

# BANNER FINANCE 101

Introduction to Banner Finance Concepts & Basic Tools





# Agenda for Today

## What we **WILL** cover

- ▶ Banner structure
- ▶ FOAPAL's
- ▶ Banner naming conventions
- ▶ Banner navigation
- ▶ Who to contact for help

## What we will **NOT** cover

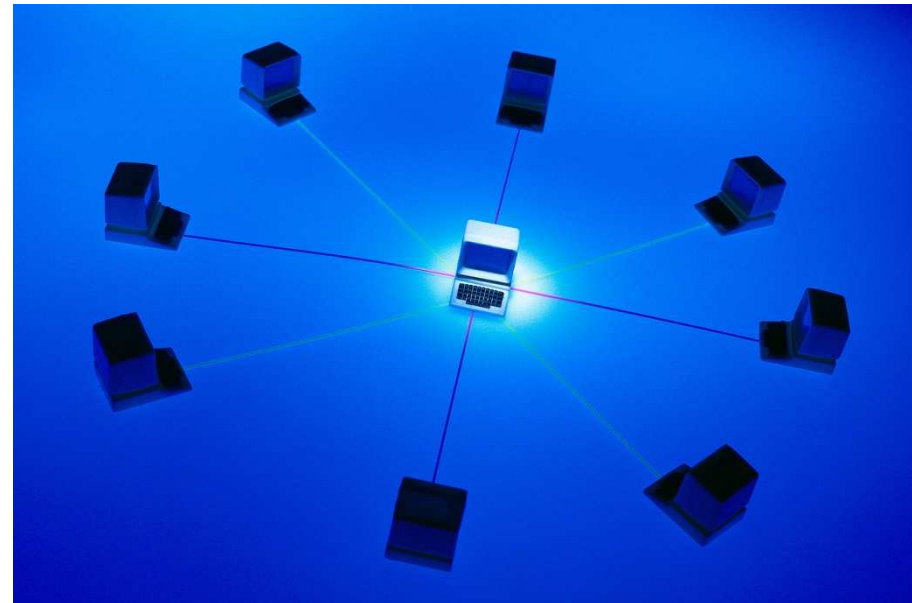
- ▶ User troubleshooting
- ▶ How to complete a JE
- ▶ Banner Finance Self-Service





# What is Banner?

- ▶ An Enterprise Resource Planning system (ERP) that links and shares data among various functions campus-wide
  - ▶ Finance
  - ▶ Human Resources
  - ▶ Student Accounts
  - ▶ Registrar
  - ▶ Financial Aid
  - ▶ Endowment
  - ▶ Grants
  - ▶ Interface to Advancement
  - ▶ Interface to Admissions





## Banner Finance Building Block: **FOAPAL**

- ▶ **FOAPAL:** A series of numbers used to identify where a financial entry belongs.
- ▶ Necessary to code invoices, deposits, and other financial transactions in Banner.

### FOAPAL Structure:

**FFFFFF-OOOOOO-AAAAAA-PP-AAAA-LLLL**

(6)

(6)

(6)

(2)

(4)

(4)



# Banner Finance Building Block: **FOAPAL**

**FOAPAL Structure:**  
**FFFFFF-OOOOOO-AAAAAA-PP-AAAA-LLLL**  
(6) (6) (6) (2) (4) (4)

- ▶ **Fund** 6-digit fund number identifying the **funding source**.  
For most users, this will be 100000 – Operating Budget-Unrestricted
- ▶ **Org** 6-digit org number identifying **dept responsible for the funds**.
- ▶ **Account** 6-digit number identifying **type of expense or revenue** activity
- ▶ **Program** 2-digit code used for external reporting purposes
- ▶ **Activity** 4-digit code to track groups of expenses related to an event or activity, e.g. expenses related to a faculty search (optional)
- ▶ **Location** 4-digit code to identify specific buildings (optional)  
Used by Facilities Services

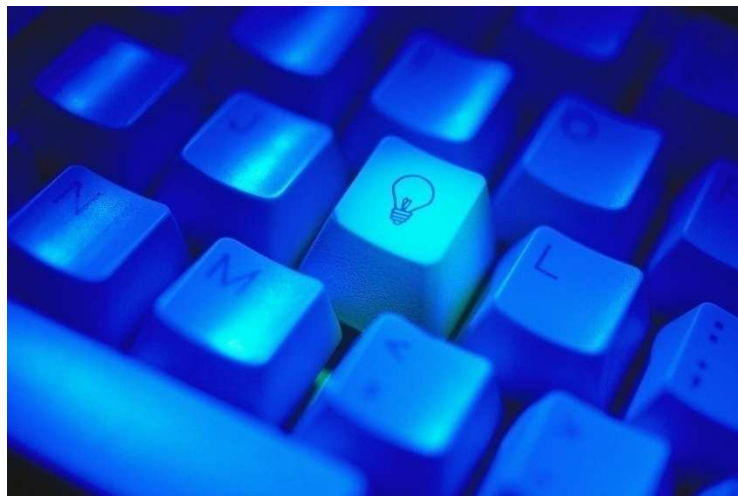




# A Few Technical Notes

## PC

- ▶ Use **Internet Explorer**
- ▶ Allow pop-ups
- ▶ May need to hold Ctrl key to display reports in browser window

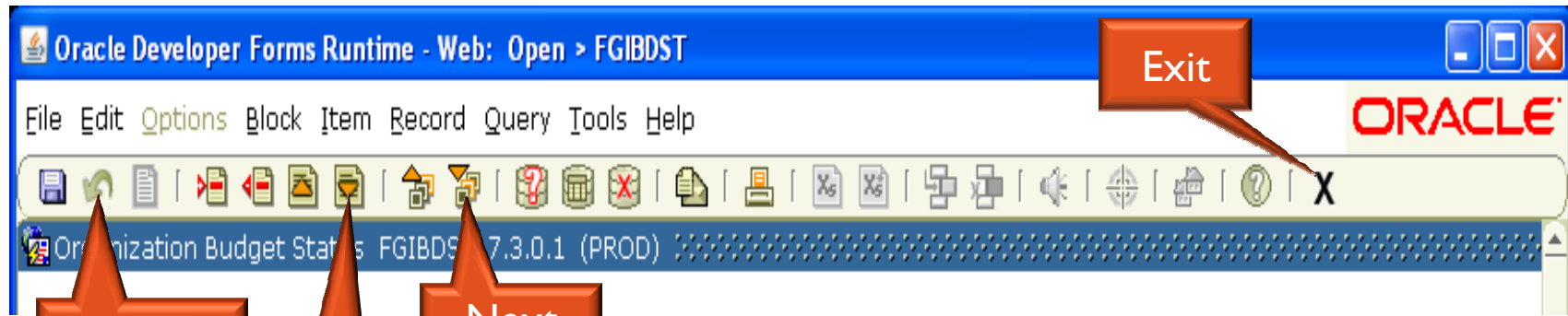


## Mac

- ▶ Use **Firefox**
- ▶ Allow pop-ups
- ▶ No function keys (e.g. F3)
- ▶ Must use menu options and/or icons
- ▶ May need to hold Ctrl key to display reports in browser window



# My Banner Navigation



Rollback

Next field

Next Block

Exit

<u>Action</u>	<u>Menu</u>	<u>Keystroke</u>
---------------	-------------	------------------

- |                     |                  |                |
|---------------------|------------------|----------------|
| ▶ <b>Next field</b> | Record/Next      | Tab            |
| ▶ <b>Next block</b> | Block/Next       | Ctrl+Page Down |
| ▶ <b>Rollback</b>   | File/Rollback    | Shift+F7       |
| ▶ <b>Drill down</b> | Options/(report) | F3             |
| ▶ <b>Exit</b>       | File/Exit        | Ctrl+Q         |





# Let's get started!

- ▶ Log into I600grand (see I600grand Access to Banner Finance)

**Financial Advisor**

Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	100000		107,239,284	80,666,257	26,573,027	75.22	24.78
2			0	0	0		
3			0	0	0		
4			0	0	0		
5			0	0	0		

**Financial Advisor**

\$1.00		
\$0.75		
\$0.50		



## 9-1-1 Contacts

- ▶ **Tracy Arndt**      x6567
  - ▶ One-on-one Banner Finance training for new users or refresher sessions
  - ▶ Questions re: reports, inquiries, and general Banner Finance operations
  - ▶ Journal entries
- ▶ **Nancy Eastham**      x6577
  - ▶ New user ID's
  - ▶ New FOAPAL setup
  - ▶ Advanced reporting requirements
  - ▶ Banner Finance isn't working as expected
- ▶ **Kathy Johnson**      x6551
  - ▶ User access to initiate or approve requisitions
  - ▶ Questions re: online requisition processing

