

Introduction and Navigation

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I. Introduction

Banner is a suite of products that access a common database so that information can be shared across different systems that administer the numerous functions of the University.

II. Navigation

A. Access to Banner

First you will access the NSU **Banner PROD** Site by choosing [Banner for Faculty/Staff](#) from the NSU Faculty/Staff web page, <https://www.nsula.edu/faculty-staff/>.

NOTE: Please see Banner for Faculty/Staff web page for reference material that will assist with “Getting Started with Banner 9”.

The screenshot shows a web browser window displaying the Northwestern State University Faculty & Staff page. The browser address bar shows the URL <https://www.nsula.edu/faculty-staff/>. The page header includes the university logo and navigation links: myNSU, Students, Faculty/Staff, About Us, Athletics, Give. Below the header is a dark purple navigation bar with links: FUTURE STUDENTS, ACADEMIC PROGRAMS, ONLINE LEARNING, CAMPUS LIFE, ENROLLMENT SERVICES, ALUMNI. The main content area is titled 'FACULTY & STAFF' and includes a paragraph: "Featured on this page are the areas important primarily to the faculty and staff of Northwestern State. There are a multitude of areas and divisions – each with its own web presence. If you are faculty or staff and would like to see something in this section, please let us know." Below this paragraph are two columns of links: 'COMMON ITEMS' and 'SERVICES'.












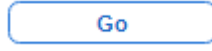

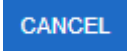



COMMON ITEMS

- Academic Calendar
- Campus Bookstore
- FacultyEnlight (NSU Bookstore)
- Campus Parking and Driving Regulations
- Download a Key Request Form
- Environmental Health & Safety
- Moodle MyCourses Respository

SERVICES

- Banner for Faculty/Staff
- Web For Employees Portal (Instructions)
- WebEx Conferencing Server
- Food and Dining Services
- Grounds & Custodial Services
- Information Systems

B. Banner Shortcut Keys

| FUNCTION | KEYSTROKE | ICON |
|------------------|-----------------|---|
| List of Values | |  |
| Save | F10 |  |
| Rollback | Shift + F7 |  |
| Next Record | Down Arrow |  |
| Previous Record | Up Arrow |  |
| Insert Record | F6 |  |
| Remove Record | Shift + F6 |  |
| Duplicate Record | F4 |  |
| Previous Section | Alt + Page Up |  |
| Next Section | Alt + Page Down |  |
| Enter Query | F7 |  |
| Execute | F8 |  |
| Print | Ctrl + P |  |
| Cancel | Ctrl + Q |  |
| Exit | Ctrl + Q |  |
| Extract Data | Shift + F1 |  |
| Options | Alt + Shift + R |  |

III. Data Entry Standards

To review Data Entry Standards, see the Data Entry Standards listed under Banner Informational Guides listed on the Registrar web page (<https://www.nsula.edu/registrar/>).

IV. Banner Document Numbering

The Banner Finance System assigns a system generated number to the each of the following:

| Document Title | Document Number Prefix (if Any) | Example | Purpose of Document |
|-------------------------|---------------------------------|----------|--|
| Purchase Requisitions | R | R1234567 | To Requisition Goods and Services |
| Purchase Order | P | P1234567 | To Order Goods and Services |
| Receiving | Y | Y1234567 | To Report Receipt of Goods and Services Associated with a Purchase Order |
| Invoice | I | I1234567 | To Process Payments Associated with a Purchase Order |
| Checks | 0 | 00123456 | To Make Payments |
| Direct Deposit | ! | !1234567 | To Make Payments |
| Encumbrance | E | E1234567 | To Reserve Funds |
| Journal Voucher | J | J1234567 | To Adjust Accounting Record |
| Budget Revision Request | J | J1234567 | To Revise Budget |
| Travel Expense Account | I | J1234567 | To Process Reimbursements for Travel |

V. Data Extract

Many Banner forms offer the Data Extract option. This option extracts data from a Banner form directly into an Excel spreadsheet. This feature can be found under the TOOLS option, then choose Export and the file will download into an excel.