Updated 9/5/08

Banner Finance FAQ

Topic	***Question***	***Answer***
Access	Can we restrict users to certain accounts?	Banner will allow access at various Fund and Org levels. With Banner it is easier to allow/limit access to specific index codes. If you know of someone who you think should have access but aren't sure if the system can limit the access appropriately, please contact the Help Desk.
Approvals	What happens if I disapprove a Req?	You either call Purchasing to fix why you disapproved or do nothing. If you do nothing the req will be delete by Purchasing.
Approvals	How do approvals work for Requisitions?	All requisitions require an approval. If the person data entering the req is also the approver, the approval will be automatic (known as implicit approval). Requisitions > $1,000 against research funds require both a departmental and DSPA approvals.
Approvals	How do approvals work for Invoices?	Invoices against POs will go through a departmental approval process. No departmental invoice approvals are implicit. IAF forms will be used as they are today, with a paper form with an approved signature.
Approvals	How do I receive an order?	The receiving function is being replaced by invoice approvals (see above for description)
Approvals	How was the routing of Reqs and POs determined?	We tried to mirror the process that exists today in FRS.
Approvals	What do I do if the routing is incorrect for my Org?	Contact the help desk and give them a general description of the problem including your indexes and an example of a requisition or invoice number. Finance will set up a meeting to review your approval queues and make the appropriate changes.

Approvals	How do I know who has approved my req or Invoice?	Go To View Document enter in the Requisition or Invoice. Make sure the document type matches what you are looking up. Click on Document History.
Conversion	What will happen to open encumbrances in FRS at year end?	They will be converted into Banner using the existing FRS PO#. Banner will consider these documents to be General Encumbrances.
Conversion	Will historical data be brought into Banner Finance?	FRS and e~Print will remain available for historical Finance data. In Banner: Research funds will have balances by Banner Account Code. Other inception to date funds will have a single balance forward line.
Data	How many years of data will be available in FRS?	Detail available in FRS for 2 fiscal years FRS e~Print has reports back to January 2005.
Data	Will payroll detail data be available online in Banner Finance?	Payroll detail distribution will be done the same in Phase I Banner as it is done today.
Index	Can index be used for reporting?	Yes, you can run an SSB query using the index code. However, when the query results are returned, the index code will no longer be seen.
Index	Does the index get translated on the screen?	Yes, you will see this in greater detail during system training.
Index	How do I know the index if I can only see the FO_P?	Do a search by Org on the Banner Finance page. The results will be a list of index codes that include that Org. Find the entry that has your FO_P and the index code will be listed in the first column.
Index	What is an index code?	See terminology document
Index	Where in Banner will I be unable to see the index code?	On the SSB query screen, after you click the Submit Query button, the index will disappear from the screen and be replaced by the related FO_P. On the View Document screen, the index does not appear. You will also see FO_P here.

Pooling	What budget pools are being used in Banner?	Non-operating funds use just one pool at the fund level Operating funds use three pools: Part time salaries, Utilities & discretionary spending. For an in depth description of pooling and a list of account codes and the pools they belong to, see the Training Resources link on the Banner Finance web page.
Report	Can users report against vendor specific information?	Neither Banner SSB nor E~print will contain such a report in Phase I.
Reporting	Can data be downloaded from Banner Finance into Excel?	Yes, data can be downloaded from Banner SSB queries.
Reqs	How to I get a PO faxed to the Vendor?	Create a Document text stating please fax to vendor with contact name and fax number. Purchasing will be sure it prints and faxes to vendor.
Reqs	Will I get a copy of my PO?	NO, All PO's will be mailed to Vendor unless it is stated other wise.. If you need to review the PO please view the PO online by following the View Document Desk Procedure. All the information on this online screen is the same information on a signed Purchase Order being sent to a vendor.
Reqs	How do I create a Blanket Order?	As in FRS Place the Dollar amount in the Quantity and Qty in Unit Price.
Reqs	How do I change the payment terms?	Contact Accounts Payable
Reqs	Can I delete my Requisition?	No, you have to fill out a Req/PO Cancelation & Close Encumbrance form.
Reqs	How do I create a New Vendor	Search for "New Vendor" in the code lookup. Use this generic vendor. Then create document text with all the Vendor information.
Reqs	How do I create a req with more then 5 lines?	Create multiple reqs and then state the req # in the preceding req. Follow the Req Desk Procedure.
View Doc	Where can you see when the check is due?	On View Document on the invoice code. The payment due date is locate date the top
View Doc	Why can't I drill down on the Check Number?	If the vendor needs any more information then the check number. You

		should have them call Accounts Payable. Once the check has been cut and a check number is assigned from this point on it is an Accounts Payable function.
Reqs	What does it mean when the message says "Sequence 1 accounting information is incomplete"? OR ANY FOAP ERRORS	You have entered the FOAP in wrong Follow these Instructions on how to enter in the FOAP without any errors 1. Enter N in the Chart Field. 2. Enter the index (Budget Number) in the Index field 3. Click Validate 4. Brings you to top of screen. Scroll Down. (you will notice an error message ignore) 5. Notice your Fund, Orgn and Account populates and the index disappears. DO NOT RE-ENTER INDEX 6. Enter your Account (Object Code with a 7 in front) in the Account Field 7. Enter in either a dollar amount or percent in the Accounting Field. This will depend on which radio button you choose (located above the FOAP area) 8. Click Validate again. It should say validated 9. Now you can click Complete if you have no other changes to make.
Open Encumbrances	What do I do with my invoices that have an open encumbrance from last fiscal year (i.e. P8…)?	Send all the invoices to AP 245 RI with the PO number on it. AP will process the invoice and you will then get an invoice in your approval queue.
PO'S	How do I find my PO?	There are three ways in SSB 1. If you have your Req Number use View Document. Your PO will be located at the bottom at Related Documents. 2. If you know the index or Organization number create a Encumbrance Query. 3. If you know the index or Organization number create a Budget Query Status by Account and make sure the encumbrance column is checked off.