OVERVIEW OF NECESSARY STEPS

1. Log on to the Banner system (see the Getting into Banner - Logging On process).

2. Search existing records to find the FUND, ORGANIZATION, and ACCOUNT in the database.

GENERAL

- FUND – Many DU departments use the DU General Operating Fund, FUND 10000, but not all. Any funding that comes from grants, pooled funds, gift funds, etc., will use unique fund designations. You can search for specific funds within many of the Banner forms, but that same form is available if you just want to search for a fund code – FTVFUND.

- ORGANIZATION – The organization code identifies the department connected to the transaction. If you receive a security violation while trying to transact or retrieve records, it is most likely that you don't have access to that organization. Your budget officer authorizes access to funds and organizations for Banner Finance and organization for Banner Human Resources. You can search for specific organization codes within many of the Banner forms, but that same form is available if you just want to search for an organization code – FTVORGN.

- ACCOUNT – The account code is used to specify how to classify the income or expense; for example, tuition, travel expense, office supplies, etc. All expense accounts begin with the number “7”, all revenue/gift accounts begin with the number “5”. You may search for account codes from many of the Banner forms, but that same form is available for your use if you just want to search for an account code – FTVACCT.

- PROGRAM – The program code is used for DU reporting purposes. This code enables us to be able to do comparisons with other institutions. This code will default into your forms when you enter the Fund and Account, or Organization and Account. If it does not automatically default into your form, please call the Controller’s Office and someone call tell you which Program Code to use.

- ACTIVITY – The activity code is used to tag certain expenditures that are tied to Gainshare Plans, Institutional Priority Plans and Cost Share.

- LOCATION – The location code is used to track foreign expense activity.
For most Banner forms, you will either enter Fund and Account (Organization and Program should automatically populate into the form), or Organization and Account (Fund and Program should automatically populate into the form).

If you are working with Organizations, you will need to enter Organization and Account:

Enter the Orgn Code

Banner populates Fund and Prog Codes. You need to enter the Acct Code.

If you are working with Funds, you will need to enter the Fund and Account:

Enter the Fund Code

Banner populates Orgn and Prog Codes. You need to enter the Acct Code.

The following steps show how to search for an Organization code from the main Banner menu. You can also search for Fund, Account, and Program codes:

- FUND – FTVFUND
- ORGANIZATION – FTVORGN
- ACCOUNT – FTVACCT
STEPS

1. Navigate to the Organization Code Validation Form **FTVORGN** by entering it in the DIRECT ACCESS box on the main menu. **FTVORGN** is used to inquire about an organization code or description. Data displayed on the form is shared with all other installed Banner products.

2. This will display the Organization Code Validation Form **FTVORGN**.
3. To search FTVORGN by organization code or description, use the following steps:

a. Clear the Organization Code Validation Form FTVORGN to search by pressing the F7 key (this key can be found in the top row of keys on a standard PC keyboard). You may also use the ENTER QUERY button on the Banner toolbar.

b. If you know part of the organization code, you can search in the code field as shown below. Enter as much of the organization code as you know. End your search string with a %, which is Banner’s wild card search character.
c. Press the F8 key (or the Banner EXECUTE QUERY button) to execute the search. The above search criteria will display all records that match the criteria:

![Image of Banner navigation](image)

Pressing the F8 key (or pressing the EXECUTE QUERY button) will display the records that match your search criteria.

d. An alternative search is to look up the organization’s description. You can search in the description field as shown below by moving your cursor with the mouse or using the TAB key. Enter as much of the organization description until you have made the name unique enough to narrow the search. End your search string with a %, which is Banner's wildcard search character. The organization descriptions were entered in Title Case, so the first character needs to be entered with a capital letter.

![Image of Banner navigation](image)

Enter your search parameters – the % is the wildcard.
e. Press the F8 key (or the Banner EXECUTE QUERY button) to execute the search. The above search will display all records that begin with “Comp” as shown below.

Please note that not all of the codes returned are codes that you can use for Data Entry. Look for a “Y” in the Data Entry Column and an “A” in the Status Column. Some of the codes are Division Level, Department Level, and Budget Level Codes.
f. If you are looking for codes to your for Banner Finance Transactions like Invoices, Purchase Requisitions, or Cash Deposits, a better way to search would be like this:

![Image of Banner Finance Transactions]

The results from this search criteria will return only those codes that you can use for your finance transactions:

![Image of Banner Finance Transactions Result]

Note or write down the Organization Code(s) for the organization(s) you need. This form can often be accessed from other Banner forms.

4. Click the **EXIT** button to return to the main menu.
OVERVIEW OF NECESSARY STEPS

1. Navigate to the Banner Message form – GUAMESG.

2. View message.

3. Update status information.

GENERAL

Banner finance users will receive messages when one of your approvers changes the status of a document from “Complete” to “Incomplete” so that a document can be modified. Your approver may disapprove a document and include information in the message about what you will need to do to correct the document. If you get a message that says “Document has been disapproved” with no further instructions, your approver changed the status of the document (changing the status generates a message) and then updated the document themselves.

You can send messages to and receive messages from other Banner users, or you may use this as reminder messages to yourself. Messages are created and viewed on the General Message Banner Form – GUAMESG. Please be aware that this is not email, this is a Banner tool to send messages to other Banner users about documents or information in the Banner system.

Reading a Message

1. When you login to the Banner system, if you have messages to view you will see a ✓ next to the “Check Banner Message” in My Links:

To read a Banner Message: ➢ Click “Check Banner Message” in My Links
2. The General Message form is displayed:

3. If the message says “Document has been disapproved” with no further instructions, proceed to the next step. When the document is disapproved, the document status changes from “Complete” to “Incomplete” so that the document can be modified. Sometimes, your approver will make the update themselves but you will still get the message if you originated the document.
4. If you have completed reading the message and you no longer need to view, or no longer need the reminder, click the **COMPLETE** button.

5. Click the **SAVE** button to save the change in status.

6. Press the **EXIT** button if you are finished viewing/sending messages.