

## **BANNER FINANCE ACCESS.**

### **1. Funds or Organization Access Security.**

Finance managers who have a computer may be set up to fund or organization code online. The user must contact the Information Technology Department to establish the physical connection. The Accounting Office only controls the Fund and Organization access for the Banner Finance System. Finance managers who wish to access their fund or org on-line should submit a written request for security clearance to the Director of Accounting. The finance manager is usually the individual identified in the system as the responsible person. Finance managers must also approve requests for access for his or her staff. The **BFS Access Request Form** may be obtained by calling the Accounting Office. The Banner Finance System Departmental Guide also contains a copy of this form.

## 2. Logging in Procedure

Double click on the Banner icon to display the Logon dialogue box, Then type in:

User name: type in your user name

Password: type in your password

Database: type in the database name you wish to access, for example:

**muis\_db** = production system

**muis\_devl** = training system, or

**prpd\_db** = pre-production system.

Click on the **Connect** button to enter Banner.

**3. Logging out.**

Simply click on the **Exit** button until you are entirely out of the Banner form and menus.

#### 4. Password Changes

Type **GUAPSWD** in the Direct Access field to access the Oracle Password Change Form, complete this form appropriately, and then save.

**5. On-line Inquiry in BFS.**

Information about a particular fund or organization code may be obtained from the monthly hard-copy budget reports or by accessing the several BFS online inquiry forms. The most often used forms include the following:

- FGIBDST- Organization Budget Status Form
- FGITBSR- Trial Balance Summary Form
- FGIDOCR- Document Retrieval Inquiry Form
- FOIDOCH- Document History Form

For more inquiry forms, click **General Ledger System Menu** then **General Accounting Query Forms Menu**. Under this choice, you may click on General Budget Query Forms Menu or General Encumbrance Query Forms Menu.

For further information, consult the *Banner Finance System Departmental Training Guide*.