1. **Question:** When Receiving a Standing Order in Banner 9, if you go to Tools and then Select Items to receive, this form shows Quantity, instead of dollar amount. In Banner 8 it showed dollar amount and dollar amount already received.

**Answer:** The work-around for this is it still can be viewed on the next page. Ellucian should have this fixed in Finance 9.3.6 (release expected in January 2018). We are currently on Finance 9.3.5.
With Elucian consultant Jim Keches

2. Question: Why do we have this scary message when closing the form below? What does the message mean?

Answer: The PO number disappears when the form is saved. This is a known glitch that will be fixed in a future update. Currently, just close the form and then continue to receive the order as usual. The form on the succeeding pages will populate normally.

3. Question: The insert button works on some pages (for example My Banner), but not on others (for example FPAREQN or Document Text), however, the Delete button works. Why is this? Screenshot below for verification.

Answer: The work-around is to always use the down arrow on your keyboard to add a line, and not use the Insert button. Next record (which was replaced by Insert) actually did not work in Banner 8 on the same pages, but the icon was grayed out when it was not available.
4. **Question:** It seems that the budget totals in Self Service look different than that in Banner 9. Which is the most accurate? What causes them to look different to end users?

**Answer:** Self Service budgets and FGIBAVL (in Banner 9) show both processed and unprocessed items. For instance an incomplete requisition would be an unprocessed item. FGIBDIST only shows processed items.

5. **Question:** In Banner 9, when entering a requisition in FPAREQN, sometimes the document total from the commodity section doesn’t populate fully in the Accounting section (in extended amount) and it has to be typed in. Why does that happen occasionally and occasionally it fills in correctly? Is there a trick to make sure it populates correctly?

**Answer:** A work-around is to save the information and go to the next section. If that doesn’t work, you will have to type in the totals. This also happened in Banner 8.

6. **Question:** When doing searches in Banner 9 can the percentage sign(%) still be used as a wild card?

**Answer:** You don’t have to use the percentage signs anymore because of the filter dropdowns like “Equal” “Contains” and “Start With”. However, you won’t get an error if you use it in Banner 9.

7. **Question:** Can you explain the difference between FGIBAVL and FGIBDIST and how something could be unprocessed?

**Answer:** FGIBDIST is a budget screen that will display all processed items in a particular FOAPAL. FGIBAVL will show processed and unprocessed items. An unprocessed item for example, is a requisition that was incomplete or rejected. This type of requisition and its encumbrance would not be displayed in FGIBDIST. You would not be able to use unprocessed funds. You should do what is needed to get them processed or close them.

8. **Question:** When entering a Requisition, is there a way to auto-load my email address so I do not have to enter it each time?

**Answer:** IRT is working on uploading this information into the form it must be in to automatically display in the requisition form. Look for this in the future.

9. **Question:** In Self Service it seems like Vendor Search is not case sensitive, is it still case sensitive in Banner 9?

**Answer:** Banner 9 is still case sensitive for Vendor Search (for example Office Depot must have a capital “O” and a capital “D” in the search).
10. **Question:** On Encumbrance queries how do you determine if funds are charged against encumbrance numbers accurately?

**Answer:** You can check in FGIENCD to see what is charged against an encumbrance.

11. **Question:** If I put another person’s email address in the email field, will all communication about the requisition and PO go to that email address?

**Answer:** No. All the emails regarding the PO, receiving and Invoice are generated by an automatic Banner workflow which is tied to the User ID of the person placing the requisition. The email recipient will always be the requestor (the person who placed the requisition on Banner).

12. **Question:** I would like to search Vendor History by FOAPAL.

**Answer:** You cannot search by FOAPAL in the Vendor History screen (FAIVNDH). However, you could go into FGIITRFND and filter your FOAPAL by Vendor (Description).
13. **Question:** I would like to sort budget account number usage by vendor with totals. Is this possible?

**Answer:** Yes, please see question 12 about sorting Vendor History using FGITRND.

14. **Question:** In FAIVNDH can another field be added for the org? To make it easier to find who processed an invoice.

**Answer:** No, we cannot add onto Baseline Banner, but if there's a way to turn on another field within banner, we will be looking into it. Stay tuned, maybe something in the future! Meanwhile, you can use FGITRND to sort your own FOAPAL by Vendor (see question 12).

15. **Question:** When receiving if you have completed and realize an error afterwards is there a way to correct it?

**Answer:** No, currently there is no way to make changes after receiving is complete.