JUNE 2021 RAN MEETING

Basic Overview of MyReports and Useful Banner Screens

THE UNIVERSITY OF NEW MEXICO®

Agenda

- Banner overview

  - How is Banner data generated

- MyReports overview

  - Definitions and query help

- Resources

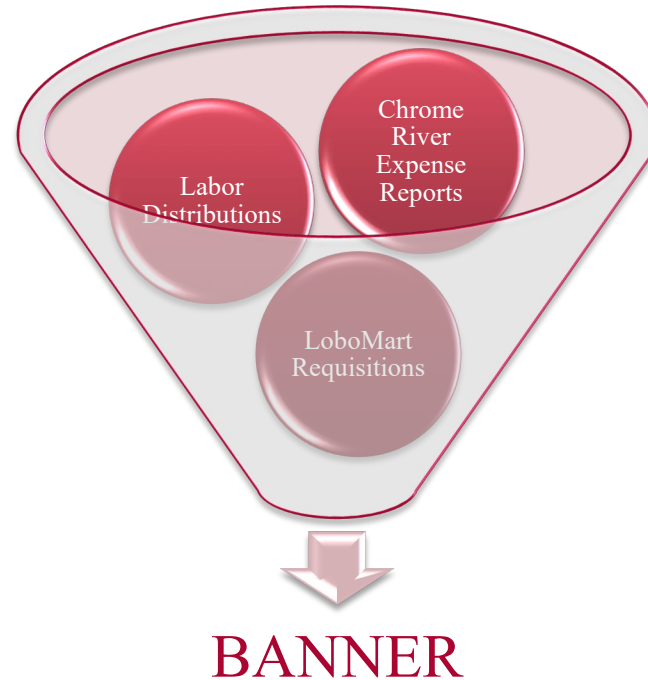- Poll for next meeting

Banner Overview

- ## What is Banner?

    - Banner is the computer software application for recording financial information at UNM. This software uses an Enterprise Resource Planning (ERP) architecture approach.

    - An ERP system is multi-module transaction-based application software that helps organizations to manage the vital parts of the business.

    - **Official accounting system of record for sponsored project spending**
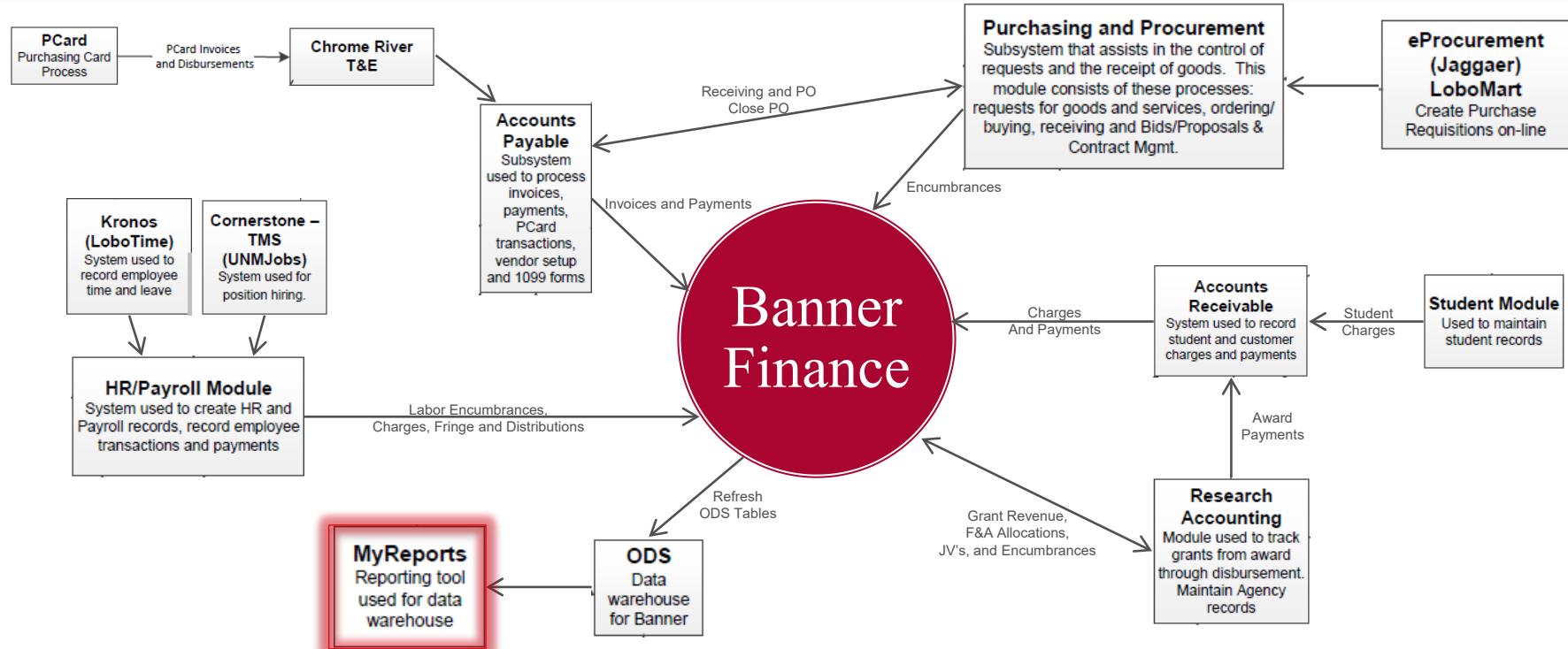
Banner Overview

- Banner forms can be identified by the letter associated at the front of the form
  - F-Forms = Finance
  - G-Forms = General
  - N-Forms = Position Control (HR)
  - P-Forms = HR / Payroll
  - R-Forms = Financial Aid
  - S-Forms = Student
  - T-Forms = Accounts Receivable

Basic overview of how Banner data is generated

Advanced overview of Banner architecture

PCard
Purchasing Card Process

PCard Invoices and Disbursements →

Chrome River T&E

Accounts Payable
Subsystem used to process invoices, payments, PCard transactions, vendor setup and 1099 forms

Receiving and PO Close PO

Purchasing and Procurement
Subsystem that assists in the control of requests and the receipt of goods. This module consists of these processes: requests for goods and services, ordering/buying, receiving and Bids/Proposals & Contract Mgmt.

eProcurement (Jaggaer) LoboMart
Create Purchase Requisitions on-line

Encumbrances

Invoices and Payments

Banner Finance

Kronos (LoboTime)
System used to record employee time and leave

Cornerstone – TMS (UNMJobs)
System used for position hiring.

HR/Payroll Module
System used to create HR and Payroll records, record employee transactions and payments

Labor Encumbrances, Charges, Fringe and Distributions

Accounts Receivable
System used to record student and customer charges and payments

Charges And Payments

Student Charges

Student Module
Used to maintain student records

Award Payments

MyReports
Reporting tool used for data warehouse

ODS
Data warehouse for Banner

Refresh ODS Tables

Grant Revenue, F&A Allocations, JV's, and Encumbrances

Research Accounting
Module used to track grants from award through disbursement. Maintain Agency records

MyReports Overview

- ## What is MyReports?
  - My Reports is the software application that UNM uses for reporting financial information.
  - MyReports uses the Operational Data Store (ODS) that represents all financial transactions that have been recorded in the Banner Finance system.
    - ODS is refreshed as of close of business the previous day.
  - In order to serve the vast reporting needs of the University Community, a large number of standardized reports have been created using MyReports. The standardized reports are based on information that the user requests when parameters, or criteria, is entered into the reporting dashboard.

MyReports Overview

- ## UNM VPN required while working remote

  - Accessing MyReports from remote locations requires the use of a VPN.

  - Please visit FastInfo answer 7819 for instructions on using UNM's GlobalProtect VPN services. Be aware that some reports do not work correctly when using the "UNM MyReports" web link provided by the GlobalProtect portal. **Please follow the instructions in the FastInfo article for downloading the VPN client for your workstation.**

Getting Started with Finance Reporting

- Finance transactions include the following:
    - Budget entries, including:
        - Original budget entries
        - Revised budget entries
    - Actual expenditures, including:
        - Payroll
        - PCard
        - ChromeRiver expense/invoice
        - Lobomart purchase order/invoice transactions.
- Each department uses at least one index code but may also have many to initiate finance transactions. Index codes have a unique set of attributes representing your fund code, organization code, program code, and activity code. The combination of these codes is created into a short cut index code, which allows you to view budgets and finance transactions for your FOPA (Fund, Org, Program, Activity) easily, without having to remember each combination of codes.

Getting Started with Finance Reporting (cont.)

- In order to ensure accurate and proper financial management, you should be reconciling transactions posted against your index codes.
- Reconciliation should happen monthly, but it's a good idea to keep an eye on your index codes weekly or even daily.
- MyReports Finance can help you monitor your index codes on a regular basis!
- Access to MyReports Finance is granted to anyone with the Banner 'Department General Inquiry' role.
  - If you don't currently have this role, you can request it through the Banner Authorization Requests (BAR) application.

Getting Started with Finance Reporting (cont.)

- The types of reports you use, and the frequency with which you use them, varies depending on the type of funding you are reconciling and the time of year.
- Restricted indices (contracts and grants) will have their own funding periods (project periods) that most likely will not match the University Fiscal Year (July 1-June 30).
- A list of suggested reports to be run by Finance business cycle/type of funds is available under Reports by Business Cycle.
- Instructions for how to run the most popular reports are published on the Training Documents page.

Next level with Finance Reporting

- Although you will most likely need to login to Finance MyReports to run special reports, the scheduling tool (ReportCaster) allows you to setup a schedule for common reports to be run and emailed to you or other interested staff using your specific report parameters.
- Instructions for scheduling reports can be found [here](#).

Next level with Finance Reporting (cont.)

- There may also be situations when you need to perform additional analysis on data from Finance MyReports.
- Data extracts can be run from the F Guided Ad Hoc folder in Finance MyReports.
  - Once you have the extracted data, you can create charts or pivot tables in Excel.
- If you find that the published Finance MyReports and the Guided Ad Hoc extracts don't meet your reporting needs, you can create your own queries using the MyReports InfoAssist query writing tool.
  - Access to InfoAssist requires a report writing role.

MyReports Roles

- Access to MyReports Finance is granted via [Banner Authorization Requests (BAR)](#) security roles. Refer to the table below for guidance and request the appropriate role based on your Department's need.

BAR Role Name	Level of Access Granted	Role Description/Department Need
Department General Inquiry	Basic	This role gives you the ability to run published reports as needed or schedule them to be delivered to email inbox.
Department General Inquiry	Intermediate	This role also gives you the ability to extract raw data from the ledgers for further analysis using Guided Adhoc interface. This does not require any technical or query writing knowledge.
Finance MyReports Writer	Advanced	This role gives you the ability to write your own custom queries, reports and charts using InfoAssist report writing tool. Note: Please complete the prerequisite 'FIN 200 MyReports Writer – Finance' training on [Learning Central](#) before requesting this role.

Defining Chart of Account Elements for Reporting

- **F** – Fund
- **O** – Organization
- **P** – Program
- **A** – Activity

FOPA Definitions - Fund

- Fund
  - Because UNM is a state institution and nonprofit organization, we are required to use an accounting method called ***fund accounting.*** Fund accounting allows us to use each source of funds separately and to honor differing restrictions or provisions.
  - It also ensures that we spend dollars as requested by funding sources. Fund accounting provides records that can be used to certify the use of the funds.

FOPA Definitions – Fund Types

- Unrestricted Funds
- Restricted Funds
- Others (less common)
  - Loan Funds
  - Endowment Funds
  - Unexpended Plant Fund
  - Retirement of Indebtedness Fund
  - Renewal and Replacement Fund
  - Investment in Plant Funds
  - Agency Funds

FOPA Definitions – Fund Types
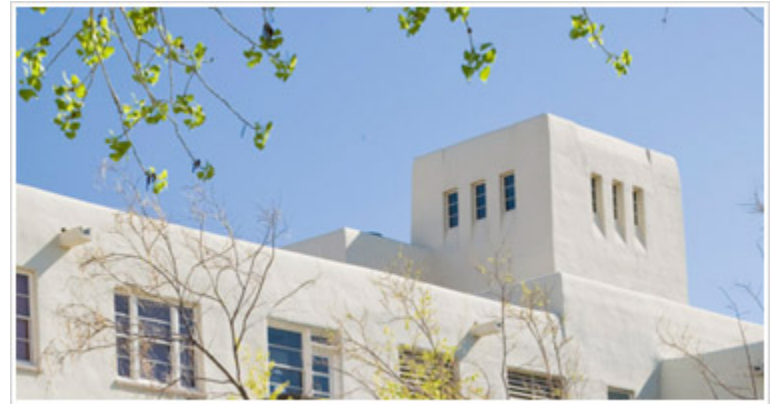
- **Unrestricted Funds**
  - Include resources of the University that are currently expendable for any purpose toward performing the primary objectives of the University.
  - These include all funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended; however, may be restricted by administrative policies.
  - The primary source of these funds is state appropriations.

FOPA Definitions – Fund Types

- **Restricted Funds**

  - Include resources of the University that are currently expendable for any purpose toward performing the primary objectives of the University.

  - These include funds available for financing operations, but which are **limited by donors and other external agencies to specific purposes, programs, departments, or schools.**

FOPA Definitions – Fund Types

- **Loans Funds** - Include resources available for and transactions related to loans to students
- **Endowment Funds** - Include those resources that are invested in accordance with donor restrictions
- **Unexpended Plant Funds** – Include funds for construction or acquisition of long-lived assets
  - This includes such items as land and building acquisition, construction of new facilities, renovation, and remodeling
- **Retirement of Indebtedness Fund** – Used to record the accumulation of funds and the related disbursement for repayment of long-term debt for assets
- **Renewal and Replacement Fund** – Allocations for building upkeep
- **Investment in Plant Funds** – Used to record the equity of campus assets
- **Agency Funds** – Used to record funds held by the University for outside groups who have a close relationship with the University
  - The University acts as a custodian of agency funds

FOPA Definitions – Fund

- The first character of a fund indicates which campus is responsible for reporting.
  - 1 – Institutional Fund
  - 2 – Main Campus
  - 3 – Health Science Center
  - 4 – Gallup Campus
  - 5 – Los Alamos Campus
  - 6 – Valencia Campus
  - 7 – Taos Campus

FOPA Definitions – Fund

- The second character of a fund indicates the type of fund.
  - Unrestricted – U
  - Restricted – numeric
  - Endowment – E
  - Non-endowed – N
  - Plant - P

FOPA Definitions – Fund Levels

- Level 1 – Fund Source (Revenue)
  - Examples: 2RFED, 2RLCL, 2ROTH, 2RSNM
- Level 2 – Grant Level
  - Example: 2RCB2
- Level 3 – Fund Level
  - Example: 2CB25

FOPA Definitions - Organization

- ## Organization
  - The Organization segment, a required field in Banner, represents a unit of financial responsibility. An organization is established for tracking financial activities of a financial reporting unit.
  - The Organization code is used to track financial activities by functional reporting unit such as campus, college, school, department, division, and cost center.
  - Org hierarchy has 8 levels at UNM

FOPA Definitions – Organization (Org Levels)

- **Organization Levels**
    - Level 1: President (highest level of reporting)
    - Level 2: Campus/Vice President
    - Level 3: College/School
    - Level 4: College Grouping (determined by Level 3 Administrator)
    - Level 5: Department (determined by Level 3 or 4 Administrator)
    - Level 6: Division (optional, determined by Level 5 Administrator)
    - Level 7: Unit (optional, determined by Level 6 Administrator)
    - Level 8: Sub-unit (optional, as necessary)

FOPA Definitions – Organization (Org Levels)

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
A - President							
	AB - Provost Academic Affairs						
		ABH - College of Arts & Sciences (A&S)					
			ABH1 - AS College Units				
				765A - Psychology Department			
					765A00 - Psychology Faculty #101		
		ABK - School of Engineering					
			ABK2 - SOE Departments				
				271A - Electrical Computer Engineering			
					271C - Computer Engineering		
						271C00 - Computer Engr PI #1	
		ABQ - Vice President for Research					
			ABQ1 - Research Centers				
				433A - Center for High Tech Materials CHTM			
					433C - CHTM Research		
						433C00 - CHTM PI #1	
	AD - Executive VP for Administration						
		ADD - Controller					
			ADD0 - Controller Operating				
				185A - Controller Operations			
					112A - Contract and Grant Accounting		

FOPA Definitions - Program

- **Program**
  - The Program segment, a required field in Banner, is used to track the sources and uses of institutional funds by functional classification (purpose). This segment follows the NM Higher Education Department (HED) standards and supports institutional reporting.
  - For Restricted Accounting, we have 4 main program types:
    - P10R – Instruction
    - P16R – Research
    - P17R – Public Service (Other)
    - P19R – Financial Aid

FOPA Definitions - Activity

- **Activity**
  - The Activity segment is used to group and track revenues and expenditures as a single, generally non-permanent, occurrence that is not identifiable by any other accounting string segment.
  - These are normally used to track specific events such as a conference being hosted by a UNM department.
  - In order to have more than one Index within the same Fund, Org, and Program combination, a new Activity code must be requested; this will be the distinguishing FOPA element for the new index.

FOPA Definitions – Index and Account

- **Index**
  - The Index code is a Banner field used as a short cut to default one or more segments of a Banner Accounting String (FOPA). Within the University's Chart of Accounts structure, the index code will be key to establishing and recognizing the appropriate use and the grouping of Banner segments.
- **Account**
  - Designates asset, liability, equity, revenue, expenditure, and transfer account classifications.
  - For listing of UNM Chart of Accounts refer to UA website
    - Operating Ledger = Income Statement (Revenue and Expenditures)
    - General Ledger = Balance Sheet (Assets and Liabilities)

Example of FOPA within an Index

- Index code = Short cut to Banner Accounting String (FOPA)
- Example: Index # 765387 is a shortcut for
  - Fund = 2PJ30
  - Org = 765C
  - Program = P17R
  - Activity = GNACTV

Restricted Accounting Nuance in Banner

- Every sponsored project is given a Grant # in Banner
  - Example:
    - Cayuse: Project A20-0163
    - Banner: Grant 2RPJ3
- Every grant in Banner has at least one fund associated with it. Activity (transactions) occur at the index level, which is associated with a Fund.
- However, the grant is the predecessor for the Fund in the Fund Level Hierarchy.
  - Reminder: Fund levels tell us funding source (Federal, non-Federal) and grants associated with the fund.
- Multiple funds can be added to the same grant for Co-PI budgets, cost share funds, program income funds, etc.

Other Definitions for MyReports

- **Report Range → Inception To Date**
  - **Activity from project start date through date selected**
- **Calendar Year vs. Fiscal Year**
  - **Calendar Year:** January – December
  - **Fiscal Year:** July – June
- **Report Type (FRRGLDS)**
  - **Detail:** Shows activity at a transaction level
  - **Summary:** Shows activity at account code level
- **Report Filter**
  - **All Historic Funds:** Includes both active and closed funds
  - **Active Funds Only:** Includes only funds that are active and open

Other Resources

- SARM – UNM Standard Accounting Resource Manual
  - https://sarm.unm.edu/
    - Part I: UNM Finance – a Framework
    - Part II: UNM Accounting Basics
    - Part III: UNM Finance: Practical Applications
- MyReports Info → Finance Reports by Business Cycle
  - https://myreportsinfo.unm.edu/finance/Reports%20by%20Business%20Cycle/index.html
- Financial Services Resources → Job Aids
  - http://fssc.unm.edu/job-aids.html
- FOPA Hierarchy Reports (run daily)
  - FGRFNDH Fund Hierarchy Report (ePrint: fin_banp)
  - FGRORGH Organization Hierarchy Report (ePrint: fin_banp)

Poll for Part II of the Banner and MyReports Series

Poll Questions for next RAN Meeting

- Link to Google Jamboard:
- https://jamboard.google.com/d/1KhOjW7nxPVM2a7vEJKxNzHPwwwHc8sdJvevjXz4rPSY/edit?usp=sharing

THANK YOU FOR JOINING US!