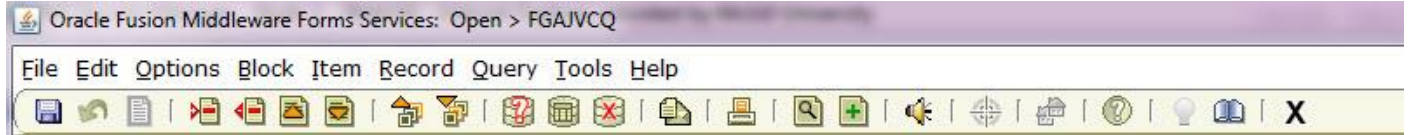


Banner TIPS














Banner Toolbar Explained

The **Banner Toolbar** is displayed in each Banner form.



The table below describes the Toolbar icons and the alternative shortcuts on your keyboard.

Note: For MAC computers/laptops, use the Toolbars icons.

Image	Function	Explain	Keyboard Shortcuts
	Save	Saves changes and updates you have made to a document	F10
	Rollback	Clears all the displayed data from the current form and brings you back to the beginning of the form you are querying	Shift + F7
	Insert Record	Inserts a new sequence in the form	F6 (+F4 to Duplicate Record)
	Remove Record	Removes the sequence or data of a sequence.	Shift + F6
	Previous Record	Brings you back to the first sequence of a document	Shift - Ctrl +
	Next Record	Brings you to the next sequence of a document	Ctrl +
	Previous Block	Brings you to the previous screen/section of the form.	Ctrl + Page Up
	Next Block	Brings you to the next screen/section of the form.	Ctrl + Page Down
	Enter Query	Clears the screen of data and you can enter your search criteria	F7
	Execute Query	Displays the queried data after the search criteria is entered	F8
	Cancel Query	Stops the query	Ctrl + Q
	Print	Prints the current screen	Shift + F8
	Exit	Clicking on the Black X, closes or exits the Banner form that is open. By clicking on the small x, you will exit Banner completely.	Ctrl + Q

General Banner Tips

Banner TIPS

I want to:	Instructions
Change/update password	<ul style="list-style-type: none"> • Log in to Minerva • Select the Personal Menu • Select Password for Banner/Imaging/Data Warehouse • Follow the onscreen instructions
Font, Text Size and color scheme change in Banner	<ul style="list-style-type: none"> • To change the Font, Text Size for Banner, consult the IT Knowledge base. • Use the GUAUPRF Banner form to update external links (My Links tab) and color scheme (Display Options) in Banner.
Create a list of favorite Banner forms	Use the GUAPMNU form to Customize My Banner. You can add, delete and edit form descriptions.
Search for an item, i.e. - name, ID, document, etc.	For wildcard searches, use the % sign before and after the entered keywords with no spaces. Ex. %Fed%. Banner is case-sensitive. Search for terms with both upper and lower case letter. Ex. %fedex%; %FedEx%
Auto-Hint line	Check the Auto-Hint line at the bottom left of the Banner screen to verify if Banner is responding to a command. If, it is not responding as expected, the Auto-Hint line will help decide what to do next.
Options Menu	Click on Options or right-click within a block, displays a listing of related forms, which can be queried from the current form, plus the functions Rollback, Save, Exit and Print.
Move between blocks or sequences in a Banner form	To move between blocks in a Banner form, use the Next Block and Previous Block icons. To move between sequences, use the Next Record and Previous Record icons.


Banner TIPS

Document Processing Tips



TIP

Always use the **TAB** key to navigate from field to field. This way, Banner validates the entered information.

I want to:	Instructions
Delete a FOAPAL sequence in a document, left "In Process".	<ol style="list-style-type: none"> 1. Open the Banner form, which you used to create the document. 2. Enter the Document number in the Document Number field. 3. Click Next Block to go to the sequence screen. 4. Find the Sequence record you want to delete by clicking on the Next Record Icon. 5. In the menu bar, click on Record. 6. If there is information entered in the sequence, select Clear. 7. If the sequence is blank and you want to delete it, select Remove.
Delete a document, left "In Process"	<ol style="list-style-type: none"> 1. Open the Banner form, which you used to create the document. 2. Enter the Document number in the Document Number field. 3. Click Next Block. 4. In the menu bar, click on Record and select Remove. 5. Perform the step above twice.
Use the built-in calculator .	<p>Place the cursor in the Document Total field or any other amount field. Double-click.</p> <p>The calculator will pop up for you. Once you are done with the calculations, click OK. The result will populate in the selected field.</p>
Copy a sequence in a document.	<p>Once you have entered the first sequence of your document, press F6 or the Insert Record icon.</p> <p>Press the F4 function on your keyboard. This will copy and paste the first record to the newly created one. Make sure, you make the necessary changes to the new sequence (if any).</p>
Look up a document, if you do not know the document number or an item in a Banner form.	<p><input type="text"/>  A search list does exist for many fields in a Banner form. If unsure what information you should enter in a field, whenever you see a triangle, click on it. You will have the option to pick up an item from a displayed list of values, or perform a wide search to look up a document number.</p> <p>To perform a wide search:</p> <ol style="list-style-type: none"> 1. Open the Banner form which you used to create the document, i.e. FGADCSR if you want to look up a deposit document number. 2. Click on the triangle next to the Document Number field. 3. Press F7 to clear all the information displayed.

Banner TIPS

	<ol style="list-style-type: none"> 4. In the document column, enter part of the document number, using the wildcard search % (i.e. %H%). You have the option to search by amount or by status of a document (I - Incomplete, C - Complete) by entering the required information in the appropriate field. 5. Press F8. This will display all documents, starting with the letter "H". 6. Find the Document number you are looking for and double click. This will populate the document in the Document Number field.
<p>Use the Copy feature when preparing a journal entry</p>	<p>The journal voucher forms FGJVCD and FGJVCQ allow a new journal to be copied from an existing journal, along with text, if desired. You can copy IDCs, JE15s/JE16s, ME15s/ME16s.</p>
<p>Reverse a Journal</p>	<p>The journal voucher forms FGJVCD and FGJVCQ allow an existing journal to be reversed for easy corrections or accrual reversals. You can reverse IDCs, JE15s/JE16s, ME15s/ME16s.</p>
<p>I'm in the Completion block, and an error message appears, but I do not understand what it wants me to do to correct the error before I may complete it.</p>	<p>The error message that pops up may advise to you verify different sections of the document.</p> <p>If preparing a journal entry: verify that the Transaction date is within an open Fiscal Period; verify that the journal entry has a minimum of one Credit sequence (sequence indicated with a Credit) and one Debit sequence (sequence indicated with a Debit). The Document Total is the sum of the Credit and Debit sequences amounts; ensure that the Fund code is valid; ensure each sequence Status is Postable.</p> <p>If preparing a deposit entry: verify that the Transaction date is within an open Fiscal Period; verify that the document has a minimum of one sequence (sequences are to be indicated as + when recording a revenue on a 5-account, and when recording a refund on a 7-account). Sequences are to be indicated as - when reversing a deposit entry. The Document Total is the sum of all sequences amounts. Ensure that the Fund code is valid; ensure each sequence Status is Postable.</p> <p>If a document was rejected due to Insufficient Budget, then ensure that you are re-submitting the document using the current Fund's available balance.</p>

Banner TIPS

<p>Find an error in a document, left "In Process"</p>	<p>Use the FGICSUM Banner form to verify a Deposit document or find an error. Use the FGIJSUM Banner form to verify a Journal entry/US Deposit or find an error.</p> <p>You can either type in the form in the Go To field and hit Enter to access the form or while in the Banner form which you used to create the document, go to Options > Access Transaction Summary Info.</p> <p>The respective form will open and you will see the sequences for that document and if there is an error (Status - Postable or Error).</p> <p>To fix the error:</p> <ul style="list-style-type: none"> • close the FGIJSUM/FGICSUM form by clicking on the Black X. Go to the sequence with the Error status: • Delete the Fund number • TAB through the fields • Return to the Fund field and re-enter the Fund code • TAB through the fields again • Click on Save. <p>Once saved, the status of the sequence should change from ERROR to Postable. Be sure to use the TAB key to move from field to field.</p>
<p>Re-submit a disapproved document</p>	<p>If the document is disapproved, you will receive a system notification email with the document number and a brief explanation as to why and who disapproved it. The journal status will change to "In Process" - you will be able to make changes to the document by following the steps below:</p> <ol style="list-style-type: none"> 1. Go to the appropriate Banner form, which you used to create the document, i.e. FGAJVCQ. 2. Enter the document number in the Document number field. 3. Click Next Block. 4. Verify the Transaction Date. If the transaction is not in the current fiscal period (month), click on the Calendar icon and change the date to today. 5. Verify the Document Total. 6. Click Next Block to go to the document sequences. 7. TAB through all the fields. 8. Repeat for all sequences. 9. From Options, select Access Completion or click on the Next Block icon. 10. Click Submit.
<p>Submit a document that was created last month and it was left "In Process"</p>	<p>Make sure you change the transaction date to today's date and TAB through several other fields to ensure that Banner validates the information properly.</p>

Banner TIPS



Tips once a Document is completed

I want to:	Instructions
Look at the approvals of a document	Use the FOAINP Banner form.
Correct a completed IDC/Journal entry	<p>Use FOAINP and FOIAPPH to verify and track the Approval History of your journal.</p> <p>If the journal is still in the Fund Administrator's queue, awaiting approval, you may contact him/her and ask them to disapprove it for you or you may disapprove it yourself using the FOAUAPP Banner form. You will then be able to make changes to the document using the appropriate Banner form and re-submit it.</p> <p>If the document has already been approved and posted to the Ledger, you will need to submit another one to reverse the original.</p> <p>If you need to correct a completed IDC or a Journal entry, you have to create a new document and reverse the original one.</p> <p>Reverse a document = The Debit sequence in the original document becomes the Credit sequence in the new document.</p> <p>The Credit sequence in the original document becomes the Debit sequence in the new document.</p>
Look up a completed document.	<p>Use the FGIDOCR Banner form to look up an IDC, Journal entry or a Deposit document.</p> <p>Use the FOIDOC Banner form to look up an Invoice Document, a Purchase Requisition or a Purchase Order.</p>
Look up the transaction details of a document , by FOAPAL.	Use the FGITRND Banner form.
Print a copy of the document text	<ul style="list-style-type: none"> • Type FOATEXT in the Go To field and hit Enter. • Enter the document type in the Type field. If unsure, click on the triangle next to the Type field. A list of all document types will be displayed. • TAB to the Code field and enter the Document reference number. • Click Next Block. The document text for that document will be displayed (if any). • Click on File and select Print.
Adding more information to the document text	<ul style="list-style-type: none"> • Type FOATEXT in the Go To field and hit Enter. • Enter the document type in the Type field. If unsure, click on the triangle next to the Type field. A list of all document types will be displayed.

Banner TIPS

	<ul style="list-style-type: none"> • TAB to the Code field and enter the Document reference number. • Click Next Block. The document text for that document will be displayed (if any). • Click in the next available text line. • Type the text; continue to type the text in the next available lines as needed. • Click on the Save (diskette) icon to save the added information.
<p>Look up disapproval messages for documents I submitted (requisitions, journals, US currency deposits, and inter-departmental charges (IDCs)).</p>	<ul style="list-style-type: none"> • Type GUAMESG in the Go To field and hit Enter, OR, in the My Links section on the opening screen of Banner, click on the Check Banner Messages link. <div data-bbox="714 714 1120 976" style="text-align: center;"> <p>My Links</p> <p>Change Banner Password</p> <p>Check Banner Messages</p> <p>McGill Banner Help</p> </div> <ul style="list-style-type: none"> • A list of disapproved documents and messages for which you are the recipient will display. • To look up a specific disapproval message, press F7 to query the form. • Click in the Item field. • Enter the document number to look up e.g. J0123456 • Press F8. The Banner ID and message of the disapprover will display along with the date and time of when the message was sent, and a list of all recipients. <p>TIP: Select the radio-button next to Complete to clear the disapproved document from the list for the next time you return to the GUAMESG form.</p>
<p>What should I do when I have to re-submit a journal because the fund entered was frozen/terminated.</p>	<p>If you have already created a journal and realize that the fund you entered is frozen/terminated.</p> <ul style="list-style-type: none"> • Send an email to your fund administrator to re-activate the fund. • Once it has been re-activated, go back to the journal and re-enter the transactions date even if it is the same date.