UNIVERSITY OF SAN FRANCISCO

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Banner Finance Quick Guide

Contents:

Contact Information

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New Budgets and Allocations Future Year Budget Creation Annual Reviews	Michael Harrington Budget Director harrington	x2790
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Gifts & Endowments Info Banner Fund 2,3,7 & 8 prefixes	Mona Cannon Senior Accountant mcannon	x5181
Grants Info Banner Fund 4 prefix	Jennifer Turnage Grants Accountant jturnage	x5129
Construction Project Info Banner Fund 6, 9 prefix	Jennifer Chan Asst. Controller chanj	x2772
Purchasing Card Info Concur System	Dennis Miller Purchasing Card Manager millerd	x2102
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E-Timesheets info & assistance	E-Timesheet helpline etimesheets	x5743
EPAF info & assistance Position number creation	Melissa Takahashi-Brooks Payroll Manager epaf	x2479
Banner HR access Payroll Transactions	George Chin Payroll Ops & Security Coordinator gmchin	x2837
Employee Compensation	Diane Sweeney Asst Dir of HR for Benefits, Compensation, & Risk sweeney	x2440

Self-Service Banner for Finance

Intro to Self-Service Banner for Finance

- Self-Service Banner (SSB) for finance is a web-based information management tool that allows users to query budget, actual, and encumbrance activity at both the summary and detail level with real-time data.
- SSB for Finance can be accessed through USFconnect from most PC or MAC web browsers (Internet Explorer or Firefox).
- **Budget Queries-**There are three different types of Budget Queries: Budget Status by Account, Budget Status by Organizational Hierarchy, and Budget Quick Query
- **Encumbrance Query-**Displays a list of open and/or closed Purchase Orders
- **Approve Documents-**This section has not been rolled out yet. In the future you will be able to approve Requisitions and Purchase Orders online.
- **View Document-**Search for a specific document with the Document Type and Document Code
- **Budget Transfer**-Process One-Time (Temporary) Discretionary Budget Transfers within the Organizations you have access to.
- **Multiple Line Budget Transfer-**Same as Budget Transfer, but for multiple lines
- **Delete Finance Template**-Delete any or all saved Finance templates

Accessing Self-Service Banner for Finance

- To access Self-Service Banner for Finance, Login to USFconnect, select the Employee tab and click on the button for Employee Self Service Banner section. Select the Finance tab.

Budget Status by Account

- Useful when you want to view just one organization's budget and expenses. You can drill-down to find transaction details.
- You will need to enter the 6 digit Organization number (aka Department)
- You can limit the report by Student Salaries (ex. enter **68** in the Account Type field, see Banner Account Hierarchies sheet for list of other Account Types)

Budget Status by Organizational Hierarchy

- Useful for Unit Managers who want to see rollup data of all their organizations and to view overall organization information by category (revenue, compensation, non-compensation expenditures).
- Enter a 6 digit Organization number or Division, Unit or Sub-Unit number (see your Organizational Hierarchy)

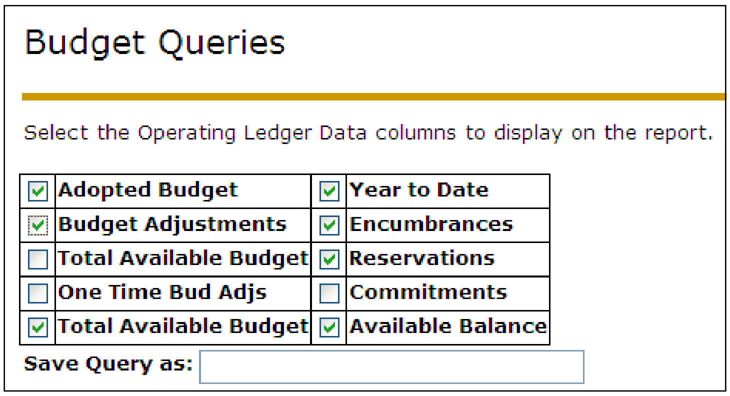
Budget Quick Query

- Easiest to use, but not interactive. No links to transactions.
- Produces a quick snapshot of your organization

How to Complete a Budget Query

1. Select Budget Queries
2. Select the Query type: Budget Status by Account, Budget Status by Organizational Hierarchy, or Budget Quick Query

3. Or Retrieve a saved query
4. Hit Create Query
5. Select these columns to display on report and hit Continue


Budget Queries

Select the Operating Ledger Data columns to display on the report.

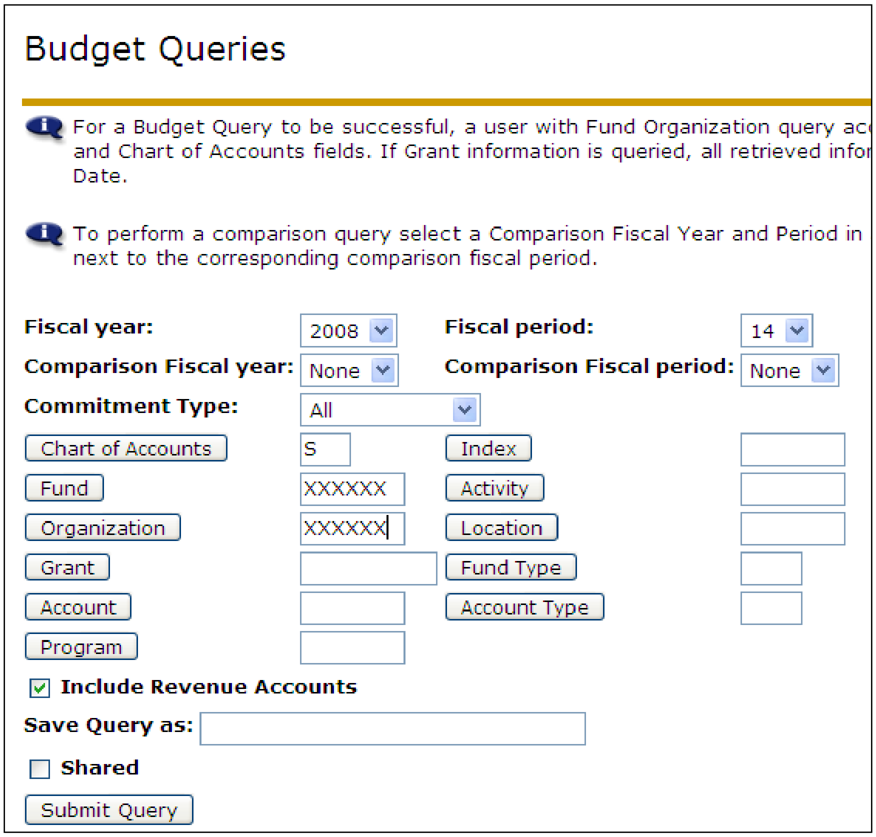
☑	Adopted Budget	☑	Year to Date
☑	Budget Adjustments	☑	Encumbrances
☐	Total Available Budget	☑	Reservations
☐	One Time Bud Adjs	☐	Commitments
☑	Total Available Budget	☑	Available Balance

Save Query as:

Column Definitions:

- **Adopted Budget** – Budget at beginning of year
- **Budget Adjustments** – Base (aka Permanent) and One-Time Budget Adjustments
- Total Available Budget – Budgets with all adjustments (does not have link to drill down)
- One-Time Budget Adjustment – One-time adjustments – do not impact Base Budgets
- **Total Available Budget** – Budgets with all adjustments (has link to drill down)
- **Year to Date** – Actual expenses
- **Encumbrances** – Are Salary Encumbrances and Purchase Orders
- **Reservations** – When you make a Requisition
- **Commitments** – Sum of Encumbrances + Reservations
- **Available Balance** – Total Available Budget – (YTD + Encumbrances + Reservations)

6. The next screen is where you enter your organization to create a report (see sample on next page)
7. Select Fiscal Year: **2011** (enter current fiscal year)
8. Select Fiscal Period: **14** (01-June, 02-July, etc…14 -Year-to-Date)
9. Enter Chart of Accounts: **S** (This is in caps)
10. Enter Fund: **XXXXXX or 110000** (for all unrestricted organizations)
11. Enter Organization: Department number (ex. **521001**) or if searching by Org Hierarchy you can use your division, unit or sub-unit number (ex. **52**)
12. Enter Accounts (optional): You can enter the specific 6-digit account (ex. **711010** Office Supplies expense code to limit your report by account code or **7%** to include all accounts starting with 7.
13. Enter Account Type (optional):You can enter account type to limit your report by all 6-digit codes within that Account Type group (ex. **68** Student Salaries, see Banner Account Hierarchies sheet for list of other Account Types)
14. Include Revenue Accounts (optional) Check if your org has revenue.
15. Hit Submit Query to view your budget and transactions (You can save query before you submit)
16. Note: Anything with a link allows you to drill down to find more detailed information (ie: PO, Invoices, Requisitions, etc…)
17. See sample on next page



Budget Queries

For a Budget Query to be successful, a user with Fund Organization query ac
and Chart of Accounts fields. If Grant information is queried, all retrieved infor
Date.

To perform a comparison query select a Comparison Fiscal Year and Period in
next to the corresponding comparison fiscal period.

Fiscal year:	2008	**Fiscal period:**	14
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	S	Index	
Fund	XXXXXX	Activity	
Organization	XXXXXX	Location	
Grant		Fund Type	
Account		Account Type	
Program			

☑ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

How to lookup an Organization or Account

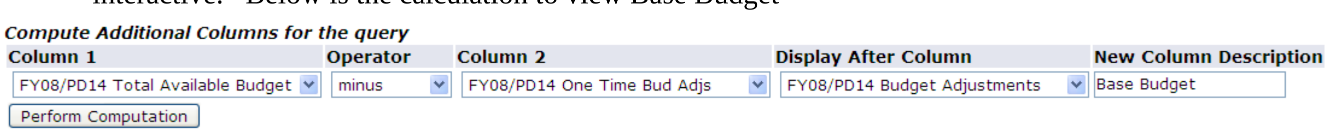
- To access Code Lookup, click Organization or Account Button in Query screen.
- Two ways to lookup number, either by Org Code (ex. 52%) or Title (ex. **%Controller%**)
- Code lookup is case sensitive. **%** is wildcard.
- Users can enter full or partial Org title. **Example:** To find Planning, Budget and Review, type **%Budget%**. It will retrieve any organization with Budget in the title.

Save Query as Template

- You can save a query as a template to reuse in the future. Please don't select to Share Query check box; otherwise it will be visible to all users.
- To update a saved query, revise the search criteria and save with the same name.
- Use Delete Finance Template to remove a saved query you no longer use.

Helpful Tools

- **Download data** – Excel spreadsheet opens in the browser. To work with sheet, save to your computer or network and open in Excel.
- **Comparison query** – You can compare two periods/fiscal years side-by-side.
- **User calculated columns** – Users can add your own calculations, but results will not be interactive.   Below is the calculation to view Base Budget



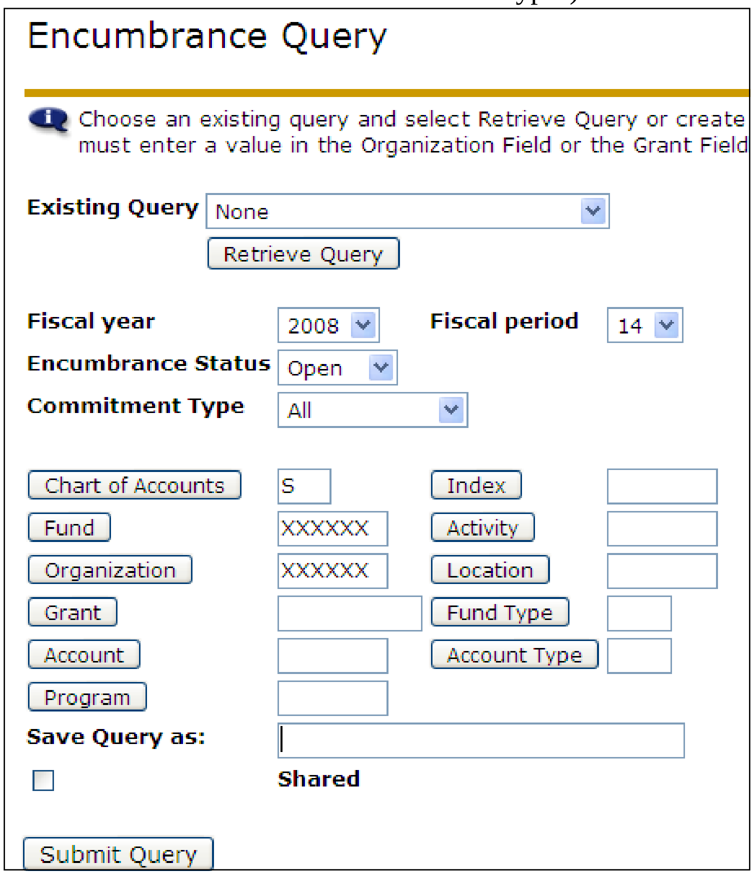
Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD14 Total Available Budget	minus	FY08/PD14 One Time Bud Adjs	FY08/PD14 Budget Adjustments	Base Budget

Perform Computation

How to complete an Encumbrance Query

1. Select Encumbrance Query
2. Like a Budget Query: follow budget query steps 7-11, steps 12 and 13 are optional
3. Select Encumbrance Status: **Open, Closed or All**
4. Hit Submit Query to view report of Encumbrances
5. Enter Accounts (optional): You can enter the specific 6-digit account (ex. **711010** Office Supplies expense code to limit your report by account code or **7%** to include all accounts starting with 7.)
6. Enter Account Type (optional):You can enter an Account Type to limit your report by all 6-digit codes within that Account Type group (ex. **71** General Operating, see Banner Account Hierarchies sheet for list of other Account Types)



How to View Document

- View Documents – You will need to know the document number and the type of transaction you are searching for.
- You can search by Finance user or journal voucher.

Budget Transfers

- Please let us know if you would like to be able to make discretionary budget transfers. Any permanent budget transfer will still need to be sent to our office.
- Always use **B04 (Web Temporary Budget Transfer)**
- Once you submit a transfer, you <u>cannot</u> edit.
- Multi-line budget Transfer: Document amount = sum of all transfers.
- See separate Budget Transfers via Self-Service Banner for detailed instructions

Most Frequently Used Document Prefixes

Document Prefix	Document Type
*	Encumbrance
!	Direct Deposit by Accts. Payable
A	Accts. Payable Check
BR	Bursar Feed
CJ	Concur Journal
EF	Electronic Feed
F	Feeds from ADV, STU & HR
FB	Fringe Benefit Feed
H	Cash Receipt
I	Invoice

Document Prefix	Document Type
J	Journal (manual & budgets)
JX	Journal (Excel uploads & budgets)
L	Adopted Budget
LD	Labor Distribution Feed
P	Purchase Order
R	Requisition
S	Student Refund
TC	Telecomm Feed
Y	Receiving

FOAPAL Q & A & Finance Access	Ivy Efendioglu (ivy@usfca.edu)
Unrestricted Budget Adjustments	Sharon Li/Jimmy Lau (pli7@usfca.edu/jlau6)
Accounts Payable	Emmy Moore (moore@usfca.edu)
Cash Receipts	Liz Denefeld (zarate@usfca.edu)
Concur Purchase Card	Dennis Miller (millerd@usfca.edu)
Gifts & Endowments	Mona Cannon (mcannon@usfca.edu)
Grants Funds	Jennifer Turnage (jturnage@usfca.edu)
Construction Funds	Jennifer Chan (chanj@usfca.edu)
Journals & Transfers	Liz Denefeld (zarate@usfca.edu)
Requisitions and PO’s	Purchasing (purchasing@usfca.edu)
Payroll Transactions	George Chin (gmchin@usfca.edu)

Budget Rule Class Codes Summary

Code	Transaction Type	Description
BD01, B01	Permanent Adopted Budget	Budget at beginning of fiscal year
BD02, B02	Permanent Budget Adjustments	Base budget adjustments
BD04, B04, 05	Temporary Budget Adjustments	One-Time budget adjustments

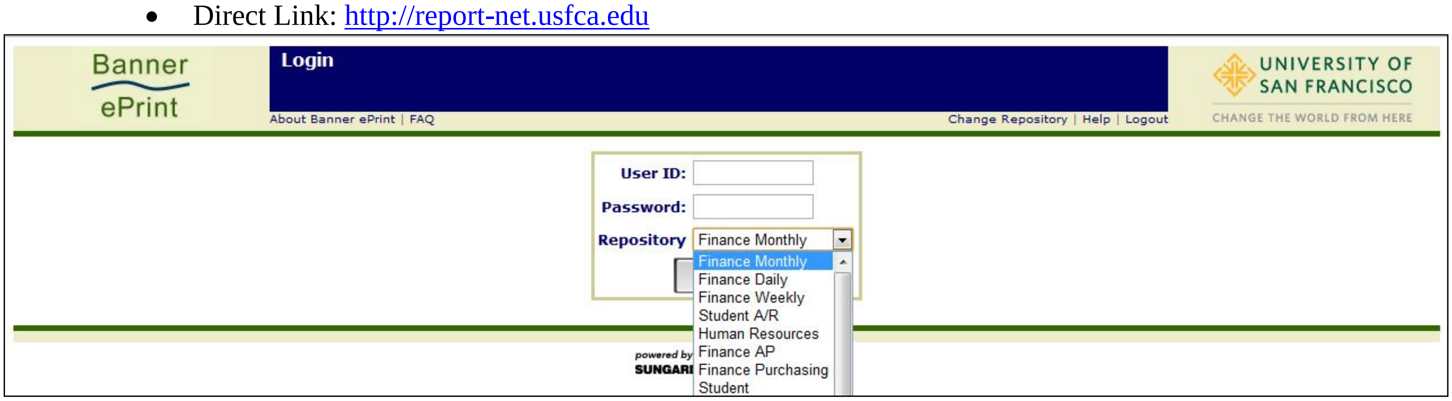
e~Print Reports Overview

General e~Print Information

- Finance Reports available after month-end close (typically around 10 days into the new calendar month)
- Human Resource Reports available at the end of each month
- Budget Status (Current Period) Report
    - Current Period Balance for one organization
- Organization Detail Activity Report
    - Transaction activity for one organization within displayed dates
- Open Encumbrances Report
    - Displays open, completed, approved, and posted: Requisitions and Purchase Orders
- -U for Unrestricted Fund = 110000
- -R for Restricted Funds = all other funds

Accessing e~Print

- Log into USFconnect; Select Employee tab; on left side, Employee Resources, scroll down and select the ePrint link
- Direct Link: http://report-net.usfca.edu



- Use your USFconnect username and password
- Repository: Finance Monthly for monthly Banner Finance Reports FY08 and future years; HR Monthly Orgn Payroll Distribution report
- Repository: Finance Daily for daily Banner Finance Reports FY09 and future years

- Repository: FRS Monthly for monthly FRS Reports up to FY07 (for access contact Ivy Efendioglu, ivy@usfca.edu, x2731)
- For access to the Orgn Payroll Distribution report contact George Chin, Payroll (gmchin@usfca.edu)

Types of e~Print reports

FGRBDSC Budget Status (Current Period)

For each organization, this report displays adjusted budget, current month and year-to-date activity, budget reservations, and the available balance for each organization by account with account type (level 2) subtotals, e.g. Staff, Benefits, General Operating, etc.

- Adjusted Budget is equivalent to Total Available Budget in SSB Finance, i.e. includes One-Time Adjustments
- Year-To-Date Activity includes Current Period (month) Activity
- Budget Reservations is equivalent to Commitments in SSB Finance, i.e. equals Encumbrances and Reservations
- Available Balance equals Adjusted Budget, less Year-To-Date Activity, less Budget Reservations
- Last page for a given Organization provides an account type (level 1) summary where Net equals Total Revenue, less Total Salaries & Benefits, less Total Expenditures, less Total Transfers

FGRODTA Organization Detail Activity

For each organization, this report displays revenues and expenses, budget and encumbrance activity, within a specific period, i.e. From and To dates in report's header, by account

- Beginning Balance summarizes activity prior to the starting date of the report
- Ending Balance is the Beginning Balance plus all activity shown
- Last page for a given Organization provides account type (level 1) subtotals, i.e. Revenue, Salaries & Benefits, Expenditures, Transfers

FGROPNE Open Encumbrances Report

For each organization, this report displays remaining encumbered or reserved balance amounts for purchase orders and requisitions.

- Report as of date is displayed at top left corner
- First pages of the report are open requisitions, then purchase orders
- Encumbrance Amount is the original reserved/encumbered amount
- Remaining Balance is the remaining reserved/encumbered amount on requisition or purchase order
- User ID is the user id of the person who entered the requisition or purchase order

FZRBDSC Organization and Account Type Summary

This report displays base budget, available budget, current month and year-to-date activity, commitments, and balance available for each predecessor organization (higher level organizations, e.g. divisions, units, subunits). For each predecessor organization, budgets and activity are summarized by organization found within it, as well as by account types (level 2), e.g. Staff, Benefits, General Operating, etc.

- This report available to division, unit, and subunit business managers only
- Predecessor organizations include levels 1 through 4 (see University's Organizational Hierarchy)
- Base Budget equals SSB Finance Total Available Budget less One-time Budget Adjustments
- Available Budget includes SSB Finance One-time Budget Adjustments
- Year-To-Date Activity includes Current Period Activity

- Balance Available equals Available Budget, less Year-To-Date Activity, less Commitments
- Organization summary section (above dashed line) displays revenues as negative, and expenses as positive values
- Account Type summary section (below dashed line) displays revenues and expenses as positive values (as with FGRBDSC report); section Total equals Total Revenue, less Total Salaries & Benefits, less Total Expenditures, less Total Transfers

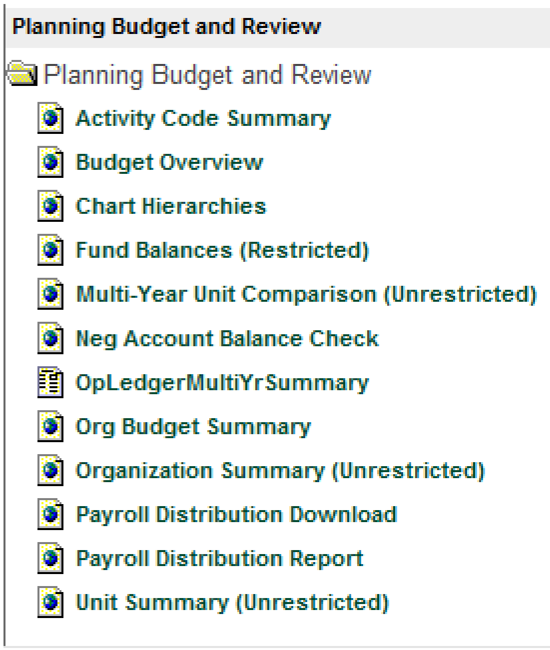
NHRDIST Orgn Payroll Distribution
This report displays summed data by organization for each employee's position, including employee's current month's hours and earnings amounts.

- Totals are within Reporting Period dates
- Acct Earnings Total should match the Finance Year-to-Date Activity by Account
- FYTD Hours is Fiscal Year-to-Date hours
- FYTD Amount is Fiscal Year-to-Date Amounts
- Finance Document code is shown on report
- Your Finance access must be established to view this report
- Note: To request access to this report contact George Chin, Payroll (gmchin@usfca.edu)

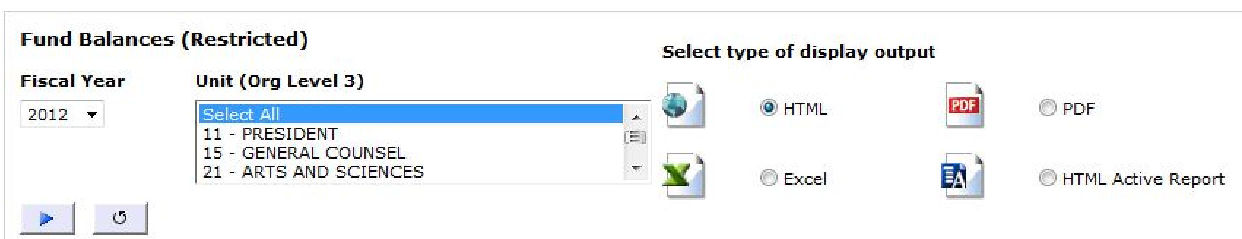
Business Intelligence (BI) Business Managers Report Domain

The Business Managers Report Domain is accessed through a dedicated tab in USF Connect. Listed under "Quicklinks" you will see Business Managers, clicking on Business managers will open the Welcome page of the BI Business Managers Report Domain which contains a list of available reports.

In order to run the reports click on the appropriate tab, for example, to run the Fund Balances report, click on the Finance Reports tab, which will take you to a list of all Finance related reports available to you separated by category:



When you select a report it will take you to the report creation and output page, where you can select or manipulate report categories and choose the type of output:



For further information and training please visit the Budget and Planning website (Finance System Training and Finance System Resources).

Web Resources

Office of Budget & Planning Homepage

http://www.usfca.edu/opbr/

Select Financial System Training on left menu bar for budget transfer information, Self-Service Banner for Finance, e~Print, and Business Intelligence training and more.

Business and Finance Homepage

http://www.usfca.edu/busfin/

Financial Application Services

http://www.usfca.edu/busfin/finapps/

Banner Monthly and Daily Reports e~Print Report Repository

http://report-net.usfca.edu/

Banner Finance Training Information

http://www.usfca.edu/OPB/Finance_Training/

Information Security Policy

http://www.usfca.edu/its/about/policies/infosec/

Hierarchy for Organization and Account

Organization	All	Division	Unit	Sub-Unit A	Sub-Unit B	Department(s)	Example All	Division	Unit	Sub-Unit A	Sub-Unit B	Department(s)
Level 1	1						University					
Level 2		10						President				
		20						Provost				
		30						Provost Non Schools				
		40						Advancement				
		50						Business & Finance				
		60						**University Life**				
		70						ITS				
		90						Institution Reserves				
Level 3			61						VP University Life			
			62						**Dean of Students**			
			63						Assoc Dean Student Development			
			64						Admin Operations			
			65						University Ministry			
Level 4				621						Dean of Students		
				622						Residence Life		
				623						**Public Safety**		
Level 5					6230						Public Safety	
					6239						**Public Safety Auxiliaries**	
Level 6						**623901**						**Traffic Fines**
						623903						**Parking Lot**

Account	Type 1	Type 2	Level 1	Revenue/Expense Code	Type 1	Type 2	Level 1	Revenue/Expense Code
Type 1	50				Revenue			
	60				Salaries & Benefits			
	70				**Expenditures**			
	80				Transfers			
Type 2		**71**				**General Operating**		
		73				Scholarships		
		74				Facilities Expenses		
		75				Food Service		
		76				Insurance Collections Bad Debt Loans		
		78				Debt Service		
		79				Capital & Depreciation Expense		
		7A				Reserves		
Level 1			700000				Operating Expense Pool	
			7110				Office Supplies	
			7115				Computer Supplies	
			7119				Other Supplies	
			7121				Telecommunication	
			7123				Duplicating & Printing	
			7129				Advertising & Promotion	
			7130				Rental Expense	
			7131				Leases	
			7136				School as Lender	
			7138				Banking	
			7180				**Services**	
			7185				Awards	
			7195				Interdepartmental Transfers	
Level 2				**718010**				**Professional Services**
				718015				**Accounting Fees**