Introduction to Banner Finance

(Welcome to U-Link!)
**U-Link Project and Timeline**

- **What is **U**-Link?**
  - **U-Link** is the Missouri State University implementation of the Banner Enterprise Resource Planning (ERP) software suite, provided by SunGard Higher Education.
  - Visit [http://www.missouristate.edu/ulink](http://www.missouristate.edu/ulink) to learn more!
U-Link Project and Timeline

Why are we implementing Banner at Missouri State University?

- Improve Missouri State University’s technology infrastructure and ensure that it will best serve the University’s technology needs over the next five years.
- Provide enhanced, personalized services to attract and retain high-caliber students, faculty, and staff.
What makes up the Banner system?

- Oracle Database software
- General Person data
- Banner Modules
- Auxiliary software
- Luminis portal
- Internet Native Banner (INB)
- Self-Service Banner (SSB)
U-Link Project and Timeline

- What are some of the benefits of using Banner?
  - New Chart of Accounts (FOAPAL)
  - General Person data
  - Common Matching
  - Improved functionality
  - Enhanced self-service functions
  - Better support for mobile users
U-Link Project and Timeline

What is the overall status of the implementation project?

- As of March 31, 2008, the first General Person Load and Data Synchronization was successfully completed to produce live production data.

- The Finance module is on target to go live on July 1, 2008.
U-Link Project and Timeline

- Banner Implementation Timeline
  - July 1, 2008: Finance, Xtender, ODS, AppWorx
  - October 1, 2008: Student and Faculty (Admission)
  - January 1, 2009: Human Resources and Payroll
  - February 1, 2009: Financial Aid
  - April 1, 2009: Student and Faculty (Registration)
  - June 1, 2009: Advancement
  - TBD: Luminis Portal Launch
Overview of Banner System
Overview of Banner System

- Finance
- Student and Faculty
- Human Resources and Payroll
- Financial Aid
- Advancement
- Luminis
- Operational Data Store (ODS)
- Enterprise Data Warehouse (EDW)
Banner Finance Functions

- General Ledger
- Finance Operations
- Stores Inventory
- Purchasing and Procurement
- Accounts Payable
- Budget and Position Control
- Fixed Asset
- Research Accounting
- Finance Self-Service
Banner Student and Faculty Functions

- Course Catalog
- Class Schedule
- General Person
- Faculty Load
- Location Management and Housing
- Recruitment
- Admissions
- General Student
- Registration

- Accounts Receivable
- Academic History
- Student System Management
- Student Administration
- Information Access
- Faculty and Advisor Self-Service
- Student Self-Service
Banner Human Resources and Payroll Functions

- Applicant Administration
- Electronic Approvals
- Biographic/Demographic Information
- Employment Administration
- Compensation Administration
- Employee Relations Administration
- Health and Safety Administration
- Benefit/Deduction Administration
- Position Management
- Personnel Services Budget
- Time Entry and Payroll Processing
- Payroll History
- Human Resources Administration
- Security Set up
- Committee/Service
Banner Financial Aid Functions

- Applicant Processing
- Need Analysis
- Requirements Tracking
- Budgeting
- Packaging and Disbursement
- Funds Management
- Electronic Data Exchange
- History and Transcript
- Student System Shared Data
- Transfer Monitoring
- FISAP Reporting
- Short-Term Credit
- Student Employment
- Loan Processing
- Return of Title IV Funds
Banner Advancement Functions

- Advancement Individual
- Advancement Organization
- Membership
- Prospect Management
- Designation
- Solicitor Organization
- Campaign

- Gift and Pledge Management
- Event Management
- Advancement QuickFlow
- Advancement Self-Service
- External Data Load and Extract
Luminis

- Luminis is SunGard’s web portal product, and will act as a “front door” for accessing Banner functions.

- Content can be organized by tabs, which contain channels, and is visible depending on the user’s role (student, faculty, staff) and preferences - users can add and rearrange channels.

- Luminis implementation should be complete by early 2009.
Operational Data Store (ODS)

- Periodic creation of query tables
- “Friendlier” data for reporting
- Archival of data tables for long periods of time
Enterprise Data Warehouse (EDW)

- High-level summarized data
- “Fed” by ODS
- It will take about a year to build up enough high-level data to provide really robust reporting.
Overview of Auxiliary Software
Overview of Auxiliary Software

- AppWorx – Workload Automation
- Xtender – Document Management and Imaging
- Argos – Query and Reporting
User Accounts and Access
User Accounts and Access

- Types of Credentials
  - M-Number and Self-Service Banner (SSB) PIN
  - Banner ID and Banner Password
  - Missouri State University Active Directory Account (PrivateID and Password)

- But… I have so many logins to remember!
  - Computer Services is working towards a Single Sign-On solution to minimize the number of accounts needed by each person.
User Accounts and Access

- **M-Number and Self-Service Banner (SSB) PIN**
  - Used to log in to Self-Service Banner (SSB).
  - M-Number format is (upper-case) M plus eight digits; i.e. M01234567. It will replace Social Security Number as unique identifier.
  - Self-Service Banner (SSB) PIN is **not** the same as your “My Information” PIN.
User Accounts and Access

- **Banner ID and Banner Password**
  - Used to log in to Internet Native Banner (INB).
  - Banner ID format is first letter of first name plus last name; i.e. jdoe for Jane Doe.
  - This will replace your iSeries/Phoenix account.
Distribution of User Accounts
Security
Security

- Everyone who uses Banner will be assigned a User ID to log into the system.
  - Keep your identity safe! Don’t share your User ID or password with anyone.
  - Choose a strong password or passphrase; don’t use a word that can be found in a dictionary.
How to Access Banner
How to Access Banner

There are two ways to access Banner:

- **Self-Service Banner (SSB)**
  Self-Service Banner provides web-based access to the Banner system.

- **Internet Native Banner (INB)**
  Internet Native Banner provides Oracle Forms-based access to the Banner system for internal office use in Functional areas.

- [www.missouristate.edu/banner](http://www.missouristate.edu/banner)
Self-Service Banner (SSB)

- Use Self-Service Banner (SSB) to:
  - Process and approve purchase requisitions
  - View and manage your budget

- Login in with your M-Number and Self-Service Banner (SSB) PIN.
Internet Native Banner (INB)

- Use Internet Native Banner (INB) to:
  - Process and view accounting transactions
  - Process purchase order and bid documents
  - Process payments

- Login with your Banner ID and Banner Password.
Sign on to SSB
Sign on to Banner

Link to Banner Launch Page
http://www.missouristate.edu/banner/
How to Get Support

- Where do I go to get help with Banner Questions?
  http://helpdesk.missouristate.edu/banner or call 6-5981

- Where can I find Banner Documentation?
  - http://experts.missouristate.edu
  - Banner Bookshelf

- Where can I find more training resources?
  http://www.missouristate.edu/banner/training.htm

- Where can I get more information about the Banner implementation project?
  http://www.missouristate.edu/ulink
Questions?
Banner Module I – Finance Self-Service

Live July 1

www.missouristate.edu/financialservices/bannerfinance

Bannerfinance@missouristate.edu
Introduction to Banner Finance

- Chart of Accounts
- UBUY
- What’s your FOAPAL?
- Budget Information
- Requisition Processing
- Approving Documents
- Viewing Documents
- Banner Xtender Solutions
Chart of Accounts

- **Banner Chart of Accounts – CHART U**
  - All accounts that had budget and activity
  - Current UBUY authority – Originator, Approver and Transfer Authority
  - E-Mail us
  - New Account Request form – After July 1

- **Budget Status report**
  - Request copy
  - View report on SSB (online - real time figures)
  - Argos – Reporting Tool – ODS - Operational Data Store
  - Hummingbird - available to view reports
No UBUY for purchases after July 1

UBUY will be used for Foundation purchases only
  - Procedure - Transfer money to University account
  - Use UBUY for items not allowed under University Policy

Fiscal Year-End Deadlines on the web:
http://www.missouristate.edu/procurement/fiscalyearenddeadlines.htm
New Budget Number

FOAPAL
## What's your FOAPAL?

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGANIZATION</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **FOAP - AL**
2. Chart of Accounts on the web
3. Crosswalk on the web
4. What’s your FOAPAL? Handout
5. Request to create FOP segments Form
6. Help Resources - Handout
Note: Refer to Handout for additional information
## Fund - Example

<table>
<thead>
<tr>
<th>TYP</th>
<th>FUND</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>A0</td>
<td>CURRENT UNRESTRICTED OPERATING ACCOUNTS</td>
</tr>
<tr>
<td>A</td>
<td>A000</td>
<td>UNIVERSITY WIDE OPERATING ACCOUNTS</td>
</tr>
<tr>
<td></td>
<td>A00001</td>
<td>UNIVERSITY WIDE OPERATING ACCOUNTS</td>
</tr>
<tr>
<td></td>
<td>A02000</td>
<td>OPERATING–SPRINGFIELD</td>
</tr>
</tbody>
</table>
Note: Refer to Handout for additional information
## Organization – Example

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>MISSOURI STATE UNIVERSITY SYSTEM</td>
</tr>
<tr>
<td>010100</td>
<td>PRESIDENT</td>
</tr>
<tr>
<td>01010</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012000</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012001</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012002</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012003</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012004</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012005</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012006</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012007</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>012008</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>010200</td>
<td>BOARD OF GOVERNORS</td>
</tr>
<tr>
<td>01020</td>
<td>BOARD OF GOVERNORS</td>
</tr>
<tr>
<td>012009</td>
<td>BOARD OF GOVERNORS</td>
</tr>
<tr>
<td>01030</td>
<td>CHIEF OF STAFF</td>
</tr>
<tr>
<td>010300</td>
<td>CHIEF OF STAFF</td>
</tr>
<tr>
<td>012010</td>
<td>CHIEF OF STAFF</td>
</tr>
<tr>
<td>012011</td>
<td>CHIEF OF STAFF</td>
</tr>
<tr>
<td>012012</td>
<td>CHIEF OF STAFF</td>
</tr>
<tr>
<td>012013</td>
<td>UNIVERSITY RELATIONS</td>
</tr>
<tr>
<td></td>
<td>PUBLICATIONS</td>
</tr>
<tr>
<td></td>
<td>PHOTO SERVICES</td>
</tr>
<tr>
<td></td>
<td>UNIVERSITY COMMUNICATIONS</td>
</tr>
</tbody>
</table>
The chart illustrates the structure of an organization's financial system, using specific codes to identify various components:

**Legacy Chart**
- **FUND**: Division within fund
- **Type of Account**: Hegis Code
- **Revenue Type**: Cost Center
- **Sequential**: Expense Code

**Banner Chart**
- **Fund**: A02000
- **Organization**: 052000
- **Account**: 73204
- **Program**: 062

*As needed only*

*Note: Refer to Handout for additional information*
## Account – Example

<table>
<thead>
<tr>
<th>7320</th>
<th>SUPPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>73200</td>
<td>SUP-AGRICULTURAL</td>
</tr>
<tr>
<td>73201</td>
<td>SUP-ATHLETIC EQUIPMENT</td>
</tr>
<tr>
<td>73202</td>
<td>SUP-BUILDING &amp; GROUNDS</td>
</tr>
<tr>
<td>73203</td>
<td>SUP-CLOTHING</td>
</tr>
<tr>
<td>73204</td>
<td>SUP-COMPUTER</td>
</tr>
<tr>
<td>73205</td>
<td>SUP-DRUGS &amp; MEDICINES</td>
</tr>
<tr>
<td>73206</td>
<td>SUP-FOOD</td>
</tr>
<tr>
<td>73207</td>
<td>SUP-LAUNDRY</td>
</tr>
<tr>
<td>73208</td>
<td>SUP-LIBRARY AUDIO VISUALS</td>
</tr>
<tr>
<td>73209</td>
<td>SUP-MEDICAL &amp; LAB</td>
</tr>
<tr>
<td>73210</td>
<td>SUP-MOTOR VEHICLES</td>
</tr>
<tr>
<td>73211</td>
<td>SUP-NON CAPITAL EQUIPMENT (&lt;$5K)</td>
</tr>
<tr>
<td>73212</td>
<td>SUP-OFFICE</td>
</tr>
<tr>
<td>73213</td>
<td>SUP-OTHER</td>
</tr>
<tr>
<td>73214</td>
<td>SUP-POSTAGE</td>
</tr>
</tbody>
</table>
Note: Refer to Handout for additional information
# Program – Example

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>GENERAL INSTRUCTION</td>
<td>ON-CAMPUS INSTRUCTION FOR CREDIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OCCUPATIONAL &amp; VOC INSTRUCTION</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMMUNITY EDUCATION</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OFF-CAMPUS INSTRUCTION FOR CREDIT</td>
</tr>
<tr>
<td>020</td>
<td>RESEARCH</td>
<td>INSTITUTE AND RESEARCH CENTERS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>INDIVIDUAL OR PROJECT RESEARCH</td>
</tr>
<tr>
<td>030</td>
<td>PUBLIC SERVICE</td>
<td>COMMUNITY SERVICES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COOPERATIVE EXTENSION SERVICES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PUBLIC BROADCASTING SERVICES</td>
</tr>
</tbody>
</table>
Budget Querying

- Budget Querying:
  - Viewing Budget information
  - Review Handout
  - Saving a query and retrieving saved query

- Encumbrance Querying:
  - View encumbered funds
  - Sort encumbrances

- Budget Transfers
  - Review of Procedures - Handout

• Help Resources – Handout
Requisition

- Procurement Rules and Regulations
  - Commodity Codes
  - Lead Times

- Review of Handout information
  - P-Cards
  - Requisitions
  - Purchase Orders

- Payables Rules and Regulations
  - Payment Request
Requisition Processing - Before the fact – No threshold

**A - Pre-Payment:**
1. Subscriptions
2. Registrations
3. Memberships
4. Conference & Hotel reservations
5. Independent Contractors

**B - Request for additional Funds:**
1. Standing / Blanket Purchase Order

**C - Buyer generates and sends Purchase Order to:**
1. Vendor
2. Requesting Department
3. Archive file

After Commodity is received
1) Department prints copy of PO from e-mail
2) Ensures items received are in good condition and are accurate
3) Signs copy of PO
4) Returns signed PO, Packing slip and Invoice to Procurement Services

**Note:** Departments that want check made available to Independent contractor before the event or service occurs must enter a Requisition and state as Pre-Payment
Payment Request Processing – After the fact purchase – Under the threshold

Note:
- Purchases made under the threshold will be processed immediately.
- Purchases made above the threshold will be processed depending on purchase and availability of supporting documentation.
- If payment request is above threshold more than 3 times, purchasing privileges are subject to review.
Approvals

- Approval Queues

- Viewing documents awaiting approval by user
View Documents

- Self-Service Banner
- Invoices
- Viewing documents created by user
Learning Objectives

- View a Budget and Save Query
- Enter a Requisition & Save Template
  - Review Handout Information
- Approve Document
- View Document and search criteria - Appxtender
Questions & Answers

REVIEW OF RESOURCES AVAILABLE FOR HELP

BannerFinance@MissouriState.edu