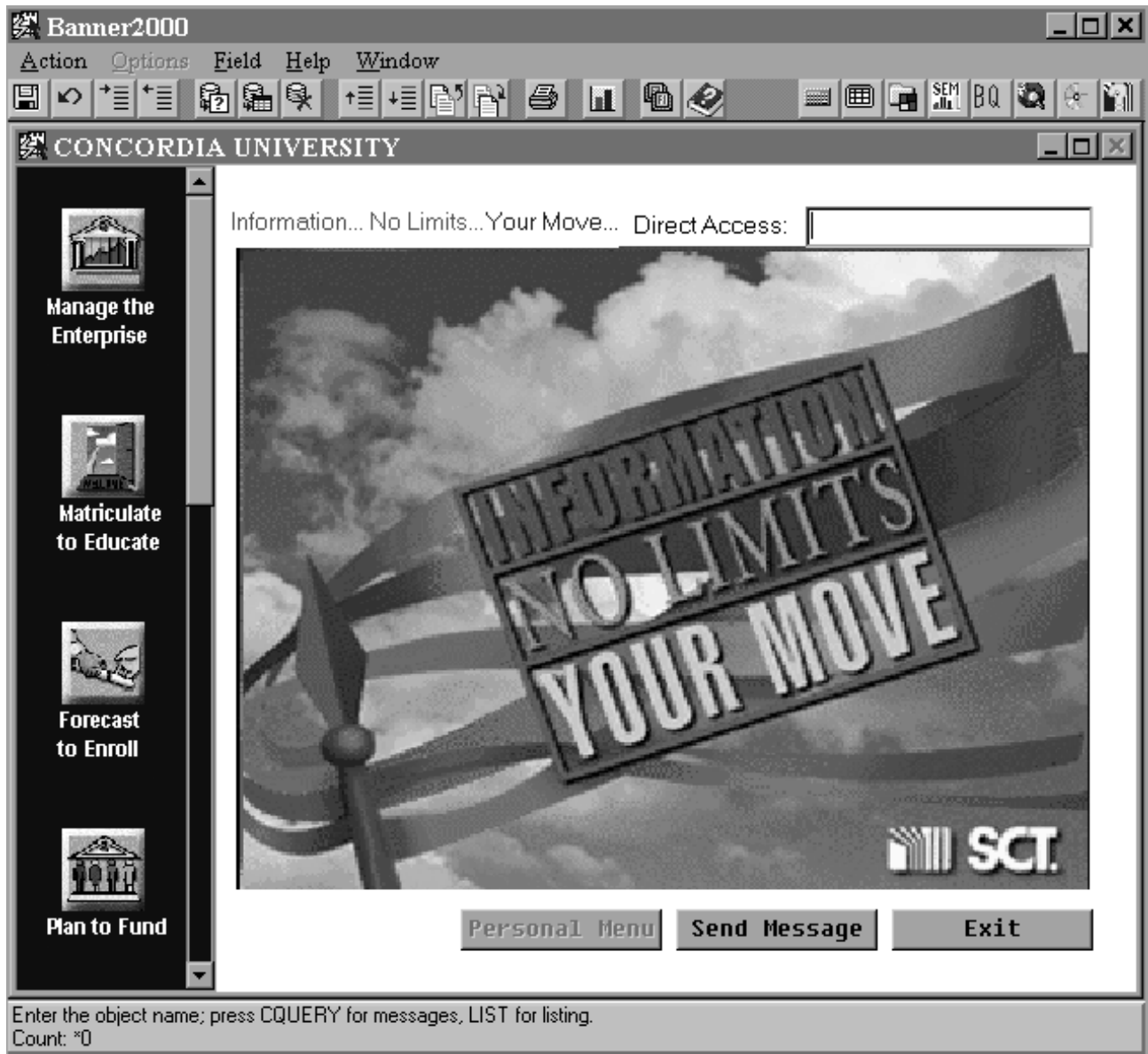


AN INTRODUCTION TO BANNER 2000 VERS. 3.1



A Focus On Operating Units

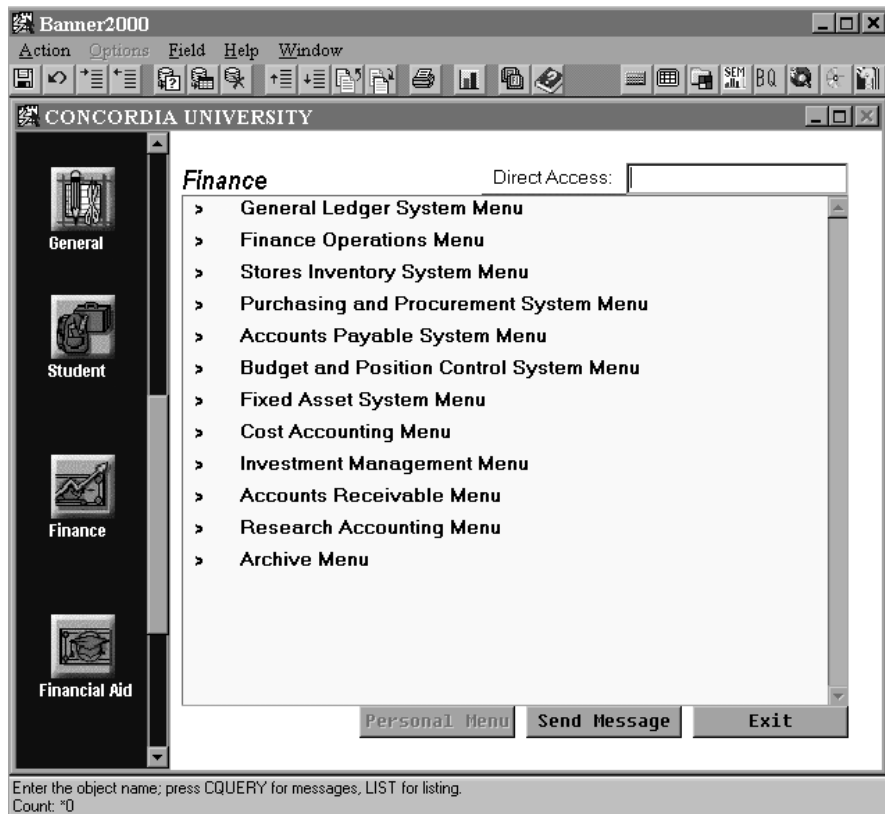
1. Introduction

The purpose of this document and the accompanying presentation is to introduce Banner to end-users involved in budgeting. The presentation will be high-level in nature and will consist of an introduction to basic navigation, a background on how Banner functions, an overview of useful query screens, and an overview of Banner Reports that are similar to CUFS reports.

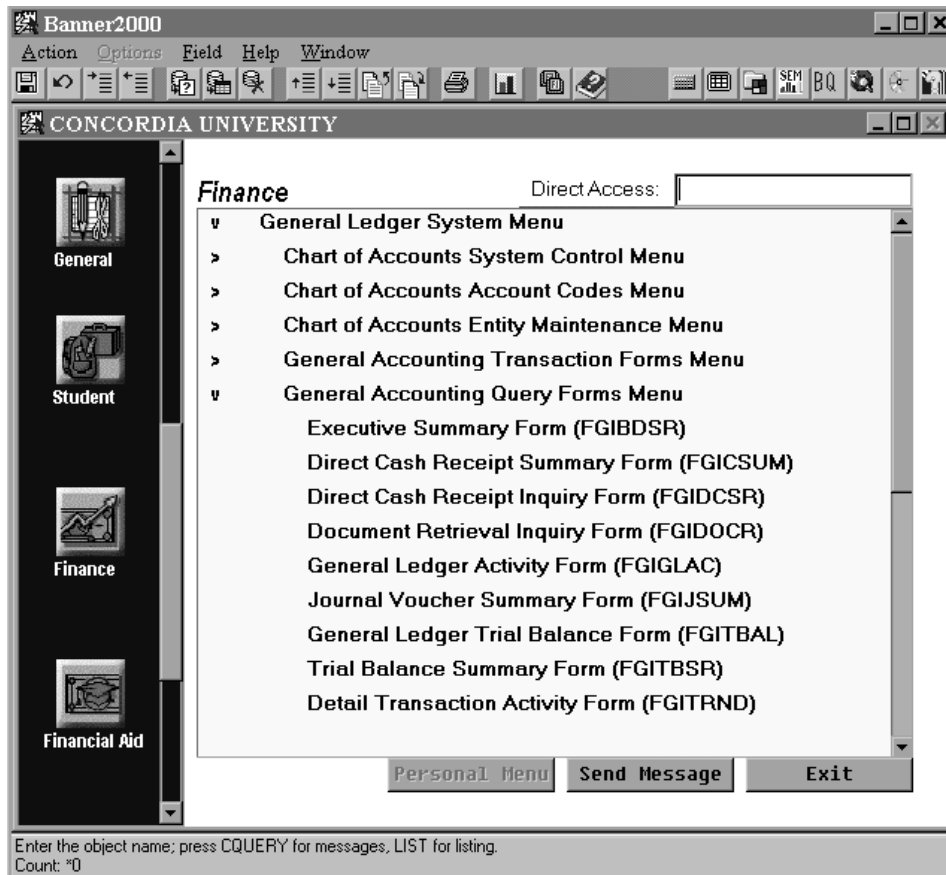
2. General Menu Navigation

Banner is a Windows application that takes advantage of graphical user interface (GUI) capabilities. As such, a mouse can be used to navigate through Banner.

Banner consists of a series of menus and forms that can be accessed in different ways. Below is the main menu for the Banner Finance System:



On the far left of the screen is a list of the different Banner products including Banner Student, Banner Finance, Banner Alumni, etc. By clicking on the Finance Button, the above menu appears. Each of the menu items (G/L, Purchasing, Budget, Research, Fixed Assets, etc.) represents a module in Banner Finance. Each module can be clicked on to access sub-menus and, eventually, forms. An example can be seen below:



The forms can be found at the bottom of the menu structure and can be seen by their 7-digit form code. To access a form, the form name can be clicked on. The form coding convention is based on a specific design. A complete explanation can be found in the appendix to this document. For a brief example, let's look at the FGIBDSR form.

The first digit represents the Banner Product. "F" stands for Finance.

The second digit identifies the module involved. In the example, "G" stands for General Ledger.

The third digit identifies the type of form. In the example, "I" indicates that it is an Inquiry form.

The last four digits represent the name of the form. In the example, BDSR stands for Executive Budget Summary.

The Use of Personal Menus

Navigating through Banner's numerous menus and sub-menus can be very cumbersome. As such, Personal Menus can be created to show only the forms that the user accesses on a regular basis. Personal menus can be copied and applied to different users performing similar functions. As with the regular menus, forms can be accessed by clicking on the form name.

Other Methods of Accessing Forms

If the user knows the form name, the form can be accessed by typing the form code in the Direct Access field on the Main Menu or through the Direct Access Form which can be found under the Action item on the Window Menu.

3. Running Queries in Banner.

Chart of Accounts Recap

Banner's Chart of Accounts is made up of six elements known as the FOAPAL string. The six elements are:

- FUND CODE representing the source of funding. Where is the money coming from?
- ORGANIZATION CODE representing the department or cost centre involved. Who is spending/receiving money?
- ACCOUNT CODE. What is money being spent on or received for?
- PROGRAM CODE representing further detail on the type of fund or organization being used. Program code will be used by General Accounting to produce financial statements. Examples include Teaching, Administration, Research, etc.
- ACTIVITY CODE representing further detail on the reasons behind a transaction.
- LOCATION CODE representing the physical location of an asset or a transaction. Usually used in the Fixed Assets module.

It is important to note that the first four elements are required for a transaction to go through while Activity and Location are optional.

A Cross-walk table to translate CUFS codes to Banner Codes is available at <http://websis.concordia.ca/fis/wwCufs2Banner.exe>

Banner Transactions: Rules and Security

As highlighted previously, every Banner transaction requires a FUND, ORGANIZATION, ACCOUNT and PROGRAM (except if a Balance sheet account is being used, in which case only Fund and Account are required). The other piece of information Banner needs is the type of transaction. Is it a Journal Transfer, a Purchase Order, a Cash Receipt or an Invoice? In CUFS there was a different form for each type of transaction. In Banner, the type of transaction is determined by the **Rule Code**. The Rule code tells Banner how to treat and where to send an entry. While many Banner transactions have their own form, many transactions use the same forms with different Rule codes. For example, the FGAJVCDC Journal voucher form can be used to create an encumbrance, a Cash Receipt, a Budget Transfer or a regular Journal Transfer. A Rule Code must be specified.

In terms of security, three levels exist: Form Security, Rule Code Security and Fund/Org security. Form Security will restrict the forms you can access. Rule Code Security will limit the types of transactions you can perform, while Fund/Org security will limit the fund or organization codes you can do transactions on or query on.

Querying on Validation Forms

Most users will do queries on two types of forms: Validation Tables and Inquiry Forms. While the inquiry forms are designed for running queries, the Validation Tables are lists that can be searched. An example of a Validation Table is the FTVACCT representing

The screenshot shows a window titled "Banner2000" with a menu bar (Action, Edit, Book, Field, Record, Query, Help, Window) and a toolbar. The main window displays "Account Code Validation Form (FTVACCT 3.1) (USRT)". Below the title bar is a table with the following columns: Account Code, Title, Data Type, Entry C, S, Int, Effective Date, and Termination Date. The table lists various faculty and staff account codes.

Account Code	Title	Data Type	Entry C	S	Int	Effective Date	Termination Date
6000	FACULTY					01-30M-1998	
60000	FACULTY - REGULAR	60	D		A	01-30M-1998	
600000	FACULTY - FERRAMENT	60	T		A	01-30M-1998	
60010	FACULTY - STIPEND	60	T		A	01-30M-1998	
60020	FACULTY - FODFALTAI	60	T		A	01-30M-1998	
60030	PERM. EMP. - TEACHI	60	T		A	01-30M-1998	
60040	FACULTY - LRG	60	T		A	01-30M-1998	
60050	FACULTY - NON REGUI	60	D		A	01-30M-1998	
60060	FACULTY - VISITING	60	T		A	01-30M-1998	
60070	FACULTY - LIMITED T	60	T		A	01-30M-1998	
60080	P/T FACULTY TEACHER	60	T		A	01-30M-1998	
610	DIRECTOR/MANAGER	60	D		A	01-30M-1998	
6100	DIRECTOR/MANAGER -	60	D		A	01-30M-1998	
61000	DIRECTOR/MANAGER -	60	T		A	01-30M-1998	

At the bottom of the window, there are buttons for "SELECT", "Rollback", and "Exit". The status bar at the bottom left shows "Cont. 14 v".

the complete list of all Account codes.

To query on a validation or similar form, press F7 to activate the query, define any parameters and then press F8 to get the results. Parameters can be set by entering valid data in a field or by entering a portion of data accompanied by the wildcard symbol %. Instead of using the function keys, these types of queries using the Enter Query (F7) and Execute Query (F8) options under the Query Menu item.

For example, if I wanted to know what the title of account code 60000 is, I would press F7, type 60000 in the Account column and press F8. If I wanted a list of all Account codes beginning with 6, I would press F7, type 6% in the Account column and press F8.

Querying on Inquiry Forms

An example of an Inquiry table is the FGIBDST (Organization Budget Status):

Banner2000
 Organization Budget Status Form [FGIBDST 3.1](USRT)

Chart: C Orgn: UEN253 MECHANICAL ENGINEERING
 Fiscal Year: 99 Fund: U01 GENERAL OPERATING FUND
 Index: Program: UEN253 MECHANICAL ENGINEERING

Query Specific Account
 Include Revenue Accounts

Commit Ind: Both

Acct Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
62000	L PROFES	180984.00	0.00	0.00	180984.00
63000	L OFFICE	174951.00	0.00	0.00	174951.00
64000	L TECHNI	202580.00	0.00	0.00	202580.00
66000	L LAB IN	103004.00	0.00	0.00	103004.00
69000	L BENEFI	88749.00	0.00	0.00	88749.00
Net Total:		946312.00	5908.93	6850.00	933553.07

Summary Encumbrance List Detail Transactions Rollback Exit

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Count: *22

Generally, query forms are made up of two or more blocks. A block within a form is indicated by a straight horizontal line. In the above example, you would enter a series of parameters in the first block such as Fiscal Year, Organization code, etc, and the results would appear in the lower block. To get the results in the second block, the user must press Ctrl-Page Down.

On most Banner forms, there usually exist a number of fields with shaded buttons. These Buttons are known as LOV buttons and they allow the user to perform an action or go directly to another table. For example, the LOV button for ACCOUNT: would bring you directly to the FTVACCT form previously reviewed.

Here is a brief description of the major query forms that may be of use to Budget Administrators:

FGIBDST (Organization Budget Status): Displays Budget vs. Actual (and encumbrances) along with remaining balance data for data entry codes sorted by Account.

FGIBSUM (Organization Budget Summary): Same as FGIBDST but data is presented by high-level account type (Revenue, Labor, Direct Expenditure, and Transfers)

FGIBDSR (Executive Summary): Displays Budget vs. Actual (and encumbrances) along with remaining balance data for data entry codes or summary codes sorted by Account.

Drill Down Capabilities

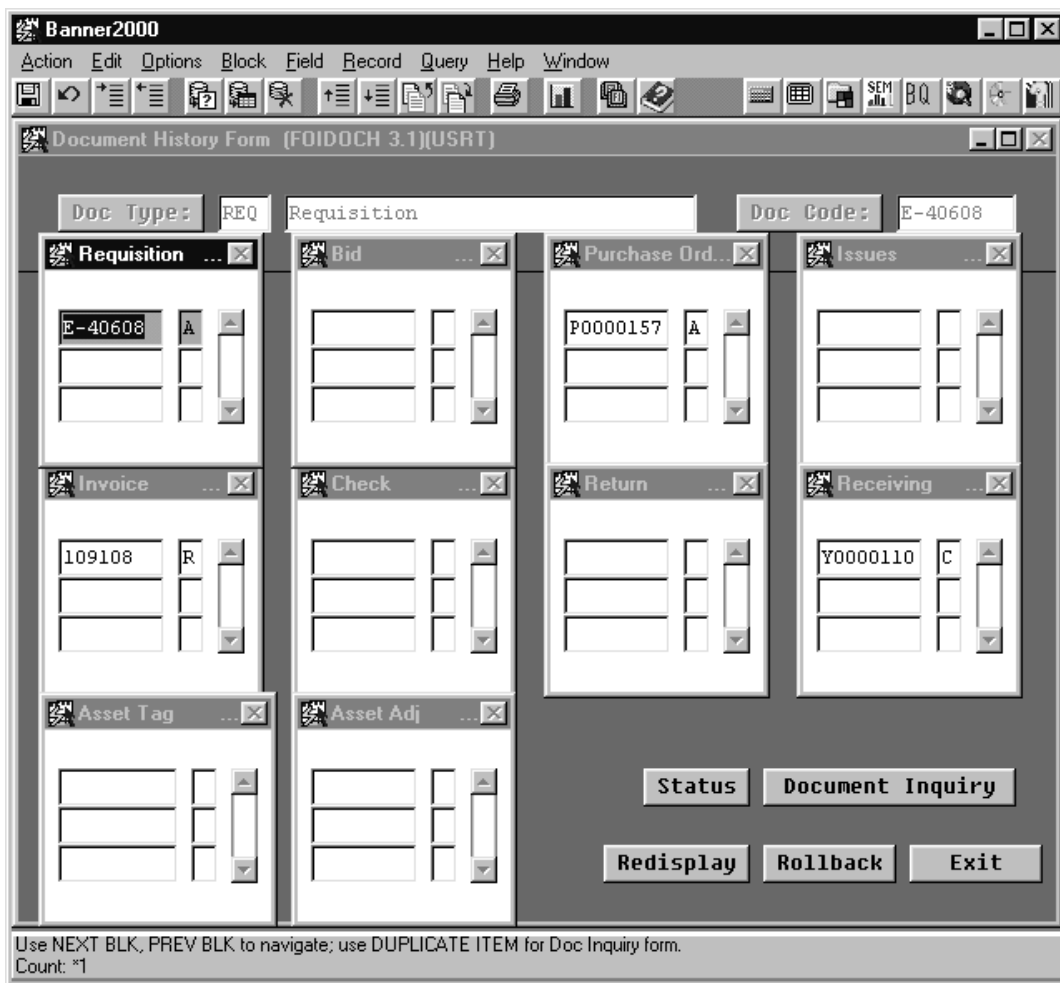
From the FGIBDST and the FGIBSUM forms, Banner allows the user to drill down from the totals into the detail transactions. By drilling down from the FGIBDST, you will be



taken to the **FGITRND (Transaction Detail List)** from where you can drill down and view the actual document. The FGITRND can also be accessed directly through the menus or through Direct Access.

Drill Up Capabilities

The user can also inquire on the status of a document and find out its status through the FOIDoch (Document History Form). For example, you could enter a Requisition Number and find out the status of the Purchase Order, Receiving and Invoice information.



By clicking on the Document Inquiry Button, the user will be shown the actual transaction document.

4. BANNER REPORTS

With Banner, users no longer need to wait for month-end to receive their regular reports. In addition to the on-line queries, users can run regular Banner reports. In CUFS, the two reports most relied upon were the FISA611, which lists the transactions of the month, and the FISA120 which displayed Budget information as at the end of each fiscal month. In Banner, there exist reports similar to these.

FGRODTA: Transaction detail by Organization

FGRBDSC: Budget vs Actual and Remaining Balance by organisation and Account code.

Examples of these two reports are shown at the end of the present document.

Based on discussions with SCT consultants, it is clear that Banner is not focused on printed reports but rather on on-line queries. In terms of Dataprism and the Web-Based query tools currently available, views of Banner will be available on the Datawarehouse and will be accessible through the current tools and Microsoft Access.

5. BUDGET TRANSACTIONS

a) Budget Changes (Additions, Reductions or Transfers).

In Banner, Budgets will still be entered for different organizations at the Account Code level. However, users will have the option to set the budgets at higher levels of Account code. For Example, the data entry codes for travel include Travel-Meals, Travel-Accommodations, etc. In Banner, the budgets can be set at these lower levels or a budget can be set at a higher level for total Travel.

Unlike CUFS where Budget Modifications were performed on documents especially reserved for such transactions, Budget Modifications in Banner are done on the same form as regular Journal Transfers and Cash Receipts. What is required is specification of the proper Rule Code.

The form used to do Budget Modifications in Banner is not ideal in terms of data entry. Each line item change must be done on a separate screen. As such, for long Budget Transfers, we are developing an Excel Spreadsheet that can be returned to the Office of Budget Planning and Control and loaded into Banner. The Excel form will require certain parameters to be present in order to work. Once the form is designed, it will be sent to all budget administrators as well as other users throughout Concordia.

For small transfers of only a few items, a similar form to what is currently available can be forwarded to the Office of Budget Planning and Control. Hopefully, most budget moves will be entered into Excel.

FINANCIAL SERVICES - OFFICE OF BUDGET PLANNING & CONTROL					
BUDGET TRANSFER FORM					
					
BUD. YEAR	ORG. CODE	ACCOUNT CODE	CURRENT BUDGET	BUDGET INCREASE AMOUNT	BUDGET DECREASE AMOUNT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
TOTAL				<input type="text"/>	<input type="text"/>
When transferring salary monies, do not forget benefits Permanent = 16.78%, Temporary & Casual = 11% Please ensure total budget transfers balance to zero					

b) Spending Controls

For each Banner operating organization, Spending controls will be set on the total Annual Budget for the entire organization regardless of which account code is used. However, unlike CUFS where offending transactions would be rejected and require manual intervention to be completed, Banner will only signal a warning when a department overspends and will allow the transaction to go through. As such, respecting spending limits is the responsibility of the department. Still, the Office of Budget Planning and Control will monitor spending and inquire about any departments who are overspending.