Administrative Uses of Banner

Staff Meeting August 9, 2007

This tutorial gives a brief overview of:

A. How to view a Hyperion Operating Ledger report.
B. How to get a balance for an index.
C. What to look for on operating ledger report and when.
D. How to view a document in WebXtndr using FOIDOCH in Banner.

A. How to print a Hyperion Operating Ledger report.

• Log into My.unm.edu
• Click on the employee life tab
• Select the Hyperion link
• Answer “yes” to the security pop up.
• Enter User name and password.
• Scroll down and run FOH001&2 Operating Ledger Detail and Summary

• Click on begin, answer yes to the security question and click finish.
In the “value” field enter the index #
Click “find”.

Once found, highlight by clicking on the index information.
Then click “select values”
• The index number will appear in the bottom box on the screen.
• Select month/year and Fiscal year to date.
• Make sure to click the “detail” radio button.
• Click process report.

• Click on show report.
- The report will come up in a new screen.
B. **Check balance on index before processing invoices, DPEz’s, P.O.’s, Requisitions:**

   - Read “Report Net:” line. Then, sum “Actuals” column and “Encumbrances/Reservations”. In this example the balance is 1,059,997 (1,847,620 – 787,623).
C. Check initiator, vendor and dollar amount columns monthly (about the 15th of each month) for the following:

- Initiator names and vendor are expected and familiar to you.
- Dollar amount is correct.
- Initiator is supposed to be expensing on the index you are looking at.
D. Using WebXtndr (for example, see circled invoice number, I0342725, on previous screenshot):
   • Log in to My.unm.edu.
   • On the employee tab, click on Internet Native Banner.
   • Sign in with username and password.

   • In the Banner main screen, go to FOIDOCH.
• Once in the FOIDOCH screen, enter INV (invoice) in the “Document Type” field. Next, tab to the “Document Code” field and enter a document code.
• Click next block.
• Once invoice information populates, click on the webXtndr icon.

A pop up screen will come up with your document.
• Select your document to view by clicking on it.
• Click grant session, if necessary.
For any help, please feel free to contact:

Veronica Iturralde  
272-1877  
VEArana@salud.unm.edu

Michael Withrow  
272-0550  
MWithrow@salud.unm.edu