

Introduction to Banner

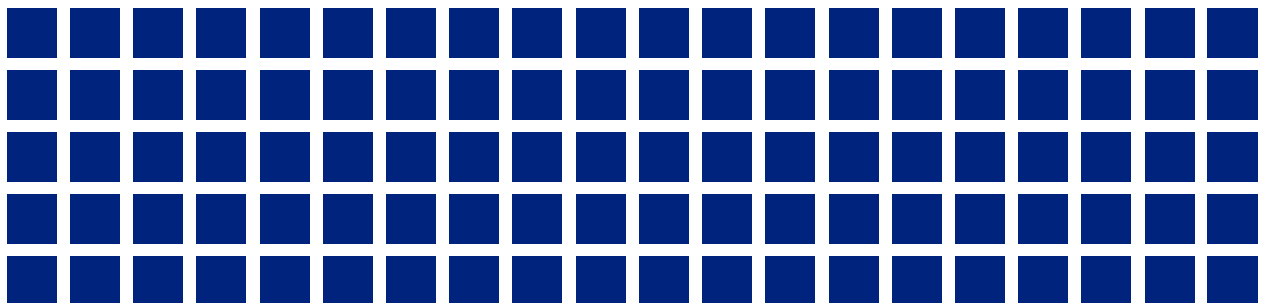


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Overview

Objectives

- Introduce Banner
- Introduce Internet Native Banner and Self Service Banner
- Explain the Chart of Accounts and its elements, referred to as the FOAPAL
- Provide instructions on how to gain access to Banner
- Introduce the myMemphis Portal
- Provide instructions on how to log into Banner
- Introduce some basic Banner terminology

Pre-Requisites

- Basic keyboard and mouse skills
- Internet familiarity
- Basic knowledge of U of M Financial Processes

Intended Audience

Banner Finance Users

What is Banner?

Banner is a Web-based, administrative software application developed specifically for higher education institutions by a company named Sungard Higher Education. Banner provides an online environment that allows users to perform administrative functions in a highly efficient manner. Data is entered into a database, and integrated and shared among different departments across the University.

Internet Native Banner & Self Service

The Banner system may be utilized by users through two distinct interfaces: INB (Internet Native Banner) or SSB (Self Service Banner).

SSB is a user-friendly Web interface that only allows a specific set of processes to be completed. It is less intensive in its use of “forms” than INB; however, not all Banner processes can be completed in SSB.

Chart of Accounts

The Chart of Accounts (COA) is the key to Banner Finance. It defines the accounting distribution used on all transactions processed in the Banner Finance module.

The Chart code is a one character, alpha/numeric code that uniquely identifies a particular chart. Banner Finance will accommodate multiple charts of accounts – each with a different chart code. The University of Memphis chart is defined by the letter “U.”

The COA consists of six elements called a FOAPAL and a seventh element called an account index.

FOAPAL & Index

The Chart of Accounts structure in Banner is composed of six elements: **Fund**, **Organization**, **Account**, **Program**, **Activity**, and **Location (FOAPAL)**.

Fund

The **fund** code identifies a self-balancing set of accounts and identifies ownership; it is the highest level of accounting information set up in the accounting distribution.

Balance sheets and revenue/expense reports can be produced for any fund, which can be restricted (permanently or temporarily) or unrestricted. Fund codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes.

Examples of fund codes:

- 110001—Unrestricted E & G
 - 220153—Dynamic Behavior
 - 340000—Copier Vending
 - 411000—National Direct Student Loans
-

The **organization** code identifies a unit of budgetary responsibility and/or departments within the University. It is normally used to define “who” spends the money. Organization codes may be established in a hierarchy of up to eight levels for roll-up and reporting purposes.

Examples of organization codes:

Organization

- 100000—President’s Office
 - 220102—FCBE, B Janz
 - 320000—IT Operations
 - 418000—Health Center
 - 542000—Purchasing
 - 620050—Planned Giving
 - 740020—Athletic Marketing
-

The **account** code identifies objects, such as the general ledger accounts (assets, liabilities, control, fund balances) and the operating ledger accounts (revenues, expenditures, transfers). The account is a line item within the University’s financial structure. Account codes may be established in a hierarchy of up to four levels for roll-up and reporting purposes.

Examples of account codes:

Account

- 73000—Travel Budget Pool
 - 73100—Individual In-State Travel
 - 73200—Individual Out-of-State Travel
 - 74000—Operating Pool
 - 74300—Supplies
 - 74310—Equipment Maintenance
 - 74760—Award to Employees
 - 74430—Computer Software
-

The **program** code identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts.

Program codes follow the programs defined by the National Association of College and University Business Offices (NACUBO). Program codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes.

Program

Examples of program codes:

- 1000—Revenue Transactions
 - 2000—General Academic Instruction
 - 3000—Public Service Activities and Centers
 - 3400—Other Community Service
 - 4000—Student Services Administration
 - 4100—Social and Cultural Development
-

Activity

The **activity** code is non-hierarchical and can be used to further define an object of expenditure; such as temporary units of work, subsidiary functional classifications, or short duration projects. There is no budget checking at this level of accounting.

Location

The **location** code identifies physical locations. This code is primarily used with Fixed Asset module.

Location codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes.

Example of location codes:

- 100067—Administration Building
 - 100443—Manning Hall
-

Index

The **index** code is another optional chart of accounts feature and may consist of up to six alpha/numeric characters and can define any combination of the FOAPAL elements. It is a user-defined value for a set of FOAPAL elements that acts as a shortcut to speed data entry by the user.

Most U of M index codes correspond to previous FRS account numbers and are set to default the fund, organization, and program codes.

Gaining Access to Banner

To gain access to Banner, complete the appropriate forms located on the Web at <http://bf.memphis.edu/forms/tech.htm>. Submit the form to the Office of Business and Finance Support Services. A confirmation e-mail will be sent when your request has been completed.

The myMemphis Portal

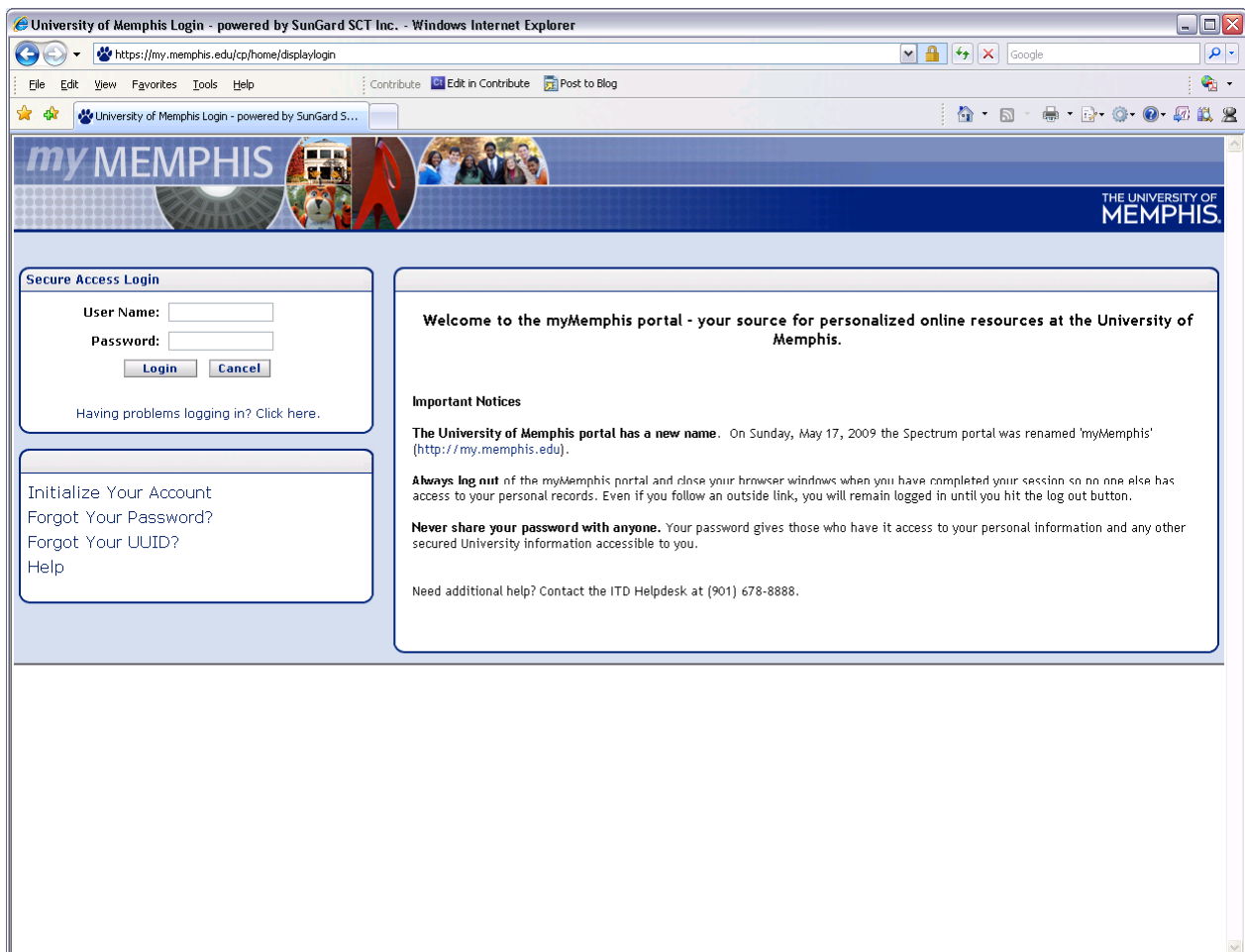
The myMemphis portal is the gateway to Banner. To access your myMemphis portal go to the Web site <http://my.memphis.edu>. The Portal offers many features such as:

Single Sign On: Once logged in a user has access to other utilities without the need to authenticate again.

Customization: Individuals have control over the information presented in their portal.

Standardization: Consistent user front-end to a variety of tools.

Enable User: Instant access to tools and services.



The screenshot shows a web browser window titled "University of Memphis Login - powered by SunGard SCT Inc. - Windows Internet Explorer". The address bar shows the URL "https://my.memphis.edu/cp/home/displaylogin". The page features a blue header with the "my MEMPHIS" logo and "THE UNIVERSITY OF MEMPHIS" text. Below the header, there is a "Secure Access Login" section with input fields for "User Name:" and "Password:", and "Login" and "Cancel" buttons. A link "Having problems logging in? Click here." is provided below the login fields. To the right of the login section, there is a "Welcome to the myMemphis portal - your source for personalized online resources at the University of Memphis." message. Below the welcome message, there is an "Important Notices" section with two notices: "The University of Memphis portal has a new name. On Sunday, May 17, 2009 the Spectrum portal was renamed 'myMemphis' (<http://my.memphis.edu>)." and "Always log out of the myMemphis portal and close your browser windows when you have completed your session so no one else has access to your personal records. Even if you follow an outside link, you will remain logged in until you hit the log out button." Below the notices, there is a "Never share your password with anyone. Your password gives those who have it access to your personal information and any other secured University information accessible to you." notice. At the bottom of the notices section, there is a link "Need additional help? Contact the ITD Helpdesk at (901) 678-8888." Below the login and notices sections, there is a box with links: "Initialize Your Account", "Forgot Your Password?", "Forgot Your UUID?", and "Help".

Log in to the Portal using your UUID and password. Your UUID is your Universal User Identification. The username and password required to enter the Portal are the same username and password you use to login to your University e-mail and UMDrive accounts. It is important to note here that the Banner system is case sensitive. When logging into the system, type your username and password as you normally would do so when logging into your other University accounts.

Logging into Banner

Banner can be accessed anytime from any computer with an Internet connection by accessing the myMemphis portal web site at <http://my.memphis.edu>.

The myMemphis portal is a continuously growing resource for faculty, staff, and students. As it expands, you may see new services and noticeable changes in the layout and positioning of channels. Once you have entered the myMemphis portal web site, locate the channel for Banner Self Service. For most campus users, this channel will be located under the **Finance** tab. The Self Service module offers two access options for finance: **Finance (in new browser window)** and **Finance (in portal frame)**. Choose the option in which you prefer to work; both options open Self Service with the same features.

The screenshot shows the myMemphis portal interface in a Windows Internet Explorer browser window. The page is titled "myMEMPHIS" and includes a navigation menu with tabs for Home, eCampus Resources, UMDrive, Student, Account\$, eCampus Student, Employee, and Finance. The user is logged in as Christine F McDonald. The main content area is divided into several sections:

- Finance - Banner Self-Service:** Contains two links: "Finance (in new browser window)" and "Finance (in portal frame)".
- Banner INB:** Includes a note about VPN usage as of December 17, 2008, and a link to "Download Java Plug-In".
- Banner INB Users (in new browser window):** Contains a note about clearing the workstation's JAVA cache and a link to "Step-by-step instructions".
- Banner Reference Information:** Contains links to "Spectrum Finance Program Guide", "Spectrum HR Program Guide", "University Data Standards", "Banner Bookshelf", and "Banner Bookshelf document search".
- Tigerbuy:** Contains a link to "Tigerbuy (Production)" and "Tigerbuy Test".
- e-Print (Banner Test Repositories):** Lists various test repositories such as "Advancement Test Repository", "Finance Test Repository", "Foundation Test Repository", "Student Test Repository", "Financial Aid Test Repository", and "HR Test Repository".
- e-Print (Update: May 2007):** Lists repositories like "Banner Advancement Repository", "Banner Foundation Repository", "Banner Finance Repository", "Banner Student Repository", "Banner Financial Aid Repository", "Banner HR Repository", and "HRS, SIS & FRS archives".

The footer of the page includes contact information for the University of Memphis and a copyright notice for 2009.

Terminology

Account	The account code is a six-character code that identifies objects, such as the general ledger accounts (assets, liabilities, control, fund balances) and the operating ledger accounts (revenues, expenditures, transfers). Account codes may be established in a hierarchy of up to four levels for roll-up and reporting purposes.
Accounted Budget	Original Budget plus any Budget Adjustments. Total of all budget transactions. Details on actual transactions can be obtained by drilling down on this field.
Account Type	Account Codes rollup into a specific Account Type. Banner users can query at the Account Type level and the Banner system will display a total for all Account Codes activity for the Account Type.
Activity	The activity code is an optional designation that is non-hierarchical and can be used to further define an object of expenditure; such as temporary units of work, subsidiary functional classifications, or short duration projects.
Address Type	Assorted vendor address types. The field is automatically populated from the vendor table by clicking Vendor Validate .
Adjusted Budget	Original Budget plus any Budget Adjustments. This is a system-generated column, which does not allow for drilling down to details.
Adopted Budget	Original budget allocation given at the beginning of the Fiscal Year.
Available Balance	Remaining Budget left to spend = Total Budget minus Commitments minus Actual Expenditures.
Bid process	This occurs when potential vendors compete for a contract to produce a good or provide a service.
Budget Adjustment	Any additions or reductions made to the budget since the original allocation.
Buyer	The individual in the Purchasing Department who created the PO.
Chart	The Chart of Accounts code.

Chart of Accounts (COA)	<p>The COA defines the accounting distribution used on all transactions processed in the Banner Finance module.</p> <p>The chart code is a one character, alpha/numeric field that uniquely identifies a particular chart. Banner Finance will accommodate multiple charts of accounts – each with a different chart code.</p> <p>The University of Memphis chart code is always U.</p>
Code Criteria	The search criteria for the type of item you are searching. You may use the Banner wildcard character % to assist in the search.
Commitment	Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances.
Commitment Type	U for Uncommitted, C for Committed or B for Both.
Commodity	The item(s) or service(s) being purchased. Commodities can be either user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used.
Commodity Level Accounting	A way of processing requisitions and purchase orders in which each “line” (commodity) of the requisition will have its own accounting distribution. Typically, this accounting feature is used when supplies and equipment (fixed assets) are requested on one requisition.
Comparison Fiscal Period	The fiscal period for which you would like to compare a different fiscal period.
Comparison Fiscal Year	The fiscal year for which you would like to compare a different fiscal year.
Currency	The type of currency being used (i.e. USD for U.S. dollars, Canadian dollars, Pesos, etc.). U of M primarily works with USD.
Discount	The discount feature in Banner does not work correctly when it is transferred to a Purchase Order (PO). Enter the net amount to be listed on a line item with details about an applicable discount entered in the line item description.
Document Level Accounting	A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition.

Document Text	<p>A text entry area that may be accessed by clicking on the blue link titled 'Document Text.'</p> <p>Text entered in the 'Enter Document Text, Print' field will print on the final PO issued by the U of M Purchasing Department to the vendor. Use this space for additional information to the vendor, such as delivery instructions, University holidays, etc.</p> <p>Text entered in the 'Enter Document Text, No Print' field will not print on the PO. Use this space to list preferred vendors that are not listed in the vendor file. Provide the name, address, tax payer ID number, contact, phone number and fax number.</p> <p>You must click on the Save button to save your document text entries.</p> <p>Use the No Print field if you need to enter a request to the Purchasing Department to have your ship code address entered into the database.</p>
Encumbrances	<p>This is the encumbering of funds against the budget for a specific purchase order. The encumbrance is established when a purchase order is approved. The encumbrance is reduced or eliminated when the invoice is approved or when the encumbrance is cancelled.</p>
Fiscal Period	<p>The number of the fiscal month you wish to query (i.e. July is 01, August is 02 ... June is 12; All = 14).</p>
Fiscal Year (FY)	<p>Represents the University's fiscal year beginning July 1st and ending June 30th. For example FY 2007 relates to the year starting July 1st 2006 and ending June 30th, 2007. This field defaults to the current FY, but may be overridden if necessary.</p>
Fixed Asset	<p>Property or item of a lasting nature owned by the University for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.</p>
Fund	<p>Six-character designation that identifies a self-balancing set of accounts and identifies ownership; it is the highest level of accounting information set up in the accounting distribution.</p>
Fund Type	<p>Funds rollup into a specific Fund Type. The Banner system has some reports which allow Fund Type as an optional parameter value to be requested.</p>
Grant	<p>The Grant identification number is required when viewing Grant Inception to Date information. All other FOAPAL code numbers must be removed prior to submitting a query on a grant inception to date.</p>

Include Revenue Accounts	<p>A specific account that collects revenue used by non-E &G departments.</p> <p>Checked: Include revenue accounts in the query.</p> <p>Unchecked: Do not include revenue accounts in the query.</p>
Index	<p>Shortcut number that will display the default Fund, Organization, and Program field codes. Many U of M index codes correspond to previous FRS account numbers.</p>
Location	<p>This code is primarily used with Fixed Asset module to identify the physical location of an asset.</p>
Max rows to return	<p>Enter the number of results you would like to view at a time. For example, if you choose ten, ten rows will be displayed from the query results for your review.</p>
Organization	<p>The organization code identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define “who” spends the money.</p>
Program	<p>The program code identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts, such as instruction or research accounts.</p>
Purchase Order	<p>An electronic document used to request someone to supply a good or service in return for payment. Purchase orders can be of three types:</p> <p>Regular Purchase Order: Will encumber funds in Banner. All commodities have quantity and a unit price.</p> <p>Standing Purchase Order: Will encumber funds in Banner. Commodities have dollar values assigned to them. This type of PO is useful when you are paying for contracts, services or travel.</p> <p>Blanket Purchase Order: Does not encumber funds in Banner. Commodities will be assigned quantity and unit prices to them.</p> <p>Travel Purchase Order: A travel purchase order is an electronic request to encumber funds for travel. Submitting a travel purchase order form does not grant you permission to travel, it simply encumbers the funds needed to travel. Once a travel purchase order is submitted, it is electronically routed through its appropriate approval queue and if approved, it is sent to the Accounting Office for final approval.</p>
Quantity	<p>The number of items being requested.</p>

Requestor	A person asking for certain goods or services.
Requisition	A written request to purchase something.
Reservation	A reservation is created when a requisition is complete. It represents an internal request for expenditure against budget. A reservation is liquidated when a PO is created. An encumbrance is established by the PO.
Ship	Where goods will be shipped. Use the lookup function to find the code for your building and room (i.e. ML255). If your address is not found, use the generic 'SHIPTO' and enter a request in the document text to have your ship code address entered into the database.
Stock Item	A commodity that is in Stores Inventory. The University is currently not utilizing the Stores Inventory module of Banner.
Type	The actual item you are querying.
Title Criteria	Used for entering part or all of the title in conjunction with the Type value. Enter the letters followed and/or preceded by the Banner wildcard character %. For example, %Finance% would return results showing all of the organizations that have the word Finance in their title. All titles in Banner are case sensitive. For example, Finance is different from FINANCE.
Temporary Budget	Adjustments done in the current year which are temporary in nature. (Budget Adjustments that will not roll over to the next fiscal year.)
U/M (Unit of Measure)	Identifies the unit measurement of the item or services being requested (i.e. EA, DOZ, TON).
Unit Price	The cost per unit.
Vendor	A person or company selling goods or providing services. Typically Banner Finance requires a vendor record for anyone to whom a check is sent.
Year-to-date	Year-to-date activity represents the actual revenue and expenditures posted.

Other Notes

- For additional Banner Finance resources, visit the Finance Program Guide on the Web at <http://bf.memphis.edu/spectrum>.
- Learn about **My Banner**. My Banner is a tool in INB that allow users to customize a menu listing the forms and services they use most frequently. Visit the Finance Program Guide at <http://bf.memphis.edu/spectrum/onlinetraining.php> to learn how to customize your My Banner menu!
- To keep up-to-date on Banner information, set your Web browser home page to the myMemphis portal [<http://my.memphis.edu>]
- Personalize your INB GUAGMNU form by adding your favorite, or most frequently used, Web site links to your My Links menu. Visit the Finance Program Guide at <http://bf.memphis.edu/spectrum/onlinetraining.php> to learn how!

Contact Information

For assistance call the ITD Helpdesk at 678-8888 or enter a Helpdesk request online by accessing the Web site <http://helpdesk.memphis.edu/admin/> and selecting Banner Finance.