

BANNER FINANCE 101 - Transactions

Course Length

One Hour

Course Description

This one-hour workshop outlines how information gets input into Banner. The presentation details the steps necessary to process requests and transfers. It will also demonstrate methods to use to identify entries that have posted to an account.

Who Should Attend

All staff who work with financial information in Banner.

What You Will Learn

How to electronically fill out and view check requests, interdepartmental transfers, and expense reports in Banner

How to ascertain whether or not an item has been paid

Where to find help

About the Presenter

Deborah Pizzimenti is the Budget manager at WPI. She holds a Master's degree in Accounting and has worked in the accounting field for 25 years. Deb has been at WPI for 2 ½ years but has worked in educational institutions for the last seven years. She is an expert Banner user with a friendly presentation style that will help users become more comfortable with navigating the Banner system.