Finance 201 –
Introduction to Banner 9 Finance
User's Guide

November 2018

CONTENTS

WELCOME TO THE BANNER FINANCE MODULE

Welcome to the *Banner Finance User's Guide*. This guide is designed to provide you with the information you need to successfully use the Banner Finance system and includes the following topics:

➢ **Overview of the Banner Finance System**

➢ **Overview of the Chart of Accounts**

➢ **Overview of Standard Finance Forms**

➢ **Tools & Tips For Using Banner Finance**

BANNER HELP WEB SITE

Please visit the Banner Help web site for information on training, documentation for Banner Student and Banner Finance, access request, etc.

Banner Help

Banner & EagleNET Help/Documentation

This page provides informatition, documentation and resources for using Banner INB, EagleNet and the Travel Expense Management system. For technical assistance with EagleNET, Banner or TEMS, or for password resets, please contact the Help Desk at 359-2247 or submit a help desk ticket.

Banner 9 Basic Navigation User's Guide

Banner 9 Quick Guide

Banner Finance Training Matrix

Banner 100 Online Training Course

TEMS Approver Online Training

TEMS Traveler Review Online Training

Banner General	+
Banner Student	+
Banner Finance	+

BANNER FINANCE OVERVIEW

Banner Finance is a fully integrated, internet-based system. Banner Finance encompasses Accounts Payable, Purchasing, Fixed Assets, Budgeting, General Ledger, Finance Operations, and Research/Grant & Contract Accounting.

The Banner Finance system is composed of several components or modules that are used to perform various tasks such as ordering goods and services, or managing budgets (money). The Banner Finance system also provides financial information such as, how expenses are charged, general ledger activity, budget activity and requisition/purchase order history.

BENEFITS OF BANNER FINANCE

Banner Finance offers some of the following features and benefits:

➢ Ability to look up requisition information. Departments will no longer need to contact the Purchasing or Accounts Payable departments to track financial transactions.

➢ Real-time access to budget information and balances.

➢ Ability to download finance queries to Excel.

➢ Up-to-date, real-time access to electronic reports.

➢ "Non-Sufficient-Funds" checking against budget balances.

BANNER FINANCE MODULES

The following section provides an overview of the various Banner Finance system modules implemented.
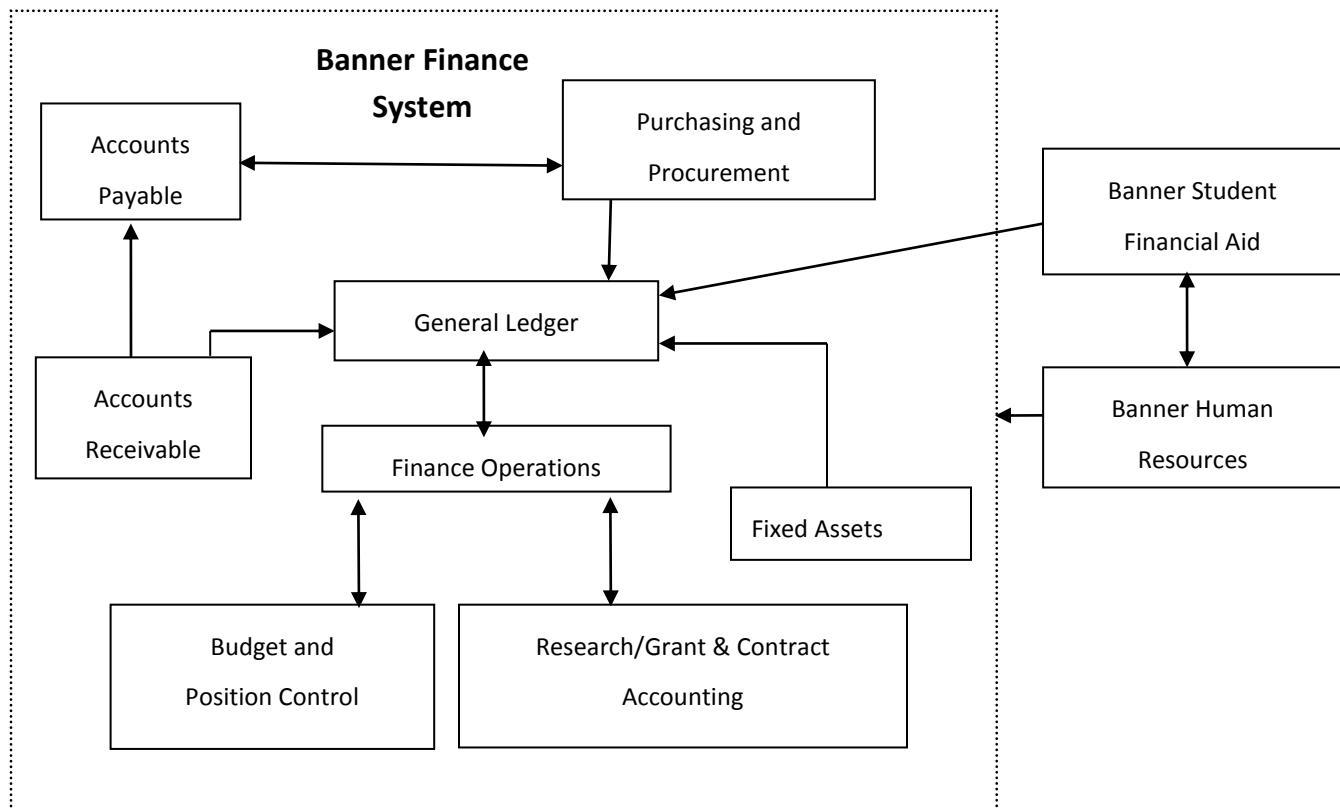
GENERAL LEDGER

The General Ledger module is the basis of the Banner Finance system. This module supports fund accounting and the general ledger as well as housing query and reporting capabilities. The General Ledger module also houses the Chart of Accounts*****, the building block for Banner Finance.

NOTE: Refer to *Chart of Accounts* section in this guide for more information.

FINANCE OPERATIONS

The Finance Operations module contains a series of forms that help manage the Banner Finance system including access, approval, and security definitions.
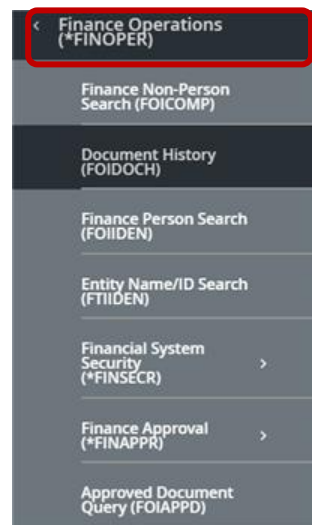
PURCHASING AND PROCUREMENT

The Purchasing and Procurement module is used by campus departments to submit requests for goods and services. Requisitions include the name of the suggested vendor, the quantity, type, and description of goods or services being ordered, distribution information, and the department funding source being charged for the expense. This module also assists in the control of requests and the receipt of goods. The module consists of the following four processes:

➢ Requests for goods and services

➢ Ordering/Buying

➢ Receiving

➢ Bids and Contracts

ACCOUNTS PAYABLE

The Accounts Payable module is used to process invoices, maintain vendor data and includes various queries and reports and is linked closely with the Purchasing and Procurement module. This module is also used to process vendor payments, issue checks, and perform bank reconciliations.
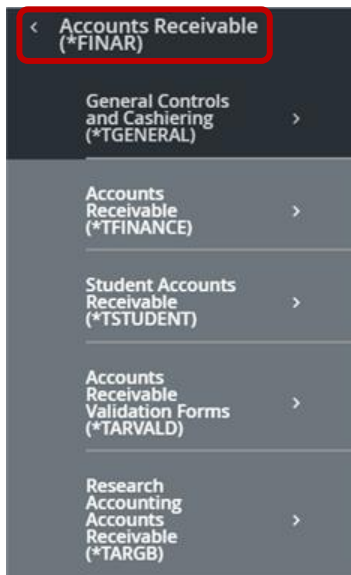
BUDGET AND POSITION CONTROL

The Budget and Position Control module is used to enter and update budget data for future periods and process budget allocations.

ACCOUNTS RECEIVABLE

The Accounts Receivable module is used to access charges, process payments, and generate billings.

RESEARCH/GRANT & CONTRACT ACCOUNTING

The Research/Grant & Contract Accounting module supports grant and contract accounting and is used to track grants and contracts from proposal to award, and the expenditure process.

FIXED ASSETS MODULE

The Fixed Assets module is used to establish and maintain a record of fixed and moveable assets (such as computers, copiers, fax machines, etc.).

CHART OF ACCOUNTS

The Chart of Accounts is a set of fields that contain certain values. These values are organized into tables, and it is the structure and relationships of these tables that form the foundation of the Chart of Accounts. This structure determines how data is collected and recorded in the various Banner modules and how that data is retrieved for financial transactions and financial reporting.

The chart of accounts structure in Banner is composed of six elements: **F**und, **O**rganization, **A**ccount, **P**rogram, **A**ctivity, and **L**ocation (**FOAPAL**). The chartfield elements classify how revenues, expenses, assets, liabilities, and equity are recorded.

Four of the chartfield elements are required: **F**und, **O**rganization, **A**ccount, and **P**rogram (**FOAP**).

The Chart of Accounts	
Chart Field	**Description**
FUND	The six-digit Fund is used to specify the funding source. Examples of EWU funds include General Operating, Auxiliary Enterprises and Grants.
ORGANIZATION	The five-digit Organization code identifies the department (such as the Office of the President, the General Accounting Office, the Biology department, etc.).
ACCOUNT	The five-digit Account code classifies and describes the type of activity being recorded such as revenues and expenditures in the Operating Ledger and assets and liabilities in General Ledger.
PROGRAM	The five-digit Program code identifies the major purpose of the expenditures and accumulates expenditure information into major categories such as instruction, research or academic support etc.
ACTIVITY	The Activity code is optional and is used primarily for specialized reporting.
LOCATION	The Location code is optional and is used to identify physical locations of fixed assets (for example Showalter Hall 202).

INDEX CODES

The Index Code is a six (6) digit code that automatically translates or converts your finance information into the full **Fund**, **Organization** and **Program** components of the "FOAPAL". This code is used in Banner when purchasing goods and services or to obtain balance information.

NOTE: If your department or area uses more then one Fund source, multiple Index Codes are used.

STANDARD FINANCE PAGES

The following finance pages are available in Banner:

Finance Page	Description
FGIBAVL	The Budget Availability Status Page provides current information for adjusted budget, and year-to-date activity. This page is used to ensure an adequate balance for transaction processing.
FGIBDST	The Organization Budget Status Page provides budget availability information by organization (or department).
FGIBSUM	Organization Budget Summary Page is used to view summarized budget information for a selected organization/fund combination. This page provides the organizations budget, year-to-date activity, and available balance.
FGITRND	Detail Transaction Activity Page provides detailed transaction activity for operating ledger accounts (the operating ledger records revenue and expenses).
FGITBAL	General Ledger Trial Balance provides an online display of a trial balance and can be used for each fund.
FGIOENC	Organizational Encumbrance List Page displays all encumbrances by organization (an encumbrance is an amount of funds that is set aside for an incoming expense).
FOIDOCH	Document History Page displays the processing history for a document (for example, an invoice, purchase order, or check) and displays the status of the document.
FAIVNDH	Vendor Detail History Page provides a list of vendor invoice/credit memo/payment transactions for all vendors in the system including terminated vendors.

NOTE: Additional Banner Finance pages are documented in other Banner Finance training and documentation.

TOOLS & TIPS

The following section provides additional information on the Banner Finance system.

ACCESSING BANNER

The following provides instructions on accessing Banner.

NOTE: Access is only granted after applicable Banner Finance training courses have been completed and an access request form has been submitted.

1. Launch any web browser.

2. Access the Banner Secure Links web page at: https://sites.ewu.edu/it/services/administrative-information-systems/banner/

Banner

Banner is an administrative software application developed specifically for higher education institutions by Ellucian. EWU uses the following Banner modules: General, Student, Financial Aid, Finance, Human Resources/Payroll.

Banner Secure Links

Production Systems (PROD)   Training Systems (TRNG)   Advanced

- Banner Admin Pages
- EagleNET - SSB [PROD] (or via Eastern SSO)
- myEWU - Luminis [PROD]
- SOAR - u.achieve [PROD]
- CONCUR Travel Management System [PROD]
- TEMS - Travel and Expense Management System [PROD]
- EDIE - Education Data and Information Environment [PROD]
- Oracle Discoverer Viewer [ODSP]
- Oracle Discoverer Plus (Report Development) [ODSP]
- Jasper [ODSP and REPT]
- CLSS - Section Scheduler [PROD]

3. Click the *Banner Admin Pages* link to log in using your campus NetID and password.

   ➤ If you do not know your password, contact the Help Desk at 359-2247.

4. The **Banner Landing** page menu displays.

5. To expand and view the Finance menu, click on the **Financial (*Finance)** file folder icon.

   ➤ To view available pages in the applicable modules, click on the desired module (for example; **Purchasing and Procurement**).

REQUESTING ACCESS TO BANNER FINANCE

To obtain general Banner Finance access, you must attend the Banner Finance 201 – Introduction to Finance course. To enroll, visit the Training Scheduler on the web.

Once training is complete, a *Banner Finance Security Form* must be completed, approved by your department head or supervisor, and submitted to the Banner Security Officer. The access request form and instructions are found at:

https://sites.ewu.edu/financialservices/office-of-controller/general-accounting/#gaforms

BANNER CUSTOM MENU

The **My Banner** feature is used to "bookmark" frequently used Banner pages. Adding pages to **My Banner** eliminates the need to navigate through menu paths to access frequently used pages. It also eliminates the need to memorize page names or keep a separate written list of frequently accessed pages.

BOOKMARKING PAGES IN MY BANNER

The following provides instructions on adding Banner pages to **My Banner**.

1. From the landing page, type "my banner" in the search field. Select **My Banner Maintenance (GUAPMNU)**.
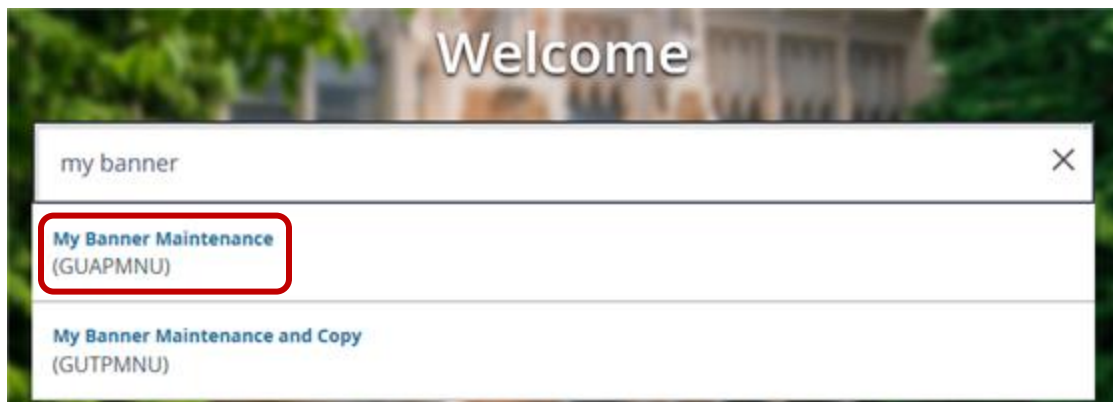
2. The **My Banner Maintenance** page displays. Confirm the **Type** field displays **Oracle Forms module**:

➢ If **Oracle Forms module** does not display, select it from the drop-down list:

3. There are two ways to select pages/queries/menus; search for an object in the list, or query for the desired page.

➢ **Search the List**: Click any item in the **Object** list or **Description** list (in the left column) to activate the pagination controls at the bottom of the list:
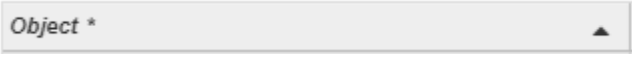
Scroll through the list to find the desired page or object. Double click the desired oject or description to select:

Object Type	
Object *	Description *
GUAERRM	Banner Error and Warning Messages
GUAINIT	Banner Global Initialization
FPIBLAR	Blanket Order Activity
FPIBORD	Blanket Order Validation
FGIBAVL	Budget Availability Status
FBIBUDG	Budget Query
GUACALC	Calculator

Click the **Insert Selection** button [Insert Selection] to add the object to the **Object Selection** list (the right column). Continue to scroll through the **Object** list or **Description** list

to select additional objects. Once completed, click the **Save** button in the lower right-hand side of the page: [SAVE]
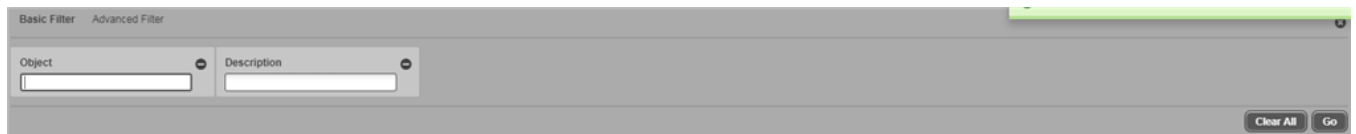
Note: To change the sort order of the **Object** list or **Description** list, click the column header. A sort icon appears:

[Object *] . Click the arrow to change the sort order.

➢ **Query**: To query an object name (or partial object name) or object desciption (or partial object description), click any item in the **Object** list or **Description** list (in the left column) to activate the **Filter** icon:
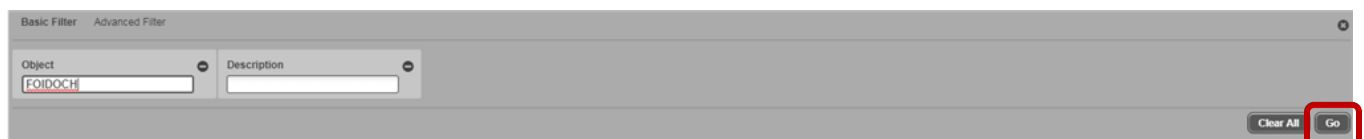
[MENU MAINTENANCE screenshot with Type * Oracle Forms module, Object Type with Object * FGIBAVL / Budget Availability Status, Object Selection section, and Filter icon highlighted]
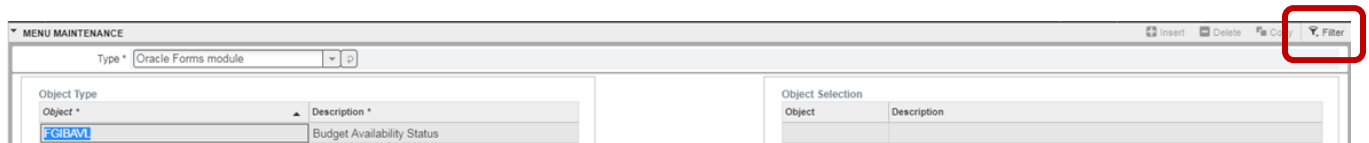
Click the **Filter** icon: [Filter]. A query section opens at the top of the page:

[Basic Filter / Advanced Filter screenshot with Object and Description fields, Clear All and Go buttons]

Enter the 7-character page name (for example FOIDOCH) in the **Object** field, or the page description (for example Document History) in **Description** field and click **Go**:

Important Note: The **Description** field is case-sensitive.

If the full 7-character page name or the page description is not known, use the wild card (%) to search.

[Basic Filter / Advanced Filter screenshot with Object field containing FOIDOCH, Description field, Clear All and Go buttons with Go highlighted]

Based on the filter criteria, the page(s) displays in the **Object** list. Double click the object or description to select.

Click the **Insert Selection** button [Insert Selection] to add the object to the **Object Selection** list (the right column).
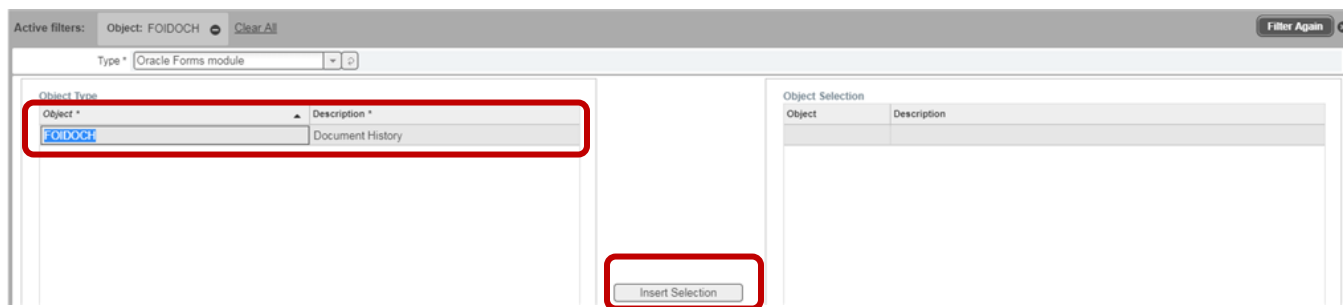
Repeat *all* the steps in this section to continue adding pages. Once completed, click the **Save** button in the lower

right-hand side of the page: **SAVE**

Note: If desired, an additional description may be added to items in the **Object Selection** list. Click the applicable object description and type additional text:
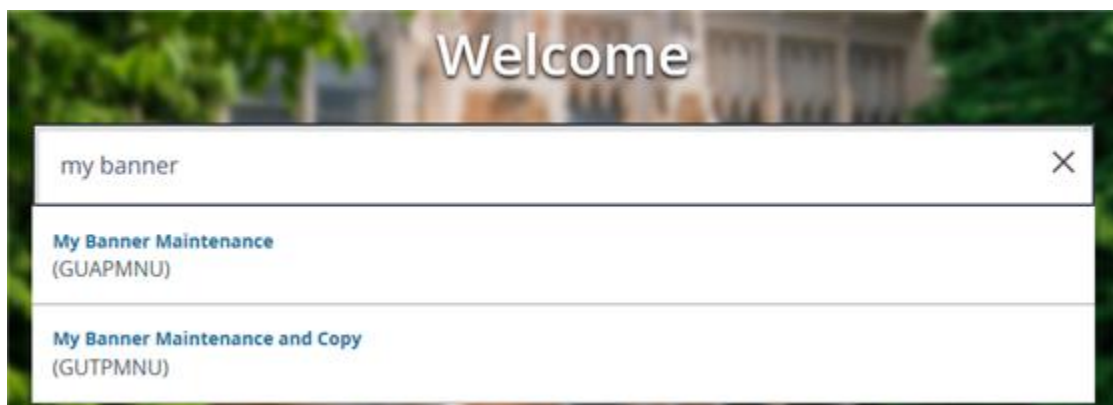

4. To view the **My Banner** list, log out of Banner and log back in. Click the **Applications** icon ⊞ in the left-hand column.
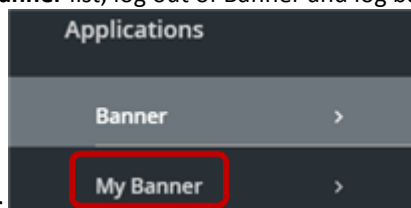
Select **My Banner**

5. To remove items from **My Banner**, from the landing page, type "my banner" in the search field. Select **My Banner Maintenance (GUAPMNU)**.

6. The **My Banner Maintenance** page displays. Double click to select the applicable item in the **Object Selection** column. Click **Remove Selection**:

7. Once completed, click the **Save** button in the lower right-hand side of the page:

8. To view the changes in the **My Banner** list, log out of Banner and log back in.

Revised 11/14/2018

DEFINITIONS AND ACRONYMS

Approvals - Banner Finance manages the approval process of purchasing and budget transfer transactions by assigning each eligible document to an approval queue based on pre-defined criteria.

Banner Finance - Banner Finance is a fully integrated, web based system.

FOAPAL - The FOAPAL is the accounting code that replaces the FRS account number in Banner Finance.

Page - A page in Banner Finance is used to enter, update or query information.

General Ledger - The Banner Finance General Ledger is used to record all University assets and liabilities.

Index Code - The index code is a six (6) digit code that automatically translates or converts your accounting information to the fund, organization and program components of the "FOAPAL" string.

Operating Ledger - The Banner Finance Operating Ledger is used to record all revenue and expense transactions.

Operation Data Store (ODS) - The ODS is a data warehouse that stores data that is sorted into predefined views for easy reporting and data retrieval.

Security - Banner Finance Security ensures that only authorized users can view, update and query financial data.