FIS Banner Navigation and Query
Class Outline - 1:00 to 4:00

- Welcome and Introductions
- Accounts and How to Get Help
- Overview of FIS Banner
- Logging On to FIS Banner
- Accessing Banner Forms
- Banner Form Parts
- Banner Form Navigation
- Exercises
- Banner Querying
- Exercises
- Proficiency Exercise*

* A proficiency exercise is completed at the end of class. You will be entitled to your logon when you pass the exercise. You must also have submitted a BANNER Access Form before receiving your logon.
Getting an FIS Account

You must have a valid FIS account to access FIS Banner.

Access is granted upon completion of required training and receipt by FIS of fully-authorized account forms.

Information on required forms for staff, faculty and temporary staffing appointment FIS accounts can be found here:

http://financial.ucsc.edu/Pages/Systems_FISGuide.aspx

List of Account Forms:

- Access to Information Statement
- UCSC FIS Access Request Form

Send Forms to ITS Support Center fax 459-4171 help@ucsc.edu
FIS Banner Online Help

FIS Launch Page  http://fis.ucsc.edu

FIS System Guide  http://financial.ucsc.edu/Pages/Systems_FISGuide.aspx


FIS Training  http://financial.ucsc.edu/Pages/TrainingFIS.aspx

FIS Help Line  Send email to fis_probs@ucsc.edu
Overview of FIS Banner

The Financial Information System (FIS) is the system of record for the official UCSC financial ledgers and chart of accounts.

FIS provides support for the operational processing of all campus acquisitions, payables, equipment inventory, extramural funds and financial transfer activity, as well as for the production of official campus financial reporting for internal and external customers.
System Overview

Banner Systems used by UCSC, focusing on different data.

FIS
Financial Information System

Banner
Application Software - access, inquire, enter data, reports

Oracle
Relational Database - stores, retrieves and modifies data

ADS
Alumni Development System
## System Overview

ORACLE stores data in tables.

<table>
<thead>
<tr>
<th>Co1-field</th>
<th>Co2-field</th>
<th>Co3-field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Name</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

BANNER accesses these underlying tables, and displays the data in PAGES.

We use PAGES to add, change, delete or view information.

PAGES are organized using fields, records, and blocks.
**FOAPAL Codes**

The combination of Fund, Organization, Account and Program codes are required on expenditure, revenue, and transfer transactions.

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**UCSC BANNER FIS CHART OF ACCOUNTS**

<table>
<thead>
<tr>
<th>BANNER:</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOAPAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Example:* 68990  680300  001010  68  QMTDRDC

**Fund:** uniquely identifies all sources of funding  
**Organization:** unit of budgetary responsibility; eg College office  
**Account:** Expenditures, Revenues, Transfers, Assets, Liabilities, Fund Bal.  
**Program:** function categories; eg Instruction, Research, Student Serv.  
**Activity:** user defined; for cost center accounting  
**Location:** building; reserved for future use
Logging On to FIS Banner

- fis.ucsc.edu
- Enter CRUZID Gold credentials
- Preferred Browser: Chrome for Mac or PC
Launching FIS Banner 9

1) Open Chrome Browser (preferred for Mac or PC)

2) Go to fis.ucsc.edu and click on Launch FIS image

3) Log in with your CruzID Gold credentials

Getting an FIS Account

Training
FIS Banner account access requires training, which is offered free of charge to UCSC staff. Please visit FIS Training for information on required classes and registration:

https://financial.ucsc.edu/Pages/TrainingFIS.aspx#trainingClasses

Authorization
Each division and/or unit has one or more management staff with delegated authority to authorize creation or modification of FIS Banner accounts. This delegation is based on campus roll-up Organization Codes. The FIS Access Authorizer for a division/unit must sign all FIS Access Authorization forms for that division/unit. In their absence, the Senior Officer for the unit/division may sign. Find the list of FIS Access Authorizers here:

https://financial.ucsc.edu/Pages/Access_Authorizers_FIS.aspx

FIS Account Forms
There are two forms needed to request a new FIS Banner account.

Financial Information System Access Request Form

Access to Information Statement
To obtain these forms, go to ITS Account Forms:

http://its.ucsc.edu/accounts/forms.html

and follow the instructions under the FIS Accounts heading. Any questions about how to complete the forms can be directed to fis_probs@ucsc.edu. You will be notified via email when the account is ready.
1) Application Navigator
Application Navigator is the single utility used to navigate between Banner pages and FIS.

2) Search Field
Search field on main page allows you to type a page name (e.g. FOIDOCH) or page description (e.g. Document History) to open a page.

3) Menu and Search icon
The Menu and Search icons open drop-down sliding menus.

   Menu icon allows user to access ‘My Banner’ list of favorite or commonly-used pages.
   Search icon allows user to enter page name or description name for a page.

4) Recently Opened Pages
Shows a list of pages used in current session.

5) Keyboard Shortcuts
Application Navigator’s keyboard shortcuts can be viewed by clicking on Keyboard Shortcuts.

   5. Menu - CTRL+M
   Open Items - CTRL+Y
   Search - CTRL+Shift+Y
   Help - CTRL+Shift+L
   Sign Out – CTRL+Shift+F

6) Sign Out
Click the Sign Out icon when you are done with your session.
Navigating an Open Page

1) Recently Opened icon
Allows you to access all pages opened during a session. The number indicates the number of pages opened in a session.

2) Page Header
The page header identifies the open page name and contains icons for the basic navigation.

3) Related and Tools icons
- Related menu displays a list of pages that can be accessed from this page, including Document Text.
- Tools menu includes export, print, clear record, clear data, item properties, and other options controlled by the page.

4) Main Key Block
The first block on most pages contains key information.

5) Open/Close Sections
Some pages are divided into sections that contain additional details for the key information.
- Click the down or side arrow to open and close a section.

6) Sections icons
Each section has the following icons for that section:
- Insert records
- Delete records
- Copy records
- Filter records

The Go button advances to the body of the page after populating the key block.
The Start Over button returns to the key block of the page.
Next and Previous buttons allow you to navigate through sections in a page. Both buttons are located at the bottom left of each page.
Searching for Data in a Key Block

- The Lookup feature allows you to quickly search for a value for a field.
- Click the **Lookup** icon in the field.
- Type a value in the Criteria field, using % as wildcard if necessary, then press Enter.
- Or, double-click a value to return the value to the calling page.

Filtering Data on an Open Page

You can filter data in a section by clicking the active Filter icon in the section header.

1. Click the **Filter** icon.
2. Click the **Add Another Field** drop-down list and select a value.
3. Click the **Contains** drop-down list and select an operator.
4. Type a value for the field that you selected. Repeat steps 2 – 4 to further refine the filter.
5. Click Go.

Basic Filter vs Advanced Filter

When filtering, pages will open up in **Basic Filter** mode, however Banner also offers **Advanced Filter** mode, which allows use of detailed search criteria, including date ranges, “Contains...” criteria, “Starts with...” criteria, etc.

Click on **Advanced Filter** to access this filter mode:
# Navigating Banner Quick Reference Guide

## Banner 9 Navigation Quick Reference Guide

<table>
<thead>
<tr>
<th>Function</th>
<th>Next Field/Item</th>
<th>Prev Field/Item</th>
<th>Up</th>
<th>Record</th>
<th>Down Record</th>
<th>Next Section</th>
<th>Previous Section</th>
<th>Cancel, Exit, Close</th>
<th>List of Values</th>
<th>Save</th>
<th>Duplicate Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Keyboard</strong></td>
<td>Tab / Enter</td>
<td>Shift + Tab</td>
<td>Up Arrow</td>
<td>Down Arrow</td>
<td>Alt + PgDn</td>
<td>Alt + PgUp</td>
<td>Ctrl + Q</td>
<td>F9</td>
<td>F10</td>
<td>F3</td>
<td></td>
</tr>
<tr>
<td><strong>Screen Icon</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Function</strong></td>
<td><strong>Copy Record</strong></td>
<td><strong>Delete Record</strong></td>
<td><strong>Insert Record</strong></td>
<td><strong>Refresh / Rollback</strong></td>
<td><strong>Search / Filter</strong></td>
<td><strong>Execute Filter</strong></td>
<td><strong>Data Export</strong></td>
<td><strong>Related Menu</strong></td>
<td><strong>Tools</strong></td>
<td><strong>Menu</strong></td>
<td><strong>Select/Exit with Value</strong></td>
</tr>
<tr>
<td><strong>Keyboard</strong></td>
<td>F4</td>
<td>Shift + F6</td>
<td>F6</td>
<td>F5</td>
<td>F7</td>
<td>F8</td>
<td>Shift + F1</td>
<td>Alt + Shift + R</td>
<td>Alt + Shift + T</td>
<td>Alt + S</td>
<td></td>
</tr>
</tbody>
</table>

## Banner Notifications

Banner 9 displays notifications in the upper right corner of the page:

- **ADD**
- **EDIT**
- **RELATE**
- **DELETE**
- **TOOLS**

Saved successfully (1 item saved)

Banner notification message:

- **ADD**
- **EDIT**
- **RELATE**
- **DELETE**
- **TOOLS**

Most messages can be closed by keying Tab. Some messages must be acknowledged by clicking Yes, No, Cancel or OK.

## Banner Login Errors

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Workaround</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalid username/password, login denied</td>
<td>Click OK, delete <code>/login/error</code> from URL, then hit return</td>
</tr>
<tr>
<td><img src="https://fis-helpfiles.ucsc.edu/applicationNavigator/login/error" alt="Banner Login Error Message" /></td>
<td></td>
</tr>
<tr>
<td>You are not authorized to view this page.</td>
<td>Delete 'grails-errorhandler' from URL, then hit return</td>
</tr>
<tr>
<td><img src="https://fis-helpfiles.ucsc.edu/applicationNavigator/grails-errorhandler" alt="Banner Login Error Message" /></td>
<td></td>
</tr>
<tr>
<td>You are not authorized to view this page.</td>
<td>Delete 'null' from URL, then hit return</td>
</tr>
<tr>
<td><img src="https://fis-helpfiles.ucsc.edu/applicationNavigator/null" alt="Banner Login Error Message" /></td>
<td></td>
</tr>
</tbody>
</table>

## Getting Help

**FIS Launch Page** *(fis.ucsc.edu)*

FIS User Manual

Important Info on FIS Banner 9

**FIS Help Email:** fis_probs@ucsc.edu

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Common FIS Query Forms

FOIDOCH  Document History Form
FAIINVE  Invoice/Credit Memo Query Form
FPIPURR  Purchase Order Query Form
FAIVNDH  Vendor Detail / History Form
FOAAINP  Documents in Approval Form
FOIAPPH  Documents Approval History
FGIDOOCR  Document Retrieval Inquiry
FGIBDST  Organization Budget / Financial Status Form
Banner Form Naming

Finance System
Purchasing Module
Inquiry Form
Form Code Name
(Requisition)

F  P  I  R  E  Q  N
Hands on

- Exercise 1
Elements/Concepts of a Page

- **Blocks**
- **Fields**
  - Required fields
  - Default fields
  - Optional fields
- **Records**

Multiple windows are required when information won’t fit in a single window. Only one window is active at a time.
Banner pages are made up of blocks, fields and records. The key to navigation within a page is knowing whether you need to navigate to a block, field or record.

**Blocks**
Next - [Alt Page Down]
Previous - [Alt Page Up]

**Fields**
Next - [TAB]
Previous - [Shift TAB]

**Records**
Next - [↓]
Previous - [↑]
Hands On

- Exercise 2
Navigation/Filter Review

Navigation

Exit - Ctrl-Q  
Next or Previous Block - Alt-Pagedown/Up  
Record - Arrow Down/Up  
Field - Tab/Shift-Tab  
Related Menu - Where document and item text can be found  
Start Over - Clears information to allow new query without having to exit to main menu

Filter

List of values - Search icon or F9  
Enter filter - F7  
Execute filter - F8  
Exit with value - Alt-S  
Wildcard - '%' and "_"
Hands on

- Proficiency Exercise
The End