



BANNER FINANCE
FIN101

V1.1 Revised: 10/15/05

Course Objectives

- Describe the interrelationship of the 7 Finance modules
- Introduce the segments of C-FOAPAL, the Chart of Accounts
- Explain the crosswalk of FRS Accounts to the Banner C-FOAPAL

Course Objectives

- Finance Form Naming Conventions
- Banner Documents
- Introduce Common Banner Inquiry Forms
- Request for Access to Production

Banner Finance Modules

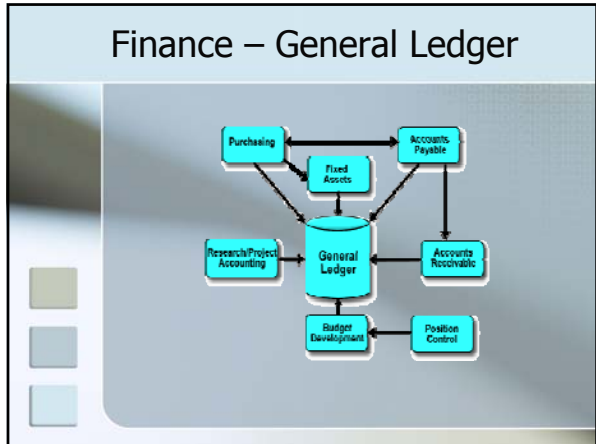
- Banner Finance consists of 7 interrelated modules:
 - General Ledger
 - Purchasing
 - Accounts Payable
 - Fixed Assets
 - Research Accounting (Grants and Contracts & Inception to Date)
 - Accounts Receivable
 - Budget Development

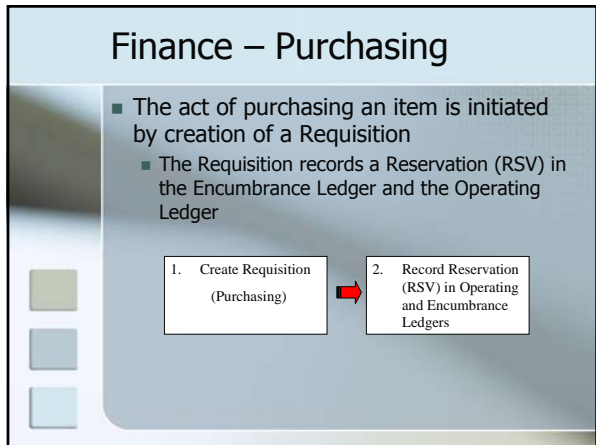
Finance – General Ledger

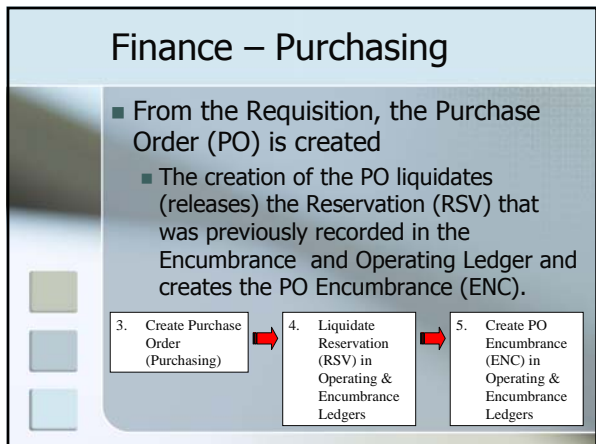
- General Ledger (GL) is the core module in the Finance System
- Includes fund accounting, Chart of Accounts, system table maintenance and update, and grants and contract accounting
- The GL is fully integrated with the other Finance modules

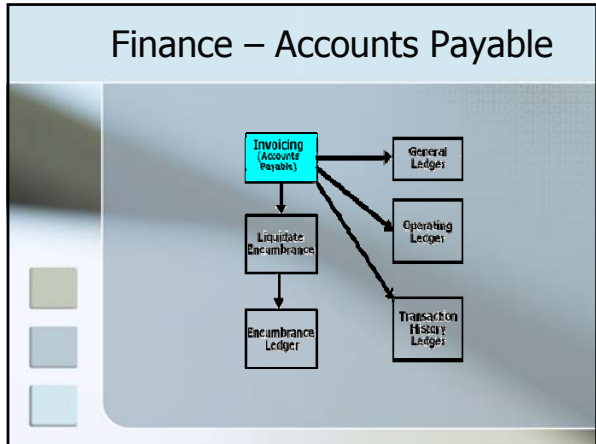
Finance – General Ledger

- The General Ledger stores transactions for assets, liabilities, and fund balance
- There is also an Operating Ledger that stores transactions for revenues, expenditures, budgets, and encumbrances
- There are specific forms in Banner Finance that allow for querying GL transactions and others for OL transactions
- In Banner, a single fund number will have both GL and OL account ranges.









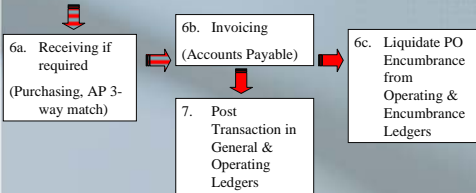
- ### Finance – Accounts Payable
- The Accounts Payable (AP) module processes and pays invoices
 - Vendor invoices are entered into the AP module and the liability (obligation to pay) and expense for the invoice is recorded in the appropriate Funds
 - The General Ledger keeps track of the use of cash and the outstanding payables

- ### Finance – Accounts Payable
- The details of the transactions are tracked in the Operating Ledger and the Transaction History Ledger

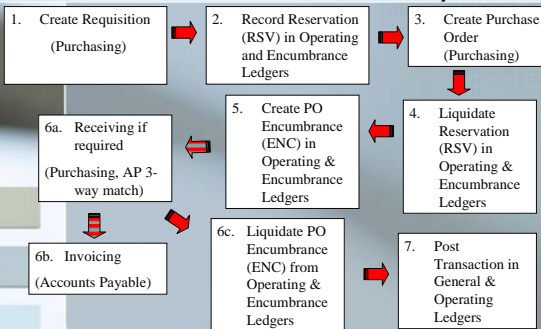
Finance – Accounts Payable

- When an Invoice is entered and there is a match with the Purchase Order and a Receiving document, the Encumbrance (ENC) is liquidated (released) in the Encumbrance, General, and Operating Ledgers
- The transaction is also posted in the General, Operating, and Transaction History Ledgers once the Encumbrance (ENC) is liquidated (released)

Finance – Accounts Payable



Finance – Purchasing/Accounts Payable



Finance – Fixed Assets

- Banner's Fixed Assets (FA) process properly records fixed assets that the University must capitalize and/or track as inventory as required by policy, regulation, or statute
- The FA module is closely integrated with the Purchasing and Payables process
- Given this close integration, the FA module relies heavily on the data entered when the item is purchased, received, and paid

Finance – Fixed Assets

- The creation of an initial asset record is based on the expenditure Account Code selected for purchase and payment
- Equipment purchases over \$5,000 each and all laptops, must be charged to Fixed Asset account codes
- The asset receives a tracking number referred to as the asset's Origination Tag (Otag)
- In the FA module, a physical property tag number will be assigned to the asset along with various attributes that help identify the asset, status, location, and custody assignment

Finance – Research Accounting and Inception-to-Date

- The Research Accounting module allows a grant activity to be tracked from beginning to end (inception-to-date)
- Grant activity can also still be viewed on a fiscal year basis
- The inception to date activity is stored in the Grants Ledger

Finance – Research Accounting and Inception-to-Date

- The cumulative totals of revenue, expense, and transfer transactions on a fiscal year basis are stored in the Operating Ledger
- The Research Accounting module also allows for various pieces of descriptive information about a grant to be retained

Finance – Accounts Receivable

- Banner Accounts Receivable (AR) is known as the swing module because many of the features are shared between Banner Student and Banner Finance
- Registration/Tuition and Fee assessments and the Financial Aid feed information indirectly to the Finance Ledgers via the AR feed process

Finance – Accounts Receivable

- The AR feed process translates charge/payment activity into journal vouchers that are posted to the ledgers
- Departmental deposits are also processed in the AR module through the Cashiering system

Finance – Budget

- The maintenance of the budget is the regular act of entering, correcting, and reconciling the data
- These transactions are posted to the Operating Ledger and budget information can be obtained on several Banner Finance Forms

Let's Review

- Which Finance module enables the university to establish and maintain a record of its possessions that must be capitalized or tracked as inventory?
 - General Ledger
 - Research Accounting
 - Fixed Assets
 - Purchasing

Let's Review

Which Finance module enables the university to establish and maintain a record of its possessions that must be capitalized or tracked as inventory?

- Fixed Assets

Let's Review

- Which Finance module stores Inception-to-Date information?
 - General Ledger
 - Research Accounting
 - Budget
 - Purchasing

Let's Review


- Which Finance module stores Inception-to-Date information?
 - Research Accounting

Let's Review

- All Finance modules flow through the General Ledger. (True or False)?
 - True
 - False


Let's Review

- All Finance modules flow through the General Ledger. (True or False?)
 - True




Let's Review

- At what point is the Encumbrance liquidated?
 - When there is match between the Invoice, Purchase Order, and Receiving Document
 - When the Invoice is entered into AP module
 - When the Requisition is converted to a PO
 - When an expense is entered



Let's Review

- At what point is the Encumbrance liquidated?
 - When there is match between the Invoice, Purchase Order, and Receiving Document



Banner C-FOAPAL (Chart of Accounts)

- C = Chart code
- F = Fund code
- O = Organization code
- A = Account code
- P = Program code
- A = Activity code – We're not using
- L = Location code – Only used in Fixed Assets

Banner C-FOAPAL (Chart of Accounts)

	Required				Optional		Feature	
CHART	Fund	Organization	Account	Program	Activity	Location	Index	
Supports Multiple Financial Entities	Units of budgetary responsibility	Source of the Funding	Assets	Liabilities	Revenues	Expenditures	Fund Balance	Transfers
			Functional Classifications					

Banner C-FOAPAL (Chart of Accounts)

~	C-FOAPAL Explanation
Chart	1 – University F – Foundation A – Athletic Foundation
Fund	117510
Orgn	11400 (Department #)
Acct	951760
Prog	10100
Activity	Not Used
Location	Used for Fixed Assets

Banner C-FOAPAL (Chart of Accounts)

- Account Code Helpful Hints
 - Revenues – 1XXXXX
 - Expenditures – 9XXXXX
 - Assets & Liabilities – GXXXXX
 - Budget Pools – 9XX000 and 914500

Banner C-FOAPAL (Chart of Accounts)

- Index Code
 - An Index Code is a 6 digit code that will be used to group a Fund with its proper Orgn and Prog Codes
 - Helps with data entry
 - To make it easier to remember, we've made the Index Code equal the Fund Code

Index Code 117510 = Fund Code 117510

Banner C-FOAPAL (Chart of Accounts)

- Index Code
 - On Financial Services forms, you will see a block for Index/Fund Code
 - Remember that in Banner, Index is just a tool for ease of Data Entry and Fund Code is the proper terminology for Departmental Budget information
 - The Fund Code is what will be displayed on the financial reports, not the Index

Banner C-FOAPAL (Chart of Accounts)

Forms used to look up codes in Banner

- FTVACCI – Query for Index Code
- FTVACCT – Query for Account Code
- FTVFUND – Query for Fund Code
- FTVORGN – Query for Organization Code
- FTVPROG – Query for Program Code

In Direct Access box,
type FTVACCI <enter>



This is what will be displayed first

The screenshot shows the Banner C-FOAPAL Account Index table. The table has columns for CCA, Code, Title, Status, Effective Date, and Termination Date. The first row is highlighted in yellow.

CCA	Code	Title	Status	Effective Date	Termination Date
1	101011	Dance and Theatre Fee	A	01-JUL-1999	
1	101012	Studio Fee	A	01-JUL-1999	
1	101013	Physical Education Fee	A	01-JUL-1999	
1	101014	Biology Lab Fee	A	01-JUL-1999	
1	101016	Chemistry Lab Fee	A	01-JUL-1999	
1	101017	Geography Lab Fee	A	01-JUL-1999	
1	101018	College of Engineering Lab Fee	A	01-JUL-1999	
1	101019	Physics Lab Fee	A	01-JUL-1999	
1	101021	Dept of Art Fee	A	01-JUL-1999	
1	101022	Education and Technology Fee	A	01-JUL-1999	
1	101023	Painting Lab Fee	A	01-JUL-1999	
1	101024	Engineering Wood Fee	A	01-JUL-1999	
1	101025	Engineering Technology Lab Fee	A	01-JUL-1999	
1	101026	Engineering Machine Shop Lab Fee	A	01-JUL-1999	
1	101027	Electrical and Computing Lab Fee	A	01-JUL-1999	

- Enter a Query (F7)
- Type 1 in COA field, Tab
- Type 1st 3 digits Banner Index Code%
- Execute the Query (F8)

Account Index	Title	Status	Effective Date	Termination Date
COA Code				
117%				

- Results

Account Index	Title	Status	Effective Date	Termination Date
COA Code				
117100	CFU General Counsel Search	A	01-JUL-1999	
117109	Gen University Credit Card Fees	A	01-JUL-1999	
117110	General University	A	01-JUL-1999	
117112	Chancellor Emeritus	A	01-JUL-1999	
117113	Chancellor Search Committee	A	01-JUL-1999	
117116	CFU Reuse Area Carpet	A	01-JUL-1999	
117118	CFU King Renovations	A	01-JUL-1999	
117121	CFWD Central Funds	A	01-JUL-1999	
117123	CFU Banner	A	01-JUL-1999	
117124	CFU Donor Relations	A	01-JUL-1999	
117125	Academic Facility Rental	A	01-JUL-1999	
117126	General University Uptown Center	A	01-JUL-1999	
117200	Chancellor	A	01-JUL-1999	
117201	AC Student Affairs	A	01-JUL-1999	
117202	CFU Communications	A	01-JUL-1999	

- Enter a Query (F7)
- Type 1 in COA field, Tab, Tab
- Type %part of the name%
- Execute the Query (F8)

Account Index	Title	Status	Effective Date	Termination Date
COA Code				
117%				

- Results

COA	Code	Title	Status	Effective Date	Termination Date
1	116240	Financial Aid	A	01-JUL-1999	
1	117501	FLL Financial Services	A	01-JUL-1999	
1	117510	Financial Services	A	01-JUL-1999	
1	117512	Financial Services-TSA	A	01-JUL-1999	
1	117514	CFWD Financial Services	A	01-JUL-1999	
1	119110	Financial Aid	A	01-JUL-1999	
1	138440	Banner Financial Aid	A	01-JUL-1999	
1	139710	Financial Aid Discretionary	A	01-JUL-1999	
1	178834	Financial Inv. Disc.	A	01-JUL-1999	
1	220487	Adv Admin Financial Services	A	01-JUL-1999	
1	227080	Financial Management Association	A	01-JUL-1999	
1	940209	Financial Mathematics/Statistics	A	01-JUL-2004	

- Enter a Query (F7)
- Type 1 in COA field, Tab
- Type 1st 3 digits Banner Index%, Tab
- Type %part of the name%
- Execute the Query (F8)


COA	Code	Title	Status	Effective Date	Termination Date
1	117%	Nonfinancial%			

- Results

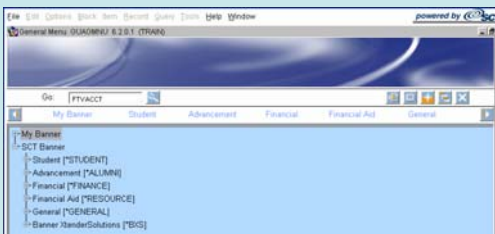
COA	Code	Title	Status	Effective Date	Termination Date
1	117501	FLL Financial Services	A	01-JUL-1999	
1	117510	Financial Services	A	01-JUL-1999	
1	117512	Financial Services-TSA	A	01-JUL-1999	
1	117514	CFWD Financial Services	A	01-JUL-1999	



- What's different about these results, compared to other queries?


COA Code	Title	Status	Effective Date	Termination Date
117501	Financial Services	A	01-JUL-1993	
117510	Financial Services	A	01-JUL-1993	
117512	Financial Services-TBA	A	01-JUL-1993	
117514	CPWD Financial Services	A	01-JUL-1993	

Click  or press Control – Q to Exit Form

In Direct Access box, type FTVACCT <enter>



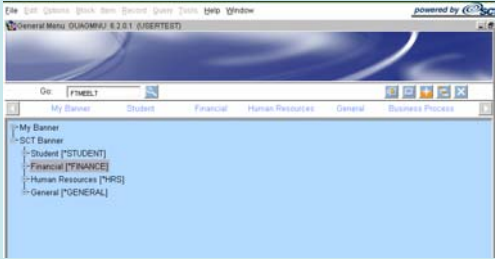
F7 or  to Enter a Query
Enter search criteria
F8 or  to Execute the Query

Click  or press Control – Q
to Exit Form

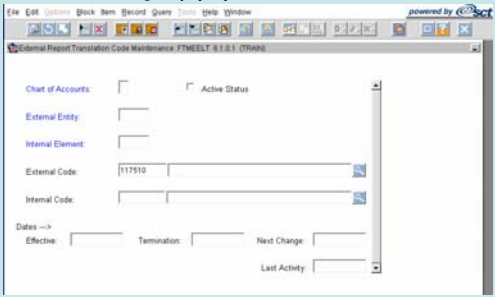
FRS to Banner Crosswalk

- There will be various ways of determining the new Banner Fund and Account Codes
 - Excel Spreadsheet – if you know the FRS Object Code
 - FTMEELT

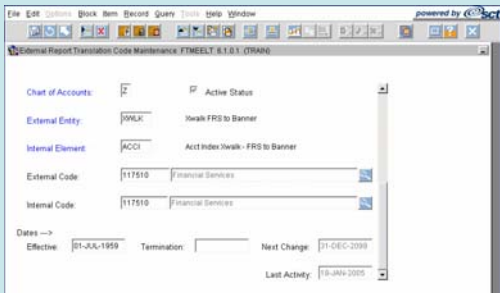
- In Direct Access box, type FTMEELT <enter>



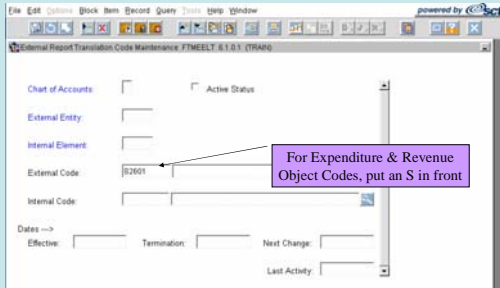
- Enter a Query (F7)
- Check in "Active Status" will go away
- Tab to External Code and type old FRS Account number in External Code field
- Execute the Query (F8)



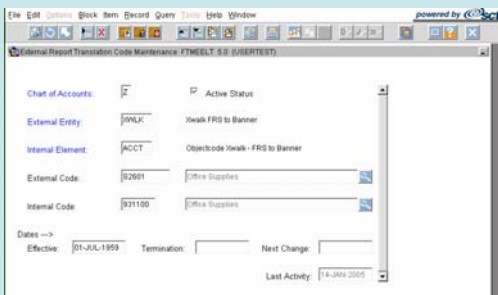
- Results




- Enter a Query (F7)
- Tab to External Code and type old FRS Object Code (with S in front) in External Code field
- Execute the Query (F8)



- Results



Click  or press Control – Q to Exit Form

Let's Review

- What is the Banner code that shows Revenue or Expense?
 - Chart
 - Fund
 - Program
 - Account

Let's Review

- What is the Banner code that shows Revenue or Expense?
 - Account

Let's Review

- Choose all true statements about the Index Code
 - Same number as Fund Code
 - Reduces amount of data entry required
 - don't have to enter 117510 11400 925260 17000
 - Will not be displayed on the financial reports
 - All of the above

Let's Review

- Choose all true statements about the Index Code
 - All of the above

Finance Form Naming Conventions

1st Position	F	Finance System
2nd Position		Identifies Finance Module
	A	Accounts Payable
	B	Budget Development
	F	Fixed Assets
	G	General Ledger
	O	Operations
	P	Purchasing and Procurement
	R	Research Accounting
	T	Table
	U	Utility
3rd Position		Identifies the Type of Form
	A	Application, Input, or Update Form
	I	Inquiry
	M	Maintenance
	Q	Query (accessed via other forms)
	V	Validation
4th through 7th Positions		Unique abbreviated description of the form

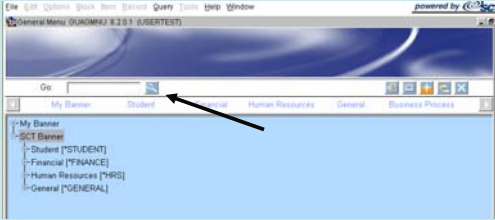
Finance Form Naming Conventions

- Do you have to memorize the naming conventions?????

NO


- Learning the conventions just may be helpful when trying to find a form using Object Search

On Main Menu form, click on the Object Search Icon

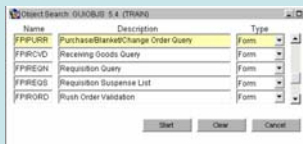


Here's an example:

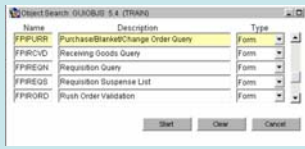


Enter FPI%, tab, tab
Click on drop down menu and choose Form
F8 or  to Execute Query

Returns Purchasing Inquiry forms:
POs, Requisition, etc

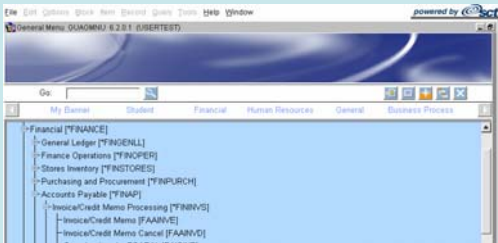


Returns Purchasing Inquiry forms:
POs, Requisition, etc



Click Cancel to Exit to Main Menu

Of course the forms can always be
found in the menu



Banner Finance Documents

- In Finance every transaction will have a Document Number which refers to the originating document
 - Examples, Requisitions, Purchase Orders, Receiving, Journal Vouchers, Interface Journal Vouchers, Checks
- When researching a transaction, the Document Number will help identify where the document originated

Banner Finance Documents

- The different types of documents start with different letters
- On the Quick Reference Guide, the most common document types, along with their numbering scheme, are listed

Common Banner Query Forms

- **FGIBDST** – Organization Budget Status
- **FGIBAVL** – Budget Availability Status
- **FGITRND** – Detail Transaction Activity
- **FGITBAL** – General Ledger Trial Balance
- **FGIGLAC** – General Ledger Activity
- **FGIOENC** – Organizational Encumbrance List
- **FGIENC** – Detail Encumbrance Activity
- **FOIDoch** – Document History
- **FTIIDEN** – Entity Name/ID Search
- **FAIVNDH** – Vendor Detail History

Common Banner Query Forms

- **FGIBDST and FGIBAVL** – Revenue and Expense Balances
- **FGITBAL** – GL Balances
- **FGITRND and FGIGLAC** – Detail Transactions
- **FGIENC and FGIOENC** – Encumbrance Information
- **FOIDoch** – Document History
- **FTIIDEN** – Query for UNC Charlotte ID #
- **FAIVNDH** – Query for Vendor payments

Request for Access to Production

- Security Form
- Inquiry Only access –
 - granted at the Division level
- Requisitioning access –
 - Granted at any level of the Organization or to specific Funds
 - Include "Ship To" information
 - Don't submit form until the FPO201 course has been completed

We're Done!!!!

- Questions?????
