BANNER FINANCE
TRAINING GUIDE
FOR
FIRST TIME USERS:
LOGGING ON AND
GENERAL BUDGET INQUIRY

Revised: June 1, 2009
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INTRODUCTION

Welcome to Banner Finance. The Finance modules found within Banner contain detailed information about expenditures and charges that post against an individual budget. Banner uses an accounting string called “FOAPAL” for assigning costs to its proper organizational unit. This acronym stands for:

F  Fund – required for financial transactions - six characters – alpha numeric
O  Organization – required for financial transactions - four characters – alpha numeric
A  Account – required for financial transactions - five characters – alpha numeric
P  Program – required for financial transactions - three characters – alpha numeric
A  Activity – optional for financial transactions - four characters – alpha numeric
L  Location - optional for financial transactions - six characters – alpha numeric

Every financial transaction in Banner requires at least the F (Fund), O (Organization), A (Account) and P (Program). The Activity code will only be used by certain departments. You will not have a value for this field unless the Accounting Department specifically notifies you. The Location Code identifies where items such as equipment, vehicles, etc are located and will be used only by the accounting staff.

If you have an FRS account that begins with 11, 12, 13, 14, 15, 16, 17 or 18, your Org code will specify your department and your fund code will always be 111020. When preparing financial transactions for these accounts, your Org code will be the unique code which identifies your department. The translation from the FRS account to the Banner FOAPAL is as follows:

Old FRS Account  120200
Banner Account
<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>111020</td>
<td>6040</td>
<td>600</td>
</tr>
</tbody>
</table>

Old FRS Account  191000
Banner Account
<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>12X030</td>
<td>1515</td>
<td>500</td>
</tr>
</tbody>
</table>

FRS Accounts that begin with 19 will always have a fund code of 12X030. When preparing financial transactions for these accounts, your Org code will be the unique code which identifies your department. The Banner FOAPAL translates from the FRS account structure for FRS accounts that begin with 19 as follows:

Old FRS Account  191000
Banner Account
<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>12X030</td>
<td>1515</td>
<td>500</td>
</tr>
</tbody>
</table>
FRS ledger 2 accounts will carry their departmental org code, but will have a unique fund code that begins with 14XXXX. When preparing financial transactions for these accounts, your Fund code will be the unique code which identifies your department. So, ledger 2 accounts will translate as follows:

Old FRS Account  211101

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>142420</td>
<td>1515</td>
<td>300</td>
</tr>
</tbody>
</table>

(banner account) (six digits) (four digits) (three digits)
(denotes department) (expense category)

FRS ledger 5 accounts (grant accounts) will have a unique departmental org code with the first digit being a 9 and a fund code that begins with 3. Grant accounts also have a unique grant code associated with them. The grant code provides accounting information on an inception to date basis – using this feature will allow you to access information on your grant account since it was established. When preparing financial transactions for grant accounts, your Fund code and Grant code will be the unique codes which identify your grant. So, ledger 5 accounts will translate as follows:

Old FRS Account  524231

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Grant Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>340402</td>
<td>9910</td>
<td>800</td>
<td>G09051</td>
</tr>
</tbody>
</table>

(banner account) (six digits) (four digits) (three digits) (six digits)
(denotes department) (expense category)

However, you do not have to enter every part of your FOAPAL with each transaction. Banner allows the use of a “short-cut” by using the Index field – if you enter your org or fund in the Index field, Banner will default the respective values for the Fund, Org and Program codes. If you are preparing a financial transaction and enter your Org or Fund code in the Index field, the Fund, Org and Program code values will default for ease of data entry. Using the Index field should minimize posting errors.

Note: If you enter the wrong code in the Index field, your financial transaction will post to the wrong Fund and Org. You should always verify your Org and Fund information after you enter the code in the Index field before proceeding.
CONVERSION

The current Legacy system, i.e. FRS-Plus, provides for the use of a six digit department code, six digit map code and four digit object code. For example; if you were to access screen 19 in FRS and select account 120300; you would see the related map code 016001. 120300 identifies the department (Controller’s Office) 016001 identifies the map code which accumulates assets and liabilities. If you wanted to know the amount spent on office supplies, you would look at object code and 4010 which identifies the type of charge (office supplies). The term “department code” in the legacy system will become “organization code” in Banner. “Object Codes” in the legacy system will become “Account Codes” in Banner. The term “map code” in the legacy system will become “fund code” in Banner. “Program codes”, a new feature offered by Banner, will further define the organization code by its functional area (such as instruction, research, institutional support, etc) and will be used primarily by the accounting office. Activity codes, another new feature offered by Banner, will provide for more detailed identification of an area’s activity – most departments will not use these codes.

“Crosswalk” documentation from the legacy system to Banner Finance is provided in the attachment. We have listed the old FRS account number and the corresponding Banner FOAPAL. We have also provided a listing of the most frequently used Banner Account Codes.

The Accounting Office is updating all forms to incorporate the new Banner FOAPAL. The following forms have been updated and will be available July 1 – please be sure to use the proper form:

- Check Request Voucher
- Travel Authorization
- Travel Reimbursement
- Wire Transfer
- Contract for Professional Services
- Cashier’s Departmental Deposit
NAVIGATING IN BANNER SELF SERVICE

Users will access Banner Finance through a feature called “Self Service Banner” or SSB. You can login to SSB through your Web browser from on- or off-campus. Internet Explorer 6 (for Windows) or higher or Safari 1.0 or higher (for Mac OSX) is recommended.

The log-in site is: http://tifton.winthrop.edu:9090/ Please click on the “Production Database – Username Method” Link.

Next, select the Secure Area option indicated by the circled selection below.
Enter your Winthrop University Identification number which begins with a “W”. Enter your Personal Identification Number or PIN which is set to your birthday (MMDDYY). Then click on “Login”. If you have forgotten your PIN, you may click on the Forgot PIN? Option and follow the Banner instructions (we will show you how Banner provides that feature shortly).
When you log onto the system for the very first time, you will be prompted to change your PIN. Re-enter your “old” PIN (which is your birthday in MMDDYY format), then enter and confirm your new PIN. Your PIN must be fifteen characters or less and is alpha-numeric. The PIN you select is case sensitive, so be careful with capitalization. Then click on the Change Pin option.
Banner will now require the user to enter a security question and appropriate response in case the user forgets his/her PIN. You must confirm your new PIN, then select from a predetermined list or you may develop your own question. When you have completed the question and answer, click on submit.

Note: If you try to log in unsuccessfully five times, your password will be disabled. If that happens, please contact the Information Technology Help Desk at Extension 2400 to reset your password.
You will be returned to the Main Menu. At the “Main Menu” screen, you may choose the Personal Information or “Finance” Tabs as indicated by the circled selection below.
Selecting the Personal Information Tab will enable you to view and update your information. The Personal Information Tab will not be fully functional until Banner Human Resources comes live in July, 2011. The only links that are functional are the Change Security Question and Change Your PIN.
To get started in Banner Finance, select the “Finance” tab, there will be several options from which to choose. In this training session, we will review the Quick Budget Query which is found in the Budget Queries link as shown.

Features of Self-Service Banner (SSB) include:

Point and Click Capabilities
Drill down to Document Views
Easy Downloads into Excel
Offers comparison with past fiscal years (this feature not yet available)
Excellent tool for Hierarchy reporting needs
Excellent tool for Faculty Grant balance queries
Upon entering the “Budget Queries” menu, there will be three options from which to choose.

1- Budget Quick Query
2- Budget Status by Organizational Hierarchy (This topic is covered in Banner Advanced)
3- Budget Status by Account (This topic is covered in Banner Advanced)

**Budget Quick Query**

The Budget Quick Query allows you to review budget information by account for the Fiscal Period and Year-to-Date by: Specific FOAPAL, Specific Organization, Fund Type, Account Type or Revenue Accounts. Banner contains security features which restrict your access to account information – you may only access information on those accounts for which you have been granted specific authorization. For instance, if you are in the Athletic Department, you may view accounts related to your responsibilities in the Athletic Department, but you could not view account information related to the College of Business. To begin, click on the Budget Quick Query option in the drop-down menu.
Budget Quick Query provides a Banner summarized budget analysis of a specified FOAPAL. This report can be run at any time during the month. However, the data presented is cumulative through the most current month and recently posted data. Do not check the box “Include Revenue Accounts” unless you are accessing information on a revenue generating account (such as an old FRS ledger 2 account).

Insure the fiscal year is set to 2009. Enter the Chart of Accounts as “W” and enter the desired Org or Fund Code into the Index field (if known – for training purposes, input the value 1515 into the Index field) and click on the Submit Query button.
Budget Queries - Windows Internet Explorer

Fiscal year: 2009

Chart of Accounts

Budget
Organization
Program
Location

Index
Grant
Account
Activity

Commitment Type: All

Submit Query

RELEASE: 8.1

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document ]

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Banner will fill in the information related to Fund, Organization and Program. You will note the Index value you entered is no longer displayed – that is because Banner uses the Index value to default the Fund, Org and Program codes – once these values are populated, the Index is no longer needed. You do not have to input an account code value because you are not creating a financial transaction – rather, you are merely reviewing your department’s budget status. Always verify the fund and org codes are correct before proceeding.

The circled items are required fields on this form.
If you would like to search for a specific org code or fund code via the Index field, you can do that. For instance, if you do not know the desired code, you may click on the index box to select the desired code from a list.
Banner offers a variety of search features. If you know any information regarding the Code you wish to access, you can narrow your search by typing in specific information or by using “wildcards”. Banner uses the percent symbol character (“%”) as a wildcard. You must be careful in how you use wildcards to prevent unintended results. For example, using 1% will return any Code that starts with 1; %1 will return any code that ends with 1; %1% will return any Code that contains the number 1. If you just type in the number 1 without any wildcards, Banner will return only that Code that is specifically the number 1 (since Fund and Org Codes are either four or six characters, you will not get any values returned).

We will search on all Codes that begin with the number 1. Type in the value 1% in the Index Criteria field; then select the number of Codes you wish displayed from the dropdown list and click on the Execute Query Button.
Banner will display the first 25 results of Codes that contain the number 1 (we don’t have 25 Codes that begin with the number 1, so Banner returned all values).
If you knew that your Code had the number 5 in it, but you could not remember where the number 5 was, you could search for all Codes that contained the number 5. Just type %5% in the Index Criteria field and click on the Execute Query button.
Banner would return the first 10 Codes that had the number 5 in it.

<table>
<thead>
<tr>
<th>Title</th>
<th>Index Fund</th>
<th>Organization Account</th>
<th>Program Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Administration</td>
<td>1515</td>
<td>12X030 1515</td>
<td>552</td>
<td></td>
</tr>
<tr>
<td>Athletics Training Room</td>
<td>1520</td>
<td>12X030 1520</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Dean of Arts and Science</td>
<td>2415</td>
<td>1111020 2415</td>
<td>446</td>
<td></td>
</tr>
<tr>
<td>Arts and Sciences Student Services</td>
<td>2455</td>
<td>1111020 2455</td>
<td>446</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>2605</td>
<td>1111020 2605</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>Human Nutrition</td>
<td>2655</td>
<td>1111020 2655</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>Master of Liberal Arts</td>
<td>2705</td>
<td>1111020 2705</td>
<td>445</td>
<td></td>
</tr>
<tr>
<td>Modern Languages</td>
<td>2755</td>
<td>1111020 2755</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>2805</td>
<td>1111020 2805</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>Social Work</td>
<td>2855</td>
<td>1111020 2855</td>
<td>111</td>
<td></td>
</tr>
</tbody>
</table>
Another search feature is by Title. The Title Criteria field is case sensitive, so the way in which you spell the word is very important. If you know that your Code has the word “Athletic” in it, you can use the Title Criteria Search. We recommend that you use a wildcard as the first character (that way you don’t have to worry about capitalization). Just type in any part of the word “Athletic”, include your wildcards where needed, and select the number of returns you wish to see. Then click on Execute Query.
Banner will return information on the first 10 Codes that have “thlet” in it.
Whether you use the Index or Title search criteria, you can click on the desired Code to make your selection. After you select your Code, you will be returned to the previous screen.

<table>
<thead>
<tr>
<th>Title</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>1120</td>
<td></td>
<td>11102011120</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Campus Events</td>
<td>1130</td>
<td></td>
<td>11102011350</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Administration</td>
<td>1215</td>
<td></td>
<td>1250001515</td>
<td>552</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics Training Room</td>
<td>1420</td>
<td></td>
<td>12X0201420</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Advertising</td>
<td>13X120</td>
<td></td>
<td>13X1201525</td>
<td>331</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's Baseball Activities</td>
<td>13X320</td>
<td></td>
<td>13X3201605</td>
<td>552</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winthrop Writing Network</td>
<td>142230</td>
<td>142230</td>
<td>142330 2665</td>
<td>331</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model UN</td>
<td>142420</td>
<td></td>
<td>1424202815</td>
<td>331</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Service Learning</td>
<td>143180</td>
<td>143180</td>
<td>3410</td>
<td>111</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peabody Activities</td>
<td>144020</td>
<td></td>
<td>1440204810</td>
<td>331</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Banner will fill in the information related to Fund, Organization and Program. As was noted earlier, the Index value you selected is not displayed. You do not have to input an account code value because you are not creating a financial transaction – rather, you are merely reviewing your department’s budget status. Always verify the fund and org codes are correct before proceeding.

If you use this query a lot, you may give a name to your query and Banner will “save” your parameters. You will then be able to select your saved query by retrieving it from the previous form.

After you have named your query, click on the Submit Query button to view your results.

Please do NOT check the Shared button – this will result in your saved query being seen by all users. If all the information is correct, click on the Submit Query button again to view your results.
The parameters that are displayed in the report for this query are as follows: Adjusted Budget, Year-to-date actual expenses, Commitments (Funds that are committed because a Requisition or Purchase Order has been processed but no actual invoice has been paid), and Available Balance. This report lists all account codes associated with your Index Code. It does not provide the means for you to view detail information, but the Budget Quick Query does give a complete view of a particular Organization. If you had selected an account code as a parameter, Banner would have only provided information on that one account code – we recommend you do not input a value into the account code field when using the Quick Budget Query.
If you do not wish to search on the Index Code, you may search on the individual FOAPAL elements. If you search on the Org field, you will get:
Please note there are some Org Titles that are in all capital letters. These Org codes cannot be used when creating financial transactions. Rather, they are used in Organization Hierarchy reporting (we will cover Organization Hierarchy in Banner Advanced). For instance, Org codes 2400, 2405, 2410, 2450, etc are non-data enterable. Fund and Account codes have similar Hierarchal structures – any Title which is in all capital letters is non-data enterable and is used for Hierarchal reporting purposes only.
If you select an account for which you do not have security to view, you will get a “no records found” message.

Please note you may get this same message if you are working with an account for which you do have security, but there is simply no information based on the criteria you have selected.