Internet Native Banner (INB)

Training for Finance Module

Contents
Logging onto Internet Native Banner (INB) ................................................................. 3
Navigating the Main Menu in INB .................................................................................. 7
Using form FGIBDST .................................................................................................. 12
Roll Back Function .................................................................................................... 17
Account Line Details – FGITRND .............................................................................. 18
Individual Item details – Query Document by Type ................................................ 20
Budget Summary – FGIBSUM ................................................................................... 27
Format Display Settings ............................................................................................. 29
Personalizing your INB setup .................................................................................... 32
Logging out of INB ..................................................................................................... 40
OTHER USEFUL FORMS ......................................................................................... 41
Logging onto Internet Native Banner (INB)
Your computer will need to be connected to the Smith network in order to log into INB.

Start Banner INB by launching Internet Explorer (preferred), Mozilla Firefox, or Safari.
Go to url:

https://banner.smith.edu:9999/

You can also use the INB shortcut in the Favorites tool bar.
Choose the platform that is appropriate for your computer and click the Submit button.

The first time you launch Banner INB, a java applet will be installed. This will only happen once for each computer.

After a short delay, you will be prompted to log in to Banner.

*** You can create a shortcut to this page by right-clicking (pc) on the page and selecting Create Shortcut. You will be prompted to confirm that you want it on your desktop. ***
Enter your username and password as provided by ITS and click on the Connect button.

If you forget your password, contact ITS at ext. 4487.
Navigating the Main Menu in INB

Double-Click Banner to expand the list of Banner modules,
then double-click Finance System Menu to expand the list of Finance options.
Double-Click General Ledger to expand menu for more General Ledger options.
Double-Click General Accounting Query Forms to list forms available for viewing financial data.
Double-Click General Budget Query Forms for a listing of forms useful for viewing income, expense, and budget information.
Double-Click on Organization Budget Status Form for the form used to look at your department’s budget information.
Using form FGIBDST

Verify that the Chart field contains the number 1.

Navigation: Between Fields 1. use the tab key to move to next field, and shift+tab to move to previous field; or 2. use pull down menu at top labeled Item; or 3. use mouse to click in desired field

Chart should always be 1
Fiscal years available are 96, 97, 98, 99, 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 and 12
Use Tab key to move cursor to Organization field.
Enter the English Department’s Organization code (3146) in the Organization box and press the Tab key.
The default Fund and Program codes will fill in automatically.

Navigation between blocks is possible in a variety of ways:

1. Hold down the ctrl key and press the PageDown key at the same time;
2. Click on the NextBlock icon at the top of the page;
3. Select Next from the Block pull down menu;
4. Left-click in the account field of the data block.
Use the down arrow key to position the highlight on account 74512.

Navigation:

Use the Tab key to move right and left across a row of information (called fields)

Use the up and down arrow keys to move between rows of information (called records)
If you would like to change any of the FOAPAL elements and execute a new query, the only way to return into the Key Block is to use the **Roll Back Function**. Use this icon located in the upper left on the INB screen to execute a Roll Back.
For more detail on account 74512, highlight the record and click on options in the top menu bar, then click on Transaction Detail Information.

Note: If you tab to the Adjusted Budget column, then click on Transaction Detail Information, you will only get budget information. If you tab to YTD Activity then click on Transaction Detail Information, you will only get actual expenditures (or revenues).
Tab right to display more information or use the mouse on the bottom scroll bar.
Individual Item details – Query Document by Type

You MUST be in the ACCT column for this to work.

Click on Options in the top menu bar, then click Query Document by type. Additional information is only available for documents beginning with the letter I or P. For all other types, use the tab key or scroll bar to view all available information.

See the last page of this manual for a listing of document types and their associated prefixes.
Hold down the ctrl key and press page-down to view more information about this document
Click on Options. You can select any of the listed options to get additional information about this document. This will bring you to a new form. Continue to click on options, and the choices in the options menu(s) to work your way through all of the information available. If you find particular information useful be sure to screen print the page and/or make a note of how you got to it.
Click on the Exit icon (the X at the upper right of the screen) until you return to the FGIBDST form.
Use the up arrow to move the cursor to account 72001
For more detail on account 72001, highlight the record and click on options in the top menu bar, then click on Transaction Detail Information.

Note: If you tab to the Adjusted Budget column, then click on Transaction Detail Information, you will only get budget information. If you tab to YTD Activity then click on Transaction Detail Information, you will only get actual expenditures (or revenues).
Use your tab key or the scroll bar to view additional information.

Click on an X in the upper right corner to exit the form.
Budget Summary – FGIBSUM

Click on Options/Budget Summary Information
This gives a high level overview of the department as well as totals for budget, actual, etc.

Click on the X button to close the form

* This formula explains why the totals have minus signs.

** To look at a different fiscal year, click this icon (roll-back), then tab to the fiscal year field, change as desired, then do a next-block.
Click on Options/Format Display preferences.
Click on the Close button

Changing the “Significant Decimal Digits” to 0 will eliminate pennies in the display.
Click on an X to return to the menu.
To create a Personal menu, double-Click on My Banner to expand the menu.
Double-Click on Empty; Select to build to start building your personal menu
Type a form name, for example FGIBDST in the Object column.
Press the tab key to populate the Description field.
Overwrite the Banner description with one that is meaningful to you. Press Save. Click on an X to return to the main menu.
You can have your personal menu open automatically when you start Banner, click on File, then Preferences.
Click on Menu Settings
In the User Default Box, type *PERSONAL and press Save or F10 (pc)
Logging out of INB

Click on an exit icon.
OTHER USEFUL FORMS

Click Yes
FGITBAL

For use with grants or current funds. Add account 10000 Cash and 20001 Accounts Payable to determine amount of cash. Be sure to check the DC indicator for + / - value (D is positive, C is negative).

\[
\begin{array}{c}
2968.08 \\
- 000.00 \\
2968.08
\end{array}
\]
Overview of a major department that has many individual orgs. Enter the Rollup Org code in Orgn field.

2300 Accounting Department Roll up org
   2310 General Accounting
   2320 Financial Accounting
   2330 Internal Audit
   2340 Cost Accounting

Call Bill Sheehan (x2222) for assistance.
This form will help determine if a vendor has been set up in banner and to show details of payments that have been made to vendors. Enter a particular FY, or leave blank to get all years.

To find a vendor’s ID number, click on the drop-down arrow at the right of the ID field.

***Note: The payments shown are for all departments. There is no way, at this time, to query only payments made by your department or fund.***
Tab to the Last Name field, type in the Vendor Name (this must match the system name exactly). If you are unsure of the spelling of a name, use the % as a wild card. Entering %Smith% will return any individual or company with the Smith in the name. Business names are always entered in the Last Name field.

Press F8 or click the 'execute query' icon.
Do a Next Block (ctrl-Page Down; next block icon; pull down menu) to populate details. Use the up and down arrows to find the payment you are seeking. You may query in this block for a specific payment.

Use the option menu to navigate to more information.
This form is useful to those with externally funded grants (those in the range 636000 – 652999). For more information contact the Grants department (grants@smith.edu).
Click on File in the upper left corner and then Direct Access to move to a new form without exiting to the main menu.
Enter the 7 digit form name for where you want to go (for example FGIBDST), or click on the down arrow to search for a form name.
### Document Types

<table>
<thead>
<tr>
<th>If the document begins with:</th>
<th>The document is:</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Budget</td>
<td>Bryce Wallace</td>
</tr>
<tr>
<td>F</td>
<td>Journal Feed (from another Banner Module such as Payroll, Accounts Receivable, Advancement)</td>
<td>The originating department. If unsure, contact Scott Morin</td>
</tr>
<tr>
<td>I</td>
<td>Invoice</td>
<td>Terie Fleury</td>
</tr>
<tr>
<td>J</td>
<td>Journal (manually entered)</td>
<td>Beth Bone</td>
</tr>
<tr>
<td>M</td>
<td>Cash/ Deposit Receipt</td>
<td>Marcia Kennick</td>
</tr>
<tr>
<td>P</td>
<td>Purchase Order</td>
<td>Lynn Pelland</td>
</tr>
<tr>
<td>S</td>
<td>Procurement Card Invoice</td>
<td>Scott Morin</td>
</tr>
<tr>
<td>U</td>
<td>Journal (loaded electronically)</td>
<td>Scott Morin</td>
</tr>
</tbody>
</table>

### Additional Resources

For additional information, on banner Finance, refer to the Controller's office web page dedicated to Banner Finance. For all other questions on Banner and INB refer to the ITS page dedicated to Banner. Links are provided below for your convenience.

http://www.smith.edu/controller/bannerfinance.php

http://www.smith.edu/its/tara/banner.html