Banner Finance Overview

Banner Finance

- Oracle Relational database
- Five modules: Finance, Human Resources, Advancement, Student, Student A/R
- Two main components: INB (Internet Native Banner) and BSS (Banner Self Service)
  - INB – query, purchase requisitioning
  - BSS – query, eSeeDPV, eSeeIDO, Finance Budget Development, UMG Tools
Banner Finance (continued)

- Companion products include Xtender (document imaging), Appworx (UC4), Workflow
- Transaction feeds post to Banner Finance from the other Banner modules, Amex p-card reconciliation tool, Concur Expense, IDX (patient billing system), etc

Banner Finance Reporting

- WebFocus Dashboard – includes annual budgeting reports, travel transactions, encumbrance summary
- Cognos – includes Statement of Account, Report of Transactions, Labor Distribution, etc.
System Access

- Access request form available via mySLU Tools tab, IT Service Request icon
- Banner and related products are accessed via the mySLU Tools tab
Training

- Camtasia tutorials are available for Banner Finance document entry processes
- INB Purchase Requisitions
- BSS eSeeIDO and eSeeDPV
- Monthly hands-on training session covers INB/BSS Query Screens, Xtender, and WebFocus Dashboard/Cognos
- Business and Finance Training Page

FOAPAL Elements

The Chart of Accounts is the classification structure that underlies the University’s financial reporting system. The Chart of Accounts structure in Banner is composed of six elements:

- Fund – Organization – Account – Program – Activity – Location
Fund

• Six-digit code assigned to each fiscal and accounting entity whose financial transactions are recorded separately from other funds

• Fund groups
  1xxxxx – General Unrestricted
  2xxxxx – Designated
  3xxxxx – Sponsored Programs

Fund (continued)

• Fund groups (continued)
  4xxxxx – Restricted
  5xxxxx – Loans
  6xxxxx – Endowment/Annuity/Life Income
  7xxxxx – Construction
  8xxxxx – SLUCare (UMG)
  9xxxxx – Agency
Organization

- Three or four-digit code identifying organizational unit (hierarchy)
- Transactions are recorded at either the Dxxx or Zxxx level
  - Executive Level – Exx
  - School/Division – Sxx
  - Department – Dxxx
  - Sub Department – Zxxx

Account Code

- Six-digit code describing nature of revenues, expenditures, assets, and liabilities within a fund
  - 1xxxxx – Assets
  - 2xxxxx – Liabilities
  - 400000 – Fund Balance
  - 5xxxxx – Revenues
  - 6xxxxx – Salaries and Wages
  - 7xxxxx – Support Expenditures
  - 8xxxxx – Transfers
  - 9xxxxx – Recoveries
Account Code (continued)

- The operating ledger records revenue and expenditure activity (account codes starting with 5, 6, 7, 8, 9)
- The general ledger records balance sheet asset and liability activity (account codes starting with 1 or 2)

Activity Code

- Optional, six-digit, user-defined code used to record transactions for a specific event or activity within a fund and/or organization
- Code is composed of a letter followed by five characters (Zxxxxx)
- Example: Department wants to track lab expenditures by professor or revenue/expenses associated with a workshop
Banner Self-Service (BSS) Query

- Operating Ledger Query – View budget status by account code and transaction detail for revenue/expenditure activity
- See Appendix E: Document Codes in BSS manual
- General Ledger Query – View balance sheet activity
- Fund Balance Query – View fund balances for Designated (2xxxxx), Restricted (4xxxxx), Construction (7xxxxx), and Agency (9xxxxx) funds

Banner Self-Service (BSS) Query

- Encumbrance Query – View current commitments
- View Document – View details/approval history for a specific document
- View Attributes – View fund ownership/date information
- Approve Documents – Approve and/or disapprove purchase requisitions, Direct Pay Vouchers; PO invoices $1,000 or greater
Internet Native Banner Query

- Query forms include:
  - FGIBSUM – Organization Budget Summary
  - FGICNCD – Detail Encumbrance Activity
  - FOIDOCH – Document History
- See INB Forms and Banner Self Service Queries crosswalk for INB forms and the comparable BSS query

Xtender (Document Imaging)

- View scanned invoice documents:
  - PO invoices – Ixxxxxxx
  - eSeeDPV’s – DPxxxxxx
- See WebXtender/Document Imaging Banner Finance Quick Summary for first-time sign on instructions
- Synchronize password with INB
- Contact ITS Help Desk to install “plug ins”, if necessary
WebFocus Dashboard

- Finance Budget Development Domain
  - Banner Account Code, Activity Code, Org Lists – Request active account code, activity code, org hierarchy reports
  - Budget Management Reports – Request various fund summary reports
  - Central Processing Center – Request Open Encumbrances Summary, Vendors with SSA/W9 Information reports

WebFocus Dashboard (continued)

- Finance Budget Development Domain (continued)
  - Finance Budget Development – Request reports associated with annual budget process
  - Travel Trip ID – Request Travel Expense, Travel Trip ID reports
  - Web Deposits – Request Active Web Deposits Detail Codes report
Cognos

- Public Folders > Reports > Business Managers > Finance
- Fiscal Management folder includes:
  - BUSFM001 Statement of Account
  - BUSFM003 Report of Transactions
  - BUSFM009/010 Account Code Summary/Audit
  - BUSFM013 Banner Fund Listing
  - BUSFM018 Designated and Restricted Fund Balances

Cognos (continued)

- Public Folders > Reports > Business Managers > Finance (continued)
- Budget Development Folder – Finance
  Budget Development reports to be located here
- Labor Distribution Folder – Request Labor Distribution by Pay Period or Labor Distribution by Month reports
Questions

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