



SMITH COLLEGE

Internet Native Banner (INB)

Training for Finance Module

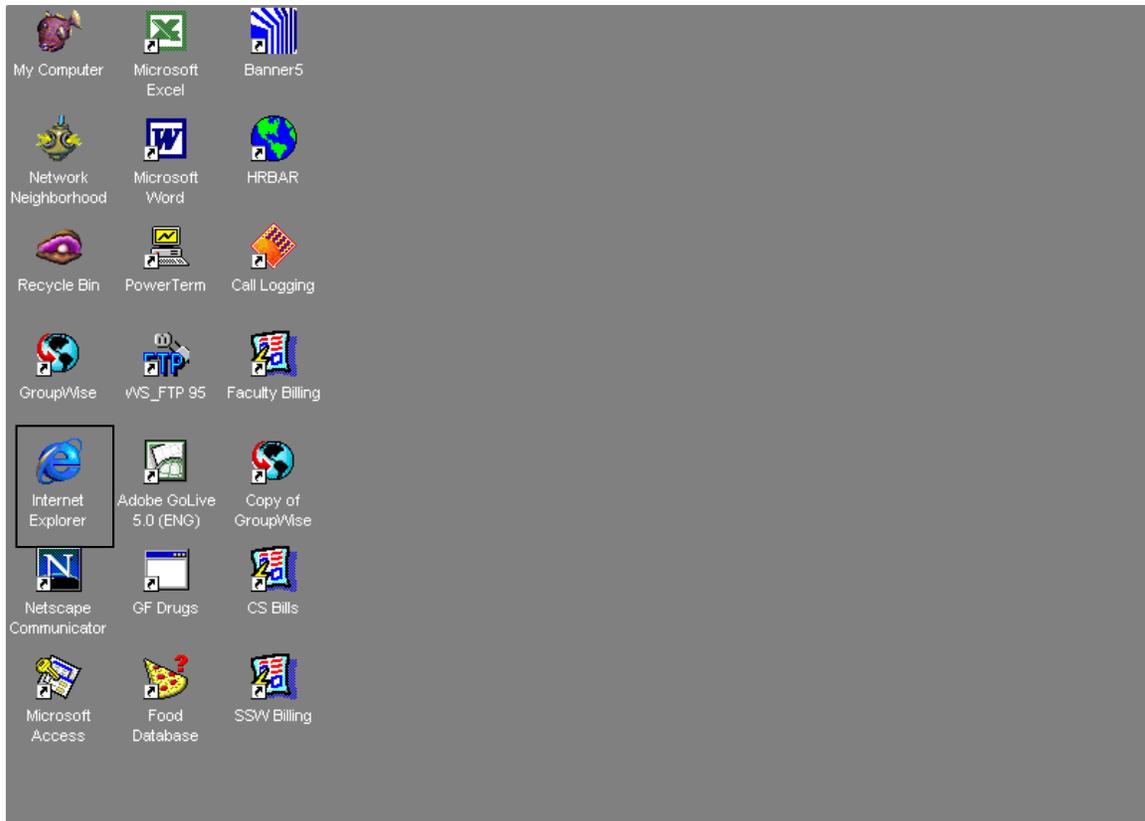
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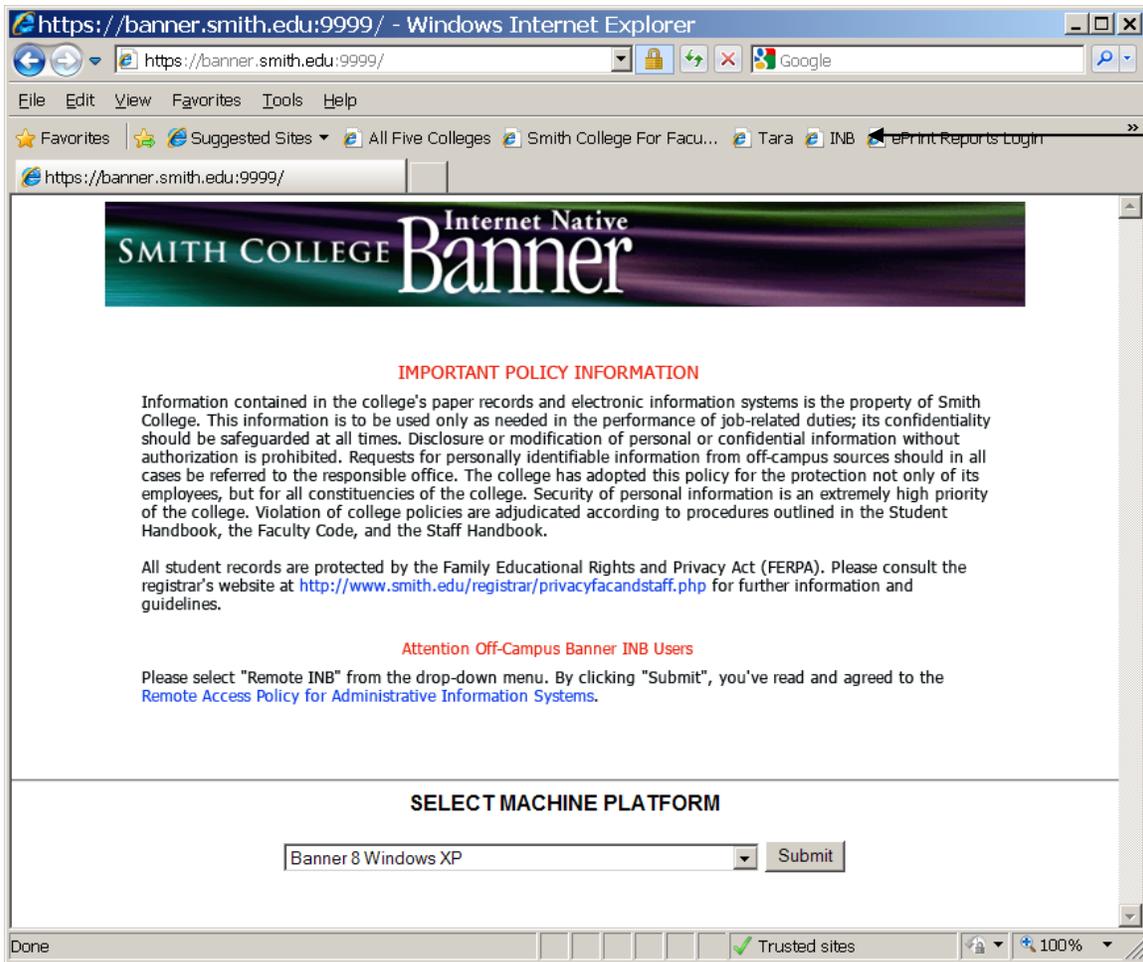
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Logging onto Internet Native Banner (INB)

Your computer will need to be connected to the Smith network in order to log into INB.



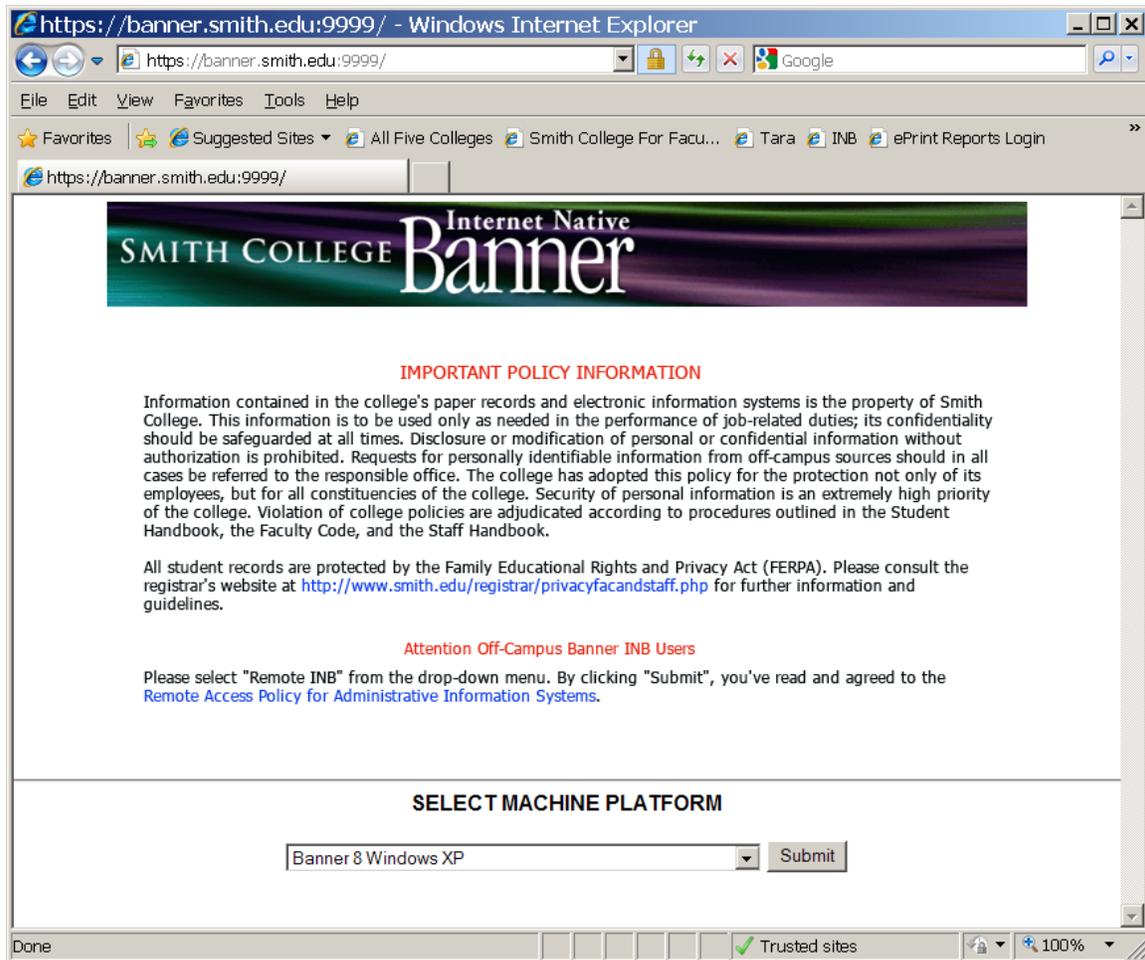
Start Banner INB by launching Internet Explorer (preferred), Mozilla Firefox, or Safari.



Go to url:

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

You can also use the INB shortcut in the Favorites tool bar.

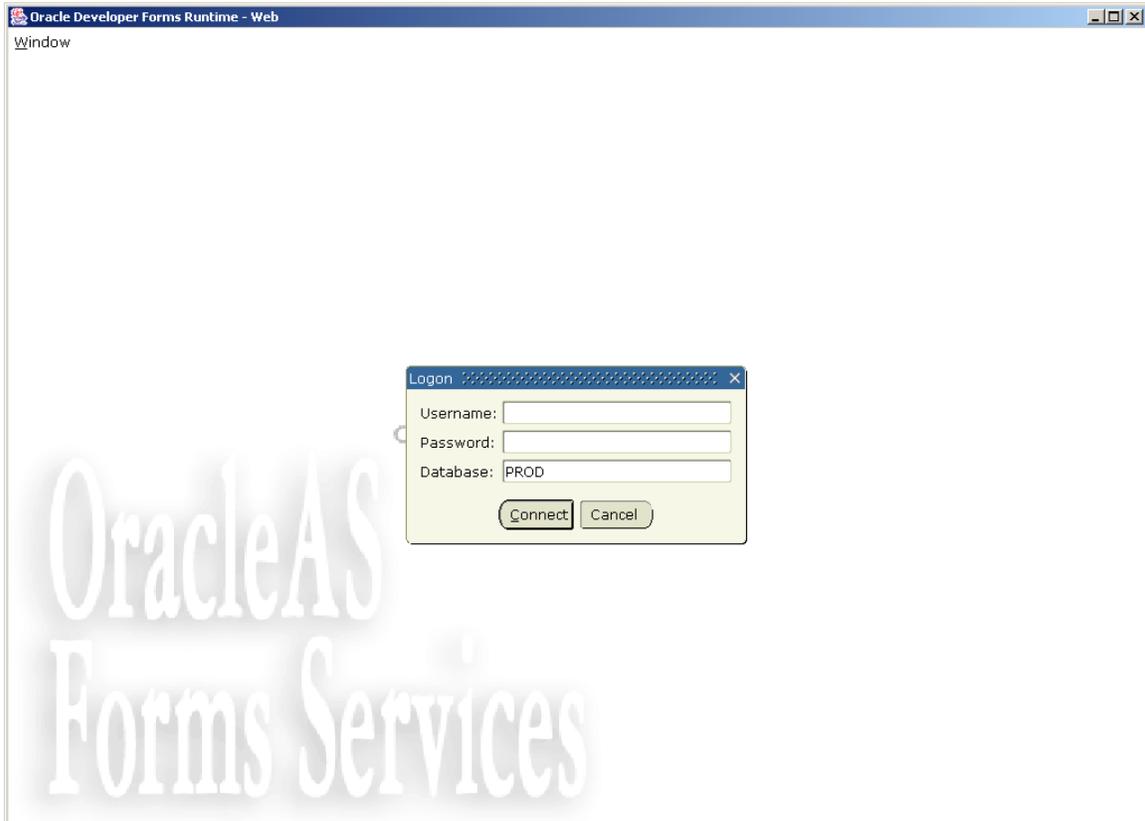


Choose the platform that is appropriate for your computer and click the Submit button.

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.

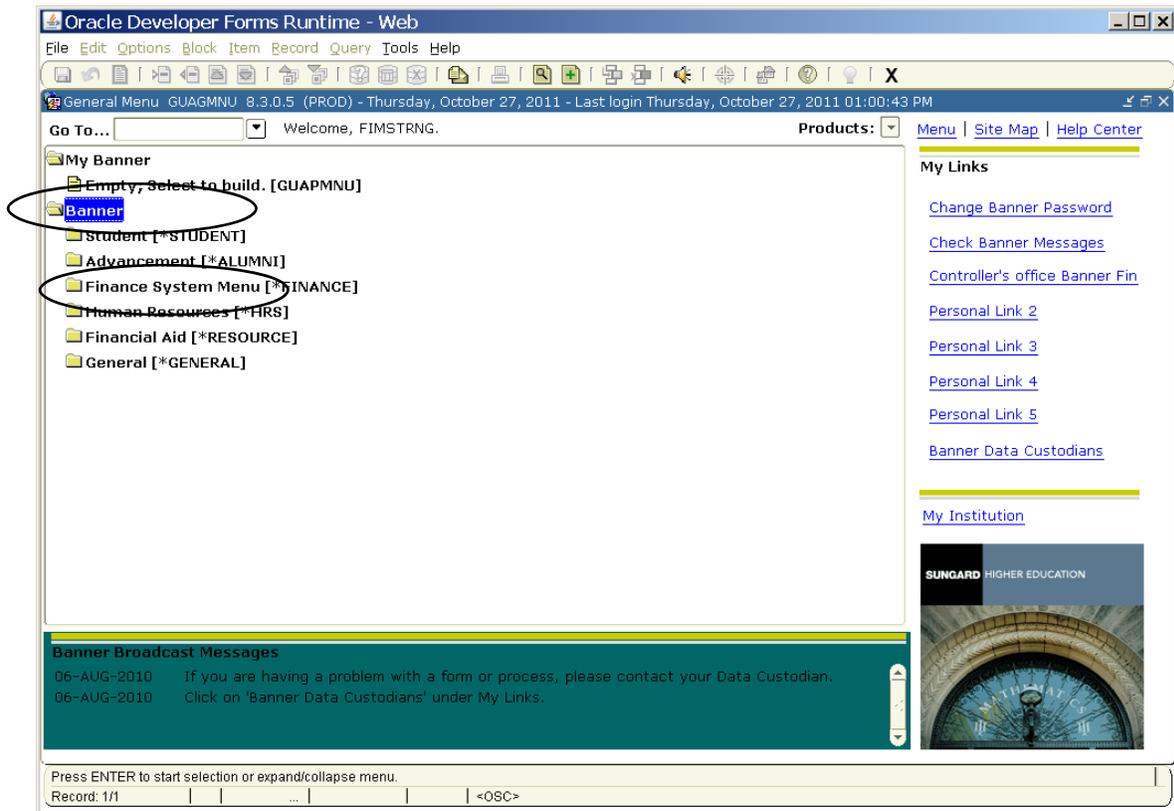
*** You can create a shortcut to this page by right-clicking (pc) on the page and selecting Create Shortcut. You will be prompted to confirm that you want it on your desktop. ***



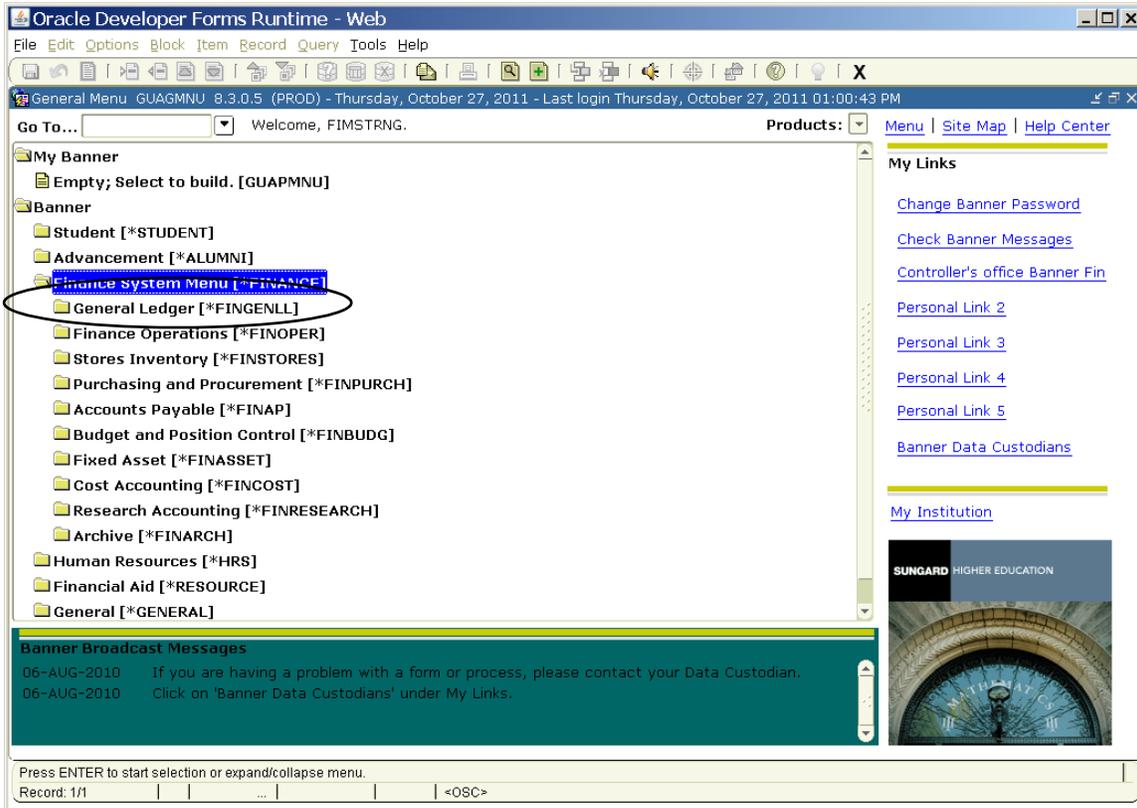
Enter your username and password as provided by ITS and click on the Connect button.

If you forget your password, contact ITS at ext. 4487.

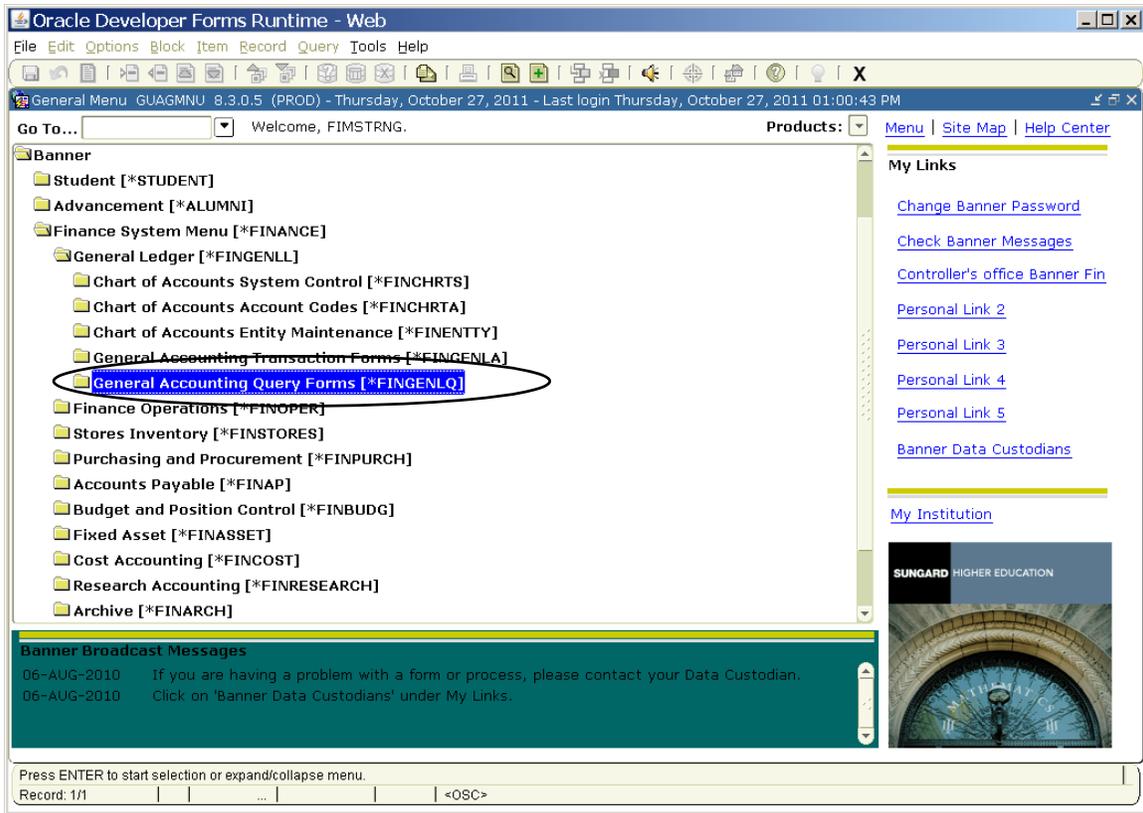
Navigating the Main Menu in INB



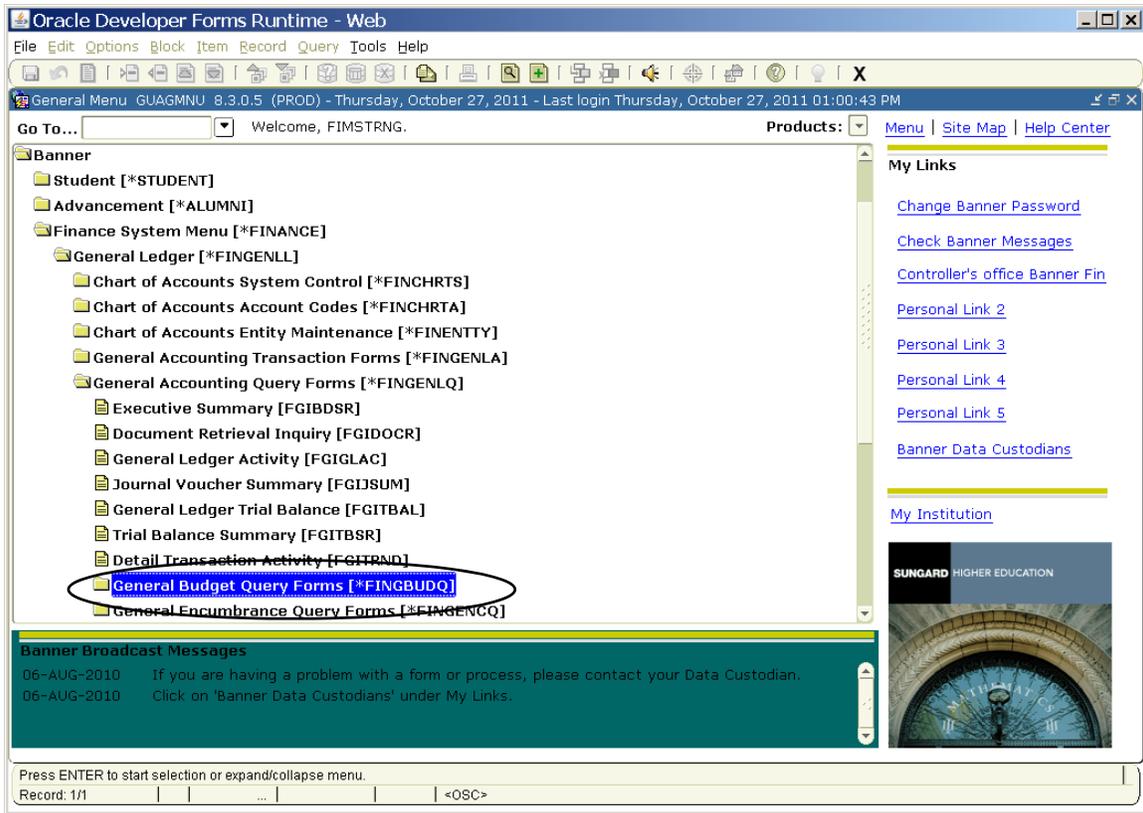
Double-Click Banner to expand the list of Banner modules,
then double-click Finance System Menu to expand the list of Finance options.



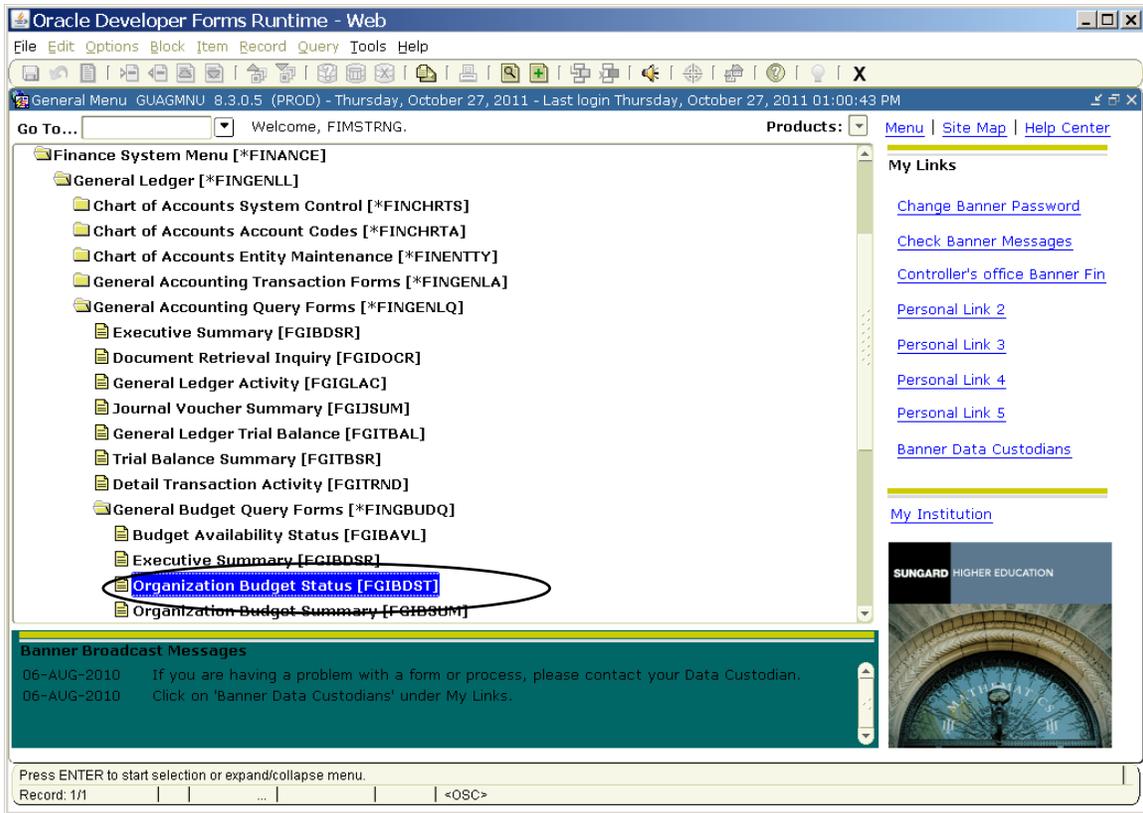
Double-Click General Ledger to expand menu for more General Ledger options.



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.

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.

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: 1 Organization: 3146 English
 Fiscal Year: 08 Fund: 101010 General Fund Income/Expense
 Index: Program: 1100 Humanities
 Query Specific Account
 Include Revenue Accounts
 Account Type: Account Type:
 Activity: Activity:
 Commit Type: Both Location: Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
58806	R Copy Services	0.00	4,815.00	0.00	-4,815.00
58810	R T-Shirt/Tote Bag Etc	0.00	-1,420.00	0.00	1,420.00
61000	L Faculty Salaries	2,219,781.00	2,219,781.38	0.00	-9.38
61010	L Other Faculty-10% Benefits	7,305.00	7,038.80	0.00	266.20
61800	L Student Payroll	0.00	784.00	0.00	-784.00
61900	L Stipend Payment	5,500.00	5,500.00	0.00	0.00
69100	L Benefits	701,337.00	701,357.26	0.00	-20.26
70935	T Exp TFS-Misc	0.00	-51.36	0.00	51.36
70947	T AASC Support (to a College	0.00	-150.00	0.00	150.00
71012	E Lecturer-Dept	0.00	200.00	0.00	-200.00
71501	E Suppl-Office	0.00	-60.00	0.00	60.00
71601	E Suppl-Instructions	0.00	19.66	0.00	-19.66
Net Total:		-2,942,482.00	-2,940,688.09	0.00	

FRM-40100: At first record.
 Record: 1/26

Records

Fields

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)

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

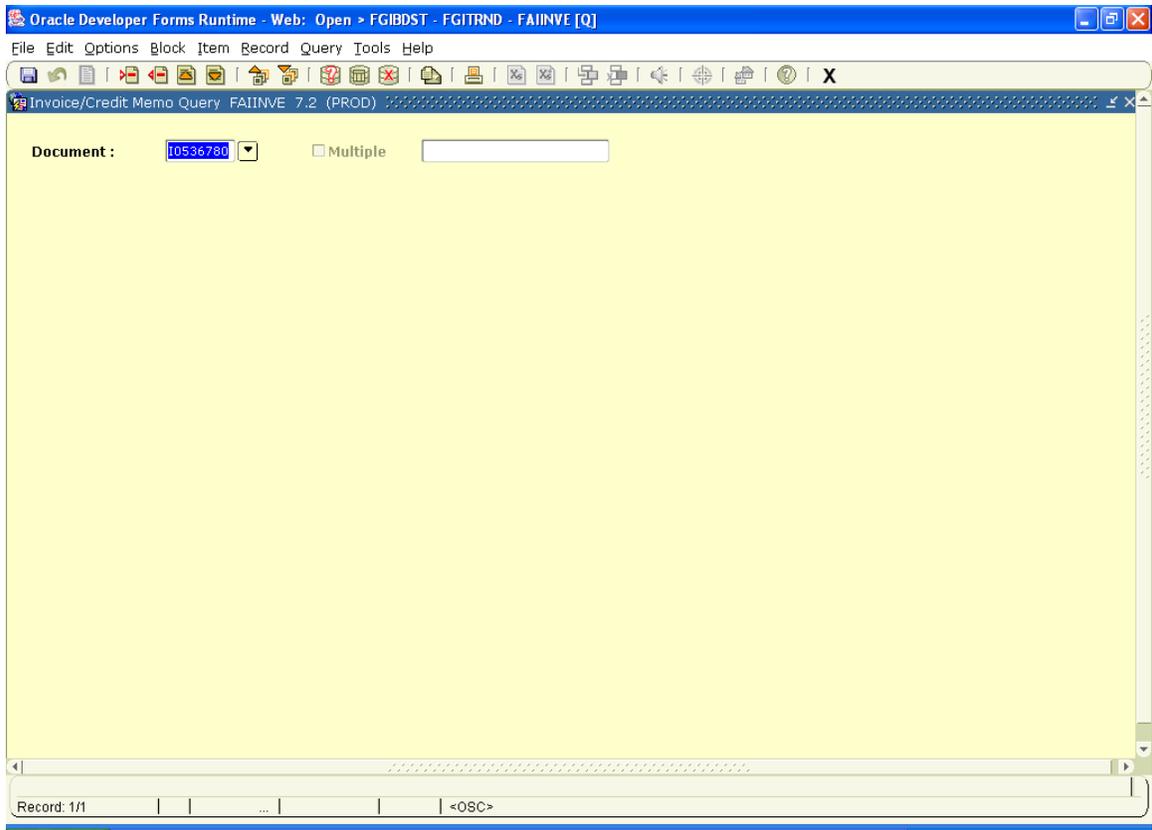
COA Fiscal Year Index Fund Organization Account Program Activity Location Period Commit Type

1 08 101010 3146 74512 1100 Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
74512	3146	1100	21-JUL-2008	FT01	U3071	Writing for a Living	148.30	+
74512	3146	1100	21-JUL-2008	FT01	U3071	Stop & Shop - Coo	22.84	+
74512	3146	1100	21-JUL-2008	FT01	U3071	Big Y - English Hon	24.72	+
74512	3146	1100	16-MAY-2008	INNI	I0555681	Folmer, Hailey Lind	149.13	+
74512	3146	1100	16-MAY-2008	INNI	I0555434	Brownell, Lena Mar	252.15	+
74512	3146	1100	24-MAR-2008	FT01	U2887	St.Street Fruit - "W	-111.32	-
74512	3146	1100	06-MAR-2008	INNI	I0544136	Sam's Cafe	17.48	+
74512	3146	1100	17-JAN-2008	FT01	U2821	St.Street Fruit - "W	111.32	+
74512	3146	1100	11-JAN-2008	INNI	I0536780	Folmer, Hailey Lind	73.36	+
74512	3146	1100	18-DEC-2007	FT01	U2797	St.Street Fruit - "W	111.32	+
74512	3146	1100	14-DEC-2007	FT01	U2794	Presentation of the	145.38	+
74512	3146	1100	10-DEC-2007	INNI	I0532682	Brownell, Lena Mar	40.92	+
74512	3146	1100	09-NOV-2007	INNI	I0528730	Brownell, Lena Mar	275.31	+
74512	3146	1100	26-OCT-2007	FT01	U2735	FY08 D Elliott field	-300.00	-
74512	3146	1100	04-SEP-2007	BD01	B1323	Base Budget	750.00	+
Total:							1,710.91	

Record: 1/15 | ... | <OSC>

Tab right to display more information or use the mouse on the bottom scroll bar.



Hold down the ctrl key and press page-down to view more information about this document

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGITRND - FAIINVE [Q]

File Edit Options Block Item Record Query Tools Help

Invoice Header
 4 (PROD)
 Multiple Direct Pay
 Hailey L. Vendor Hold

Invoice Date: 11-JAN-2008 Transaction: 11-JAN-2008 Cancel: Document Accounting

Check Vendor:

Address Code: CB Sequence Number: 1 Collects Tax: N Collects no taxes
 City:
 State or Province: ZIP or Postal Code:
 Nation:

Street Line 1:
 Street Line 2:
 Street Line 3:
 Street Line 4:

Discount Code: Payment Due: 14-JAN-2008
 Bank: 55 Fleet Bank A/P
 Credit Memo
 Text Exists

Vendor Invoice: 1099 Vendor
 1099 Tax ID:
 Income Type:

Direct Deposit Status: No IAT ACH Transaction Type:
 Direct Deposit Override

User ID: HGILLMAN
 Activity Date: 17-JAN-2008

Record: 1/1 | ... | <OSC>

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.

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: 1
 Fiscal Year: 08
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 3146 English
 Fund: 101010 General Fund Income/Expense
 Program: 1100 Humanities
 Account:
 Account Type:
 Activity:
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
70947	T AASC Support (to a College	0.00	-150.00	0.00	150.00
71012	E Lecturer-Dept	0.00	200.00	0.00	-200.00
71501	E Suppl-Office	0.00	-60.00	0.00	60.00
71601	E Suppl-Instructional	0.00	19.66	0.00	-19.66
72001	E Central Services Copying	5,500.00	7,160.53	0.00	-1,660.53
72150	E Books	0.00	100.59	0.00	-100.59
72221	E Film Rental	100.00	0.00	0.00	100.00
74001	E Travel-Domestic	0.00	256.89	0.00	-256.89
74501	E Entertain-General	334.00	782.88	0.00	-448.88
74512	E FSIA (Faculty-Student Activ	750.00	960.91	0.00	-210.91
74515	E Entertainment-Faculty	350.00	226.23	0.00	123.77
74853	E Postage	0.00	127.45	0.00	-127.45
Net Total:		-2,942,482.00	-2,940,688.09	0.00	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 13/26 | ... | <OSC>

Use the up arrow to move the cursor to account 72001

The screenshot shows the Oracle Developer Forms Runtime interface. At the top, there is a menu bar with 'Options' highlighted. Below the menu bar, there are several tabs: 'Budget Summary Information [FGIBSUM]', 'Organization Encumbrances [FGIOENC]', 'Transaction Detail Information [FGITRND]', and 'Format Display Preferences'. The main area contains a form with various fields for selection, including Organization (3146), Fund (101010), Program (1100), and Account Type. Below the form is a table with columns: Account Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The row for account 72001 is highlighted in green. At the bottom, there is a status bar with the text 'Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List' and 'Record: 13/26'.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
70947	T AASC Support (to a College	0.00	-150.00	0.00	150.00
71012	E Lecturer-Dept	0.00	200.00	0.00	-200.00
71501	E Suppl-Office	0.00	-60.00	0.00	60.00
71601	E Suppl-Instructional	0.00	19.66	0.00	-19.66
72001	E Central Services Copying	5,500.00	7,160.53	0.00	-1,660.53
72150	E Books	0.00	100.59	0.00	-100.59
72221	E Film Rental	100.00	0.00	0.00	100.00
74001	E Travel-Domestic	0.00	256.89	0.00	-256.89
74501	E Entertain-General	334.00	782.88	0.00	-448.88
74512	E FSIA (Faculty-Student Activ	750.00	960.91	0.00	-210.91
74515	E Entertainment-Faculty	350.00	226.23	0.00	123.77
74853	E Postage	0.00	127.45	0.00	-127.45
Net Total:		-2,942,482.00	-2,940,688.09	0.00	

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).

Oracle Developer Forms Runtime - Web: Open > FGIBDST - FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA Fiscal Year Index Fund Organization Account Program Activity Location Period Commit Type

1 08 101010 3146 72001 1100 Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
72001	3146	1100	03-APR-2008	FT01	U2908	Posters	YTD	75.00 +
72001	3146	1100	04-MAR-2008	FT01	U2866	Print/Copy PP4586	YTD	257.92 +
72001	3146	1100	04-MAR-2008	FT01	U2866	Print/Copy PP4586	YTD	118.91 +
72001	3146	1100	04-MAR-2008	FT01	U2866	Print/Copy PP4604	YTD	567.60 +
72001	3146	1100	04-MAR-2008	FT01	U2866	Print/Copy PP4604	YTD	129.99 +
72001	3146	1100	29-FEB-2008	FT01	U2864	Mistress of Mellyn	YTD	208.00 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4606	YTD	124.32 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4604	YTD	622.80 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4604	YTD	94.20 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4604	YTD	212.50 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4604	YTD	123.00 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4604	YTD	110.60 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4604	YTD	107.80 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4604	YTD	197.00 +
72001	3146	1100	05-FEB-2008	FT01	U2847	Print/Copy PP4586	YTD	112.84 +
72001	3146	1100	05-OCT-2007	FT01	U2713	English reader Jon	YTD	77.20 +
72001	3146	1100	05-OCT-2007	FT01	U2713	English 290-course	YTD	201.60 +
Total:								3,341.28

Press Key Dup Item for document query forms; Count Query for encumbrance detail

Record: 1/? | ... | <OSC>

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

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit **Options** Block Item Record Query Tools Help

- Budget Summary Information [FGIBSUM]
- Organization Encumbrances [FGIOENC]
- Transaction Detail Information [FGITRND]
- Format Display Preferences

Chart: 1
 Fiscal Year: 08
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 3146 English
 Fund: 101010 General Fund Income/Expense
 Program: 1100 Humanities
 Account:
 Account Type:
 Activity:
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
70947	T AASC Support (to a College	0.00	-150.00	0.00	150.00
71012	E Lecturer-Dept	0.00	200.00	0.00	-200.00
71501	E Suppl-Office	0.00	-60.00	0.00	60.00
71601	E Suppl-Instructional	0.00	19.66	0.00	-19.66
72001	E Central Services Copying	5,500.00	7,160.53	0.00	-1,660.53
72150	E Books	0.00	100.59	0.00	-100.59
72221	E Film Rental	100.00	0.00	0.00	100.00
74001	E Travel-Domestic	0.00	256.89	0.00	-256.89
74501	E Entertain-General	334.00	782.88	0.00	-448.88
74512	E FSIA (Faculty-Student Activ	750.00	960.91	0.00	-210.91
74515	E Entertainment-Faculty	350.00	226.23	0.00	123.77
74853	E Postage	0.00	127.45	0.00	-127.45
Net Total:		-2,942,482.00	-2,940,688.09	0.00	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 13/26 | ... | <OSC>

Click on Options/Budget Summary Information

Format Display Settings

Format Display Preferences

Chart: 1
 Fiscal Year: 08
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 3146 English
 Fund: 101010 General Fund Income/Expense
 Program: 1100 Humanities
 Account:
 Account Type:
 Activity:
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61900	L Stipend Payment	5,500.00	5,500.00	0.00	0.00
69100	L Benefits	701,337.00	701,357.26	0.00	-20.26
70935	T Exp TFS-Misc	0.00	-51.36	0.00	51.36
70947	T AASC Support (to a College	0.00	-150.00	0.00	150.00
71012	E Lecturer-Dept	0.00	200.00	0.00	-200.00
71501	E Suppl-Office	0.00	-60.00	0.00	60.00
71601	E Suppl-Instructional	0.00	19.66	0.00	-19.66
72001	E Central Services Copying	5,500.00	7,160.53	0.00	-1,660.53
72150	E Books	0.00	100.59	0.00	-100.59
72221	E Film Rental	100.00	0.00	0.00	100.00
74001	E Travel-Domestic	0.00	256.89	0.00	-256.89
74501	E Entertain-General	334.00	782.88	0.00	-448.88
Net Total:		-2,942,482.00	-2,940,688.09	0.00	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 13/26 | ... | <OSC>

Click on Options/Format Display preferences.

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Format Display Preferences FGIBDST 8.5 (PROD)

Significant Commas:
 4 3 2 1 0

Significant Decimal Digits:
 2 1 0

Close Cancel Apply

Organization: 3146 English
Fund: 101010 General Fund Income/Expense
Program: 1100 Humanities
Account:
Account Type:
Activity:
Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61900	L Stipend Payment	5,500.00	5,500.00	0.00	0.00
69100	L Benefits	701,337.00	701,357.26	0.00	-20.26
70935	T Exp TFS-Misc	0.00	-51.36	0.00	51.36
70947	T AASC Support to a College	0.00	-150.00	0.00	150.00
71012	E Lecturer-Dept	0.00	200.00	0.00	-200.00
71501	E Suppl-Office	0.00	-60.00	0.00	60.00
71601	E Suppl-Instructional	0.00	19.66	0.00	-19.66
72001	E Central Services Copying	5,500.00	7,160.53	0.00	-1,660.53
72150	E Books	0.00	100.59	0.00	-100.59
72221	E Film Rental	100.00	0.00	0.00	100.00
74001	E Travel-Domestic	0.00	256.89	0.00	-256.89
74501	E Entertain-General	334.00	782.88	0.00	-448.88
Net Total:		-2,942,482.00	-2,940,688.09	0.00	

Choose the number of significant commas to display.
Record: 1/1 <OSC>

Click on the Close button

Changing the "Significant Decimal Digits" to 0 will eliminate pennies in the display.

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: 1
 Fiscal Year: 08
 Index: []

Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

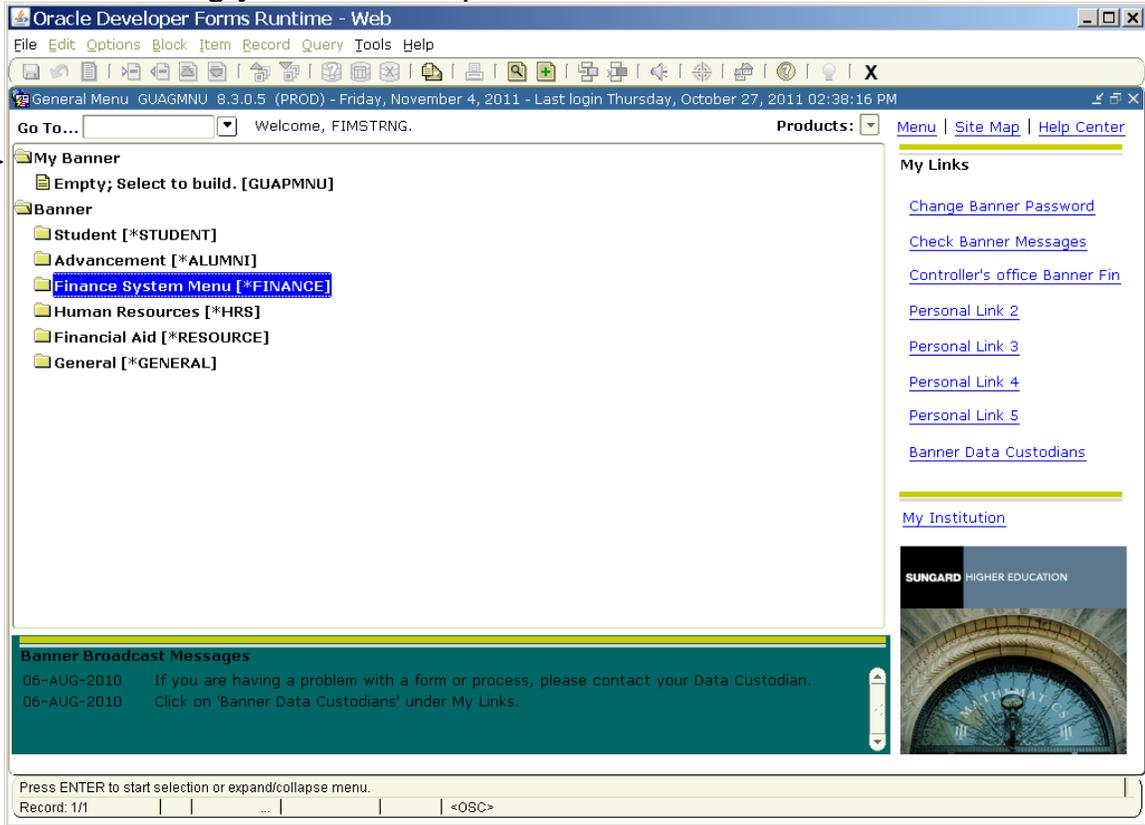
Organization: 3146 English
 Fund: 101010 General Fund Income/Expense
 Program: 1100 Humanities
 Account: []
 Account Type: []
 Activity: []
 Location: []

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61900	L Stipend Payment	5,500.00	5,500.00	0.00	0.00
69100	L Benefits	701,337.00	701,357.26	0.00	-20.26
70935	T Exp TFS-Misc	0.00	-51.36	0.00	51.36
70947	T AASC Support (to a College	0.00	-150.00	0.00	150.00
71012	E Lecturer-Dept	0.00	200.00	0.00	-200.00
71501	E Suppl-Office	0.00	-60.00	0.00	60.00
71601	E Suppl-Instructional	0.00	19.66	0.00	-19.66
72001	E Central Services Copying	5,500.00	7,160.53	0.00	-1,660.53
72150	E Books	0.00	100.59	0.00	-100.59
72221	E Film Rental	100.00	0.00	0.00	100.00
74001	E Travel-Domestic	0.00	256.89	0.00	-256.89
74501	E Entertain-General	334.00	782.88	0.00	-448.88
Net Total:		-2,942,482.00	-3,940,688.09	0.00	

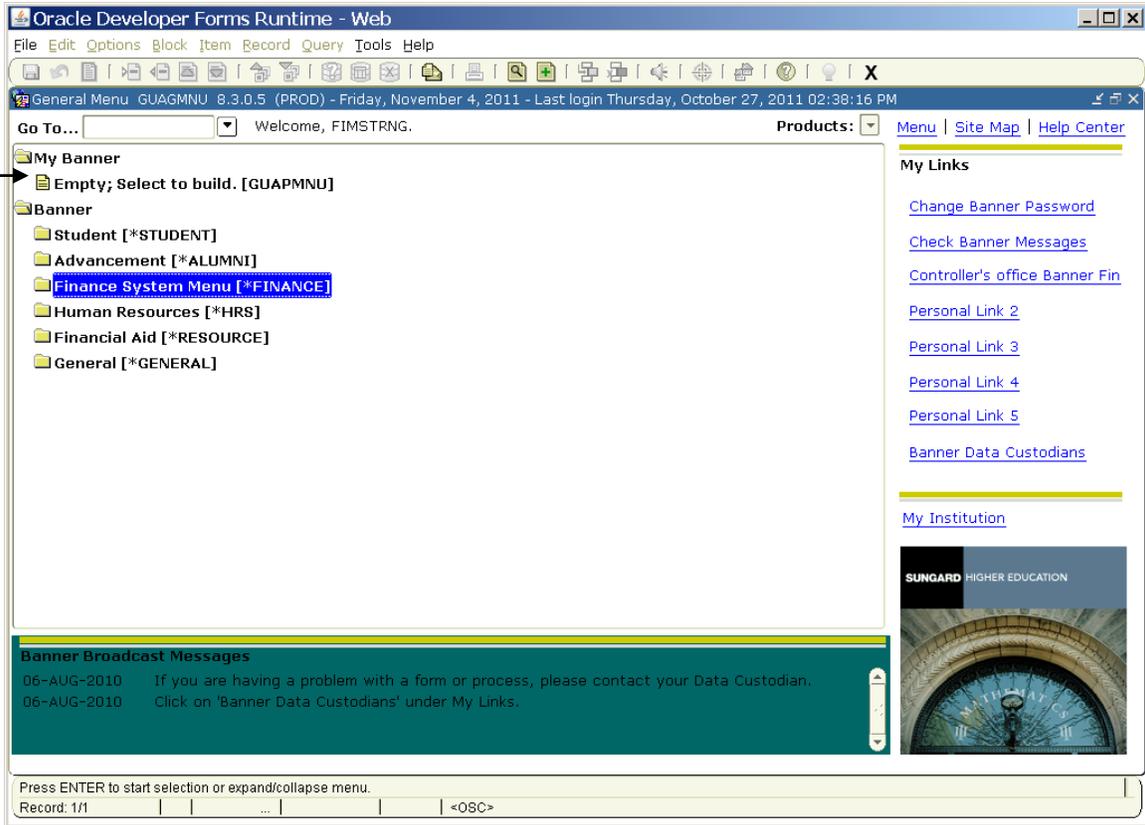
Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 13/26 | ... | <OSC>

Click on an X to return to the menu.

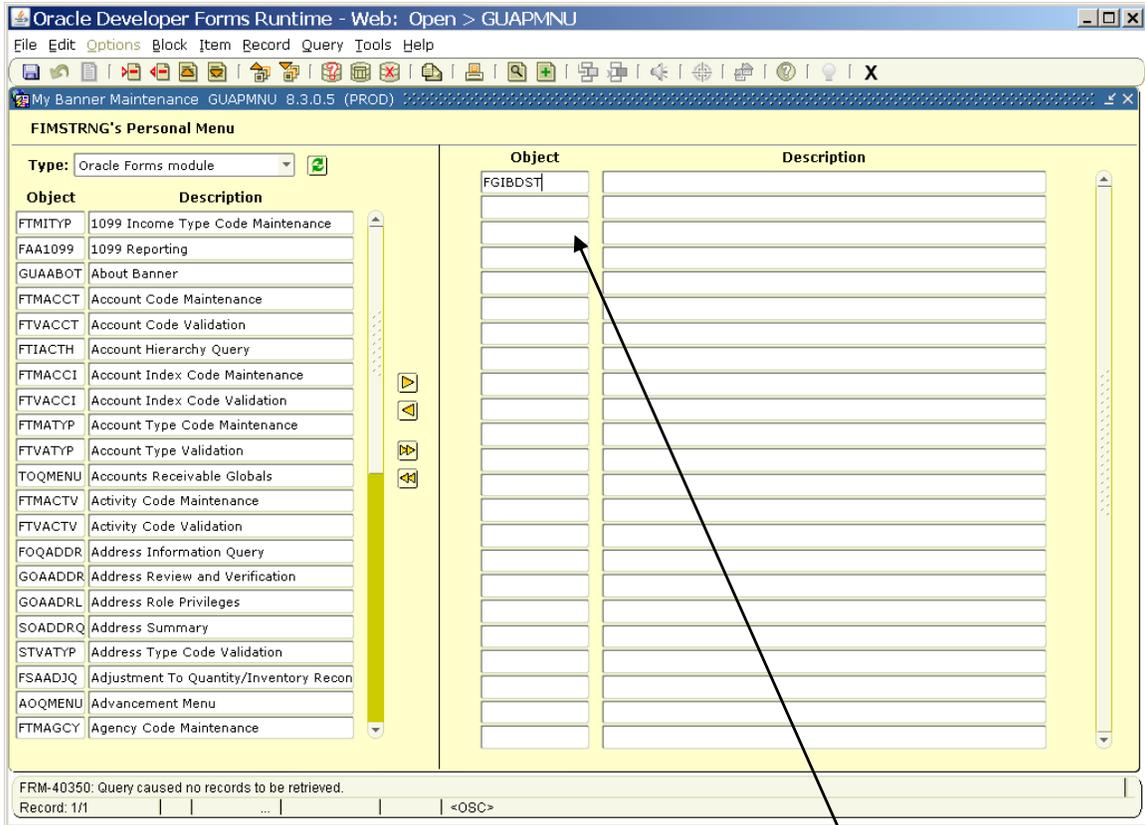
Personalizing your INB setup



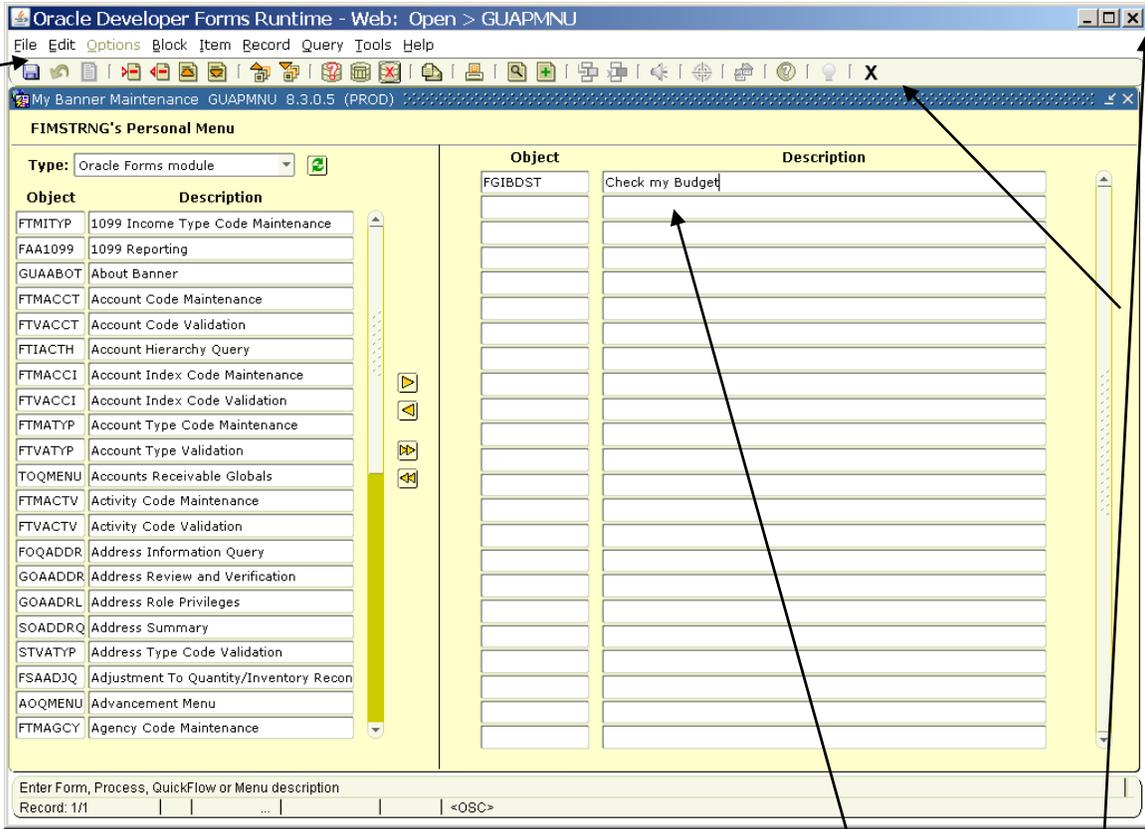
To create a Personal menu, double-Click on My Banner to expand the menu



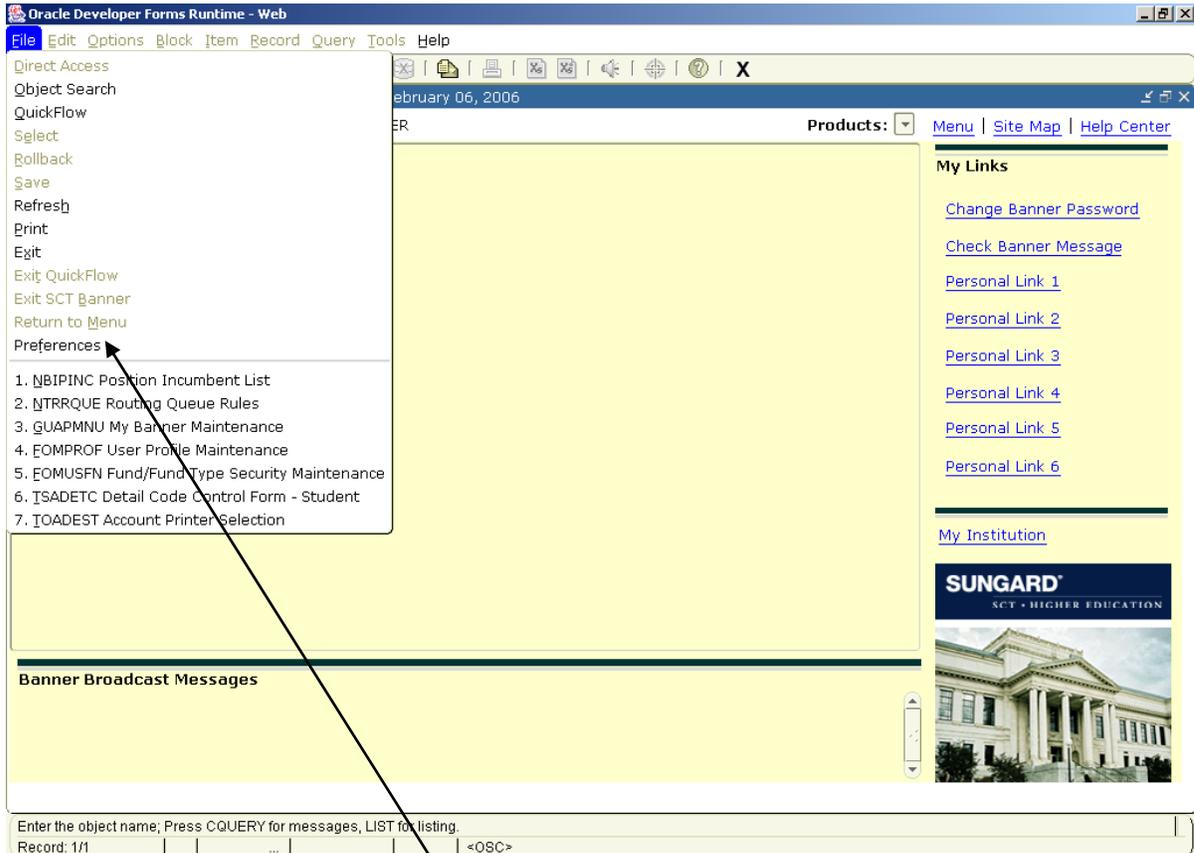
Double-Click on Empty; Select to build to start building your personal menu



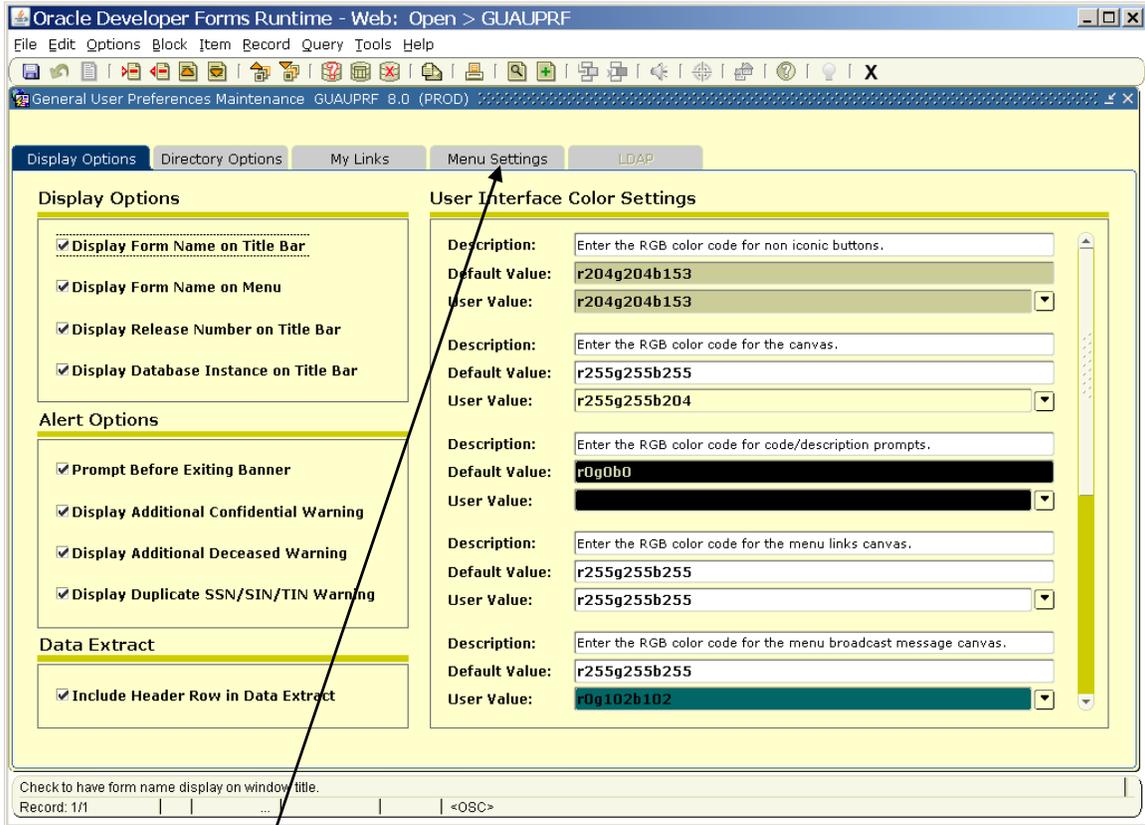
Type a form name, for example FGIBDST in the Object column.



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

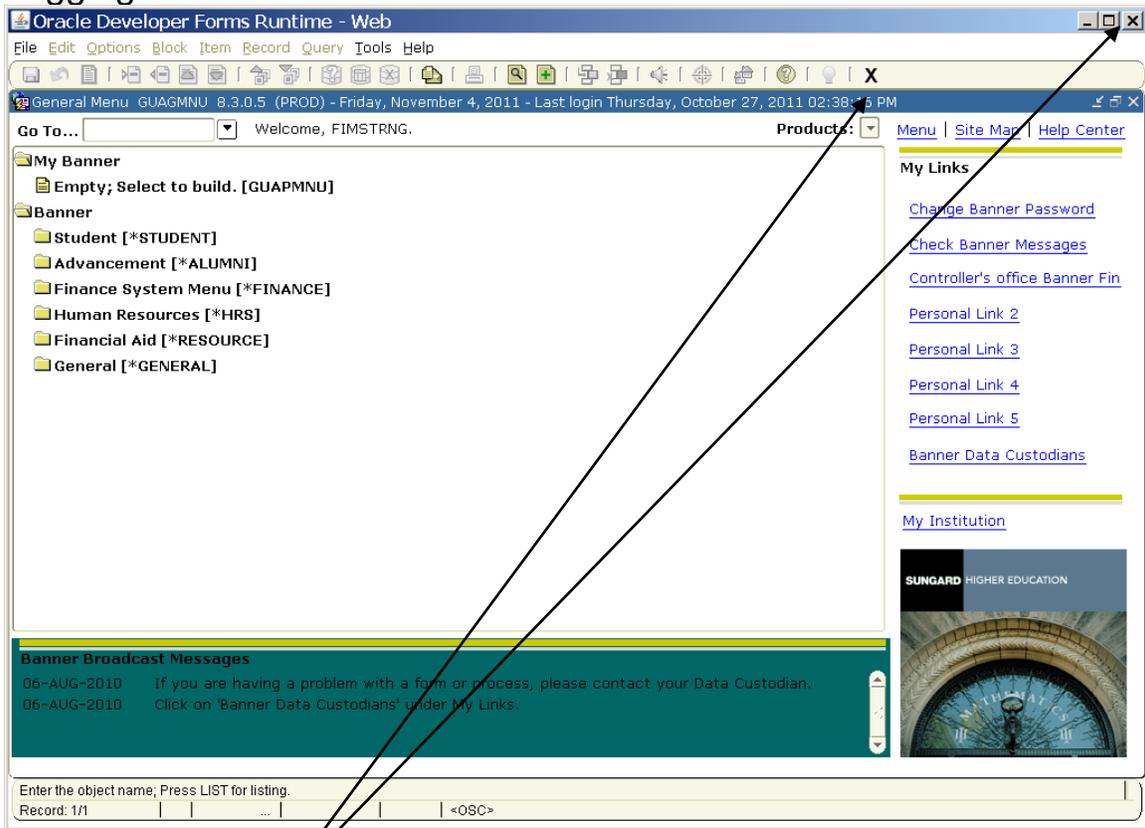
The screenshot shows the Oracle Developer Forms Runtime interface for 'General User Preferences Maintenance'. The 'Menu Settings' tab is active. The 'Starting Menu Option' section contains the following fields:

- Description: Enter the name of your preferred start-up menu.
- Default Value: *MENU (left), Products (right)
- User Default: *PERSONAL (left), My Banner (dropdown)

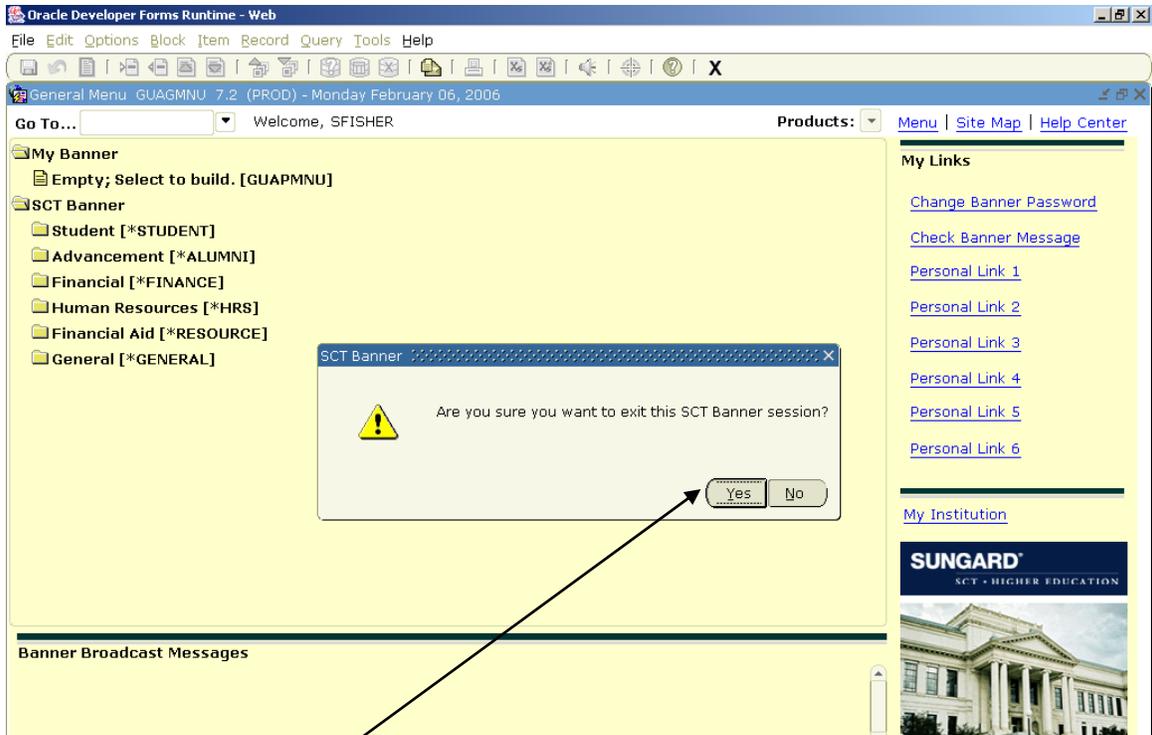
At the bottom of the form, there is a status bar with the text: 'User-specific Startup Menu; press LIST for object search.' and 'Record: 1/1'.

In the User Default Box, type *PERSONAL and press Save or F10 (pc)

Logging out of INB

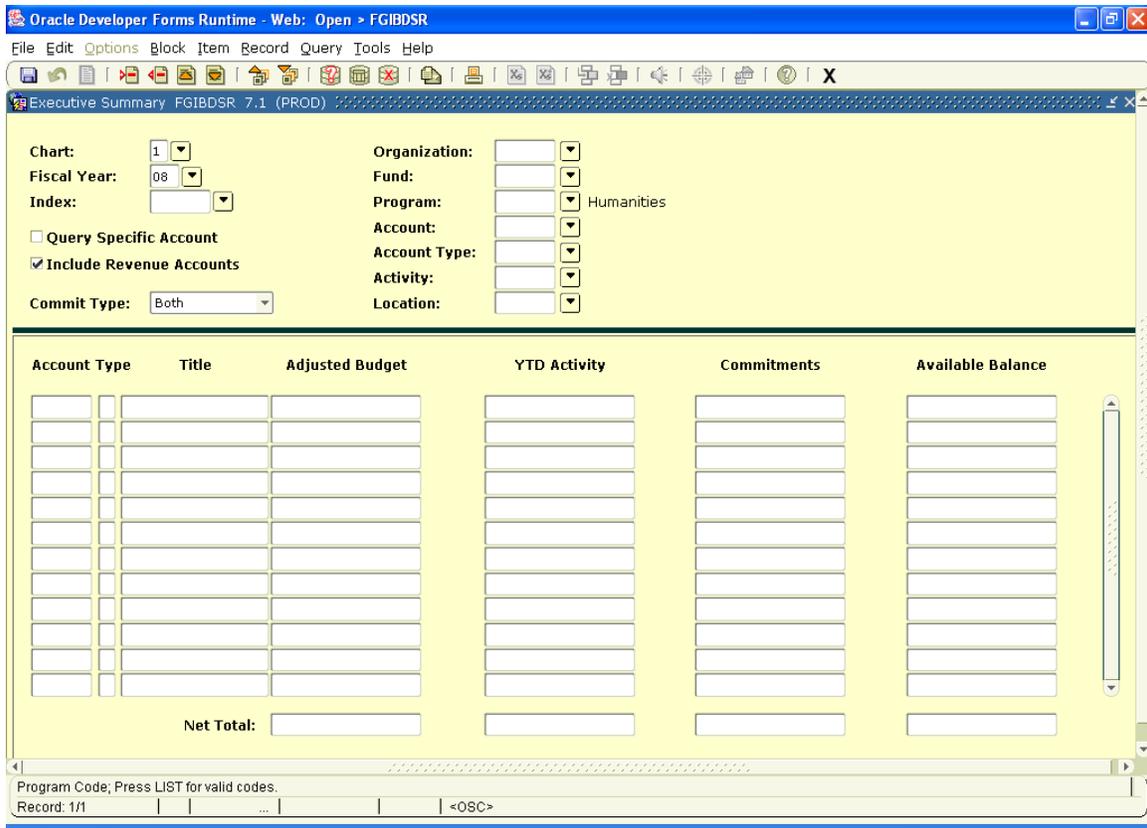


Click on an exit icon



OTHER USEFUL FORMS

Click Yes



FGIBDSR

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.

Oracle Developer Forms Runtime - Web: Open > FAIVNDH

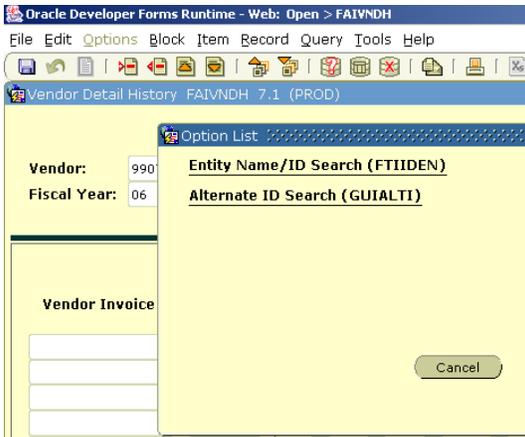
File Edit Options Block Item Record Query Tools Help

Vendor Detail History FAIVNDH 7.1 (PROD)

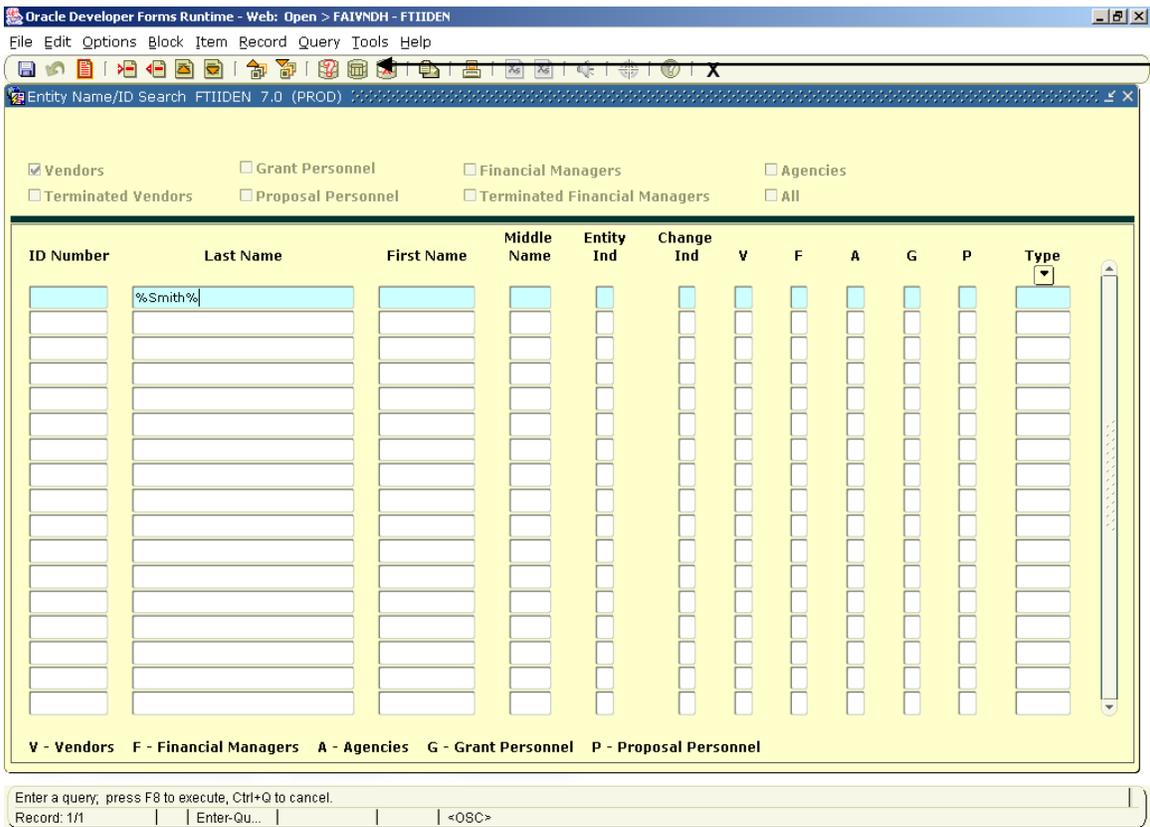
Vendor: Selection: All

Fiscal Year:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
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Click on Entity Name/ID Search



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.

Oracle Developer Forms Runtime - Web: Open > FAIVNDH [Q]

File Edit Options Block Item Record Query Tools Help

Vendor Detail History FAIVNDH 8.5 (PROD)

Vendor: 990470442 Greccourt Bookshop (Follett) Vendor Hold Selection: All

Fiscal Year: 06 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
380205	I0416479	Y	N	N	P	N	73.60	18-JUL-2005	21-JUL-2005	00609886
380220	I0417304	Y	N	N	P	N	44.00	25-JUL-2005	28-JUL-2005	00610194
380218	I0418339	Y	N	N	P	N	23.98	03-AUG-2005	04-AUG-2005	00610550
380222	I0418340	Y	N	N	P	N	1.99	03-AUG-2005	04-AUG-2005	00610550
380225	I0418341	Y	N	N	P	N	6.99	03-AUG-2005	04-AUG-2005	00610550
380217	I0418342	Y	N	N	P	N	2.36	03-AUG-2005	04-AUG-2005	00610550
380219	I0418343	Y	N	N	P	N	67.01	03-AUG-2005	04-AUG-2005	00610550
380202	I0418344	Y	N	N	P	N	91.16	03-AUG-2005	04-AUG-2005	00610550
380223	I0418345	Y	N	N	P	N	76.89	03-AUG-2005	04-AUG-2005	00610550
380203	I0418346	Y	N	N	P	N	69.80	03-AUG-2005	04-AUG-2005	00610550
380221	I0418347	Y	N	N	P	N	26.04	03-AUG-2005	04-AUG-2005	00610550
380224	I0418348	Y	N	N	P	N	43.59	03-AUG-2005	04-AUG-2005	00610550
380201	I0418349	Y	N	N	P	N	1.15	03-AUG-2005	04-AUG-2005	00610550
380200	I0418350	Y	N	N	P	N	77.56	03-AUG-2005	04-AUG-2005	00610550
Total:							606.12			

Record: 1/?

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.

Oracle Developer Forms Runtime - Web: Open > FAIVNDH

File Edit Options Block Item Record Query Tools Help

Direct Access
Object Search
QuickFlow
Select
Rollback
Save
Refresh
Print
Exit
Exit QuickFlow
Exit SCT Banner
Return to Menu
Preferences

1. EGIBDSR Executive Summary
2. EGITBAL General Ledger Trial Balance
3. GUAUPRF General User Preferences Maintenance
4. NBIPINC Position Incumbent List
5. NTRRQUE Routing Queue Rules
6. GUAPMNU My Banner Maintenance
7. EOMPROF User Profile Maintenance
8. EOMUSFN Fund/Fund Type Security Maintenance
9. TSADETC Detail Code Control Form - Student
10. IOADEST Account Printer Selection

Selection: All

Indicators				Vendor Invoice Amt	Due Date	Check Date	Check Number
Credit Memo	Open/Paid	Cancel					
N	P	N	77.20	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	96.00	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	608.00	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	40.00	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	6.99	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	12.80	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	15.20	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	49.75	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	20.72	06-JUL-2005	07-JUL-2005	00609150	
N	P	N	-40.75	06-JUL-2005	07-JUL-2005	00609150	
Y	P	N	24.00	06-JUL-2005	07-JUL-2005	00609150	
Y	P	N	5.19	06-JUL-2005	07-JUL-2005	00609150	
Y	P	N	105.60	06-JUL-2005	07-JUL-2005	00609150	
Y	P	N	153.40	06-JUL-2005	07-JUL-2005	00609150	
			Total:	1,174.10			

Record: 1/?

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Document Types

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

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>