BANNER BULLETIN #3: BANNER FINANCE 204 –BANNER FINANCE FORMS AND QUERIES - REGISTRATION IS NOW AVAILABLE. Register at www.ewu.edu/trainingscheduler.

Important Note: You must have completed Banner Finance 201-Introduction to Banner Finance to register for Banner Finance 204 – Finance Forms and Queries.

BANNER FINANCE 204 - FINANCE FORMS AND QUERIES

Course Overview: This session will provide you with an understanding of the Banner Financial system forms, queries and reports. You will gain an understanding of common financial transactions that will impact your departmental budgets and be given step by step instructions on how to run your month end financial reports.

Other important information that will be covered during this course:
- Using the FOAPAL and Index Codes
- Running Month-End Reports
- Tracking Purchasing, Travel, and Grant Activity
- Tracking Department Budgets (identifying expenses and available budget balances)
- Downloading Banner Finance Data to Excel

Implementation of the Banner Finance system is scheduled for: July 1, 2007

Visit the TALONS Banner Finance website at www.ewu.edu/talons for more information regarding the Banner Finance Implementation Project.