

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 Manual https://financial.ucsc.edu/Pages/FIS_User_Manual.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

FIS
Financial
Information
System

Banner Systems used by UCSC,
focusing on different data.

ADS
Alumni
Development
System

Banner

Application Software - access, inquire, enter data, reports

Oracle

Relational Database - stores, retrieves and modifies data

System Overview

ORACLE stores data in tables.

each column is a field

	Co1-field	Co2-field	Co3-field
<i>each row is a record</i>	Row1-record Name	City	State
	Row2-record Name	City	State

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

UCSC BANNER FIS CHART OF ACCOUNTS

BANNER:	Fund	Organization	Account	Program	Activity	Location
	F	O	A	P	A	L
EXAMPLE:	68990	680300	001010	68	QMTRDC	

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

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

Logging On to FIS Banner

- *fis.ucsc.edu*
- *Enter CRUZID Gold credentials*
- *Preferred Browser: Chrome for Mac or PC*



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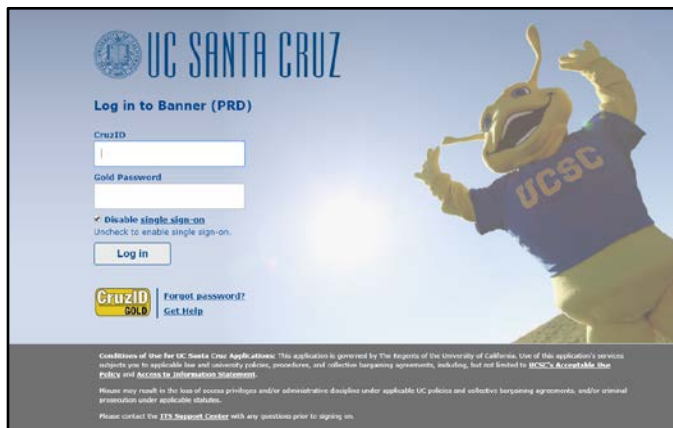
Navigating Banner Quick Reference Guide

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.



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Navigating Banner Quick Reference Guide



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 FOIDDOCH) 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.

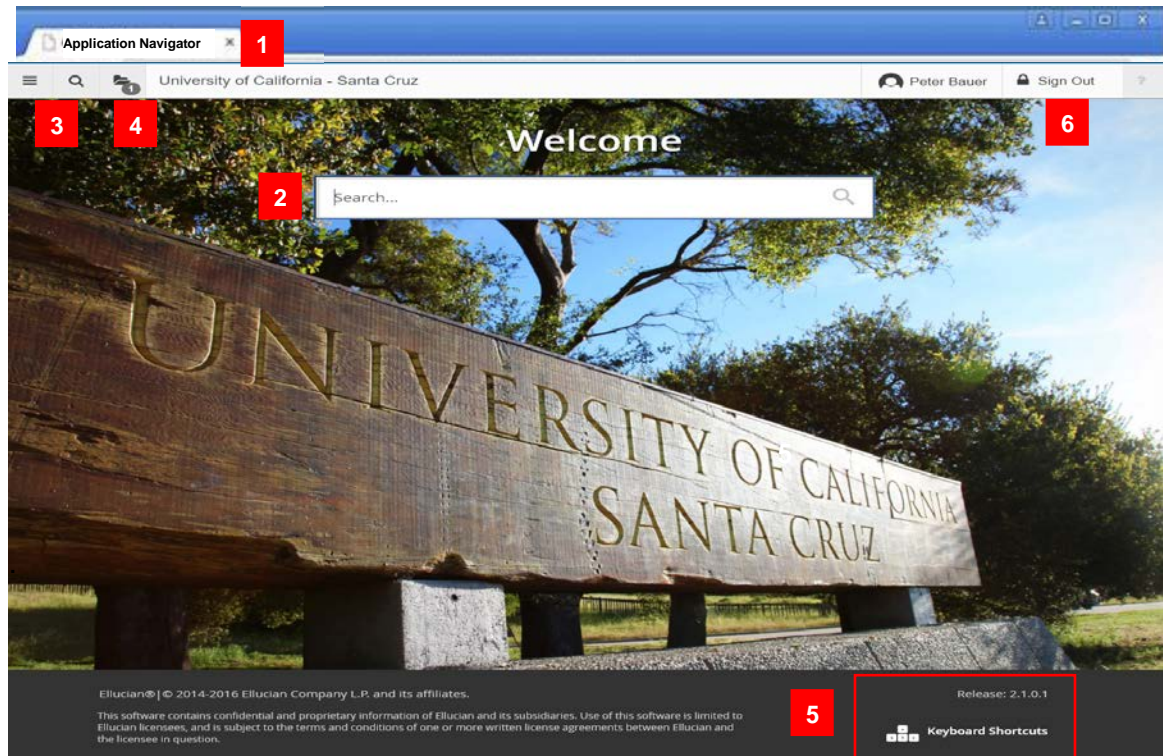
Search icon allows user to enter page name or description name for a page.

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.



6) Sign Out

Click the Sign Out icon when you are done with your session.

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

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Navigating Banner Quick Reference Guide

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.

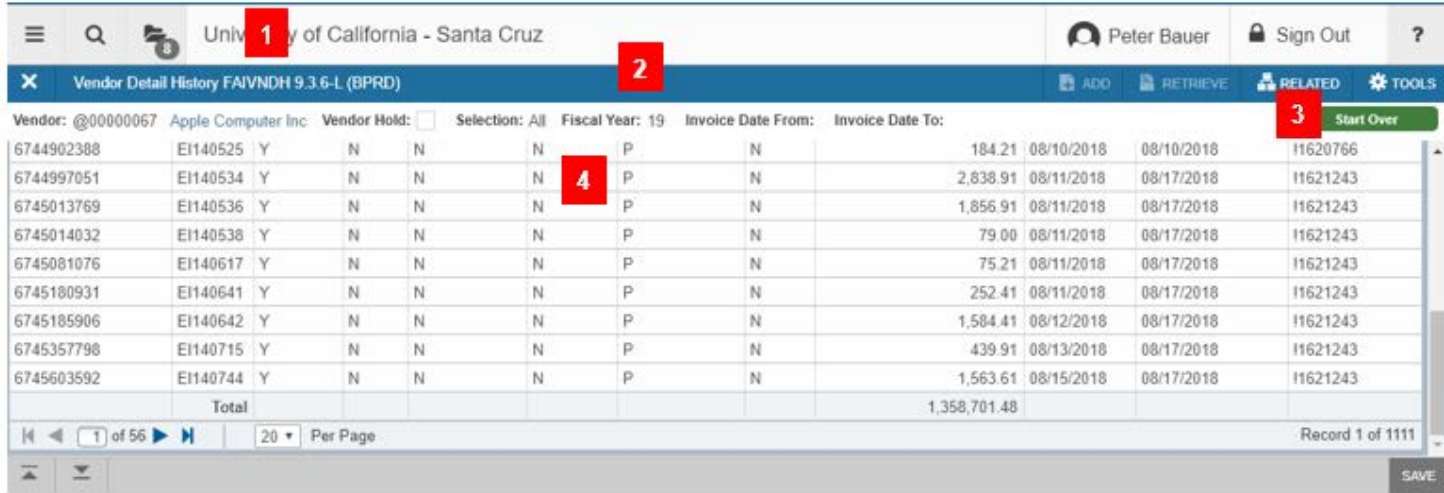
4) Main Key Block

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.



1: Recently Opened icon (top left)

2: Page Header (top center)

3: Related and Tools icons (top right)

4: Main Key Block (table)

Vendor:	Apple Computer Inc	Vendor Hold:	Selection:	Fiscal Year:	Invoice Date From:	Invoice Date To:						
6744902388	EI140525	Y	N	N	N	P	N	184.21	08/10/2018	08/10/2018	I1620766	
6744997051	EI140534	Y	N	N	N	P	N	2,838.91	08/11/2018	08/17/2018	I1621243	
6745013769	EI140536	Y	N	N	N	P	N	1,856.91	08/11/2018	08/17/2018	I1621243	
6745014032	EI140538	Y	N	N	N	P	N	79.00	08/11/2018	08/17/2018	I1621243	
6745081076	EI140617	Y	N	N	N	P	N	75.21	08/11/2018	08/17/2018	I1621243	
6745180931	EI140641	Y	N	N	N	P	N	252.41	08/11/2018	08/17/2018	I1621243	
6745185906	EI140642	Y	N	N	N	P	N	1,584.41	08/12/2018	08/17/2018	I1621243	
6745357798	EI140715	Y	N	N	N	P	N	439.91	08/13/2018	08/17/2018	I1621243	
6745603592	EI140744	Y	N	N	N	P	N	1,563.61	08/15/2018	08/17/2018	I1621243	
Total								1,358,701.48				



6: Vendor Detail History toolbar

6) Sections icons

Each section has the following icons for that section:

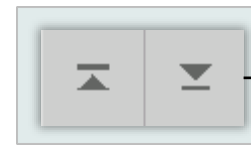
- Insert records
- Delete records
- Copy records
- Filter records



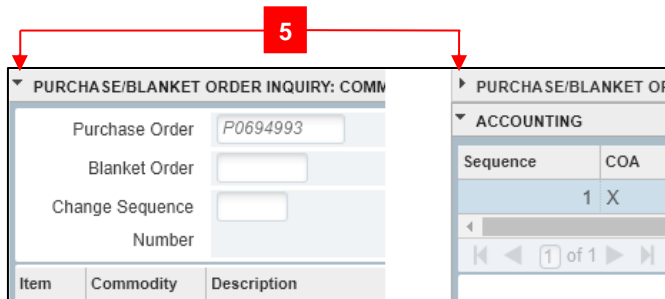
The Go button advances to the body of the page after populating the key block.



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.



5: Open/Close Sections

PURCHASE/BLANKET ORDER INQUIRY: COMM

Purchase Order: P0694993

Blanket Order: []

Change Sequence: []

Number: []

PURCHASE/BLANKET OR

ACCOUNTING

Sequence: 1 X

COA

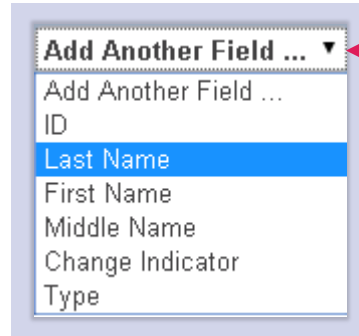
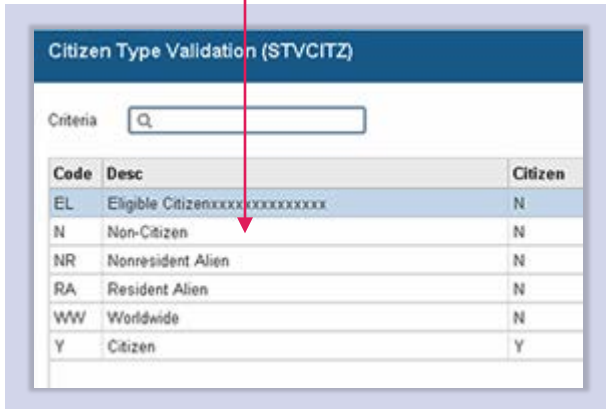
1 of 1

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Navigating Banner Quick Reference Guide

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.



Click the **Filter** icon.

Click the **Add Another Field...** drop-down list and select a value.

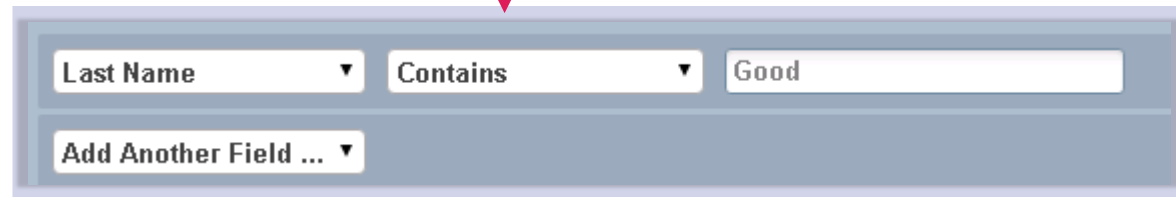
Click the **Contains** drop-down list and select an operator.

The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other).

Type a value for the field that you selected.

Repeat steps 2 – 4 to further refine the filter.

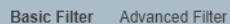
Click Go.



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:



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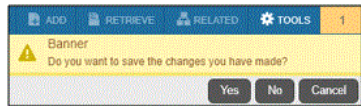
Navigating Banner Quick Reference Guide

BANNER 9 NAVIGATION QUICK REFERENCE GUIDE

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

Banner Notifications

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



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

Getting Help

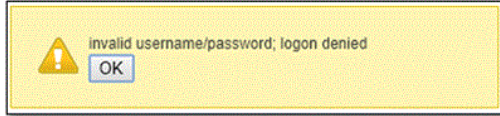
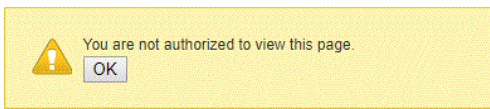
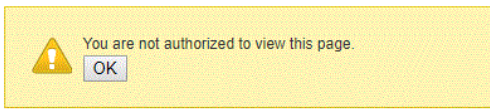
FIS Launch Page (fis.ucsc.edu)

FIS User Manual

Important Info on FIS Banner 9

FIS Help Email: fis_probs@ucsc.edu

Banner Login Errors

If Banner displays this error message, with this URL...	Workaround
 https://fis-prd-nav.ucsc.edu/applicationNavigator/login/error	Click OK, delete '/login/error' from URL, then hit return
 https://fis-prd-nav.ucsc.edu/applicationNavigator/grails-errorhandler	Delete 'grails-errorhandler' from URL, then hit return
 https://fis-prd-nav.ucsc.edu/applicationNavigator/null Browser window flashes repeatedly	Delete 'null' from URL, then hit return Let browser flash until it stops, then edit URL per above.

Common FIS Query Forms

FOIDOCH	Document History Form
FAINVE	Invoice/Credit Memo Query Form
FPIPURR	Purchase Order Query Form
FAIVNDH	Vendor Detail / History Form
FOAINP	Documents in Approval Form
FOIAPPH	Documents Approval History
FGIDOCR	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.*

Page Navigation

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]

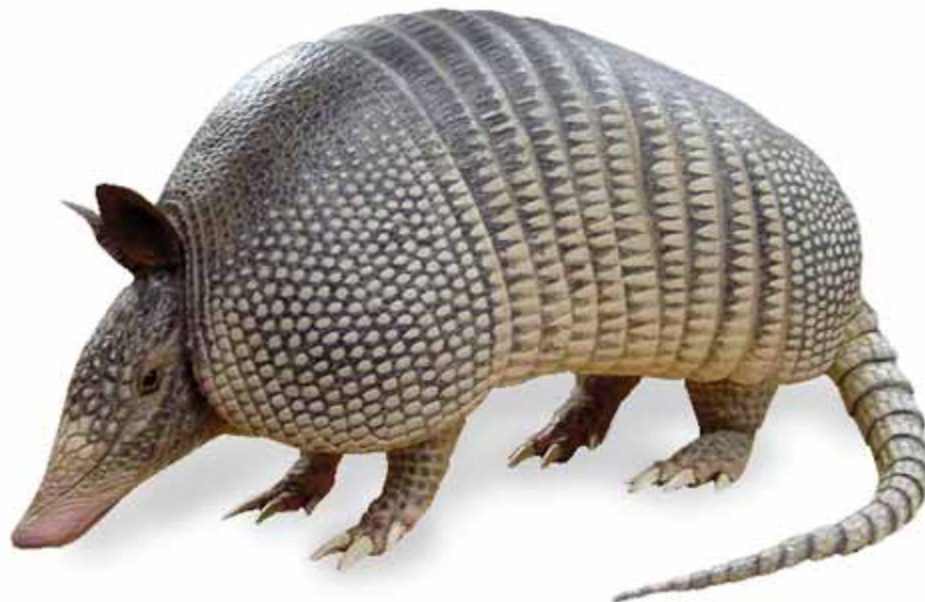
Records

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

