Banner Finance
Training Agenda

- Benefits of Banner Finance

- Accessing Banner

- Chart of Accounts

  - FOAP Notes

  - Translating Account Strings

- Budget Queries

- Purchasing 101

- Help in Banner

- Timeline

- Requisitions

  - Entering Requisitions

  - Viewing Requisitions & Approvals

Banner Finance
Benefits

- Streamlines processes between departments already using Banner
  - Financial Aid
  - Student Services
  - Cashier's Office

- Provides the District independence in financial processes such as check writing and reporting (i.e., less wait time!)

- Successfully implemented by the following CCC:
  - Citrus College *(live 7/1/15)*
  - Foothill-De Anza Community College District
  - San Mateo County Community College District
  - Ventura County Community College District

Banner Finance
Data Management

- **One database**

- **2 ways to view data**
  1) Internet Native Banner "INB"
  2) Self Service Banner "SSB"

- **INB**
  Enter requisitions

- **SSB**
  View requisitions
  View approvals
  Budget queries
  Budget transfers

Banner Finance
Accessing INB

- Use internet explorer NOT google chrome

- From your desktop screen double click on

- Select Banner from the Production Server menu to enter 2015-16 requisitions.

Production Servers

Application	Version
Astra Schedule	6.0.11
Banner	CALB 8.9.1

- Select run on the java screen

- INB User ID = your myavc.edu id
  INB Password = modme (for new users, all lower case)
  Database = leave blank

- The option to <u>change your password</u> is the under the <u>My Links menu</u> on the far right of the Banner home screen.

Banner Finance
Accessing SSB

- Use internet explorer NOT google chrome

- From myavc.edu home tab select the Finance link to access the SSB menu

- This is the access to the live module. While you may view your 15-16 requisitions here, budgets will be loaded at a later date.

Banner Finance
FOAP

- **FOAP** = account string

- **<u>F</u>und Code:** the funding source
  (PS Categorical/Goal)

- **<u>O</u>rganization:** department responsible for the expenses
  (PS Function)

- **<u>A</u>ccount:** The expense or revenue type.
  (PS Object)

- **<u>P</u>rogram:** The program using/benefiting from the expenditure or service (<u>6 digits in Banner </u>vs. 7 digits in PS)

Banner Finance
More FOAP Notes

- **FOAP vs. FOAPAL**
  Banner activity & location codes will not be entered. They are currently not in use, hence FOAPAL becomes FOAP.

- **Enter fund code 1st**

  The F in the FOAP stands for Fund <u>Code</u> (PS categorical/goal)

  Banner automatically identifies the Fund <u>Type</u> (i.e., general 01.0 or unrestricted fund 01.3) by the Fund <u>Code</u> you enter.

  You do NOT need to enter the Fund Type for requisitions, budget queries or transfers

Banner Finance
COA Crosswalks

- COA = Chart of Accounts

- A crosswalk is a list showing the Banner codes for each Peoplesoft code
  1) Goal to Fund Code
  2) Function to Organization Code
  3) Program to Program

- Object/Account codes have not changed

- Located on AVC website under the accounting menu on the Business Services page

Banner Finance
Account String Translation
Unrestricted Funds

ACCOUNT STRING TRANSLATION

Peoplesoft Account String	Fund	Sub Fund	Goal	Function	Object	Program (7 digits)	
Banner FOAP		Fund Type	Fund Code	Organization	Account	Program (6 digits)	Activity Location
							not used

UNRESTRICTED EXAMPLE

Peoplesoft Account String	01	0	00000	14020	4500	6720000	
Banner FOAP		10	00000	14020	4500	672000	Activity Location
							not used

Example: General Unrestricted Fund – Business Services - Non instructional Supplies - Fiscal Operations

Note: *Enter the Fund Code 1st & Banner will automatically identify the Fund Type*

Banner Finance
Grant Codes

- The grant Fund Codes (PS Goal) have been renumbered in an effort to group federal, state & local restricted funds.

- In Peoplesoft, only the Goal identified the grant funding the action. In Banner both the Fund Code & Org Code will identify this.

- In Peoplesoft, both the Function & Program identified the department & program benefitting from the expenditure. In Banner it will be identified only by Program Code.

GRANT EXAMPLE						
Peoplesoft Account String	Gen'l Restricted Fund	PROP 20	Science Inst.	Supplies	Microbiology
Banner FOAP	Gen'l Restricted Fund	PROP 20	PROP 20	Supplies	Microbiology

- To translate a grant PS account string to a Banner FOAP
  - First, translate all elements except the PS function
  - Second, obtain the Org code by changing the 3 in the Fund Code to a 6.
  - For grants, all restricted Fund Codes begin with a 3 and all restricted Org Codes begin with a 6.

Banner Finance
Account String Translation
Restricted Funds (Grants)

GRANT EXAMPLE

	Gen'l Restricted Fund	PROP 20	Science Inst.	Supplies	Microbiology
Peoplesoft Account String	Gen'l Restricted Fund	PROP 20	Science Inst.	Supplies	Microbiology
Banner Grant FOAP	Gen'l Restricted Fund	PROP 20	PROP 20	Supplies	Microbiology

ACCOUNT STRING TRANSLATION FOR GRANTS

	Fund	Sub Fund	Goal	Function	Object	Program
Peoplesoft Account String	Fund	Sub Fund	Goal	Function	Object	Program
Banner Grant FOAP	Fund Type		Fund Code	Org	Account	Program

	Fund	Sub Fund	Goal	Function	Object	Program
Peoplesoft Account String	01	3	21504	12360	4300	0403000
Step 1 Banner Grant FOAP - *translate all elements except function code*	13		32417		4300	040300
Step 2 *Change the 3 in the fund code to a 6 to become the new org code*	13		32417	62417	4300	040300

***Note**: Enter the Fund Code 1st & Banner will automatically identify the Fund Type*

Banner Finance
Account String Translation
Activity

#1: General Fund - Men's Sports - Student worker - Basketball

Peoplesoft Account String	01	0	00000	12415	2302	0835511	
Banner FOAP		___	_____	_____	____	_____	Activity Location
							not used

#2: General Fund - Tech Ed - Full Time Instruction - Automotive Technology

Peoplesoft Account String	01	0	00000	12155	1110	0948000	
Banner FOAP		___	_____	_____	____	_____	Activity Location
							not used

#3: Restricted Fund - Prop 20 - Library - Instructional Supplies - Library

Peoplesoft Account String	01	3	21504	12710	4300	6120000	
Banner FOAP		___	_____	_____	____	_____	Activity Location
							not used

Banner Finance
Account String Translation
Activity Check

#1: General Fund - Men's Sports - Student worker - Basketball

Peoplesoft Account String	01	0	00000	12415	2302	0835511	
Banner FOAP		10	00000	12415	2302	083552	Activity Location
							not used

#2: General Fund - Tech Ed - Full Time Instruction - Automotive Technology

Peoplesoft Account String	01	0	00000	12155	1110	0948000	
Banner FOAP		10	00000	12155	1110	094800	Activity Location
							not used

#3: Restricted Fund - Prop 20 - Library - Instructional Supplies - Library

Peoplesoft Account String	01	3	21504	12710	4300	6120000	
Banner FOAP		13	32417	62417	4300	612000	Activity Location
							not used

Banner Finance
COA Review

- How do we refer to the Banner account string?

- What does FOAP stand for?

- When entering a Banner FOAP do you start with the Fund Type or Fund Code?

- Peoplesoft "OBJECT" = Banner ?

- Will you perform budget queries INB or SSB?

- Will you enter requisitions through INB or SSB?

- Where will you access SSB?

Banner Finance
Budget Queries

- **Instruction manual**
  Located on AVC website under the Accounting menu on the Business Services page

- **2 Types of queries**
  1) Quick Query
  2) Budget Status by Account

- **Drilling down to detail**

- **Budget transfer process**
  No changes <u>for now</u>
  Complete budget augmentation form as usual