



Missouri StateTM
U N I V E R S I T Y

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> 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.



U-Link Project and Timeline

- **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**



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/)
<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

UBUY

- 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

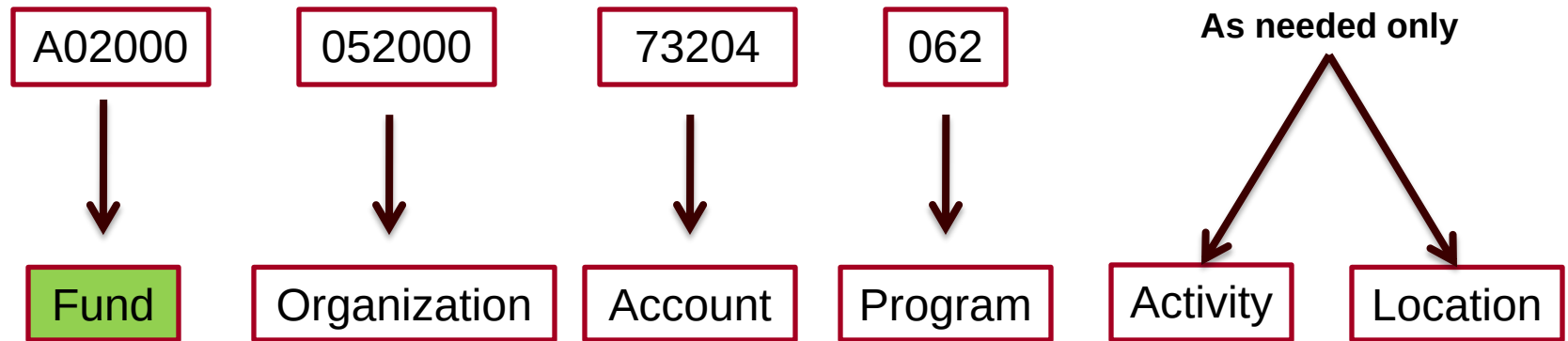
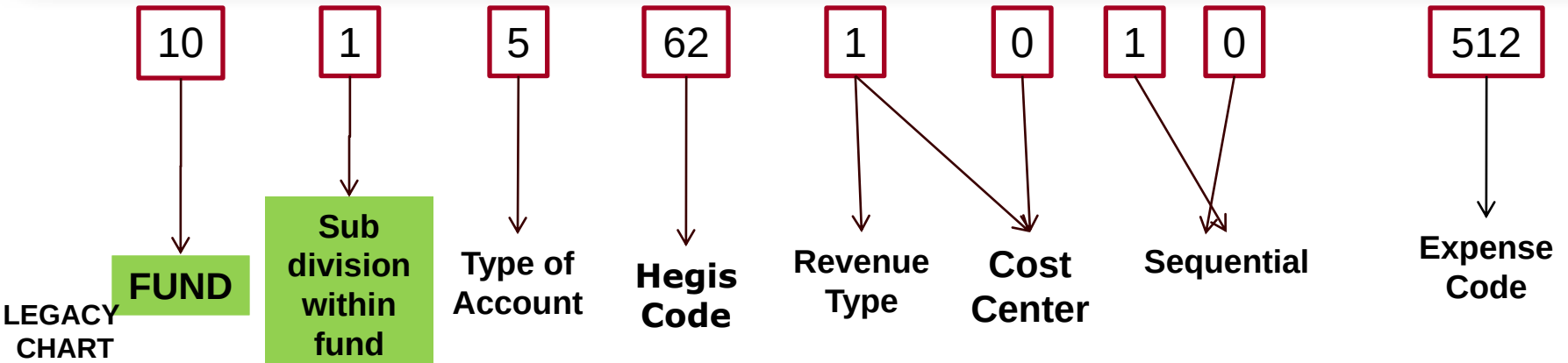
FOAPAL

What's your **FOAPAL** ?

<u>F</u> UND	<u>O</u> RGANIZATION	<u>A</u> CCOUNT	<u>P</u> ROGRAM	<u>A</u> CTIVITY	<u>L</u> OCATION
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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





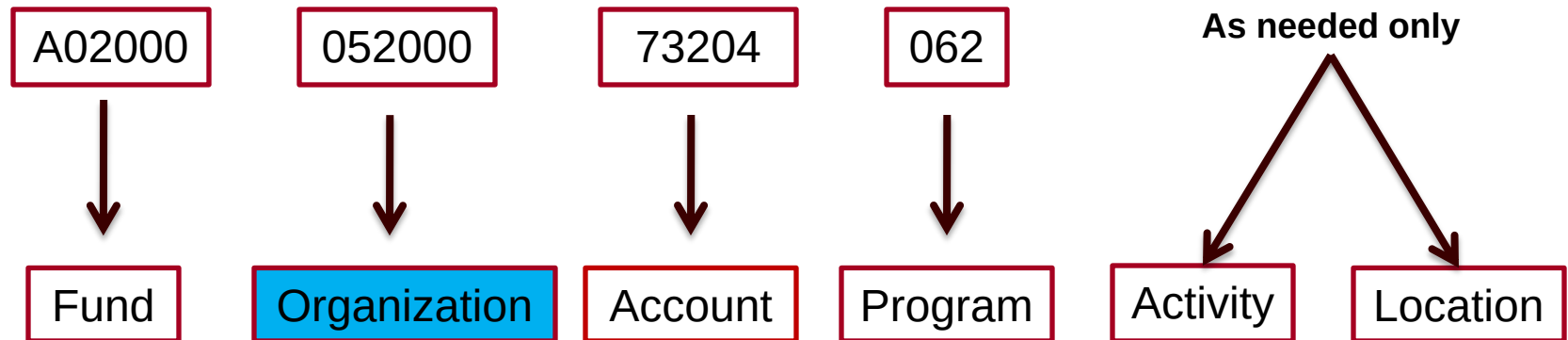
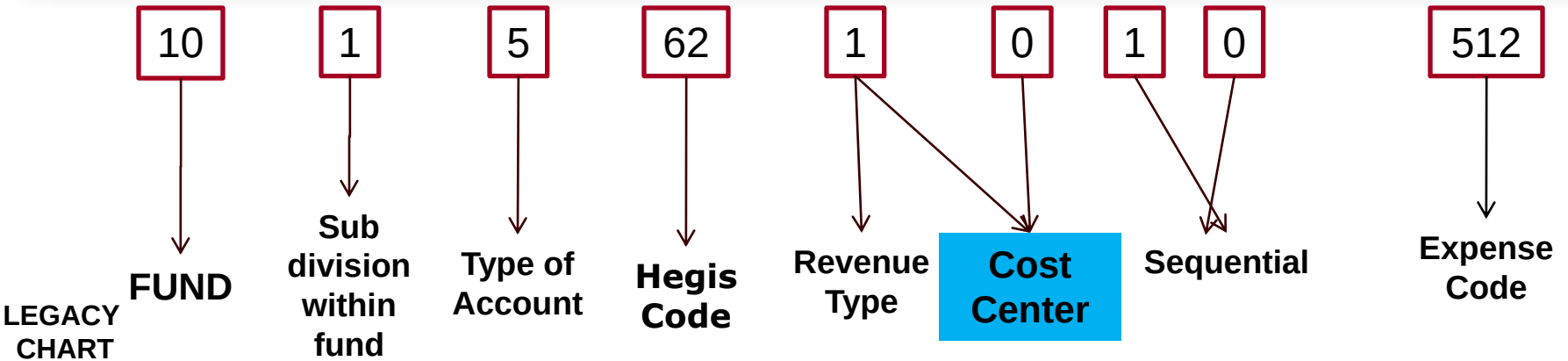
BANNER CHART

Note: Refer to Handout for additional information



Fund - Example

TYP	FUND	DESCRIPTION
10		CURRENT UNRESTRICTED
A		OPERATING ACCOUNTS
	A0	OPERATING ACCOUNTS
	A000	UNIVERSITY WIDE OPERATING ACCOUNTS
	A00001	UNIVERSITY WIDE OPERATING ACCOUNTS
	A02000	OPERATING-SPRINGFIELD



BANNER CHART

Note: Refer to Handout for additional information

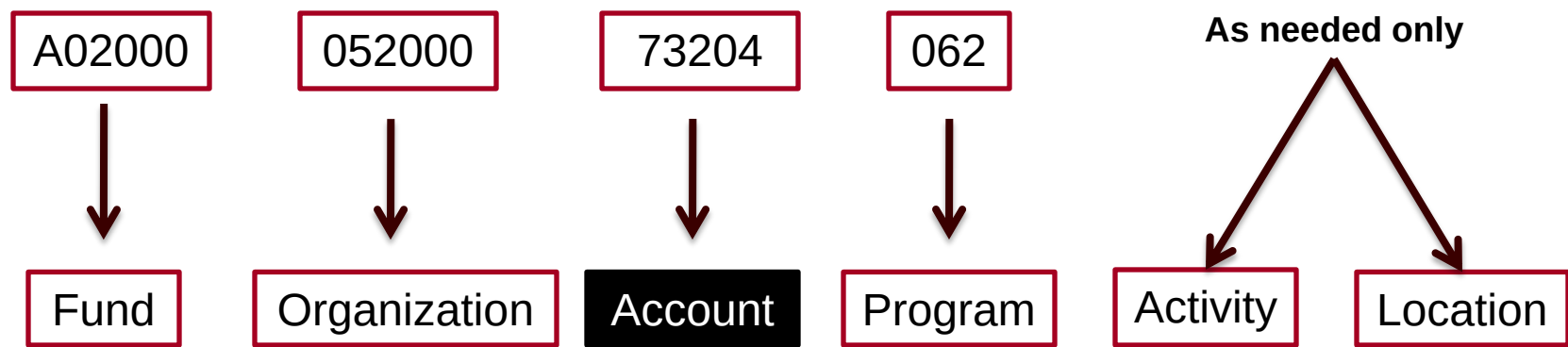
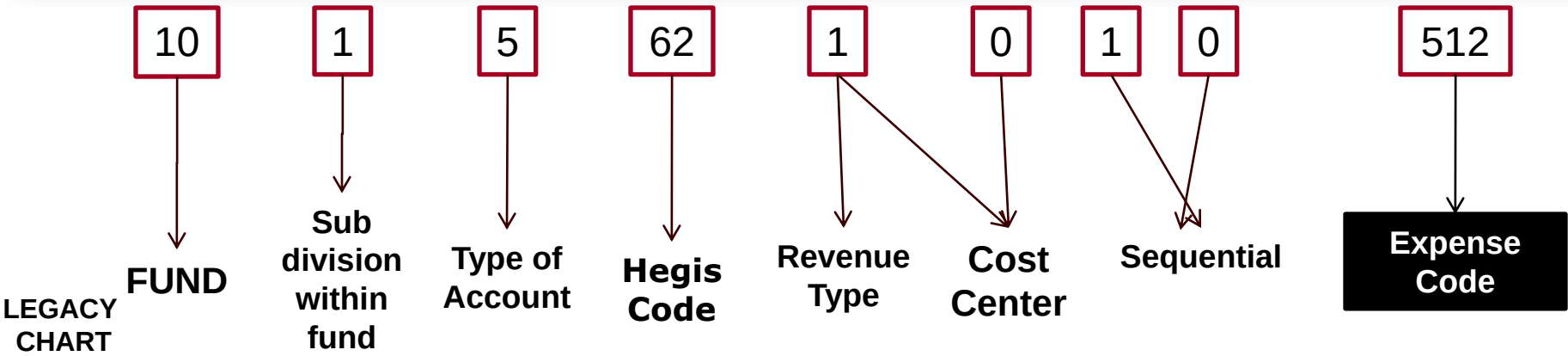


Organization – Example

ORGANIZATION	DESCRIPTION
01	MISSOURI STATE UNIVERSITY SYSTEM
010	PRESIDENT
0101	PRESIDENT'S OFFICE
01010	PRESIDENT'S OFFICE
010100	PRESIDENT'S OFFICE
012000	PRESIDENT'S OFFICE-OPER
012001	PRESIDENT'S OFFICE-NON OPER
012002	EMPLOYEE & COMMUNITY RELATIONS
012003	GOVERNMENTAL RELATIONS
012004	OZARKS STUDIES INSTITUTE
012005	STAFF SENATE
012006	STAFF AWARDS PROGRAM
012007	STAFF SENATE AWARDS PROGRAM
012008	VETERAN'S SUPPORT
0102	BOARD OF GOVERNORS
01020	BOARD OF GOVERNORS
010200	BOARD OF GOVERNORS
012009	BOARD OF GOVERNORS OFFICE
0103	CHIEF OF STAFF
01030	CHIEF OF STAFF
010300	CHIEF OF STAFF
012010	UNIVERSITY RELATIONS
012011	PUBLICATIONS
012012	PHOTO SERVICES
012013	UNIVERSITY COMMUNICATIONS



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BANNER CHART

Note: Refer to Handout for additional information

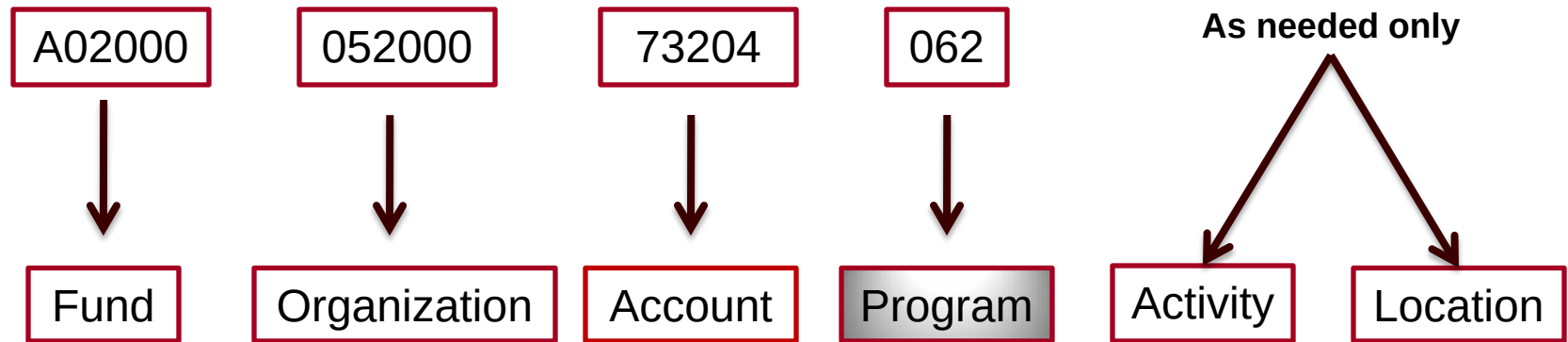
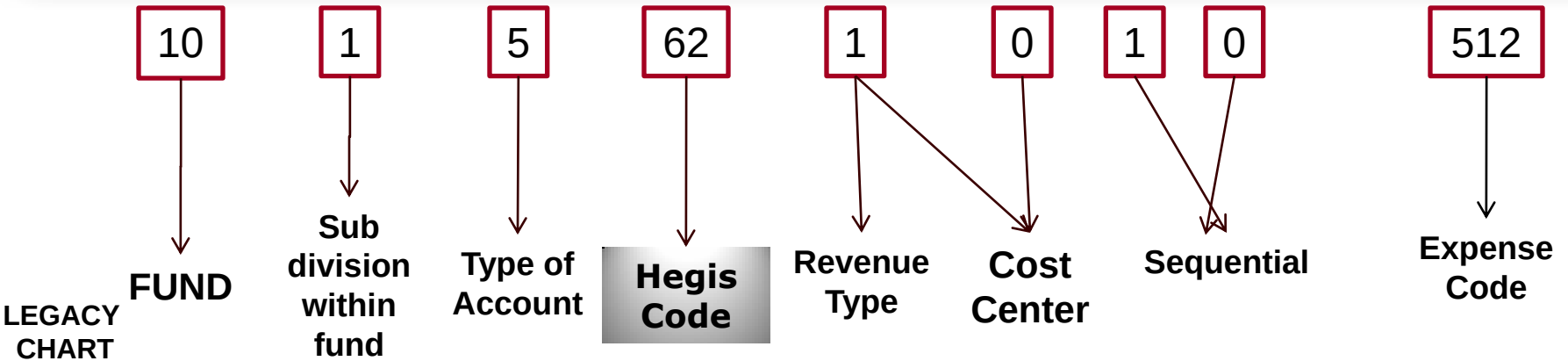


Account – Example

732	SUPPLIES
7320	SUPPLIES
73200	SUP-AGRICULTURAL
73201	SUP-ATHLETIC EQUIPMENT
73202	SUP-BUILDING & GROUNDS
73203	SUP-CLOTHING
73204	SUP-COMPUTER
73205	SUP-DRUGS & MEDICINES
73206	SUP-FOOD
73207	SUP-LAUNDRY
73208	SUP-LIBRARY AUDIO VISUALS
73209	SUP-MEDICAL & LAB
73210	SUP-MOTOR VEHICLES
73211	SUP-NON CAPITAL EQUIPMENT (<\$5K)
73212	SUP-OFFICE
73213	SUP-OTHER
73214	SUP-POSTAGE



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**BANNER
CHART**

Note: Refer to Handout for additional information



Program – Example

010	GENERAL INSTRUCTION
011	ON-CAMPUS INSTRUCTION FOR CREDIT
012	OCCUPATIONAL & VOC INSTRUCTION
013	COMMUNITY EDUCATION
014	OFF-CAMPUS INSTRUCTION FOR CREDIT
020	RESEARCH
021	INSTITUTE AND RESEARCH CENTERS
022	INDIVIDUAL OR PROJECT RESEARCH
030	PUBLIC SERVICE
032	COMMUNITY SERVICES
033	COOPERATIVE EXTENSION SERVICES
034	PUBLIC BROADCASTING SERVICES

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

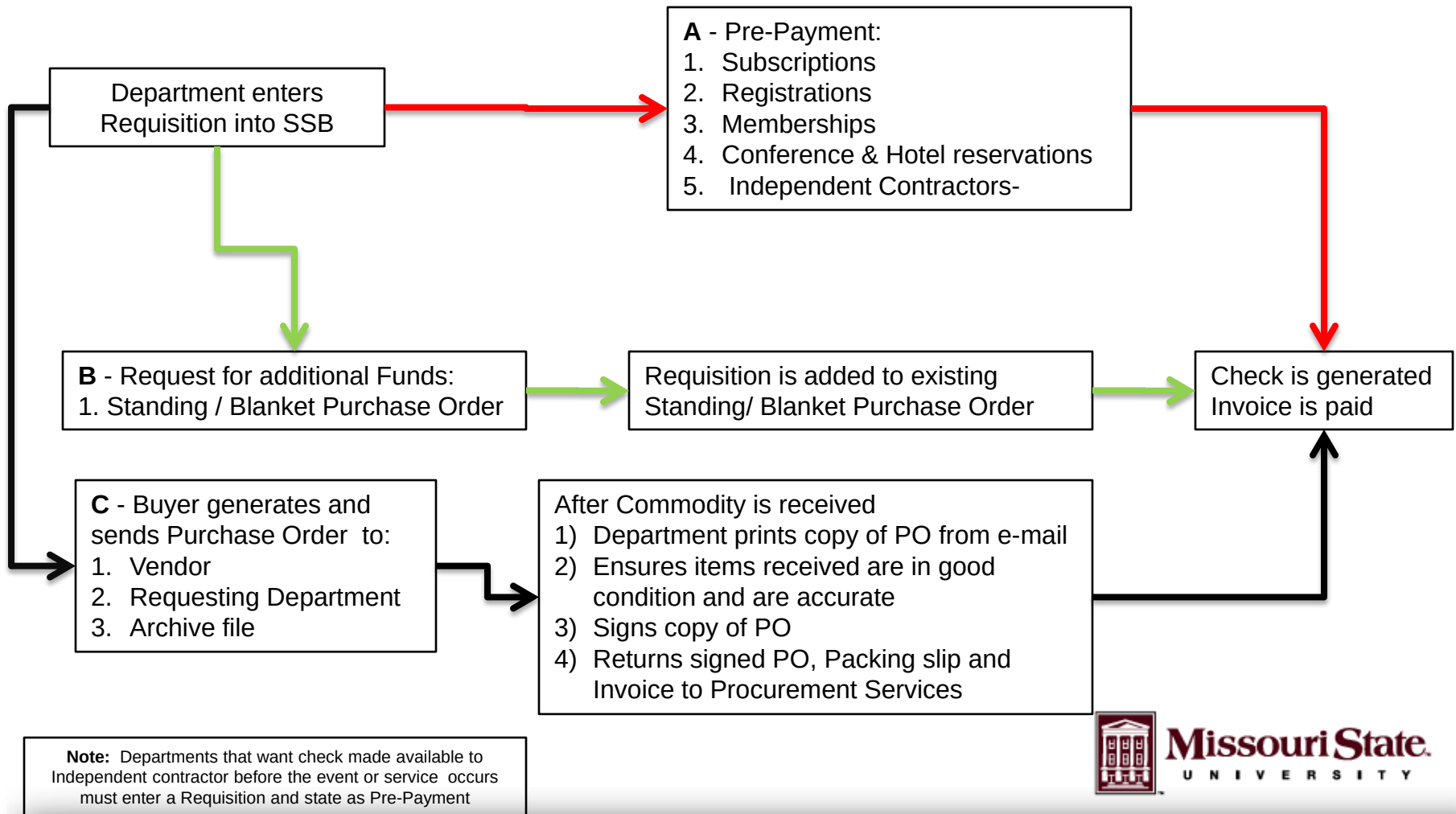


Requisition

- Procurement Rules and Regulations
 - Commodity Codes
 - Lead Times
- Review of Handout information
 - P-Cards
 - Requisitions
 - Purchase Orders
- Payables Rules and Regulations
 - Payment Request

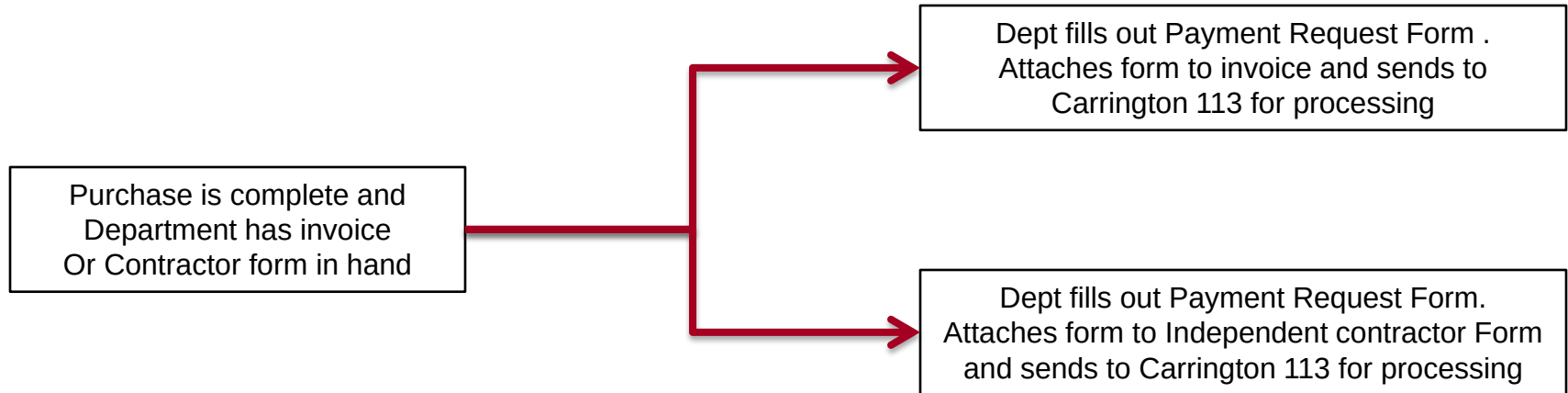


Requisition Processing- Before the fact – No threshold



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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

