0038930 | AP | Marvel Architects PLLC | | 09/24/2018 | 1,519.33 | D |

QUERY Record: 1/38942 FABCHS/FABCHS_CHECK_NUM[1] ellucian 125%

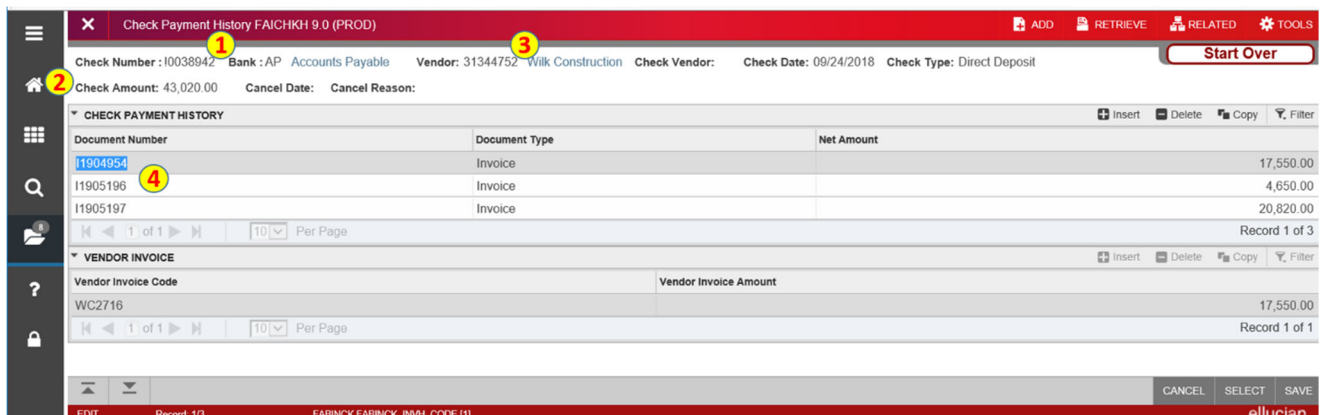


Check Number Validation FTICKS 9.3.2 (PROD)

| Check Number | Bank Code | Payee Name | Cancel Indicator | Check Date | Check Amount |
|--------------|-----------|----------------------------------|------------------|------------|--------------|
| I0038942 | AP | Wilk Construction | | 09/24/2018 | |
| I0038941 | AP | University of Colorado - Boulder | | 09/24/2018 | |
| I0038940 | AP | TRC Environmental Corporation | | 09/24/2018 | |

QUERY Record: 1/38942 FABCHS/FABCHS_CHECK_NUM[1] ellucian 125%

1. Check Number
2. Check Amount
3. Vendor ID and Name
4. Invoices paid with this one check



Check Payment History FAICKH 9.0 (PROD)

Check Number: I0038942 Bank: AP Accounts Payable Vendor: 31344752 Wilk Construction Check Vendor: Check Date: 09/24/2018 Check Type: Direct Deposit Start Over

Check Amount: 43,020.00 Cancel Date: Cancel Reason:

CHECK PAYMENT HISTORY

| Document Number | Document Type | Net Amount |
|-----------------|---------------|------------|
| I1904954 | Invoice | 17,550.00 |
| I1905196 | Invoice | 4,650.00 |
| I1905197 | Invoice | 20,820.00 |

Record 1 of 3

VENDOR INVOICE

| Vendor Invoice Code | Vendor Invoice Amount |
|---------------------|-----------------------|
| WC2716 | 17,550.00 |

Record 1 of 1

EDIT Record: 1/3 FABINCK.FABINCK_INVH_CODE[1] ellucian 125%

Navigate Banner 9

FAIVNDH – Vendor History

Go to FAIVNDH.

Find the vendor by Vendor ID

or select the three dots to search.

Vendor Detail History FAIVNDH 9.3.5 (PROD)

Vendor: [] Vendor Hold: [] Go

Selection: All Fiscal Year: 19

Invoice Date From: [] Invoice Date To: []

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.

EDIT Record: 1/1 KEY_BLOCK.FAIVNDH_VEND_CODE [1] ellucian

Select Entity Name Search (FTIIDEN)

Vendor Detail History FAIVNDH 9.3.5 (PROD)

Vendor: [] Vendor Hold: [] Go

Selection: All Fiscal Year: 19

Invoice Date From: [] Invoice Date To: []

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.

Option List

- Entity Name/ID Search (FTIIDEN)
- Alternate ID Search (GUIALT1)

Cancel

EDIT Record: 1/1 GS_OPT_BLOCK.SELECT_A_DESC [1] ellucian

Enter Search Criteria for Vendor. Choose appropriate fields to query against. Select options such as Contains & Equals can be used to search. *The percentage (%) symbol is no longer used as the wildcard search.* Type vendor name, which is Case Sensitive. Select **Go**. Double Click on the vendor you want to choose.

Entity Name/ID Search FTIIDEN 9.3.4 (PROD)

Entity Name/ID SEARCH

☒ Vendors ☐ Financial Managers

☐ Terminated Vendors ☐ Terminated Financial Managers

☐ Grant Personnel ☐ Agencies

☐ Proposal Personnel ☐ All

DETAILS

| ID | Last Name | First Name | Middle Name | Entity Indicator | Change Indicator | Vendor | Financial Manager | Agency | Grant Personnel | Proposal Personnel |
|-----------|-------------------------|------------|-------------|------------------|------------------|--------|-------------------|--------|-----------------|--------------------|
| 31053904 | Al-Hariri | Terek | Wahbi | Person | Name | Yes | No | No | No | No |
| TA59 | Al-Hariri | Terek | Wahbi | Person | ID | Yes | No | No | No | No |
| 31079777 | Energy Technology ... | | | Corporation | Name | Yes | No | Yes | No | No |
| AP-010... | Felix Almonte | Gladys | Gellinek | Person | ID | Yes | No | No | No | No |
| 31005419 | Laboratory Disposabl... | | | Corporation | Name | Yes | No | No | No | No |
| 31321835 | San Diego Orange FI... | | | Corporation | Name | Yes | No | No | No | No |
| 31002111 | Stanley Security Sol... | | | Corporation | Name | Yes | No | No | No | No |
| 31324967 | %zeiss% | | | Corporation | Name | Yes | No | No | No | No |
| 31448824 | - | Gandharva | | Person | Name | Yes | No | No | No | No |
| AP-069... | - | Gandharva | | Person | ID | Yes | No | No | No | No |
| 24469725 | - | Musula | | Person | Name | Yes | No | No | No | No |

QUERY Record: 1/109113 SPRIIDEN.SPRIIDEN_ID [1] ellucian

Navigate Banner 9

You will be re-directed back to FAIVNDH. With the vendor number filled in. Select to see detail.

Vendor Number and Name.

Vendor Invoice Number and Banner Invoice Number.

Paid indicator shows Invoice was completed.

Vendor Invoice Amount

Check Number and Check Date

The screenshot shows the 'Vendor Detail History FAIVNDH 9.3.5 (PROD)' application window. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. A search bar with a 'Go' button is located at the top right. The main form area contains the following fields:

- Vendor: 31321835
- Vendor Hold: [empty]
- Selection: All
- Fiscal Year: 19
- Invoice Date From: [empty]
- Invoice Date To: [empty]

A message box below the form states: '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.'

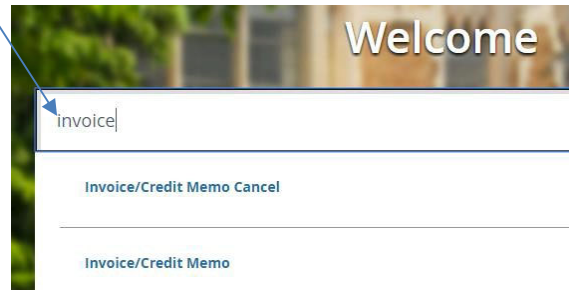
The bottom status bar shows 'EDIT', 'Record 1/1', 'KEY_BLOCK:FAIVNDH_VEND_CODE [1]', and the 'ellucian' logo.

Navigate Banner 9

Invoice/Credit Memo - FAINVE

To create a new Invoice:

In the search field, enter FAINVE or Invoice



Welcome

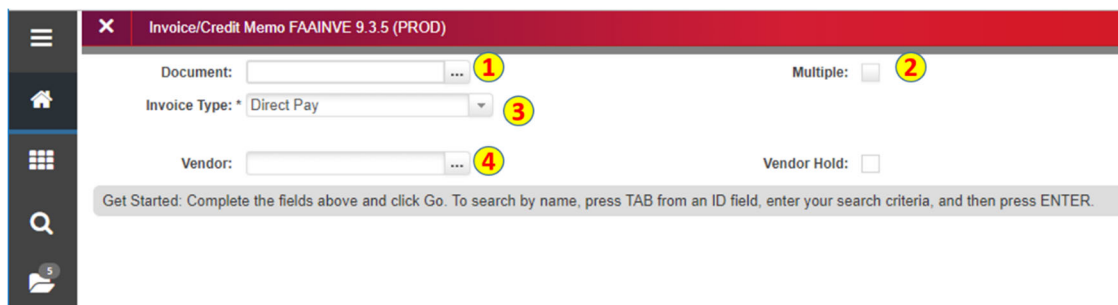
Invoice

[Invoice/Credit Memo Cancel](#)

[Invoice/Credit Memo](#)

Type the word NEXT for a new Invoice.

1. Next will generate the next available Invoice number.
2. Choose checkbox to select the multiple invoice option.
3. Invoice type includes direct pay, regular – for invoices paid against Purchase Orders and General Encumbrances.
4. Enter vendor number or perform a search for Vendor ID.



Invoice/Credit Memo FAINVE 9.3.5 (PROD)

Document: ... 1

Multiple: ☐ 2

Invoice Type: * Direct Pay 3

Vendor: ... 4

Vendor Hold: ☐

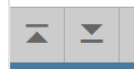
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Navigate Banner 9

Invoice/Credit Memo - FFAINVE

Click or Alt + Pg Down.

1. Enter Invoice Date
2. Enter Transaction date
3. Enter or select appropriate address
4. Enter Payment due date which is almost all the time today's date.
5. Enter Bank code.
6. Enter vendor Invoice Number
7. Choose Credit Memo if it applies.
8. Choose Next Section to go to the next section.



Invoice/Credit Memo FFAINVE 9.3.5 (PROD) ADD RETRIEVE RELATED TOOLS

Document: NEXT Multiple: ☐ Invoice Type: Direct Pay Vendor: 31248539 Ellucian Company L.P. Vendor Hold: ☐ Start Over

INVOICE/CREDIT MEMO HEADER

Invoice Date * 10/01/2018 1

Transaction Date * 10/01/2018 2

☒ Document Accounting

Address Code AP 3

Sequence Number 1

Address Line 1 62578 Collection Center Dr

Address Line 2

Address Line 3

City Chicago

State or Province IL

ZIP or Postal Code 60693-0621

Nation

Collects Tax N COLLECTS NO TAXES

Discount Code 30

Check Vendor

Payment Due 10/31/2018 4

Bank 5

Vendor Invoice 6

Direct Deposit Status Yes

IAT

ACH Transaction

Type

1099 Tax ID

Credit Memo 7

1099 Vendor

Direct Deposit Override

Text Exists

8

EDIT Record: 1/1 FABINVH.FABINVH_INVOICE_DATE [1] SAVE ellucian

Navigate Banner 9

Balancing Completion:

- 1. In Process allows you to save the Invoice and complete at a later time.
- 2. Complete will push the Invoice forward to generate a check or credit memo as applicable.
- 3. Amount of the invoice.

BALANCING COMPLETION

Insert

Delete

Copy

Filter

| | Input | Exchange Rate | Converted |
|---|------------------|------------------|------------------|
| Amount | <div>25.43</div> | | |
| Amount Type | Header | Commodity | Accounting |
| Approved | <div>25.43</div> | <div>25.43</div> | <div>25.43</div> |
| Discount | <div>0.00</div> | <div>0.00</div> | <div>0.00</div> |
| Tax | | | |
| Additional | <div>0.00</div> | <div>0.00</div> | <div>0.00</div> |
| <div><div>Complete</div><div>In Process</div></div> | | | |

Navigate Banner 9

Purchase Order - FPAPURR

Enter FPAPURR in the search bar on the Welcome Page.

1. Enter NEXT to let Banner choose the next available Purchase Order Number.
2. If you have an old PO, you can choose copy and copy forward an old PO.
3. Click the **Go** button to proceed or ALT+PG DOWN

Purchase Order FPAPURR 9.3.5 (PROD)

Purchase Order: **1** **2** Copy **3** 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.

EDIT Record: 1/1 KEY_BLOCKDISPLAY_POHD_CODE [1] ellucian

Document Information:

1. This is the header section in a Purchase Order. The Purchase Order Number will be available on the next tab.
2. Delivery Date is required.
3. Comments can be added.
4. Order Date is required and defaults to today's date.
5. Transaction Date is required and defaults to today's date. This date can be a date in an open period in the past or future.
6. Document Level Accounting: If you have multiple line items (commodity records) and each line item must be paid from a particular FOAP, then you have to assign each line item its own FOAP. If you are using multiple FOAPs and the cost can be split over the entire document, you do not have to use Document Level Accounting.

Purchase Order FPAPURR 9.3.5 (PROD)

Purchase Order: NEXT **1** Start Over

PURCHASE ORDER **2**

Purchase Order: NEXT
Blanket Order:
Order Type: Regular **4**
Order Date: 10/01/2018 **5**
Transaction Date: 10/01/2018 **5**
Delivery Date:
Comments: **3**
Commodity Total: 0.00
Accounting Total: 0.00
Document Level Accounting: ☒ **6**

Document Information **7**

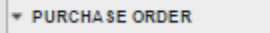
DOCUMENT INFORMATION

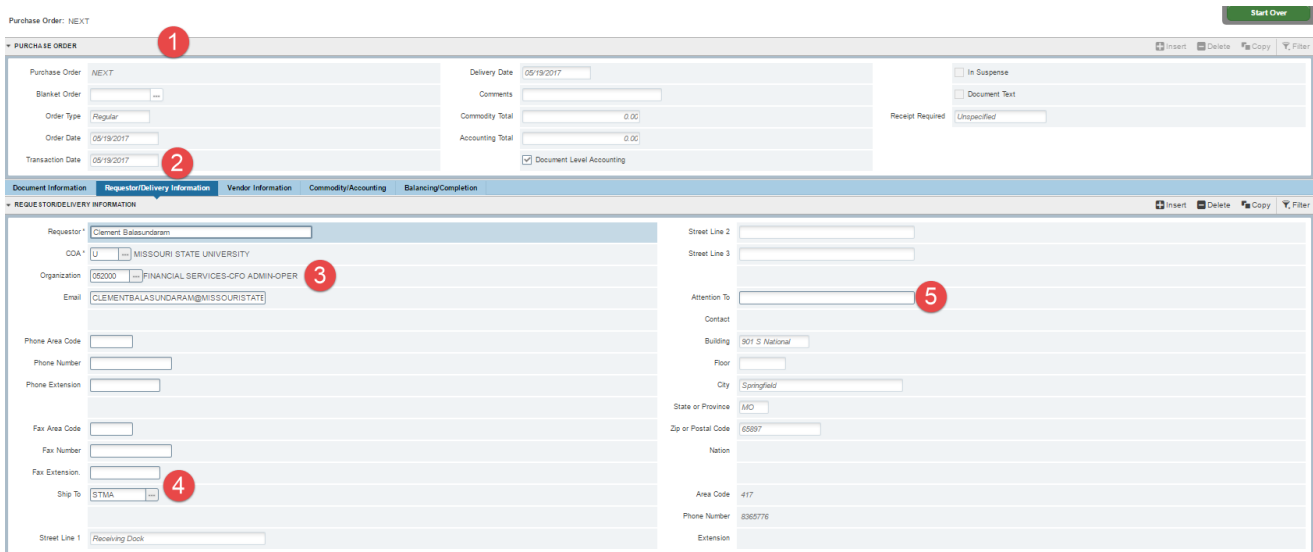
PO created from Requisition: ☐
Requisition: None **9**
Document Text:
Buyer Code:
BO Termination Date: **8**
Rush Order: ☐
NSF Checking: ☒
Deferred Editing: ☐
Purchase Order Copied From:

EDIT Record: 1/1 FPBPOHD.FPBPOHD_BLANKET_CODE [1] ellucian

Navigate Banner 9

Requestor/Delivery Information

1. The **Header** record continues through all the tabs. This can be minimized by choosing the small arrow next to Purchase Order. 
2. **Requestor/Delivery Information** defaults from the Profile Maintenance view in Banner Finance.
3. Default **Organization** also defaults from the profile maintenance form.
4. **Ship To** defaults from the profile maintenance window and is required.
5. **Attention To** required should contain department contact information with name and campus phone extension.



Purchase Order: NEXT

1 PURCHASE ORDER

Purchase Order: NEXT
Blanket Order:
Order Type: Regular
Order Date: 09/19/2017
Transaction Date: 09/19/2017

Delivery Date: 09/19/2017
Comments:
Commodity Total: 0.00
Accounting Total: 0.00
☒ Document Level Accounting

☐ In Suspense
☐ Document Text
Receipt Required: Unspecified

Document Information | **Requestor/Delivery Information** | Vendor Information | Commodity/Accounting | Balancing/Completion

2 REQUESTOR/DELIVERY INFORMATION

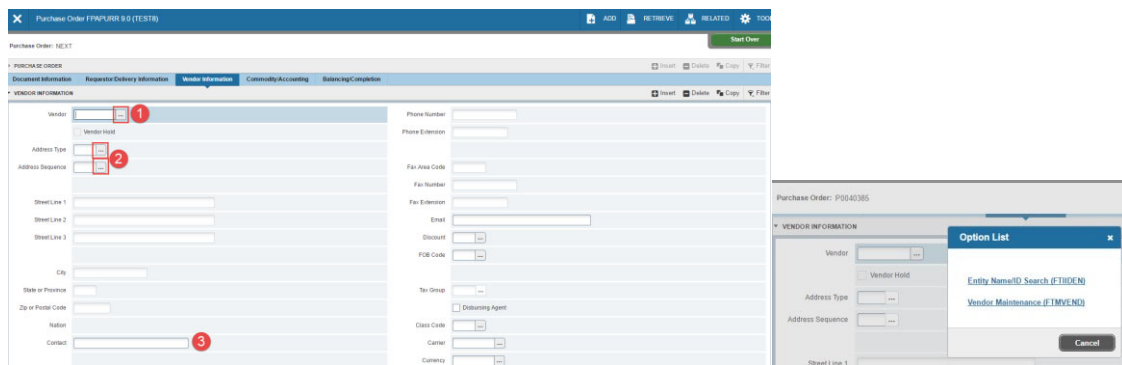
Requestor: Clement Balasundaram
COA: U MISSOURI STATE UNIVERSITY
Organization: 062000 FINANCIAL SERVICES-CFO ADMIN-OPER **3**
Email: CLEMENTBALASUNDARAM@MISSOURISTATE

Phone Area Code:
Phone Number:
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Ship To: STMA **4**
Street Line 1: Receiving Desk

Street Line 2:
Street Line 3:
Attention To: **5**
Contact:
Building: 901 S National
Floor:
City: Springfield
State or Province: MO
Zip or Postal Code: 65897
Nation:
Area Code: 417
Phone Number: 8365776
Extension:

Vendor Information:

1. Enter Vendor ID if it is available.
 - a. Click the three dots next to the field for option list below.



Purchase Order: FTNFBUR 9.0 (TESTB)

Purchase Order: NEXT

Document Information | **Requestor/Delivery Information** | **Vendor Information** | Commodity/Accounting | Balancing/Completion

1 VENDOR INFORMATION

Vendor: **2**
Address Type:
Address Sequence:
Street Line 1:
Street Line 2:
Street Line 3:
City:
State or Province:
Zip or Postal Code:
Nation:
Contact: **3**

Phone Number:
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Email:
Discard:
F08 Code:
Tax Group:
☐ Delivering Agent
Class Code:
Center:
Currency:

Purchase Order: P0040385

Option List

Vendor:
Vendor Hold:
Address Type:
Address Sequence:
Street Line 1:

Enter NameID Search (F10IDEN)
Vendor Maintenance (F10VEND)
Cancel

- b. F9, is the shortcut key to enter into search and will take you to FTIIDEN.
2. Tab and choose Address type and Address sequence number.
 3. Choose Next section when complete with required fields.

Navigate Banner 9

Commodity/Accounting

1. Enter Commodity Code or use the three dots to search for valid commodity codes.
2. U/M Unit of measure is required and will default to EA.
3. Quantity needed is a required field.
4. Unit Price is a required field.
5. Check Commodity Text or Item text to add text to purchase order.
 - Add Commodity is used to add a commodity code that does not exist in the commodity table but is being used in this purchase order.
6. Any Discounts that might apply.
7. Additional costs.

| Sequence | COA | Yr | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | NSF Override | NSF Suspense |
|----------|-----|----|-------|--------|--------|-------|------|------|------|------|--------------|--------------|
| 1 | U | 17 | | A02000 | 052000 | 73204 | 063 | | | | | |

8. Insert accounting FOAP information:
 - a. If you have NSF override authority, you will be able to override completion due to insufficient funds.
 - b. Use the COPY function to add a new record and copy the previous record.

Purchase Order: P0040385

Start Over

PURCHASE ORDER

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

COMMODITY

| Item | Commodity | Description | U/M | Tax Group | Quantity | Unit Price | Commodity Text | Item Text | Add Commodity |
|------|-----------|------------------------------|-----|-----------|----------|------------|----------------|-----------|---------------|
| 1 | 103120 | TEst Commodity code addition | EA | | 2.00 | 5.1500 | | | |

Extended Amount 10.30 Tax 0.00

Discount 1.95 Commodity Total 10.85

Additional 2.50 Document Total 10.85

ACCOUNTING

| Sequence | COA | Yr | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | NSF Override | NSF Suspense |
|----------|-----|----|-------|--------|--------|-------|------|------|------|------|--------------|--------------|
| 1 | U | 17 | | A02000 | 052000 | 73204 | 063 | | | | | |

Extended Amount % USD 10.30

Discount % 1.95

Additional % 2.50

Tax % 0.00

Navigate Banner 9

1. **Complete** to finish the requisition.
2. **In Process** to save the Requisition. NOTE: the money is encumbering funds without being completed and will show as a pending document on FGIBAVL.
3. **No Receipt Required** is also required.

PURCHASE ORDER Insert Delete Copy Filter

Document Information **Requestor/Delivery Information** **Vendor Information** **Commodity/Accounting** **Balancing/Completion**

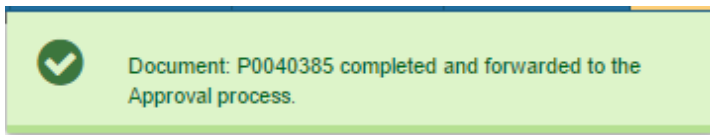
PURCHASE ORDER DETAILS Insert Delete Copy Filter

| | | | |
|--------------------------------------|--|------------------------|-------|
| Vendor | M0038520 Bosch, Yarden | Currency Code | |
| <input type="checkbox"/> Vendor Hold | | Exchange Rate | |
| COA | U MISSOURI STATE UNIVERSITY | Commodity Record Count | 1 |
| Requestor | Clement Balasundaram | Input Amount | 10.85 |
| Organization | 052000 FINANCIAL SERVICES-CFO ADMIN-OPER | Converted Amount | 0.00 |

BALANCING/COMPLETION Insert Delete Copy Filter

| | Header | Commodity | Accounting | Status |
|--------------------|--------|-----------|------------|----------|
| Approved Amounts | 10.30 | 10.30 | 10.30 | BALANCED |
| Discount Amounts | 1.95 | 1.95 | 1.95 | BALANCED |
| Additional Amounts | 2.50 | 2.50 | 2.50 | BALANCED |
| 1 Amount 2 3 | 0.00 | 0.00 | 0.00 | BALANCED |

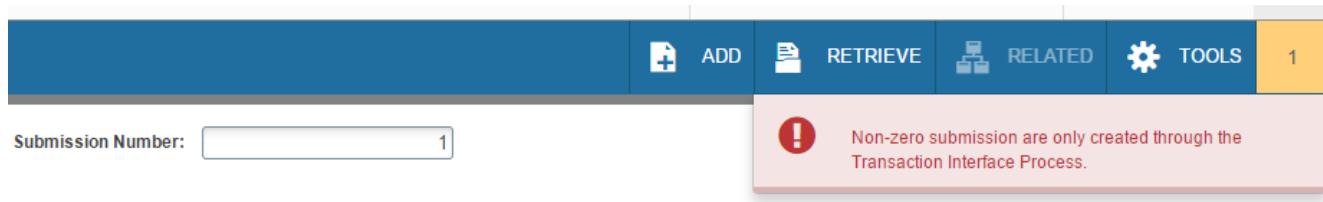
Once Document has completed the following message will follow. Purchase order has to go through the Approval Process and Posting process to post to the ledger.



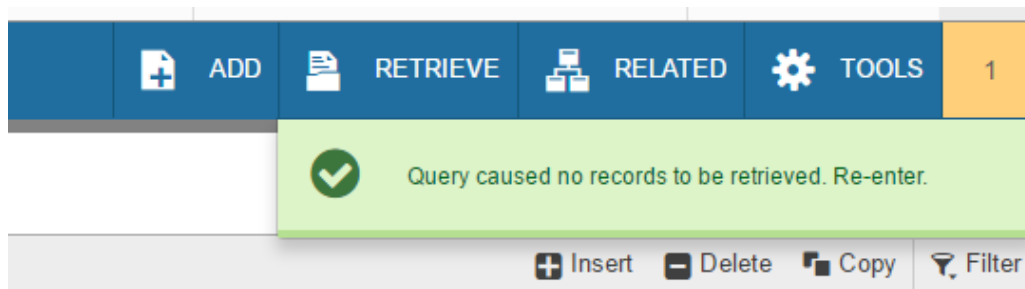
Banner 9 Error Messages

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

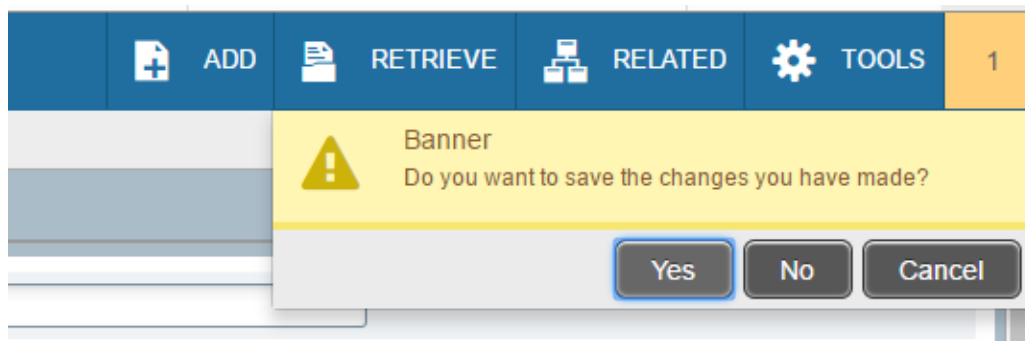
Red Error requires changes to the form before proceeding.



Green messages are informational and do not need any changes to the form.



Yellow Messages require action.



Appendix A

Resources for Help

Email:

financesecurity@njit.edu

Helpful Webpages:

Appendix B

Rule Codes:

Common rule codes you might see in Banner Finance forms:

PORD - Establish purchase order
INNI - Accounts payable invoice without encumbrance
INEI - Invoice with encumbrance
INEC - Credit memo with encumbrance a Purchase Order
DNNI - Check - invoice without encumbrance
DNEI - Check - invoice with encumbrance
BD04 - Budget transfer done by end user
UB04 - Budget Adjustment by Financial Services
JE16 - Journal Entry by Financial Services (Inter Fund)
JE15 - Journal Entry by Financial Services (Intra Fund)
REQP - Requisition - reservation
RCQP - Cancel requisition
PORD - Establish purchase order
POLQ - Purchase order - request liquidation
PCLQ - Cancel PO - reinstate request

Invoice Transactions:

INNI - Accounts payable invoice without encumbrance
INNC - Credit memo without encumbrance
ICNI - Cancel invoice without encumbrance
ICNC - Cancel credit memo without encumbrance
ICEI - Cancel invoice with encumbrance
ICEC - Cancel credit memo with encumbrance
DNNC - Check - C/M without encumbrance
DNEC - Check - C/M with encumbrance
CNNI - Cancel check - invoice without encumbrance
CNNC - Cancel check - C/M without encumbrance
CNEI - Cancel check - invoice with encumbrance
CNEC - Cancel check - C/M with encumbrance
BD01 - Permanent adopted budget
BD02 - Permanent budget adjustments
BD04 - Temporary budget adjustment
GRAR - Accrued Accounts Receivable
GRRV - Accrued revenue
GRCC - Cost share charge
GRCG - Cost share grant
GRIC - Indirect cost charge
GRIR - Indirect cost recovery
JE16 - General Journal Entry (Inter Fund)
JE15 - General Journal Entry (Intra-fund)