Banner 9 Navigation Training

Finance and Accounting Systems Team
Montana State University
June 2018
Getting Started

• Banner 9 test website:
  – https://tstabanner.montana.edu/applicationNavigator

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*Click on Team in the upper right corner to return to Getting Started
# Banner Administrative Keyboard Shortcuts

## Application Navigator
- **Access Menu**: CTRL M
- **Display Dashboard**: CTRL SHIFT X
- **Search for Pages**: CTRL SHIFT Y
- **Recently Opened Items**: CTRL Y
- **Access Help**: CTRL SHIFT L
- **Sign Out**: CTRL SHIFT F

## Action
- **Save**: F10
- **Start Over/Rollback**: F5
- **List of Values**: F9
- **Select on a Called Page**: ALT S
- **Close/Cancel/Exit**: CTRL Q
- **Choose/Submit**: ENTER

## Section
- **Next Section**: ALT Page Down
- **Previous Section**: ALT Page Up
- **Clear All in Section**: SHIFT F5

## Multiple Records
- **Next Record**: Down Arrow
- **Previous Record**: Up Arrow
- **Insert Record**: F9
- **Delete Record**: SHIFT F6
- **Clear Record**: SHIFT F4
- **Duplicate Record**: F4
- **First Page**: CTRL HOME
- **Last Page**: CTRL END
- **Next Page**: Page Down
- **Previous Page**: Page Up
- **Toggle Multiple/Single Record**: CTRL G

## Global
- **Open Related Menu**: ALT SHIFT R
- **Open Tools Menu**: ALT SHIFT T
- **Data Export**: SHIFT F1
- **Change MEP Context**: ALT SHIFT C
- **Toggle Accessibility Mode**: CTRL B
- **Page Tab 1**: CTRL SHIFT 1
- **Page Tab 2**: CTRL SHIFT 2
- **Print**: CTRL P
- **More Information**: CTRL SHIFT U

## Field
- **Next Field or Item**: TAB
- **Previous Field or Item**: SHIFT TAB
- **Duplicate Item**: F3
- **Edit**: CTRL E
- **Expand/Collapse Dropdown**: ALT Down Arrow

## BDM
- **Add BDM Documents**: ALT A
- **Retrieve BDM Documents**: ALT R

## Query
- **Search/Open Filter Query**: F7
- **Execute Filter Query**: F8
- **Count Query**: SHIFT F2

## Workflow
- **Release Workflow**: ALT Q
- **Submit Workflow**: ALT W
<table>
<thead>
<tr>
<th>Action</th>
<th>Banner 8</th>
<th>Banner 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change MEP Context</td>
<td>Not applicable</td>
<td>ALT+SHIFT+C</td>
</tr>
<tr>
<td>Expand/Collapse Drop-down Field</td>
<td>Click field</td>
<td>ALT+Down Arrow</td>
</tr>
<tr>
<td>Export</td>
<td>Extract Data with Key or Extract Data no Key</td>
<td>SHIFT+F1</td>
</tr>
<tr>
<td>First Page</td>
<td>Not applicable</td>
<td>CTRL+Home</td>
</tr>
<tr>
<td>Last Page</td>
<td>Not applicable</td>
<td>CTRL+End</td>
</tr>
<tr>
<td>More Information</td>
<td>ALT+H</td>
<td>CTRL+SHIFT+U</td>
</tr>
<tr>
<td>Next Section</td>
<td>CTRL+Page Down</td>
<td>ALT+Page Down</td>
</tr>
<tr>
<td>Open Menu Directly</td>
<td>F5</td>
<td>CTRL+M</td>
</tr>
<tr>
<td>Open Related Menu</td>
<td>Not applicable</td>
<td>ALT+SHIFT+R</td>
</tr>
<tr>
<td>Open Tools Menu</td>
<td>Not applicable</td>
<td>ALT+SHIFT+T</td>
</tr>
<tr>
<td>Page Tab 1</td>
<td></td>
<td>CTRL+SHIFT+1</td>
</tr>
<tr>
<td>Page Tab 2 and so on</td>
<td>Not applicable</td>
<td>CTRL+SHIFT+2</td>
</tr>
<tr>
<td>Previous Section</td>
<td>CTRL+Page Up</td>
<td>ALT+Page Up</td>
</tr>
<tr>
<td>Print</td>
<td>SHIFT+F8</td>
<td>CTRL+P</td>
</tr>
<tr>
<td>Rollback/Start Over</td>
<td>SHIFT+F7</td>
<td>F5</td>
</tr>
<tr>
<td>Select on a Called Page</td>
<td>SHIFT+F3</td>
<td>ALT+S</td>
</tr>
<tr>
<td>Toggle Multi/Single Records View</td>
<td>Not applicable</td>
<td>CTRL+G</td>
</tr>
<tr>
<td>Toggle Accessibility Mode ON/OFF for Current Session</td>
<td>Not applicable</td>
<td>CTRL+B</td>
</tr>
<tr>
<td>Release Workflow</td>
<td>Icon or Menu</td>
<td>ALT+Q</td>
</tr>
<tr>
<td>Submit Workflow</td>
<td>Icon or Menu</td>
<td>ALT+W</td>
</tr>
<tr>
<td>Add EDM Documents</td>
<td>Icon or Menu</td>
<td>ALT+A</td>
</tr>
<tr>
<td>Retrieve EDM Documents</td>
<td>Icon or Menu</td>
<td>ALT+R</td>
</tr>
</tbody>
</table>
Logging In

• Use NetID and NetID Password

Reset your password:
• Bozeman
• Billings
• Great Falls
• Northern

Trouble logging in?
Contact your campus Help Desk.

Security Notice:
Remember to log out and close your web browser when finished.
Reading the Welcome Screen

• Ensure you’re in the correct campus (if necessary)
Reading the Welcome Screen

• Menu
Reading the Welcome Screen

- Search
Reading the Welcome Screen

- Recently Opened Forms
Reading the Welcome Screen

- Link to Welcome Screen
Reading the Welcome Screen

Montana State University MSU-Bozeman

Welcome

Search...


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Release: 2.1.0.2

Keyboard Shortcuts

Mountains & Minds
Reading the Welcome Screen

CTRL+M  display the menu
CTRL+Y  display the recently op...
CTRL+SHIFT+Y  search
CTRL+SHIFT+L  Help
CTRL+SHIFT+F  Sign Out
Accessing Forms
Accessing Forms – Option 1

• Place cursor in Search bar or click on magnifying glass
1a. Accessing Forms

- Three options:
  - Enter entire form code (e.g. FGITBSR) and hit Enter
  - Enter first part of form (e.g. FGIT) and select desired form in dropdown menu
  - Enter the type of form you wish to access (e.g. Trial balance) and select desired form in dropdown menu
1b. Accessing Forms
Accessing Forms – Option 2

- Click on Menu (3 horizontal lines) OR
- Ctrl + M
2a. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on Banner
2b. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on desired menu
2c. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on desired menu
2d. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on desired menu
2e. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on desired form
2f. Accessing Forms
Accessing Forms – Option 3

- Click on Menu (3 horizontal lines) OR
- Ctrl + M
3a. Accessing Forms

- Scroll down using down arrow and hit Enter OR
- Click on My Banner
3b. Accessing Forms

• Scroll to (or click on) desired form
3c. Accessing Forms
Reading the Form Screen

Current Form

Campus

Fillable Fields

Next Section (Alt + Page Down)
Filling in Form Data
Filling in Form Data

- Enter information:
  - COA *(mandatory with asterisk)*
  - Fiscal Year *(mandatory with asterisk)*
  - Fund OR Fund Type *(optional)*
  - Account OR Account Type *(optional)*
Filling in Form Data

• Three options to retrieve list data:
  – Click on ...
  – Double click in cell
  – Place cursor in cell then hit F9
Filling in Form Data

- List data
Sorting and Filtering List Data
Filtering List Data

- Sorting and filtering data

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Fund Code</th>
<th>Fund Type</th>
<th>Title</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01</td>
<td>OA</td>
<td>ES-General Operating</td>
<td>A</td>
<td>07/01/1980</td>
</tr>
<tr>
<td>1</td>
<td>0100CL</td>
<td>OA</td>
<td>ES Unrestricted Clearing</td>
<td>A</td>
<td>07/01/2009</td>
</tr>
<tr>
<td>1</td>
<td>0100GP</td>
<td>OA</td>
<td>ES General Operating GAAP</td>
<td>A</td>
<td>07/01/1980</td>
</tr>
<tr>
<td>1</td>
<td>0100GP</td>
<td>OA</td>
<td>ES Unrestricted GAAP</td>
<td>A</td>
<td>02/02/2007</td>
</tr>
<tr>
<td>1</td>
<td>0100LN</td>
<td>OA</td>
<td>ES General Opr Inter Entity Borrow</td>
<td>A</td>
<td>07/01/1980</td>
</tr>
<tr>
<td>1</td>
<td>0100LN</td>
<td>OA</td>
<td>ES Unrestricted Inter Entity Loan</td>
<td>A</td>
<td>02/02/2007</td>
</tr>
<tr>
<td>1</td>
<td>011000</td>
<td>OA</td>
<td>ES General Fund</td>
<td>A</td>
<td>07/01/1980</td>
</tr>
<tr>
<td>1</td>
<td>011001</td>
<td>OA</td>
<td>OTO Connecting MSU Ext Resear...</td>
<td>A</td>
<td>07/01/2007</td>
</tr>
<tr>
<td>1</td>
<td>011001</td>
<td>OA</td>
<td>OTO Connecting MSU Ext Resear...</td>
<td>I</td>
<td>08/14/2009</td>
</tr>
<tr>
<td>1</td>
<td>011002</td>
<td>OA</td>
<td>OTO HB13 $450 Bonus Pmt ES</td>
<td>A</td>
<td>07/01/2007</td>
</tr>
<tr>
<td>1</td>
<td>011002</td>
<td>OA</td>
<td>OTO HB13 $450 Bonus Pmt ES</td>
<td>I</td>
<td>07/21/2010</td>
</tr>
<tr>
<td>1</td>
<td>011003</td>
<td>OA</td>
<td>OTO ES LGC</td>
<td>A</td>
<td>07/01/2013</td>
</tr>
<tr>
<td>1</td>
<td>011003</td>
<td>OA</td>
<td>OTO ES LGC</td>
<td>I</td>
<td>07/28/2015</td>
</tr>
<tr>
<td>1</td>
<td>011010</td>
<td>OA</td>
<td>ES Smith Lever</td>
<td>A</td>
<td>07/01/1980</td>
</tr>
<tr>
<td>1</td>
<td>011010</td>
<td>OA</td>
<td>ES Smith Lever</td>
<td>I</td>
<td>09/24/2012</td>
</tr>
</tbody>
</table>
Filtering List Data

- **Some filters are case-sensitive**
- Multiple filters are available
- Three options to execute filter:
  - Enter
  - F8
  - Click “Go”
Filtering List Data

- Two options to select the desired data:
  - Alt + S (after the data is highlighted)
  - Double-click
Filtering List Data

Montana State University

Trial Balance Summary FGITBSR 9.0 (TSTA) (BZ)

COA: * 1
Fiscal Year: * 18

Fund: 411201
OR Fund Type: 
Account: 
OR Acct Type: 

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.
Executing Form Request
Executing Form Request

• Three options:
  – Alt + Page Down
  – “Go” button
    • Note: Enter will move the cursor between cells. And once you reach Go and hit Enter, it will execute the request.
  – “Next Section” button at the bottom left corner
## Results

<table>
<thead>
<tr>
<th>Account</th>
<th>OR Acct Type</th>
<th>Description</th>
<th>Fiscal Year</th>
<th>Fund</th>
<th>Balance</th>
<th>OR Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1F</td>
<td>1203</td>
<td>Accounts Receivable</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1F</td>
<td>1204</td>
<td>Accounts Receivable-Exp Abatements</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1F</td>
<td>1205</td>
<td>Accts Receivable-Dishonored Checks</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1F</td>
<td>1212</td>
<td>Allow for Uncollectible Account</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1F</td>
<td>1240</td>
<td>Accounts Rec NonAR Module</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1H</td>
<td>1302</td>
<td>Due From Federal Government</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1H</td>
<td>1306</td>
<td>Due From Other Bus Units</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1H</td>
<td>1345</td>
<td>Due From-Cash Cutoff</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1H</td>
<td>1345M</td>
<td>Cash Due From MSU agencies</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1H</td>
<td>1345S</td>
<td>Cash Due From State agencies</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1L</td>
<td>1902</td>
<td>Construction Advances</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td>1L</td>
<td>1904</td>
<td>Other Advances</td>
<td>Fiscal Year</td>
<td>411201</td>
<td>0.00</td>
<td>MSU General Operating</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

* - denotes amount is opposite of Normal Balance

**Current Fund Balance**: 0.00
Accessing New Form From Current Form
Accessing New Form – Option 1

- Select Search (magnifying glass) OR
- Ctrl + Shift + Y
1a. Accessing New Form

- Three options:
  - Complete form name and hit Enter
  - Insert portion of form name and choose form in dropdown menu
  - Insert form type (e.g. budget status) and choose form in dropdown
1b. Accessing New Form
Accessing New Form – Option 2

• Select Menu (3 horizontal lines)
2a. Accessing New Form

- Select Banner
2b. Accessing New Form

• Select Finance System Menu (*FINANCE)
2c. Accessing New Form

- Select General Ledger (*FINGENLL)
2d. Accessing New Form

- Select General Accounting Query Forms (*FINGENLQ)
2e. Accessing New Form

- Select General Budget Query Forms (*FINGBUDQ)
2f. Accessing New Form

- Select Organization Budget Status (FGIBDST)
2g. Accessing New Form

[Image of a form page with fields for chart, index, fiscal year, query specific, account, commit type, fund, account, and activity]
Accessing Recently Opened Forms
Accessing Recently Opened Forms

• Ctrl + Y OR
• Click on folder to the right of magnifying glass
Accessing Recently Opened Forms

• Either scroll down using down arrow and hit Enter OR
• Click on desired form
Accessing Recently Opened Forms

Get Started: Fill out the fields above and press Go.
Accessing Related Forms
Related Forms
## Related Forms

The image shows a screenshot of the Organization Budget Status FGIBDST 9.3.6 (TSTA) (BZ) interface. The form includes fields for:

- Chart:
- Fiscal Year:
- Index:
- Organization:
- Program:
- Account Type:
- Location:
- Account:
- Fund:
- Activity:

The form also includes instructions:

*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.*
Related Forms

- Hit Tab to reach data you wish to analyze
Related Forms

- Click on Related
  - Keyboard shortcut: Alt + Shift + R
Related Forms

- Click on FGITRND (or other pertinent related form)
  - Keyboard shortcut: F3
Related Forms

- Results – FGITRND
Extracting Data
Extracting Data

Welcome

Organization Budget Status
(FGIBDST)
Extracting Data

1. Enter Index
2. Hit Alt + Page Down OR “Go”
Extracting Data

1. Hit Tab to reach data you wish to analyze
2. Hit F3 to drill down
Extracting Data

- Select Tools
  - (Alt + Shift + T)
Extracting Data

- Select Export
  - (Shift + F1)
Extracting Data

- CSV download automatically begins
  - Select file located in the bottom left corner (Google Chrome)
Extracting Data

- Results
Amplifying Information
Browsers

• These browsers will support Banner 9 testing:
  
  – **Google Chrome (preferred)**
  
  – Mozilla Firefox
  
  – Internet Explorer
  
  – Microsoft Edge
Test Site Maintenance

- Banner 9 test site is down for maintenance
EDM Browsers

- If you’re **annotating and/or scanning** documents in EDM, Internet Explorer is the only browser that currently works.
- If you’re **only viewing** documents in EDM, any of these browsers will work:
  - Google Chrome
  - Mozilla Firefox
  - Internet Explorer