



TRAINING WORKBOOK

SCT Banner Finance

Overview



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Overview

Workbook goal	The goal of this workbook is to provide you with an overview of the SCT Banner Finance module processes, menus, and terminology. Separate workbooks detailing the topics found within the Finance module are available. The workbooks contain detailed information about the forms and processes required for set up and day-to-day operations. The workbooks provide you with the knowledge and practice exercises to implement and use the Banner system.
Intended audience	This course is intended for finance directors, executives, or newly hired employees who wish to obtain the basic functionality and overview of the entire SCT Banner Finance system
Client responsibility	You must complete several tasks before the instructor arrives at the site to conduct the course. The instructor will assign tasks to define elements within Banner in order to complete workbooks within the Banner 6.x Finance module. If you are unable to complete these tasks before the course is scheduled, please contact your account manager for assistance.
Objectives	At the end of this workbook, you will be able to <ul style="list-style-type: none">• identify where in the Finance process Banner interacts with people, institutions, and other systems• navigate through the Finance main and sub menus and explain the purpose of each module• create QuickFlows and explain how they can be used in the Finance system.
Prerequisites	To complete this workbook, you should have completed the SCT Education Practices computer-based training (CBT) tutorial “Banner 6.x Fundamentals: Navigation and Forms,” or have equivalent experience navigating in the SCT Banner system.

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Overview, Continued

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Process Introduction

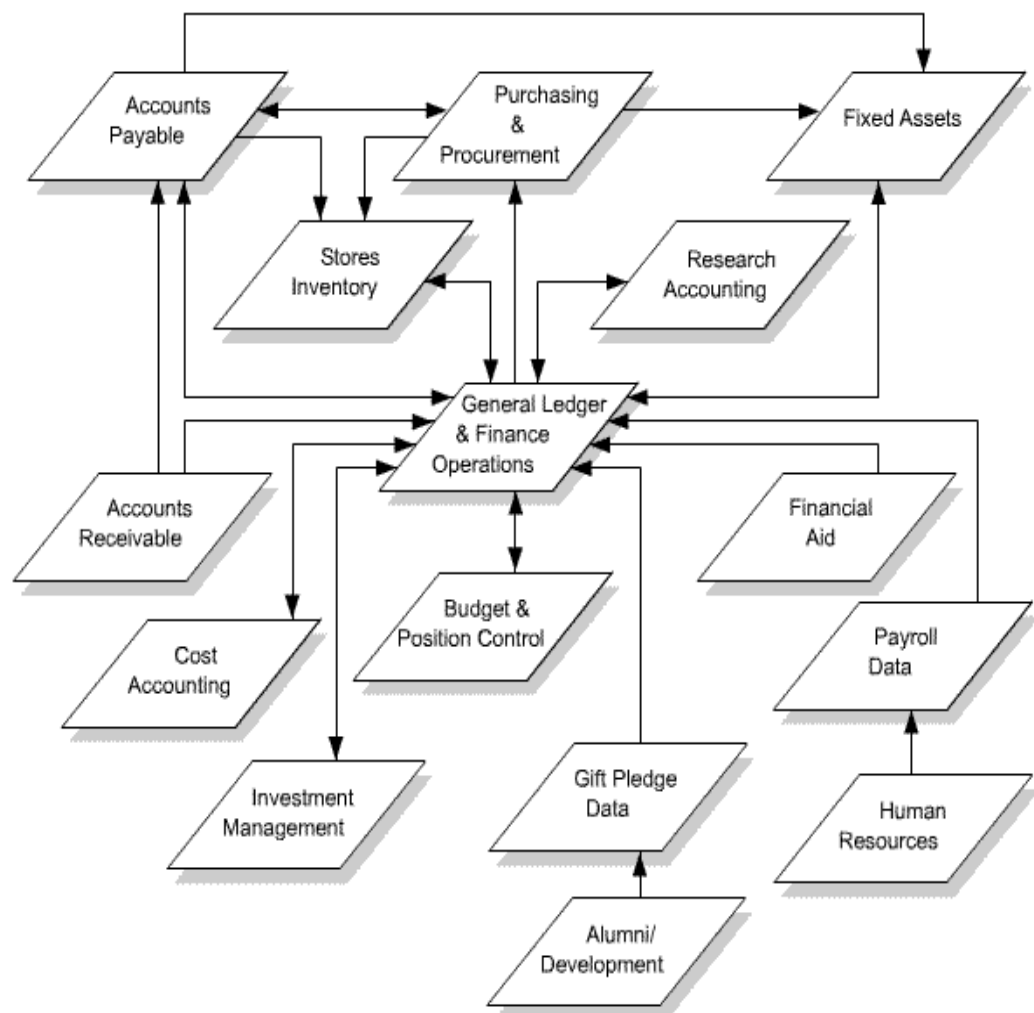
Introduction

As a processor of financial information at your installation, you are certain to have diverse needs that vary widely.

To understand the term “financial information,” you need to do more than maintain your books and financial statements. Although these activities remain critical to the financial condition and stability of your installation, the demand for strategic and operational financial information by executive management, budget analysts, and departmental end-users is equally important.

Interfaces

This diagram shows the inter-relationship of finance components.



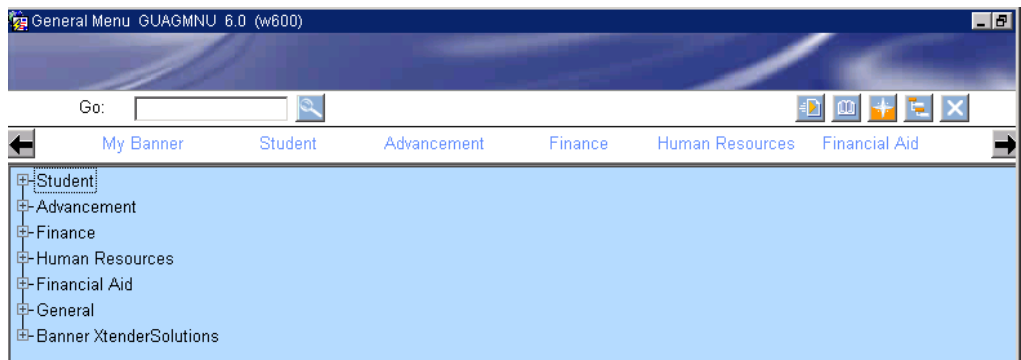
Finance System Menu

Introduction

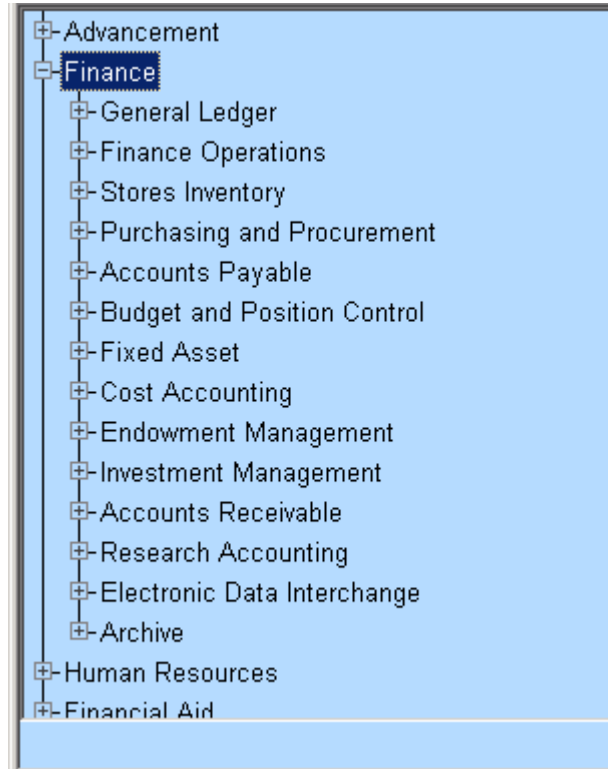
You can use the Banner Finance main menu to select from a list of the menus, forms, jobs, and QuickFlows. The main menu shows the various levels of menus and submenus available at your institution. Menus are nested. You can easily navigate through Banner by expanding these menus. Personal menus can be tailored to individual needs.

Screen image

From the Banner main menu, select the Finance module.



The main menu structure displays the topics that make up the Finance module.



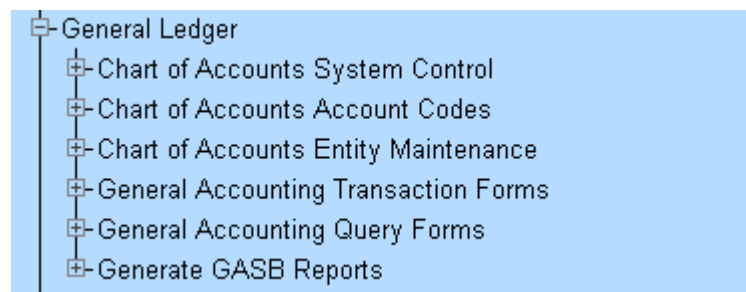
General Ledger Menu

Banner module purpose

The General Ledger is the core of the Banner Finance system. This module supports complete fund accounting including grant and encumbrance accounting. The system maintains both general and subsidiary ledgers to support comprehensive query and reporting capabilities. The Finance system enables you to define accounting transactions that reflect specific business approaches.

The General Ledger contains the menus and forms you need once initial implementation is completed. Specifically, these forms enable you to establish these fundamental elements of a General Ledger:

- chart of accounts system-wide controls
- specific chart of accounts codes and hierarchies
- chart of accounts related entities
- general accounting transaction guidelines
- grants and contracts.

Menu

Continued on the next page

General Ledger Menu, Continued

Accessing the menus

You can access the General Ledger system menu from the Finance system menu (*FINANCE). This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Chart of Accounts System Control (*FINCHRTS)	Build and maintain table values for your SCT Banner Finance system.
Chart of Accounts Account Codes (*FINCHRTA)	Establish accounting entities and codes for use in reporting and management.
Chart of Accounts Entity Maintenance (*FINENTTY)	Define the entities with which your installation has financial dealings.
General Accounting Transaction (*FINGENLA)	Establish information in the general accounting tables to record financial activity.
General Accounting Query (*FINGENLQ)	Request an online display of specific financial reports and data.
Generate GASB Reports	Provides the required reports for Public Institution reporting standards known as GASB 34 and GASB 35.

Key points

The General Ledger is the core subsystem of the SCT Banner Finance system. It is fully integrated with each of the other subsystems that comprise the Finance system. General Ledger encompasses fund accounting, chart of accounts, and system table maintenance and update.

The General Ledger module provides extensive financial information query capabilities. For example, the Executive Summary form (FGIBDSR) provides administrators with hierarchical summaries of financial information. Any component or combination of components of the chart of accounts may be queried from the Executive Summary form.

The Fund, Organization, Account and Program (FOAPAL) codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The Activity and Location codes are used to provide more specific performance-related detail for transactions. These codes are not designed to accommodate available budget balance checking.

Continued on the next page

General Ledger Menu, Continued

Key points (continued)

The **Fund** code is the user-assigned alphabetic/numeric designation for a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives in accordance with the prevailing regulations, restrictions, or limitations. Examples of fund codes are 1001 - Current Unrestricted Fund, 4010 - Sponsored Student Loan Fund, 6101 - Fuller Architecture Program Endowment Fund, etc.

The **Organization** code is the user-assigned alphabetic/numeric designation for departmental/budgetary subdivisions within the larger entity, taken as a whole. Examples of Organization codes are 1101 - Dean of Behavioral Sciences, 2500 - School of Engineering, 12105B - Business Office, etc.

The **Account** code is the user-assigned alphabetic/numeric designation for individual asset, liability, fund balance, revenue, expenditure and/or transfer account classifications. Examples of Account codes are 11001 - Petty Cash, 2101 - Accounts Payable, 4501 - Fund Balance, 51003 - Tuition, 6010 - Regular Full Time Salaries, etc.

The **Program** code is the user-assigned alphabetic/numeric designation for group activities, operations or other units directed to attaining specific purposes or objectives. Examples of Program codes are 101 - Academic Support, 2700 - Student Services, 8100 - Research, etc.

The **Activity** code is the user-assigned alphabetic/numeric designation for temporary units of work, subsidiary functional classifications, or short duration projects. Examples of Activity codes are 3215 - Repair to Student Union Lobby Floor, A117 - Bookstore Van # 17, 5432 - Computer Lab Printer Ribbon Recycling, etc.

The **Location** code is the user-assigned alphabetic/numeric designation for physical places or sites. This is primarily used with, but not limited to, the Fixed Asset module. Examples of Location codes are 7651A - Controller's Office, 4100 - Athletic Department Offices, 1100 - Sciences Building, etc.

Associated workbooks

For additional information and training exercises on this topic, see the workbooks titled "Chart of Accounts," "Grants and Billing," and "GASB Reporting."

Finance Operations Menu

Banner module purpose

When you define global database parameters to the system and assign security to users at your institution, you will use the forms in the Finance Operations module. This module provides you with these features:

- establishment of database security and user profile set-up
- rule group and rule class security
- fund, fund type, and organization level security
- online approvals setup and maintenance
- general person identification, name/ID, and entity searches
- system-wide sequence number generation and maintenance for documents and reports
- finance reports with query capability.

Menu



Accessing the menus

You can access the Finance Operations system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Financial System Security (*FINSECR)	Establish system wide parameters, security user IDs, and access privileges to the data in the Finance system.
Finance Approval (*FINAPPR)	Define and maintain approvals processing.

Continued on the next page

Finance Operations Menu, Continued

About security One of the initial procedural tasks you perform in SCT Banner Finance should be to set up your security parameters for your system. The system provides security on three levels:

- Oracle security – provides database security features and auditing capabilities.
- SCT Banner security class – provides form, report, and process level security across SCT Banner applications.
- Finance system security – enables you to establish security by user IDs, rule groups and rule classes, forms and process for rule groups, fund and fund types, and organizations.

Associated workbooks For additional information and training exercises on this topic, see the workbook titled “Finance Security,” “Finance Approvals,” and “Finance Rules.”

Stores Inventory Menu

Banner module purpose The forms in the Stores Inventory module enable you to manage stock inventory warehouses. Use this module to maintain one stockroom that issues simple office supplies to departmental users or to maintain multiple warehouse facilities that supply the installation.



Accessing the menus You can access the Stores Inventory system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Stores Inventory Query (*FINSIQRY)	Verify stores inventory data in your system.
Stores Inventory Table Maintenance (*FINSITAB)	View and maintain the table support data used in the Stores Inventory system.

Continued on the next page

Stores Inventory Menu, Continued

Key points

The stock item for Stores Inventory is the commodity code. In addition to average unit cost and on-hand quantities, an item master record can also contain reorder point, safety stock, ABC classification, and other information to enhance an institution's ability to manage inventory in a cost effective manner. You can maintain stock items in multiple locations and assign them to specific rack/shelf/ bin designations (sub locations) within a warehouse (primary location).

Customers of the stockroom can obtain inventory at the stockroom window. Departments can enter stockroom requests that reserve their stock items immediately. The stockroom personnel can view the unfilled orders, issue the stock, and direct the system to automatically record the appropriate accounting entries. Within the stockroom itself, maintenance forms support any activity that moves stock items, transfers stock to different locations, and receives new items. You can also define stockrooms or warehouses as profit centers, so that in addition to the inventory issue accounting transactions, there is an additional entry to record Warehouse Income.

There are several methods to define and get stock into the warehouse. The normal method of getting stock into the warehouse is a detailed and thorough method, which allows you to purchase inventory from outside vendors. There is also a quick method available in the Banner Finance Stores Inventory module of getting stock into the warehouse. There are some advantages of using the quick method:

- best for converting existing systems
- offers the ability to create accounting entries.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Stores Inventory."

Purchasing and Procurement Menu

Banner module purpose Use the forms and procedures in the Purchasing and Procurement module to handle two distinct purchasing functions:

- on-demand requests
- long-term buying decisions.

The purchasing feature provides timely and accurate information essential to support both of these decision-making processes. It also enables you to control the request for and the receipt of goods.

Menu



Accessing the menus

You can access the Purchasing and Procurement system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Request Processing Menu (*FINREQST)	Process purchase requests.
Purchase Order Processing Menu (*FINPO)	Create and modify purchase orders.
Bid Processing Menu (*FINBIDD)	Identify and process requisitions, which you must send out for bids due to internal policy or government regulations.
Receiving Processing Menu (*FINRECV)	Manage the receipt and distribution of goods.
Procurement Maintenance	Create validation and maintenance tables for the Purchasing and Procurement module.

Continued on the next page

Purchasing and Procurement Menu, Continued

Key points

The Purchasing and Procurement subsystem recognizes that purchasing agents face both on-demand and long term buying decisions. The subsystem provides timely and meaningful information to facilitate both decisions. This module also assists in the control of requests and the receipt of goods. The module consists of these four processes:

1. Requests for goods and services
2. Ordering/Buying
3. Receiving
4. Bids/Contracts.

Associated workbooks

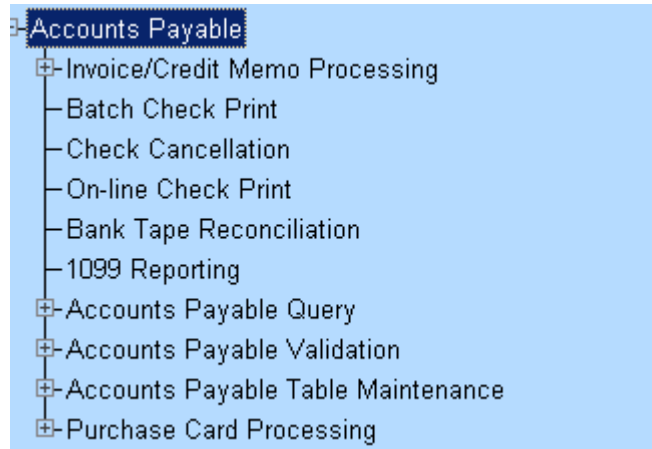
For additional information and training exercises on this topic, see the workbook titled “Purchasing and Procurement.”

Accounts Payable Menu

Banner module purpose

Use the features of the Accounts Payable module to manage the Accounts Payable process efficiently. You can process invoices, maintain vendor data, and direct the system to calculate discount and payment schedules automatically. This module also uses system-wide finance features such as document level accounting and tax disbursements.

Menu



Accessing the menus

You can access the Accounts Payable system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Invoice/Credit Memo Processing (*FININVS)	Manage and pay vendor invoices and credit memos.
Accounts Payable Query (*FINAPQRY)	Query payment transactions, activities, and other related information.
Accounts Payable Validation (*FINAPVAL)	View and select the data you use and maintain throughout the payables process.
Accounts Payable Table Maintenance (*FINAPTAB)	Manage payables and provide reporting.
Purchase Card Processing	Manage purchase card charges through an upload process from a bank file to assess monthly charges to departments.

Continued on the next page

Accounts Payable Menu, Continued

Key points

Use the features of the SCT Banner Accounts Payable system to manage the Accounts Payable process efficiently. You can process invoices, maintain vendor data, and direct the system to calculate discount and payment schedules automatically. The timely payment of vendor invoices enables you to accurately monitor cash flow, increase investment earnings, and establish good relationships with vendors. The Accounts Payable module is designed to help you achieve each of these goals.

Associated workbooks

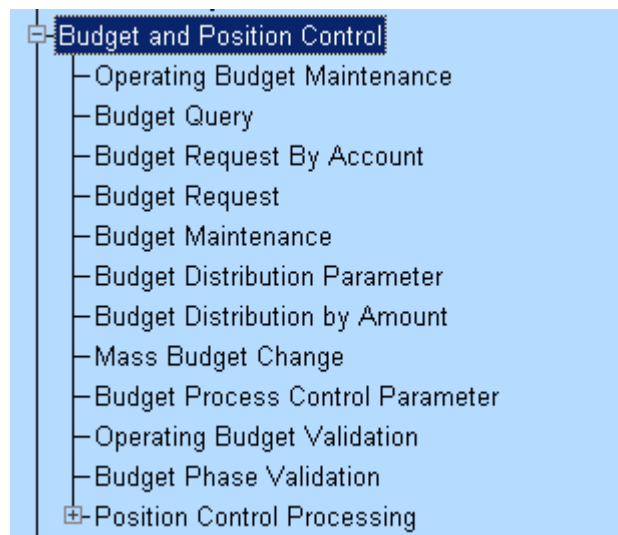
For additional information and training exercises on this topic, see the workbook titled “Accounts Payable.”

Budget and Position Control Menu

Banner module purpose Budget development is an online, integrated component of Banner Finance that enhances efficiency and analytical capability in the budget development process. Department managers and budget office personnel can jointly enter and update budget data for future periods. The budget office can monitor departmental requests as they occur and update recommended allocations based on established guidelines.

The Budget and Position Control module can be used as a development and modeling tool. In addition, the module can be used to update the budget at any time throughout the fiscal year in response to events that affect resources. This provides for tighter budgetary control and ensures synchronization between the Budget and Position Control and General Ledger modules.

Menu



Accessing the menus

You can access the Budget and Position Control system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Position Control Processing (*FINPOSN)	Define employee positions and apply them to your budget.

Continued on the next page

Budget and Position Control Menu, Continued

Key points

The Budget and Position Control module facilitates the budget preparation process through integration of human resources information with accounting data. This module includes these features:

Feature	Description
User-defined budget periods	Allows set up of an unlimited number of budget IDs (for example, fiscal years) and phases within a budget ID.
Position authorization and monitoring	Enables you to budget by position, create single and pooled positions, control hiring by established, authorized, and funded positions, budget support of unlimited concurrent jobs/assignments, and highlight vacant, canceled, and over-budgeted positions.
Position budgeting and expenditure control	Enables you to budget by dollar, define full-time position equivalency, budget positions with start and end dates, validate labor distribution against chart of accounts, interface optional monthly/pay period of labor dollars, and budget fringe benefits.
Personnel services budgeting	Enables you to budget interactive and batch posting of position dollars, budget active and working year definitions, generate multiple methods of an initial budget for the following year, and budget preparation worksheets.
Position History	Presents online position history for multiple fiscal years, incumbent history, incumbent name, ID, status, and begin and end dates.
Forecasting and Modeling	Allows you to develop budget forecasts using base-year budgets defining prior, current, or future year. The Budget Process Control Parameters form (FBABPRC) allows you to specify the source of the initial data for each budget ID and phase. For example, the source may be current year data from the operating ledgers or budget data from another phase.
Mass Budget Change	Allows you to apply mass budget changes to the budget model for a selected range of budget units, individual classifications of accounts or all accounts within a classification, or selected line items of revenue, expenditure, or transfers.

Continued on the next page

Budget and Position Control Menu, Continued

Key points, continued

Feature	Description
Dynamic Budget Queries	A flexible query is available to allow you to retrieve data by any component of the chart of accounts and to review the status of budget requests. You may specify which components of the chart of accounts are retrieved and which phases are displayed.
Reporting	Enables you to produce reports for staffing of budget summary, roster of approved positions, staff appointments, position status exceptions, and position control budget.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled “Budget Development and Position Control.”

Fixed Asset Menu

Banner module purpose

The Fixed Assets module enables you to establish and maintain a record of your fixed and moveable assets. This module is closely integrated with the Procurement and Payables processes. This module provides you with these features:

- automatic capitalization feature that works in conjunction with the system-wide minimum asset value through the procurement interface
- enter and capitalize origination tag records directly into the Fixed Assets module if a fixed or moveable asset does not flow through the procurement process
- assign your own property tag by converting an origination tag record into a permanent tag record
- create and maintain depreciation records (optional feature)
- transfer, history, and reporting capabilities to maintain an accurate inventory of the custody and location of your assets.

Menu



Continued on the next page

Fixed Asset Menu, Continued

Accessing the menus

You can access the Fixed Asset system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Fixed Asset Table Maintenance (*FINASMNT)	Establish validation tables for the data used in the Fixed Assets module. This includes data for method of procurement and disposal, asset type and condition, depreciation method, and ownership of fixed assets.

Associated workbooks

For additional information and training exercises on this topic, see the workbooks titled "Fixed Asset."

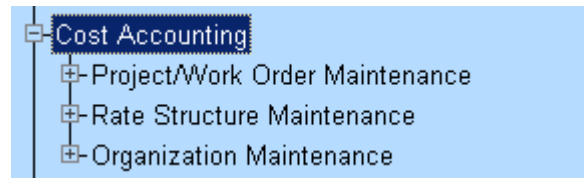
Cost Accounting Menu

Banner module purpose

Use the Cost Accounting module to automate the process of charging customers for services rendered. Customers may be internal or external to your institution. Develop charge rates with the intent of recovering both direct and indirect costs incurred in the delivery of services or development of a program. This module provides you with these features:

- development of charge rates based on estimates of costs incurred during future billing periods
- collection of service/product delivery data by customer and cost accounts
- billing of customers and recording of appropriate accounting entries.

Menu



Accessing the menus

You can access the Cost Accounting system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Project/Work Order Maintenance (*FINCAPC)	Establish, maintain, and process work order information.
Rate Structure Maintenance (*FINCARS)	Establish validation table values to use in cost accounting and project management processes.
Organization Maintenance (*FINCARD)	Define rate accounting and processing data.

Continued on the next page

Cost Accounting Menu, Continued

Key points

As you receive requests for service, you create a customer record. This record contains all the data you need to service and bill a customer. The system uses this data to encumber the funds of the requestor department, if required. As billing occurs, the system automatically performs the appropriate accounting. This includes creating interfund transactions where required and updating the external customer records.

The recovery process is responsible for the extension of rates and service delivery data to arrive at a recovery amount. Once the system calculates these amounts, it records them on a customer file for billing and on a cost account file for analysis.

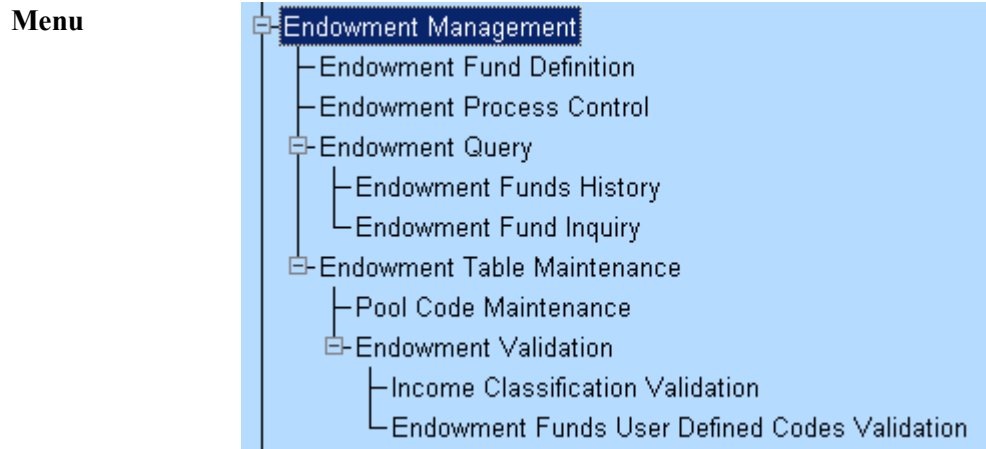
Use the forms in this module to enter and maintain costs for wages, fringe expenses, labor, and other materials according to your specified parameters for your cost accounting and project management needs.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled “Cost Accounting.”

Endowment Management Menu

Banner module purpose The Endowment Management module in the SCT Banner Finance system enables you to create and maintain unitized pools of endowment or similar funds. These funds consist of monetary gifts received by an institution and/or internal transfers of resources within an institution. On a periodic basis, you can convert gifts and internal transfers into “units,” or shares, in a pool.



Accessing the menus You can access the Endowment Management system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Endowment Query (*FINENDWQ)	Access query forms in Endowment Management.
Endowment Table Maintenance (*FINENDWT)	Access maintenance forms in Endowment Management.

Continued on the next page

Endowment Management Menu, Continued

Key points

You can also link endowment funds to spendable income funds and record donor-imposed restrictions on spendable income. Then, on a periodic basis, you can distribute the following:

- Spendable income
- Realized gains and losses (trading activity)
- Unrealized gains and losses (market fluctuations)
- Spending formula variance (the difference between total income earned by a unitized pool and distributed spendable income).

You can view detailed accounting information online or you can print several different types of reports, including year-to-date information about endowment funds; cumulative, historical information about endowment funds; and information about spendable funds sorted by financial manager.

The Endowment Management module is designed to accept gift data from the Banner Advancement system. It is also designed to accommodate data from legacy systems as well as existing SCT Banner data.

Before you set up the Endowment Management module, these elements must be defined in the Banner Finance system: Financial Manager codes, Chart of Accounts codes, and fund codes for endowed funds and spendable income funds. SCT recommends using fund codes that will enable you to easily determine the relationship between an endowed fund and its spendable income fund. For example, if you assign Fund code *61117* to an endowed fund, then you might want to assign Fund code *21117* to the associated spendable income fund.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled “Endowment Management.”

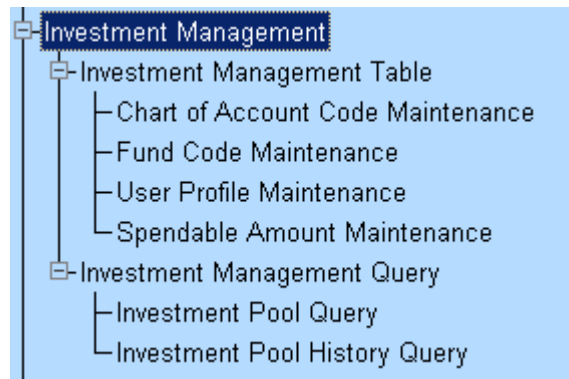
Investment Management Menu

Banner module purpose

The Investment Management module enables a financial entity to account for endowments and permits equitable distribution of earnings and realized gains/losses. Earnings of each investment pool are allocated based on each endowment's equity in the pool.

The features of this module enable inquiries to assist management in achieving investment objectives.

Menu



Accessing the menus

You can access the Investment Management system menu from the Finance system menu (*FINANCE). This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Investment Management Table (*FINIMTABLES)	Enter, maintain, and query investment management maintenance data.
Investment Management Query (*FINIMQRY)	Query the investment pool.

Continued on the next page

Investment Management Menu, Continued

Forms used

Here are descriptions of the forms used in this menu.

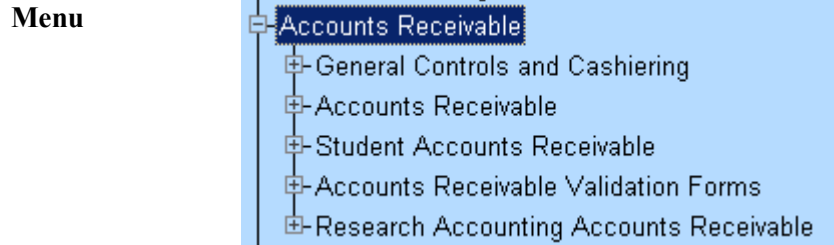
Form Name	Description
Chart of Account Code Maintenance (FTMCOAS)	Enables you to define and maintain FOAPAL code data for each chart of accounts.
Fund Code Maintenance (FTMFUND)	Enables you to establish fund codes for a specific chart of accounts.
User Profile Maintenance (FOMPROF)	Enables you to establish a user's global security access and overage allowances.
Spendable Amount Maintenance (FIASPND)	Enables you to maintain the spendable amount for an investment fund. You may enter many accounting records with varying activity dates.
Investment Pool Query (FIIPOOL)	Displays summarized information for a pool fund as well as detailed information for individual investment funds involved in the pool.
Investment Pool History Query (FIIPHIS)	Displays detailed information for individual investment funds involved in the pool.

Associated workbooks

There is no associated Banner 6.x training workbook for this module. This module may not apply to your institution. If your institution uses Investment Management, please refer to the Investment Management User Manual for additional information.

Accounts Receivable Menu

Banner module purpose The Business Office staff will assess charges, process payments, generate billings, and perform various audit and control functions using the SCT Banner Accounts Receivable module.



Accessing the menus You can access the Accounts Receivable system menu from the Finance system menu (*FINANCE). This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
General Controls and Cashiering	Set up controls for assigning Cashiers and Supervisors, Collections, Receipt processing, and Authorizations. This menu also provides the forms to review and close cashier sessions.
Accounts Receivable	Manage all non-student type transactions and processes. Finance staff normally uses this set of menus when the Student module is not implemented.
Student Accounts Receivable	Process both student type and non-student type transactions. Student-related staff would use this set of menus in place of the previous set of menus when the Student module is live in Banner. Forms in this menu are also found in the Student module.
Accounts Receivable Validation Forms	Construct the type codes used within the transaction and query forms. Some examples of the type codes built would be categories, deposit types, credit card types, payment types, and term based designator types. Forms in this menu are also found in the Student module.
Research Accounting Accounts Receivable	Manage the billing and payment processing of expenses incurred of a research grant to the agencies providing the funding. This set of menus is also found in the Research Accounting module.

Associated workbooks For additional information and training exercises on this topic, see the workbook titled “Accounts Receivable.”

Research Accounting Menu

Banner module purpose The Research Accounting module enables you to track grants from the time you submit a proposal to a funding agency through the award and disbursement process. This module also enables you to perform accounting, reporting, and billing functions after you receive a grant award.



Accessing the menus You can access the Research Accounting system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Research Accounting Table Maintenance (*FINRESMAINT)	Maintain and validate forms within the Research Accounting module.
Research Accounting Proposal (*FINRESPROP)	Create, maintain, and query proposals and proposal budgets.
Research Accounting Grants (*FINRESGRANT)	Create, maintain, and query grants and grant budgets.
Research Accounting Grant Billing Menu (*FINRESGRBILL)	Create, maintain, and query bills and reports.
Grant Billing Accounts Receivable (*FINRESARGRBILL)	Enter payments received from sponsoring agencies and apply those payments to grants.

Continued on the next page

Research Accounting Menu, Continued

Key points

The Research Accounting module includes the maintenance and validation forms that enable you to create values used in cost sharing and indirect cost calculations. These forms also permit you to enter sponsor account codes to cross reference to institution accounts for budget display purposes.

Researchers and research administrators use the Proposals component as a maintenance and tracking tool. Users can enter specific information such as key personnel, agency contact and address, budgets, and indirect cost and cost sharing elements. The Proposals component is designed to interrelate with the Grants module so that valuable information may be brought forward to a grant if the proposal is awarded. You can also create proposal and/or grant budgets and perform indirect cost (F & A) and cost share calculations.

Grant Billing enables users to track grant expenditures (billed and unbilled) and payments received from sponsoring agencies. It also enables you to generate bills and reports for sponsoring agencies in the standard formats (for example, 272) as well as in formats defined by your institution. In addition, you can use this component to process payments received from sponsoring agencies.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled “Research Accounting.”

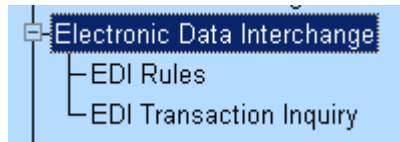
Electronic Data Interchange Menu

Banner module purpose	Electronic Data Interchange is the electronic transmission of business transactions in a standard format from one business entity to another, and from one EDI application to another. An EDI-capable organization can generate and send information electronically to an EDI trading partner who can receive and process the data without re-keying. EDI can help an organization to streamline its business processes by avoiding mail delays, increasing efficiency, and reducing error.
EDI translator	The software that enables an organization to send and receive EDI transmissions is called an EDI translator. SCT's EDI translator is EDI.Smart. EDI.Smart is a workstation application that retrieves data prepared by a host application, converts it to an EDI standard format, and transmits it electronically to the intended receiver. EDI.Smart also accepts incoming transactions for printing, viewing, or uploading to a host application.
EDI standard formats	Both the sending and receiving parties must know the format of an EDI transaction. The development and use of standard formats has made it possible for many different types of businesses using different source applications to exchange a variety of business documents. Typically, EDI applications employ one or both sets of generally accepted standards: the ANSI X12 standards, developed by the X12 Committee of the American National Standards Institute and primarily used in North America; and the United Nations' EDIFACT standards. The SCT Banner interfaces to EDI.Smart allow for the use of both the X12 and EDIFACT standards when both are available.
Banner and EDI.Smart	SCT Banner interfaces to EDI.Smart provide the ability to generate EDI transactions from SCT Banner application data. The SCT Banner Finance module has a Purchasing interface to EDI.Smart for generating electronic purchase orders and purchase order change documents to be sent to EDI-capable vendors.
Purchasing interface	The Purchasing interface uses the EDI Extract Process (FEPOEXT) that runs on the EDI.Smart workstation in sleep/wake mode. The process wakes up periodically, based on a user defined sleep/wake interval, and creates an extract file of purchase orders and purchase order change documents. The EDI.Smart translation and communication processes are then invoked. You control which purchase orders and purchase order change documents are sent via EDI by using a flag on the Purchase Order form (FPAPURR) or Purchase Order Change form (FPACHAR).

Continued on the next page

Electronic Data Interchange Menu, Continued

Menu



Forms used

Here are descriptions of the forms used in this menu.

Form Name	Description
EDI Processing Rules (FEREDIC)	Displays the EDI Transaction Types that are available for use in the selected Banner Finance Module, the associated Transaction Type Description, and the Status of the Transaction Type. The records in the table will be delivered with the Banner Finance release and cannot be manually added or deleted from the table. Initially, each Transaction Type will be marked as inactive. You must select the Status checkbox to activate the Transaction Type within the SCT Banner Finance Module.
EDI Transaction Inquiry (FEITRAN)	This form will allow you to query information in the EDI History Table (FERPHST).

Associated workbooks

There is no associated Banner 6.x workbook for this module.

Archive Menu

Banner module purpose Banner Finance has the capability of archiving, purging, and restoring data relative to the transaction history and transaction detail tables. By reducing the number of records stored in the database, this capability can improve performance and increase available disk space.

Warning: Your institution’s database administrator using the guidelines provided in the Technical Reference Manual for Banner Finance should only perform archive/purge on a production database.



Forms used Here are descriptions of the forms used in this menu.

Form Name	Description
Archive – Detail Transaction Activity (FXITRND)	Enables you to display an online view of detailed transaction activity for operating ledger accounts for archived documents.
Archive – General Ledger Activity (FXIGLAC)	Enables you to view detailed transaction activity for General Ledger accounts of archived documents by account number in an online summary.
Archive – Detail Encumbrance Activity (FXIENCD)	Provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance for archived documents.
Archive – Document Retrieval Inquiry (FXITRND)	Provides online query capability for all archived transactions processed by the system. Information displayed includes vendor description, account number, and amount.

Associated workbook There is no associated Banner 6.x workbook for this module.

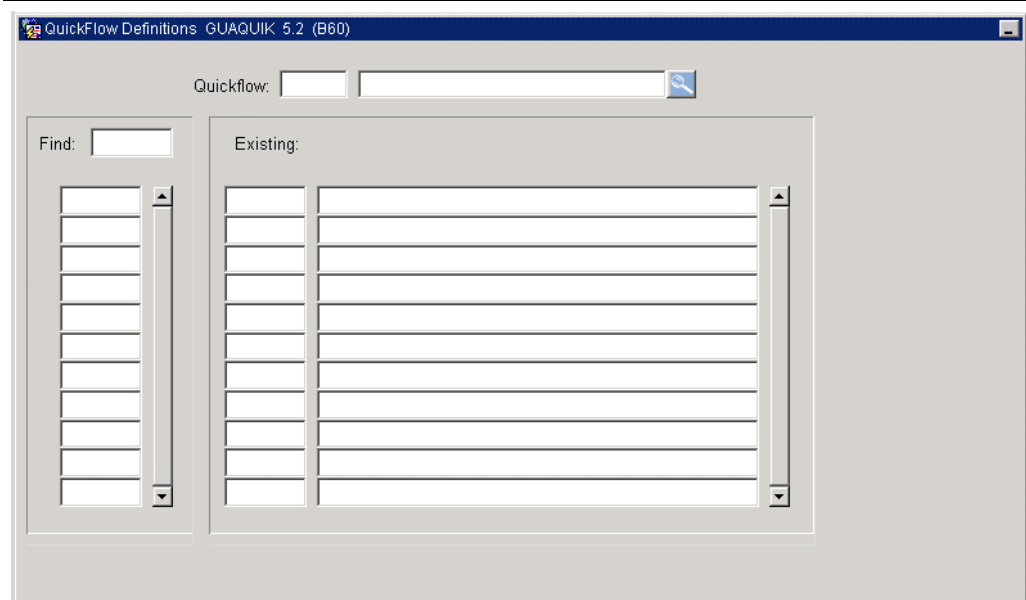
Creating and Using Quick Flows

Description

The QuickFlow form (GUAQFLW) permits you to call the defined sequence of forms established by the QuickFlow Definition form (GUAQUIK). When you enter the QuickFlow name and click **Start**, the system executes the first form defined in the QuickFlow list. After you exit the first form in the list, the system executes the second form in the QuickFlow list. This pattern continues until the system executes all of the forms in the quick flow list.

Note: You can only execute QuickFlow lists that were defined in the GUAQUIK form. Define the quick flow code with the Quick Flow Code Validation form (GTVQUIK).

Screen image



Exercise

Create a quick flow for a process that requires many different forms to be completed. Your instructor will identify the appropriate form names to use.

Step	Action
1	Access the QuickFlow Code Validation form (GTVQUIK).
2	Select the Insert Record function.
3	Enter a QuickFlow code in the QuickFlow field per your instructor. <u>Note:</u> The code can be up to 4 characters.
4	Enter a description in the Description field of the QuickFlow code per your instructor. <u>Note:</u> The description can be up to 30 characters.

Continued on the next page

Creating and Using Quick Flows, Continued

Exercise, continued

Step	Action														
5	Click the Save icon.														
6	Click the Exit icon.														
7	Access the QuickFlow Definition form (GUAQUIK).														
8	Enter the code in the QuickFlow field you just created on the QuickFlow Code Validation form (GTVQUIK).														
9	Perform the Next Block function.														
10	<p>Enter the form name(s) required for the QuickFlow process in the Existing field.</p> <p><u>Note:</u> Make sure to enter the forms in the order they should be accessed. You can use the <u>Find</u> option to locate the required form.</p> <p><u>Example:</u> Here is a sample.</p> <table border="1" data-bbox="690 871 1242 1207"> <tr> <td colspan="2">Existing:</td> </tr> <tr> <td>RDAPPELL</td> <td>Applicant Pell Grant Form</td> </tr> <tr> <td>RHACOMM</td> <td>Applicant Comments Form</td> </tr> <tr> <td>RNIAPPL</td> <td>Applicant Need Analysis Application Inquiry Form</td> </tr> <tr> <td>RBAABUD</td> <td>Applicant Budget Form</td> </tr> <tr> <td>RDAMESG</td> <td>Applicant Messages Form</td> </tr> <tr> <td>RPAAWRD</td> <td>Award Form</td> </tr> </table>	Existing:		RDAPPELL	Applicant Pell Grant Form	RHACOMM	Applicant Comments Form	RNIAPPL	Applicant Need Analysis Application Inquiry Form	RBAABUD	Applicant Budget Form	RDAMESG	Applicant Messages Form	RPAAWRD	Award Form
Existing:															
RDAPPELL	Applicant Pell Grant Form														
RHACOMM	Applicant Comments Form														
RNIAPPL	Applicant Need Analysis Application Inquiry Form														
RBAABUD	Applicant Budget Form														
RDAMESG	Applicant Messages Form														
RPAAWRD	Award Form														
11	Click the Save icon.														
12	Click the Exit icon.														
13	Access the QuickFlow form (GUAQFLW).														
14	Enter the name of the QuickFlow process that you created in Step 3 in the QuickFlow field.														
15	Click the Start button.														
16	Exit through each of the forms in the process to return to the QuickFlow form.														
17	Click the Exit icon.														

Self Check

Directions

Match the Banner module from the list on the left with the description on the right. Try to do this without using your workbook notes.

- | | | |
|--------------------------------|-------|---|
| a. General Ledger | _____ | 1. Enables you to create and maintain unitized pools of endowment or similar funds. |
| b. Finance Operations | | |
| c. Stores Inventory | | |
| d. Purchasing and Procurement | | |
| e. Accounts Payable | _____ | 2. Provides the capability of archiving, purging, and restoring data relative to the transaction history and transaction detail tables. |
| f. Budget and Position Control | | |
| g. Fixed Asset | | |
| h. Cost Accounting | | |
| i. Endowment Management | | |
| j. Investment Management | | |
| k. Accounts Receivable | _____ | 3. Supports complete fund accounting including grant and encumbrance accounting. |
| l. Research Accounting | | |
| m. Electronic Data Interchange | | |
| n. Archive | _____ | 4. Enables a financial entity to account for endowments and permits equitable distribution of earnings and realized gains/losses. |
| | | |
| | _____ | 5. Automates the process of charging customers for services rendered. |
| | | |
| | _____ | 6. Enables you to track grants from the time you submit a proposal to a funding agency through the award and disbursement process. |
| | | |
| | _____ | 7. The electronic transmission of business transactions in a standard format from one business entity to another. |

Continued on the next page

Self Check, Continued

- _____ 8. Enables you to establish and maintain a record of your fixed and moveable assets.

 - _____ 9. Allows you to define global database parameters to the system and assign security to users at your institution.

 - _____ 10. Can be used to monitor departmental requests as they occur and update recommended allocations based on established guidelines.

 - _____ 11. Processes invoices, maintains vendor data, and directs the system to calculate discount and payment schedules automatically.

 - _____ 12. Assess charges, process payments, generate billings, and perform various audit and control functions.

 - _____ 13. Provides timely and accurate information essential to support on-demand requests and long-term buying decisions. It also enables you to control the request for and the receipt of goods.

 - _____ 14. Enables you to manage consumable inventory warehouses.
-

Answer Key for Self Check

Matching

- I.** 1. Enables you to create and maintain unitized pools of endowment or similar funds.
- N.** 2. Provides the capability of archiving, purging, and restoring data relative to the transaction history and transaction detail tables.
- A.** 3. Supports complete fund accounting including grant and encumbrance accounting.
- J.** 4. Enables a financial entity to account for endowments and permits equitable distribution of earnings and realized gains/losses.
- H.** 5. Automates the process of charging customers for services rendered.
- L.** 6. Enables you to track grants from the time you submit a proposal to a funding agency through the award and disbursement process.
- M.** 7. The electronic transmission of business transactions in a standard format from one business entity to another.

Continued on the next page

Answer Key for Self Check, Continued

- G.** 8. Enables you to establish and maintain a record of your fixed and moveable assets.
 - B.** 9. Allows you to define global database parameters to the system and assign security to users at your institution.
 - F.** 10. Can be used to monitor departmental requests as they occur and update recommended allocations based on established guidelines.
 - E.** 11. Processes invoices, maintains vendor data, and directs the system to calculate discount and payment schedules automatically.
 - K.** 12. Assess charges, process payments, generate billings, and perform various audit and control functions.
 - D.** 13. Provides timely and accurate information essential to support on-demand requests and long-term buying decisions. It also enables you to control the request for and the receipt of goods.
 - C.** 14. Enables you to manage consumable inventory warehouses.
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