Banner Finance Summary Tool

Introduction

In addition to Banner Finance reporting via Self-Service Banner, we are providing a Banner Finance Summary Tool. This tool is a Microsoft Excel pivot table that contains aggregated financial data as of the indicated date for your divisions. Banner organizational and account hierarchies have been incorporated into the file to allow you to view your financial information from a variety of perspectives. All funds are included, both unrestricted and restricted. Note that there is limited restricted information in the system at this point.

Banner Finance Summary Tool basics

Summary by Organizational Hierarchy (tab 1)

By default, this table is organized to help users see summary information for organizations or units within their division. Managers with larger divisions will see additional organizational levels, such as (Org 3) – Unit.

Default rows:

Hierarchy	Example
(Org 4) – Grouping A	(360 - Planning & Budget)
Organization	(360001 - Vice Provost – Planning & Budget)
(ACC 1) Category A	(70 - Expenditures)
(ACC 2) Category B	(71 – General Operating)
Account	(711410 - Printer Supplies)

Summary by Account Hierarchy (tab 2)

The summary data is organized with Account Hierarchies at the top. This table allows users to view financial information by category across all of your organizations.

Default rows:

Hierarchy	Example
(ACC1) Category A	(70 - Expenditures)
(ACC2) Category B	(71 – General Operating)
(ACC 3) Category C	(7123 - DUPLICATING & PRINTING)
Account	(712320 - Printing)
Organization	(360001 - Vice Provost – Planning & Budget)

Both of the above summaries are dynamic. As you become more familiar with the tool, you may want to add and remove rows as you see fit. Note: Please leave the tool in the shared folder (\\Jade\Planningbudget\OPBR\(*unit*)). The tool in the folder will be updated every morning.

Banner Finance Summary Tool

Data columns:

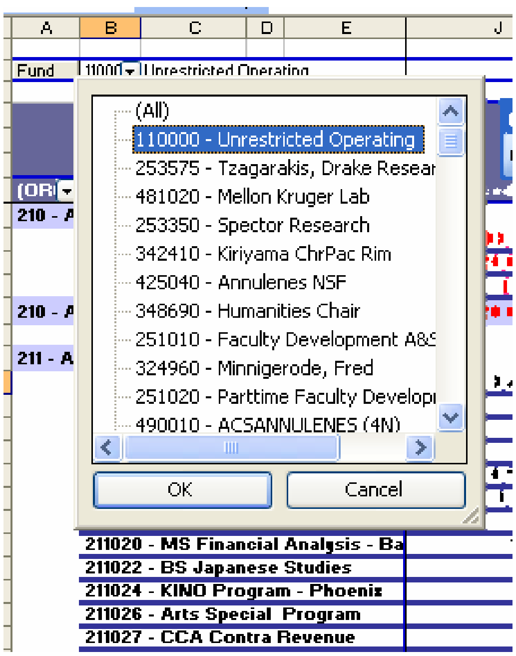
Field Name	**Example/Explanation**
Period	
Fiscal Year	*2008*
Fiscal Period	*14 (YTD)*
Organization Hierarchies	
(ORG 1) USF	*1- USF*
(ORG 2) Division	*20 - Provost*
(ORG 3) Unit	*21 – Arts and Sciences*
(ORG 4) Grouping A	*211 – Arts and Sciences Dean*
(ORG 5) Grouping B	*2165 - Economics*
Account Hierarchies	
(ACC 1) Category A	*70 - Expenditures*
(ACC 2) Category B	*71 – General Operating*
(ACC 3) Category C	*7123 - DUPLICATING & PRINTING*
FOAP	
Fund	*110000 - Unrestricted Operating*
Org	*216503 - Financial Analysis*
Account	*712320 - Printing*
Program	*1100 - Instruction*
Financial Data	
# Adopted Budget	*Board of Trustee approved budget*
# Base Adjs	*Budget adjustments that carry forward to the next fiscal year*
# Base Budget	*Year-to-year or permanent budget*
# One-time Adjs	*Budget adjustments that apply to this fiscal year only*
# Revised Budget	*Adopted budget plus any permanent or one-time adjustments*
# YTD Actual	*Posted activity*
# Encumbr	*An expense obligation resulting from a purchase order*
# Reservations	*An expense obligation resulting from a requisition*
# Bal Avail	*Revised budget minus expense activity*

Toggle between unrestricted/restricted funds

Unrestricted and restricted Banner finance data is available through this tool. By default, the pivot tables are set to “110000 – Unrestricted Operating.”

To change the fund:

1. Click the *Fund* dropdown in the upper left corner of the spreadsheet.
2. Select the fund you would like to view.
3. Click OK.

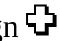


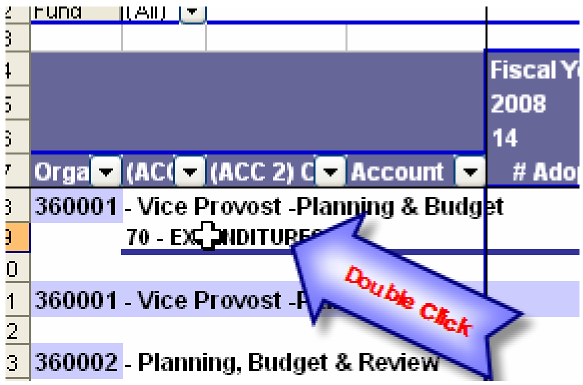
Modifying Microsoft Excel Pivot Tables

Pivot tables are interactive and allow users to organize and analyze financial data to fit their needs.

How to Expand/Collapse Fields (basic)

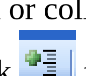
Method 1: Double-click field.

Move cursor over the field you wish to expand. When the cursor becomes a plus sign , double click.



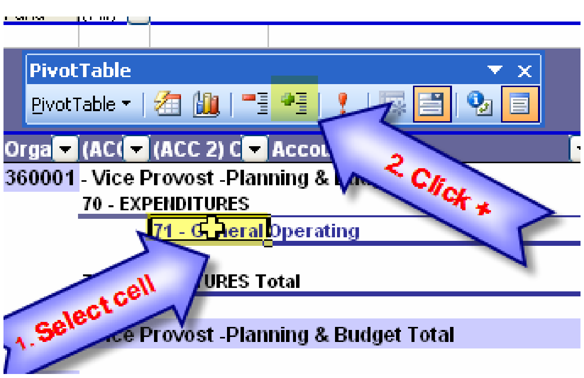
Method 2: Pivot Table Toolbar.

Use  on the pivot table tool bar. See next page to show toolbar.

1. Select the cell you wish to expand or collapse.
2. On the **Pivot Table Toolbar**, click  to expand or  to collapse.

For example, to view all Banner accounts under General Operating for an organization:

1. Select the cell "71-General Operating"
2. Click  on the pivot table toolbar to expand.



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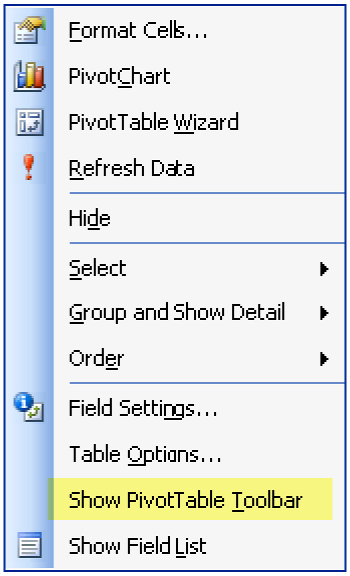
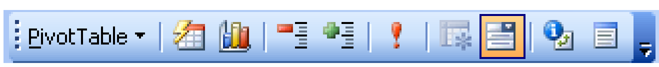
How to add the Pivot Table Toolbar

1. Click any cell on the pivot table.
2. Right-click (PC) or Cntl-click (Mac) and select “Show PivotTable Toolbar.”



The Pivot Table tool bar should appear:



Zooming in and out of Microsoft Excel:

If the print is too small for you to read, here are couple of options for adjusting.

To zoom in or out (shortcut). Note: This can be tricky. Attempt at your own risk.

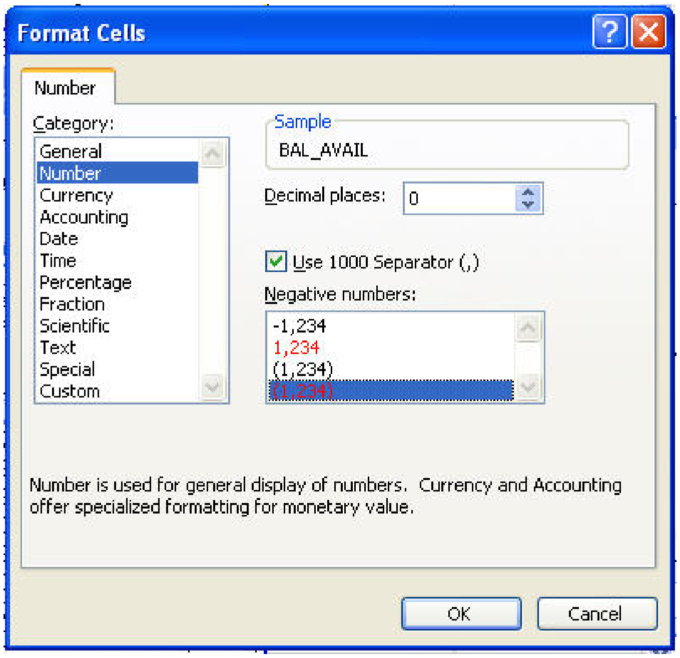
1. Click on any cell.
2. Hold down the control key.
3. Slowly adjust the mouse wheel. Rotate the wheel down to make smaller. Rotate up to make larger.

If you used the method above and can’t get it back to normal.
1. Click view > Zoom.
2. Select number or enter custom name (85%).

How to format a field:

If you remove a numeric field from the pivot table and reinsert it to the Pivot table, the format will be lost. To format the cell:

1. Click the column of the field you would like to change.
2. Right-click (PC) or Cntl-click (Mac) and select Field Settings.
3. Click Number.
4. In the Format Cells dialog, select the desired number format.



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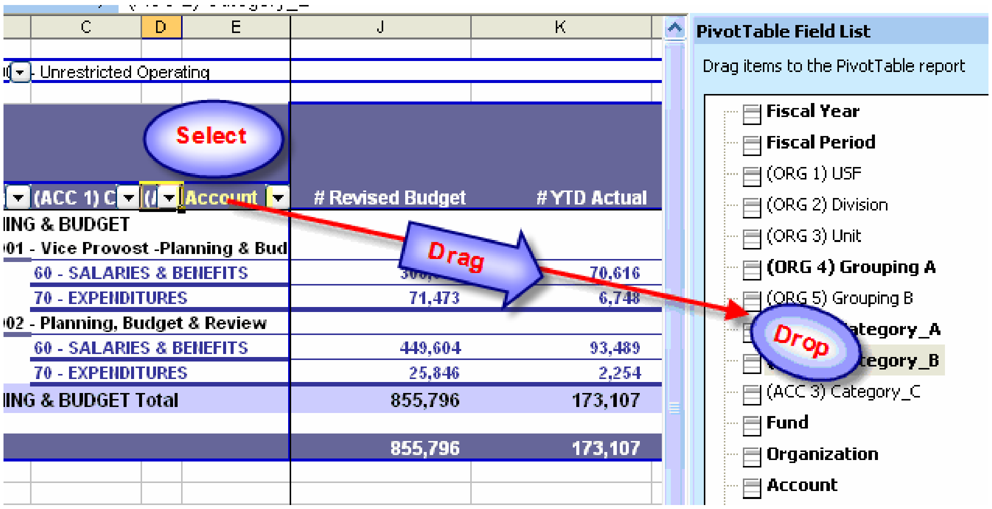
How to add/remove rows in a pivot table

Use the Pivot Table Field List to drag and drop fields into and out of the pivot table.

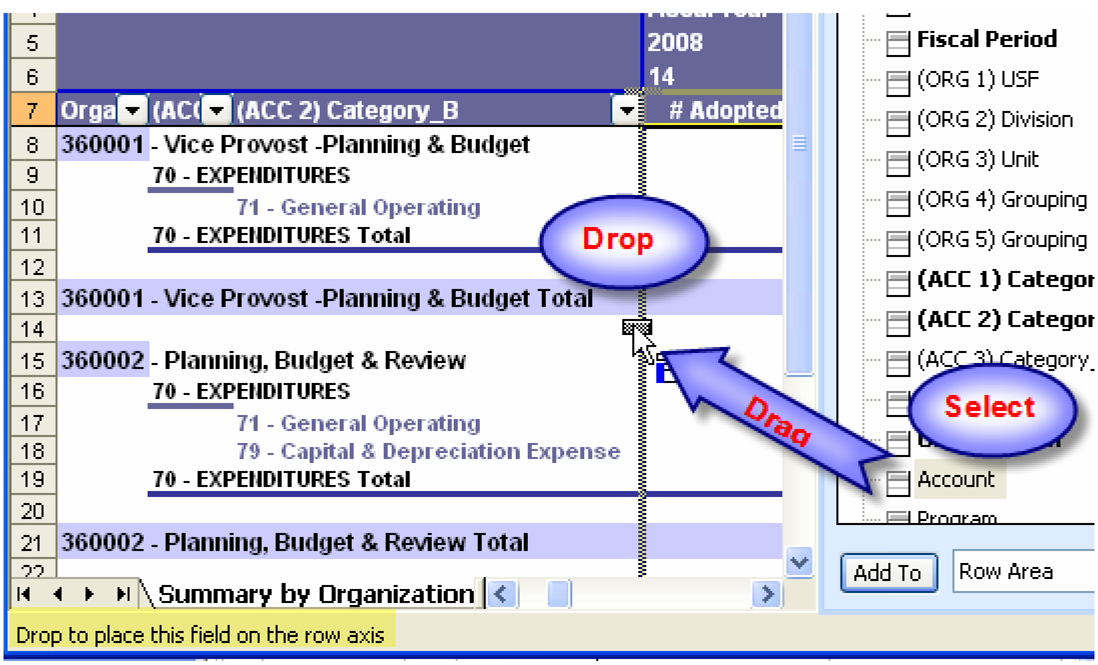
To remove a row from a pivot table

1. Click on the row header you wish to remove.
2. Drag and drop it over to the Pivot Table Field List and release.



To add a row to a pivot table

1. In the **Pivot Table Field List**, select the row you would like to add and drag to the desired location on the pivot table. The bottom left message should read, “Drop to place this field on the row axis.”



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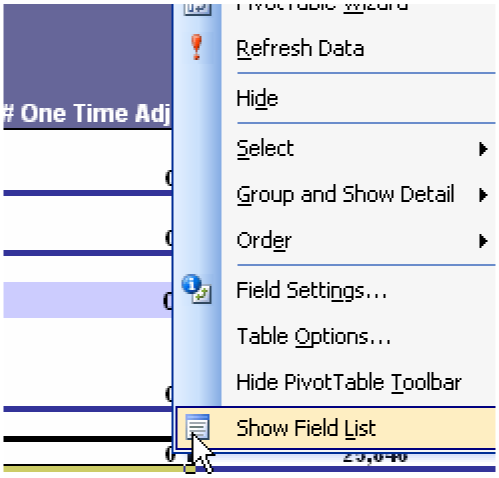
Show Pivot Table Field List

If the field list isn't visible,

1. Select any field in the pivot table.
2. Right-click (PC) or Cntl-click (Mac) and select **Show Field List**.



Printing the Pivot Table

By default, the pivot table has been setup to print as a landscape and 1 page width. Regardless of whether you add or remove rows to the table, the table should fit on 1 page.

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How to freeze/unfreeze panes

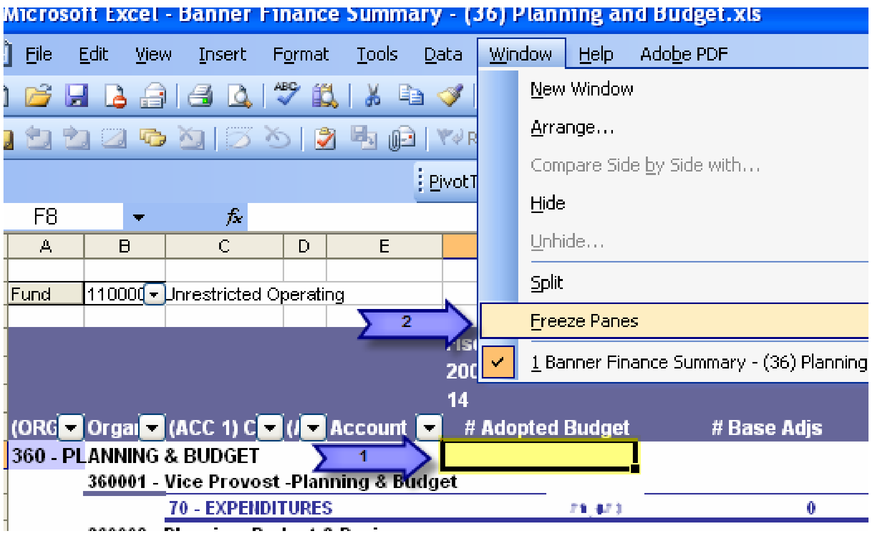
By default, the panes have been frozen in order for you to scroll across the data fields while maintaining the left side hierarchies. If you add/delete a row, you will need to adjust the

To unfreeze panes:

1. Select **Window** > **Unfreeze panes**.

To freeze panes:

1. Select the cell you would like panes to be frozen. The best location is the field directly under the first column heading. In the case below, this would be the field under *# Adopted Budget*.
2. Select **Window** > **Freeze Panes**.



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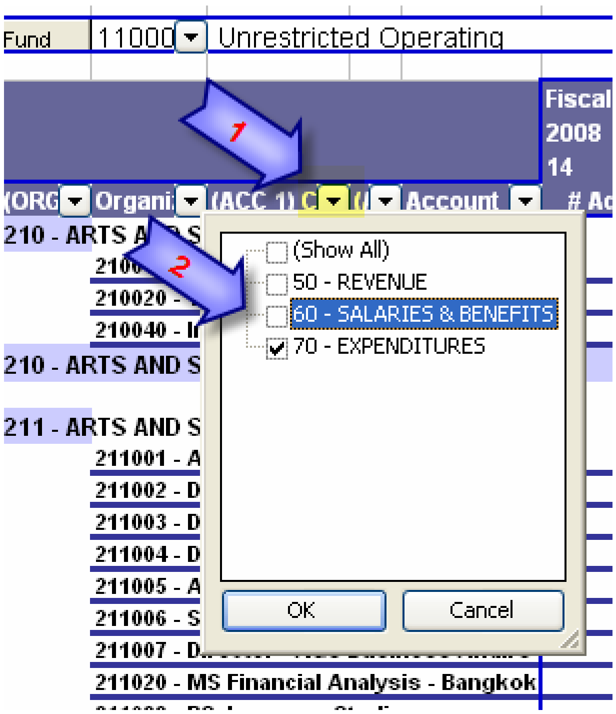
How to filter a row

Users can show or hide items within a row or column. To restrict items in a field, click the dropdown next to the header and select/deselect any items to show/remove data.

For example, if you want to view expenditures only across all of your organizations.

In the Summary by Organization tab,

1. Click the 3rd dropdown from the left.
2. Deselect "Revenue" and "Salaries and Benefits."
3. Click OK.



Remember to reselect them after you are done.

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How to create your own pivot table

Get data

1. Collapse rows until you have all of the information you would like to share on one line. For instance, if you want share the data for an entire organization. Collapse so there is only 1 line for the organization.
2. Double-click one of the data fields. For instance, double-click "**Bal Avail**."
3. This will create a new sheet with all data contained in that aggregated number.

Move data to a new spreadsheet.

1. Right click on the tab name (i.e. "Sheet 1").
2. Select **Move or Copy**.
3. Change "**To book**:" dropdown to "**(new book)**". Click OK. The data will be copied to a new workbook.

Create Pivot Table

By default all of the data is selected.

1. Select **Data > Pivot Table and Pivot Chart Report.**
2. Click Next.
3. Click Next
4. Click Finish. A pivot table is created.

Add rows and columns.

Drag & drop fields to different areas (Row, Columns, Data).

Example:
Add Fund, Organization and Account to the rows.
Add Fiscal Year, Fiscal Period to the columns.
Add #Revised Budget, #YTD Actual, #Encumbr, #Reservtns, #Bal Avail to data.

Format Report

From Pivot table dropdown:

1. Select **Format Report.**
2. Select a type of report. I often use **Report Type 4.**