Banner Tips & Tricks

The following provides information on using Banner INB and EagleNET. For further documentation and resources, please visit Banner Help: [http://access.ewu.edu/oit/services/it-training/banner-help.xml](http://access.ewu.edu/oit/services/it-training/banner-help.xml)

### EagleNET – Finance: Telecommunication Charges

This form is used to view telephone charges. Review the charges to ensure the applicable telephone extensions are being charged to the correct index.

**Note:** You must have Banner Finance access to access EagleNET Finance.

- To access EagleNET, log in to the MyEWU Portal.
- Select the Finance tab and click on the EagleNET link.
- Select the Finance folder. Select the Communication Services Billing Report form:

  ![Communication Services Billing Report Form](image)

- Select the desired billing period and enter the desired Index code (if applicable). Click Submit Report Request.

### EagleNET – Finance: Document History

This form is used to view a document and approval history.

- To access EagleNET, log in to the MyEWU Portal.
- Select the Finance tab and click on the EagleNET link.
- Select the Finance folder: Select the View Document form:

  ![View Document Form](image)

- Select the applicable document type. Enter the corresponding document number.
- Select the applicable radio buttons to display the desired accounting, item/line text, and commodity text.

### Communication Services Billing Period Report All

![Communication Services Billing Period Report All](image)

#### Document Approval History:

**Document Identification**

- Document Number: 0011463
- Type: Requisition
- Originator: JAMESA2
- Jennyfer Mesa-Granada

- There are no approvals required at this time

**Approvals recorded**

<table>
<thead>
<tr>
<th>Queue</th>
<th>Level</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>R26</td>
<td>1</td>
<td>May 30, 2013</td>
<td>Annette Skaer</td>
</tr>
<tr>
<td>GRNT</td>
<td>1</td>
<td>May 30, 2013</td>
<td>Nancy Miller</td>
</tr>
</tbody>
</table>
Financial Transaction Quick Reference
The following provides a quick reference for looking up various financial transactions and information.

<table>
<thead>
<tr>
<th>How to . . .</th>
<th>Banner Finance Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find vendor history?</td>
<td>FAIVNDH – Vendor Detail History</td>
</tr>
<tr>
<td>How do I find encumbrance information?</td>
<td>FGIOENC – Organizational Encumbrance List form</td>
</tr>
<tr>
<td>How do I find transaction detail for my grant?</td>
<td>FGITRND – Detail Transaction Activity form</td>
</tr>
<tr>
<td>How do I find a summary of the inception to date information for my grant?</td>
<td>FRRGITD – Grant Inception to Date Report</td>
</tr>
<tr>
<td>How do I find out if my purchase order encumbrance has cleared?</td>
<td>FGIOENC – Organizational Encumbrance List form</td>
</tr>
<tr>
<td>How do I view my grant activity?</td>
<td>FRIGITD – Grant Inception to Date Form</td>
</tr>
</tbody>
</table>
EagleNET – Student: Course Sections Search

This form is used to view enrollments, determine how many courses are offered in a term and view future terms (if added).

➢ Access EagleNET, via the EagleNET site: https://eaglenet.ewu.edu/?cx=005562583543807985001%3An6h_bzdpmve&cof=FORID%3A11&ie=UTF-8&q=eaglenet&selectbox=ewu&sa.x=0&sa.y=0

➢ Select the Course Sections Search from the EagleNET Links section. Enter the applicable term or date range and click Submit.

Select Term or Date Range

Home

Search by Term:

Fall Quarter 2013

OR

Search by Date Range (MM/DD/YYYY):

From: To:

Submit Reset

➢ Enter the desired search criteria in the Class Schedule Search form:

Class Schedule Search

Home

Subject:

AUP Non-Credit
Accounting
Addictions Studies
African Studies
Aging Studies
American Sign Language
Anthropology
Art
Athletic Training
Biology

(Tip: Hold down the Ctrl keyboard key to select multiple Subjects)
Student Transaction Quick Reference
The following provides a quick reference for looking up various student transactions and information.

<table>
<thead>
<tr>
<th>How to . . .</th>
<th>Banner Student Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I view courses per term?</td>
<td>SSASECQ – Schedule Section Query.</td>
</tr>
<tr>
<td>How do I view a student’s schedule?</td>
<td>SFAREGQ - Registration Query Form</td>
</tr>
<tr>
<td>How do I track multiple advisors and advisor types for a student on a term by term basis?</td>
<td>SGAADVR – Multiple Advisor Form</td>
</tr>
<tr>
<td>How do I find out if a student has applied to graduate?</td>
<td>SHADGMQ – Degree Summary Form</td>
</tr>
</tbody>
</table>

Short Cuts & Tips

- Use the arrow up and arrow down key board keys to scroll in the Go To field. Forms accessed via direct access display in the field.
- Use the F5 function key to open a Go To field from any form.
- It is possible to open more than one Banner session at a time. This is helpful if using dual monitors.
- Did you know you can contact Inventory Control to request a Department Inventory Report?
- Did you know the Office of Controller provides website instructions for preparing month end budget status reports and individual training sessions for Banner Finance? Contact the office to schedule training.
- Did you know the Banner Finance month end closing schedule is posted to the EWU General Accounting website?
- Double-clicking in a number or date field will display the calculator or calendar, respectively.
- Rather click the black “X” to exit Banner, type “exit” in the Go To field on the main menu to end your Banner session.
- Type “tree” or “site” in the Go To field on the main menu to change the display on the main menu.
- Use Help < Show Keys to display key board short cuts.