

# *FIS Banner Navigation and Query*



# *Class Outline - 1:00 to 5:00*

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- 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 an account with ITS and have submitted a BANNER Access Form before receiving your logon.*

# *Getting an FIS Account*

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**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](http://financial.ucsc.edu/Pages/Systems_FISGuide.aspx)

## **List of Account Forms:**

Account Modification Form

Access to Information Statement

UCSC FIS Access Request Form

**Fax All Three Forms to ITS Support Center fax 459-4171**

# *FIS Banner Online Help*

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

FIS System Guide [http://financial.ucsc.edu/Pages/Systems\\_FISGuide.aspx](http://financial.ucsc.edu/Pages/Systems_FISGuide.aspx)

FIS Manual [https://financial.ucsc.edu/Pages/FIS\\_User\\_Manual.aspx](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](mailto:fis_probs@ucsc.edu)

# *Overview of FIS Banner*

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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*

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**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*

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

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

***We use FORMS to add, change, delete or view information.***

***FORMS are organized using fields, records, and blocks.***

# *FOAPAL Codes*

## UCSC BANNER FIS CHART OF ACCOUNTS

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

**F**und: uniquely identifies all sources of funding

**O**rganization: unit of budgetary responsibility; eg College office

**A**ccount: Expenditures, Revenues, Transfers, Assets, Liabilities, Fund Bal.

**P**rogram: function categories; eg Instruction, Research, Student Serv.

**A**ctivity: user defined; for cost center accounting

**L**ocation: 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*

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- *Account setup*
- *Internet Explorer for PC (recommended)*
- *Safari for Mac (recommended)*
- *Your logon is your signature – keep it private – NEVER SHARE YOUR LOGON CREDENTIALS*
  - ◆ *Recommend changing every 90 days*
- *Selecting or changing passwords*
  - ◆ *Refer to FIS Manual*

# *FIS LAUNCH PAGE*

*<http://fis.ucsc.edu>*

UCSC Financial Information System

[←](#) [→](#) [↻](#) [https://financial.ucsc.edu/Pages/Launch\\_FIS.aspx](https://financial.ucsc.edu/Pages/Launch_FIS.aspx)

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## Financial Information System



**Launch FIS**

WARNING! The above link launches the University of California Santa Cruz Financial Information System login process. Access is limited to authorized UCSC employees only. Unauthorized access is prohibited.

[Click here to launch a larger FIS Banner Display](#)

### FIS RESOURCES

- [FIS Quick Start Guide](#)
- [How to Log On to FIS](#)
- [FIS User Manual](#)
- [FIS Help](#)
- [FIS Training](#)
- [FIS Key Dates](#)
- [FIS Release Notes](#)
- [FIS Announcements Archive](#)

★ Favorites

## UC Santa Cruz - Financial Information System

**\*\*\* IMPORTANT: DO NOT CLOSE THIS PAGE \*\*\***

Closing this page or using it to navigate to another website will end your FIS session.

Logon

Username:

Password:

Database: BPRD

*Type in  
User ID*

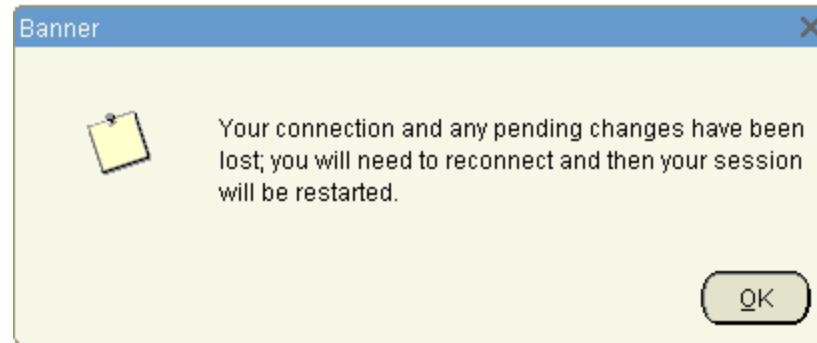
*Type in  
Confidential  
Password*

ORACLE

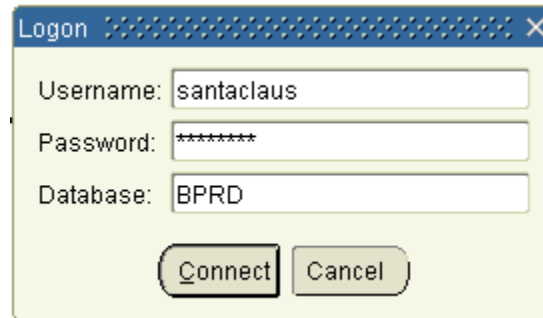
FUSION  
MIDDLEWARE

# Banner Timeout

Banner will time out after 4 hours of inactivity.



To log back on, you will need to enter your username, password AND database: **BPRD**



# Selecting and Entering a Form

Type in  
Form Name

Search for  
a Form

Browse  
Folders to  
Locate  
Form By  
Type

The screenshot displays the FIS Banner - BPRD application window. The title bar reads "FIS Banner - BPRD". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The status bar at the top indicates "General Menu GUAGMNU 7.4.1.1 (BPRD) - Thursday February 21, 2008".

The main interface features a "Go To..." search field and a "Welcome, PHBAUER" message. A "Products:" dropdown menu is visible. The left sidebar contains a tree view under "My Banner" and "Banner". The "Purchasing and Procurement [\*FINPURCH]" folder is selected and highlighted with a blue border. Other folders listed include Finance, General Ledger, Finance Operations, Stores Inventory, Request Processing, Purchase Order Processing, Receiving Processing, Procurement Maintenance, Commodities for Review Query, Accounts Payable, Budget and Position Control, Fixed Asset, Cost Accounting, Investment Management, and Research Accounting.

On the right side, there is a "My Links" section with links for "Change Banner Password", "Check Banner Messages", "Financial Affairs", "FOIDDOCH form", "Personal Link 3", "Personal Link 4", "Personal Link 5", and "Personal Link 6". Below this is a "My Institution" section featuring a logo for "UCSC Financial Information System".

At the bottom, a "Banner Broadcast Messages" section shows a message dated "17-FEB-2008" with the text "Welcome to FIS Banner 7! Any problems? Send e-mail to fis\_probs@ucsc.edu." The footer contains the instruction "Press ENTER to start selection or expand/collapse menu." and a record indicator "Record: 1/1".

# *Common FIS Query Forms*

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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*

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*Finance System*

*Purchasing Module*

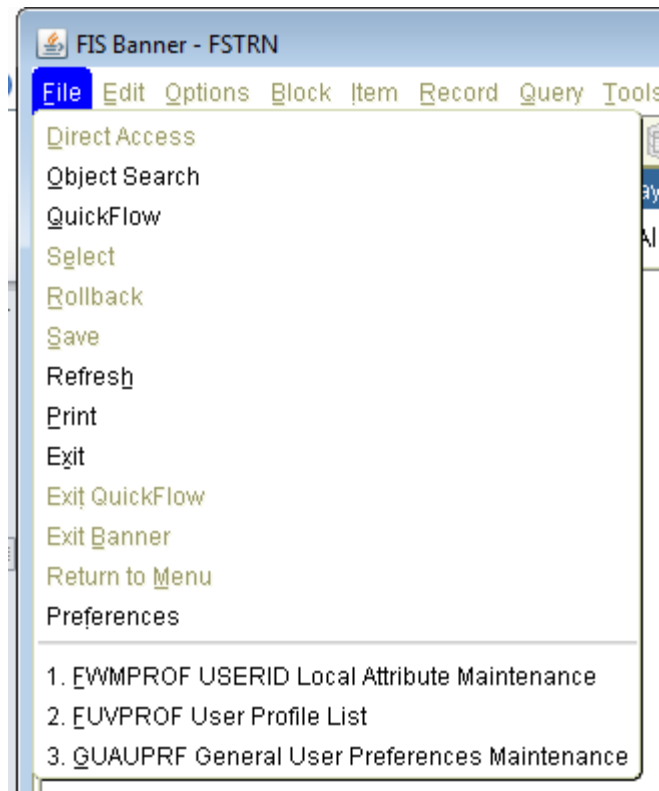
*Inquiry Form*

*Form Code Name  
(Requisition)*

*F P I R E Q N*



# *Banner Saves Your Forms!*



*Banner keeps a list under the File menu of each form used per session. This list goes away when the session is closed.*

# *Hands on*

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- *Exercise 1*



# FIS Banner Form Parts

*Location Bar*

*Menu Bar*

*Tool Bar*

*Title Bar*

*Header*

*Body*

*Hint Text*  
*Status Line*

The screenshot shows a window titled "FIS Banner - UTRN: Open > FPIREQN". The window contains a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help), a tool bar with various icons, and a title bar. The main content area is divided into several sections:

- Header:** Contains fields for Requisition (F0003450), Order Date (19-JUL-1995), Delivery Date (30-JUL-1995), Transaction Date (19-JUL-1995), Comments, Accounting Total (89.14), and In Suspense checkbox.
- Body:** Contains checkboxes for Complete and Approved, Print Date, Activity Date (24-JUL-1995), Cancel Date, User ID (OPS\$TRAIN49), Closed Date, Cancel Reason, Document Type (P PROCUREMENT), NSF Checking, Deferred Editing, Requisition Copied From, Origin (BANNER), and Reference Number.
- Status Line:** Located at the bottom, showing "Record: 1/1" and "<OSC>".

# Status Line / Hint Text

*In this example, from the Banner General Menu, the message is asking you to “Enter the object name” ... or enter a form name.*

Enter the object name; Press LIST for listing.			
Record: 1/1		...	<OSC>

*If you were looking for information about an employee, using the FWMPROF form, the Status Line might look like this:*

Enter a query; press F8 to execute, Ctrl+Q to cancel.			
Record: 1/1		Enter-Qu...	

*If your Query was successful, you’d see the next instruction:*

Enter Chart of Accounts.			
Record: 1/1		...	

*If your Query was unsuccessful, you’d see:*

FRM-40301: Query caused no records to be retrieved. Re-enter.			
Record: 1/1		Enter-Qu...	

# *Elements/Concepts of a Form*

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- ***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.*

# *Form Navigation*

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*Banner forms are made up of blocks, fields and records.  
The key to navigation within a form is knowing whether  
you need to navigate to a block, field or record.*

## **Blocks**

*Next - [Ctrl Page Down]*

*Previous - [Ctrl Page Up]*

## **Fields**

*Next - [TAB]*

*Previous - [Shift TAB]*

## **Records**

*Next - [↓]*

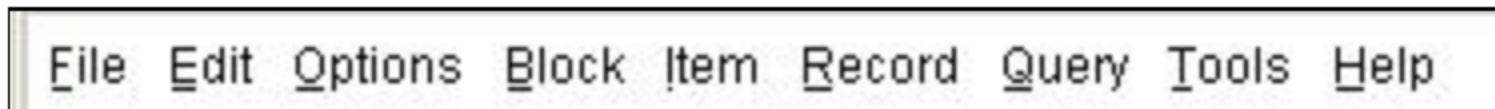
*Previous - [↑]*

# Navigation Methods

*To navigate by function keys, use the Keyboard Template:*

<b>FIS Banner Keyboard Template</b>				Next Block – Ctrl + Pg Dn		Next Field – Tab		Next Record – Arrow Dn	
Exit/Cancel – Ctrl + q		Wildcards % _		Prev Block – Ctrl + Pg Up		Prev Field – Shift + Tab		Prev Record – Arrow Up	
Shift +		Exit w Value		Delete Record	Clear Frm Rollback	Print			FIS Banner Launch Page <a href="http://fis.ucsc.edu">http://fis.ucsc.edu</a>
No Shift		Dup Field	Dup Record	Insert Record	Enter Query	Execute Query	List of Values	Save/Commit	

*For mouse navigation, use the Menu Bar:*



*or the Tool Bar:*



# *Healthy Mousing*

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- ***Proper Equipment Setup***

- Same height as keyboard

- Alternate hands

- Minimize arm extension

- Programmable mouse

- ***Proper Movement***

- Move using arm's large muscle groups

- Minimize bending wrist

- Hold with light grip

- ***Proper Comfort***

- Frequent breaks

- Perform hand exercises

- Keep hands warm

- ***EH&S Websites***

- <http://ehs.ucsc.edu/programs/IIPP/index.html>

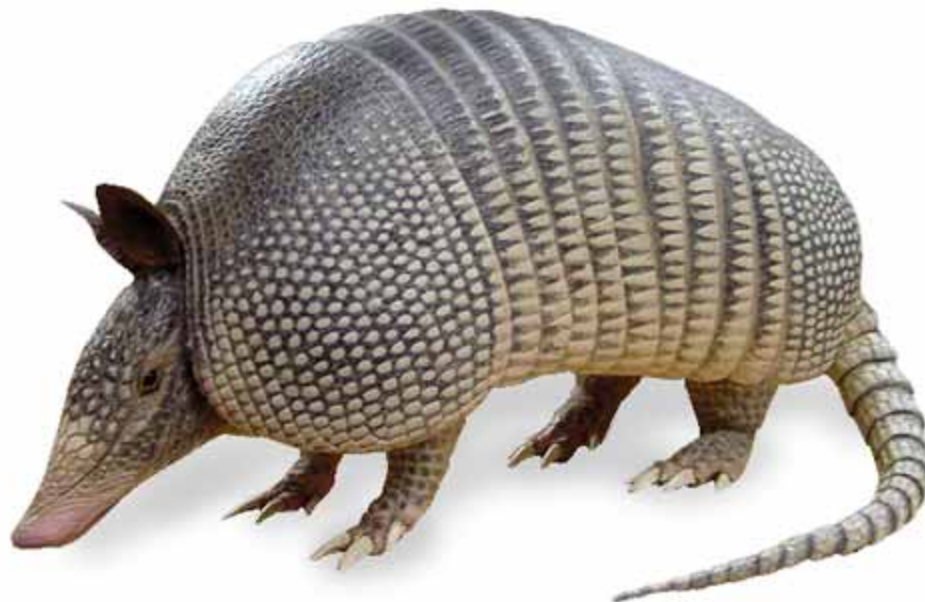
- <http://ehs.ucsc.edu/programs/ergo/index.html>



# *Hands On*

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- *Exercise 2*



# *How Do I Query????*



- **Check Enter Query in Status Line:** *Search forms open in Query Mode*
- **List of Values:** *Enters the Query or Find form*
- **Enter Query:** *Enter criteria using wildcards [%\_ ] to limit the search.*
- **Execute Query:** *Displays all matching records.*
- **Exit with Value:** *Select the value and bring the record back to your working form.*

**Use Query Pull-Down Menu, Icons, or Keyboard**

# Locate Queryable Fields

*Query Fields are searchable by clicking the Search Icon or by keying F9 - List of Values*

The screenshot shows the FIS Banner - UTRN: Open > FOIDOCH application window. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and actions. The main window displays a grid of document type panels, each with a 'Document Type' dropdown and a 'Status' dropdown. The 'Document Code' is set to R0003450. The panels are:

- Requisition: Document Type: REQ, Status: A
- Bid: Status: A
- Purchase Order: Document Code: R0003450, Status: A
- Issues: Status: A
- Invoice: Status: A
- Check: Status: A
- Return: Status: A
- Receiver: Document Code: Y0003280, Status: C
- Asset Tag: Status: A
- Asset Adjustment: Status: A

At the bottom of the window, there is a status bar with the text: 'Press F3 to drill down to source document, navigate to the Options Menu to view Status Indicators. Record: 1/1 ... <OSC>'.

# Enter Query Criteria

*Enter Query Criteria.*

*Include Wildcards  
% and \_  
to broaden your  
search*

FIS Banner - UTRN: Open > FOIDDOCH - FPIRQST

File Edit Options Block Item Record Query Tools Help

Requisition Validation: FPIRQST 7.0 (UTRN)

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Organization	<input type="text"/>	Completed	Approved	
Vendor	<input type="text"/>	Origin	<input type="checkbox"/>	Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Organization	<input type="text"/>	Completed	Approved	
Vendor	<input type="text"/>	Origin	<input type="checkbox"/>	Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Organization	<input type="text"/>	Completed	Approved	
Vendor	<input type="text"/>	Origin	<input type="checkbox"/>	Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Enter a query, press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 | Enter-Qu... | <OSC>

*Check Hint Text  
for Helpful Hints*

# Execute (Run) Query

*Query Results appear as single or multiple returned records*

The screenshot displays the FIS Banner - UTRN: Open > FOIDDOCH - FPIRQST application window. The window title is "Requisition Validation FPIRQST 7.0 (UTRN)". The application has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main content area shows three query results, each with a set of fields:

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
R0003017	Manager Test #1	17-JUL-1995	P	30-JUL-1995
401701	PORTER COLLEGE	Completed	Approved	
@0000078	University Art Center	Origin	Reference Number	

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
R0003450	Manager Navigation #1	19-JUL-1995	P	30-JUL-1995
401701	PORTER COLLEGE	Completed	Approved	
@00000204	Office Depot Inc	Origin	Reference Number	

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
R0003530	Manager Training #1	23-JUL-1995	P	25-JUL-1995
401701	PORTER COLLEGE	Completed	Approved	
@00000169	Chemglass Inc	Origin	Reference Number	

At the bottom of the window, there is a status bar with the text: "Press COUNT QUERY HITS for Requisition Query, BLOCK MENU for Review Commodities." and "Record: 1/3".

# *Query Using Wildcards*

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## *Two wildcards*

***\_*** represents one alpha-numeric character

***%*** represents any number of alpha-numeric characters

***Can be used many times in one search***

# *Query Using Wildcards*

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## **Examples**

- %ma%* All entries containing ma
- ma%* All entries beginning with ma
- %ma* All entries having ma as the final two characters
- \_m%* All entries that have m as the second character

# *Navigation/Query Review*

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## **Navigation**

Exit - Ctrl-Q

Next or Previous Block - Ctrl-Pagedown/Up

Record - Arrow Down/Up

Field - Tab/Shift-Tab

Options Menu - Where document and item text can be found

Rollback - Clears information to allow new query without having to exit to main menu

File Menu – list of forms used for current session

## **Query**

List of values - Search icon or F9

Enter query - F7

Execute Query - F8

Exit with value - Shift-F3

Wildcard - '%' and "\_"



# *Hands on*

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- *Proficiency Exercise*
- *Class Evaluation*

*Complete and turn in both sheets*

*The End*

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