Training Curriculum  
Training Course FIN-201 “Banner Finance”  
Duration 3 Hours  
Times: Flexible

Purpose  
The purpose of this training session is to prepare new Banner finance system users with an overview of the Banner chart of accounts structure, and use of basic Banner finance forms.

Target Audience  
New Banner finance system users

Prerequisites  
Experience with Windows-based software

Type Of Instruction  
Lecture, Power Point projected on screen and each participant has PC for hands-on experience. Class exercises are based on material covered.

Desired Outcome  
- Understand ECSU Chart of Accounts  
- Set up user preferences and personal menu  
  o GUAUPRF - General User Preferences Maintenance  
  o GUAPMNU - My Banner Maintenance  
- Finance System Navigation and Forms  
- Extracting data to Excel

Banner Finance Forms Covered  
FOIDOCH – Document History  
FGIBAVL – Budget Availability Status  
FGIBDST – Organization Budget Status  
FGITRND - Detail Transaction Activity  
FRIGIRTD – Grant Inception-to-Date  
FGITBSR - Trial Balance Summary

Reference Material  
“Introduction to Banner Finance”