

Unified Digital Campus (UDC)

Banner Finance

Overview

June 2008

Agenda

- The Unified Digital Campus (UDC)
 - Components of the UDC & Banner Finance
 - Implementation Timeline
- FRS vs Banner Finance Chart of Accounts
 - Important Banner Terminology
 - Answers to Frequently asked Questions (FAQ)
 - Chart of Accounts Overview
- Changes & Benefits
- Next Steps

Finance Project Team Members

- Module Lead Michael Bruno
- Co-Module Lead Jeff Wormuth
- Accounting Theresa Waggett
- Accounts Payable Michael Mallon
- Budget Office Dan Brem, Sam Solomon
- Controller's Office Bill Kneeland
- Purchasing Department Janel Wright
- Research Administration Maureen Joyce, Larry Barnett, Jim Richard
- Research Accounting Robin Murphy, John Harris
- Treasurer's Office Carolyn Sullivan
- Information Services Michael Guerard, Hung Nguyen, Ann Drysdale
- Departmental Members Pat Cappola, Gail O'Donnell, Ruth-Ann Stiles, Jim Sarazen, Michael Gladstone
- SungardHE Consultants Kevin Goss, Project Manager, Jim Keches (Senior Finance Consultant)

What you should walk away with

- Understanding of
 - The Scope of the UDC Project
 - The FRS Chart of Accounts Compared to Banner
 - Support model
 - Training
 - How to get help
 - Next Steps

Unified Digital Campus Overview

Sungard HE

- Largest company in the world dedicated to Higher Education
- Over 1,700 Service Professionals, 80% with Higher Education Experience
- Provides software and implementation support
- Higher Education Division assists more than 1,600 Banner Clients Worldwide
 - NU benefit
 - Significant user base of schools with Banner experience & a willingness to share their knowledge of Banner

Description of Banner

- Integrated Oracle Database
- Multiple Modules (Finance, Student, Advancement)
- Multiple Enterprise Components (Servers, Operational Data Store, Portal Integration, 3rd Party Software)

UDC Project

- The UDC project is a large multi-year implementation project
- Banner Finance is one component of the total system
- It will take several years to develop Banner to its potential

Banner Implementation Schedule

- Phase 1
 - IS Enterprise Components – July 2008
 - Banner Finance – July 2008
- Future Phases
 - Banner Advancement - August 2008
 - Banner Student – Fall 2009
 - Banner student billing Fall 2009
 - Various Finance enhancements - tbd

Banner Finance Modules

- General Ledger
- Operating Ledger/Inception to Date Ledger
- Purchasing
- Accounts Payable
- Budget
- Post Award Research
- Finance Self Service
- Reporting (Operational Data Store/ePrint)

What has our experience over
the past year been like?

Like drinking from a Fire Hose



What do we want your
experience to be like?



The Plan

- Training
 - Overview (today)
 - Requisitions
 - Queries
 - Budget transfers
- Practice
 - Take what you learned in training & use it in a test environment
- Support
 - What to do when you have questions

Training Session 1

Overview

- Terminology
 - Including the new Chart of Accounts
- FAQs
- Changes/benefits
- Next steps

Important Terminology

- SSB vs. INB
- Banner is one database, but....
- There are two ways to access Banner

Banner Access Methods

- SSB = Self-service Banner
 - Web based front end – much easier navigation
 - Functionality limited to Requisitions, Purchase Orders, Budget transfers, Queries, Approvals
- INB = Internet Native Banner
 - More of a text based front end – more difficult navigation
 - Includes all functionality in Banner

SSB vs. INB access

Who gets what?

- Anybody who can do their job in SSB will get SSB
 - Hint – that's most of y'all
 - Much less training required
 - Navigation is much more complicated in INB
- People who cannot do their job with SSB functionality get INB
 - Primarily Finance departments

More Terminology

- COA
 - Chart of Accounts

Brief Comparison of the Charts of Accounts

- FRS vs. Banner

Chart of Accounts??



Chart of Accounts!!



Method

- Review of the FRS Chart of Accounts
- Overview of the Banner Chart of Accounts
- Comparison of the two charts
- Questions – please stop me at any time

FRS Accounts

Common Knowledge

- The FRS account you are familiar with is a 6-digit number
 - This is a subsidiary ledger account (SL)
 - Example: Biology 234800
- The FRS object code is a 4-digit number
 - Example: telephone charges = 3041
- The combination of the two is the 10-digit data entry number
 - Biology Example - 2348003041
 - This number is used when processing requisitions, journal entries, budget transfers, etc.

FRS accounts

What you may not know

- Many important things happen behind the scenes in FRS
- Most of these are more prominent in Banner
- Knowing these things will be very helpful in understanding Banner
- The concepts are
 - ***Funds, Organizations & Purposes***

FRS Funds

- What is a Fund?
 - a source of \$

How do end users identify types of FRS Funds?

The first digit of the six-digit FRS SL account number

- 2 = Current Fund Accounts (2xxxxx)
- 3 = Designated Accounts (3xxxxx)
- 4 = CenSSIS Accounts (4xxxxx)
- 5 = Grant & Contract Accounts (5xxxxx)
- 6 = Restricted Accounts (6xxxxx)
- 7 = Plant Fund Accounts (7xxxxx)
- 8 = SABO Accounts (8xxxxx)

FRS Funds

What you may not know

White stuff – maybe not

Purple stuff – you know

<u>GL</u>	<u>SL</u>
016100	<u>2</u> 34800
017000	<u>3</u> 00025
022035	<u>5</u> 20350
070151	<u>7</u> 70498

- Each 6-digit FRS (SL) account is mapped to a Fund that is a 6-digit General Ledger Account (GL)

Notes:

For operating accounts (in this case 234800), the FRS fund is the same across departments (i.e. – we all share the same GL - 016100)

For other types of accounts, the FRS fund is different (e.g. grants have different funding sources)

Questions on FRS Funds?



FRS Orgs

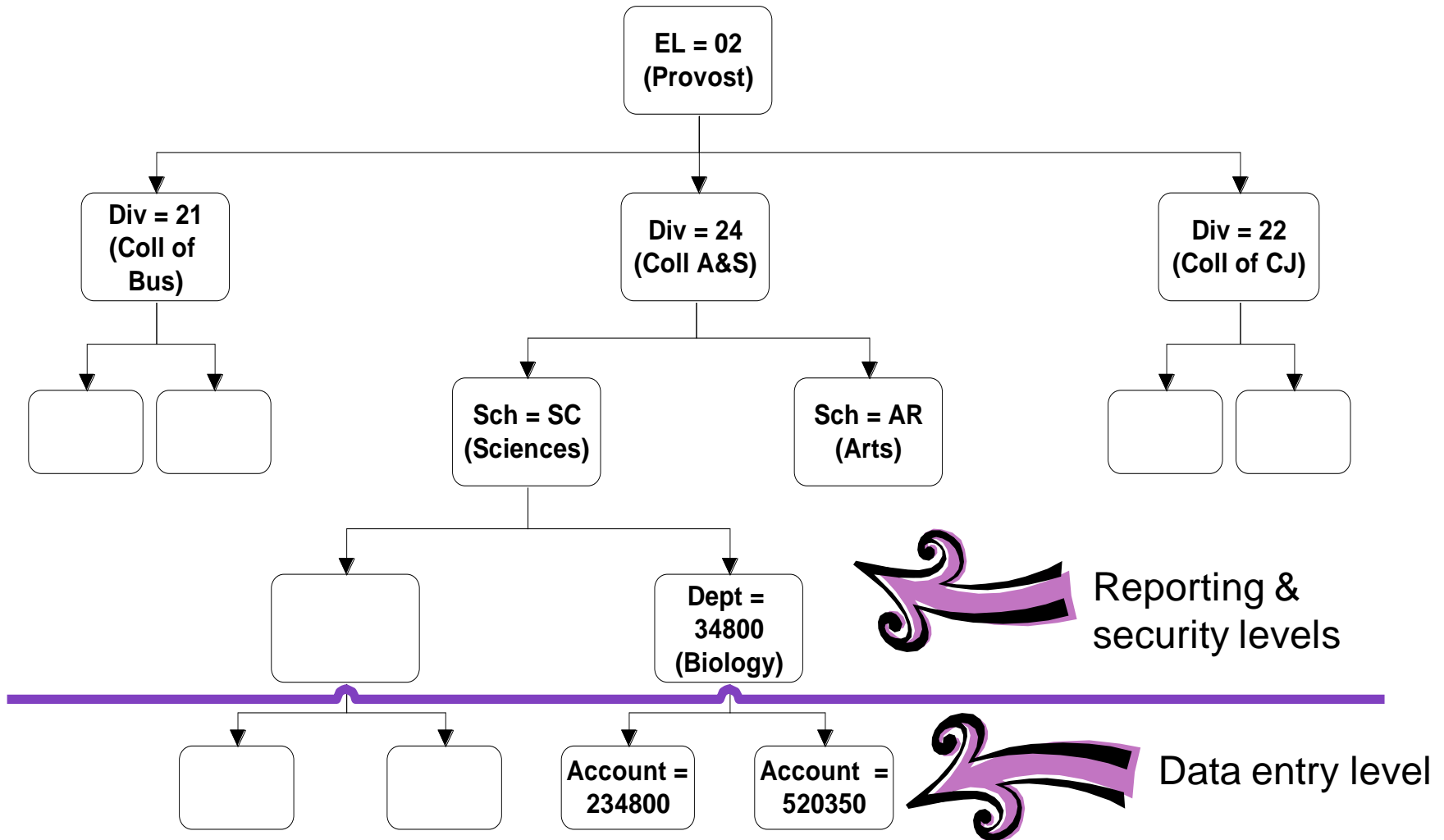
- What is an Organization?
 - Unit of budgetary responsibility and/or department within an institution.
- FRS Orgs are used for 2 purposes
 - 1) Reporting
 - Reports can be created at different levels of the Org structure (roll-up reporting)
 - 2) Security (access)
 - FRS users are matched to Org values to allow access to groups of accounts

FRS Orgs (cont.)

- FRS Orgs are built in a hierarchy
 - Levels of the FRS Org structure
 - Top Level = Executive Level
 - Second Level = Division
 - Third Level = School
 - Fourth Level = Department

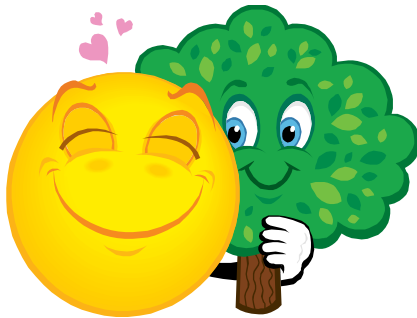
Reporting and security access are controlled at these 4 levels

Provost Org Hierarchy Example



Sneak preview of a Banner Benefit

- The ability to control access at the data entry level
 - In FRS we could not assign access to a single account
 - In Banner we can assign access to single Funds and Orgs



FRS Org Examples

- In FRS, Orgs are built into attributes on FRS SL accounts
 - Hidden behind the scenes

FRS Account Attributes (Org)

<u>SL</u>	<u>EL</u>	<u>Div</u>	<u>Sch</u>	<u>Dept</u>
234800	02	24	SC	34800
300025	02	24	SC	34800
520350	02	24	SC	34800
770568	02	24	SC	34800

Note – All Biology Department FRS accounts have the same Org attributes, regardless of the source of funding.

Questions on FRS Orgs?



FRS Purpose

- FRS account attribute that designates the Financial Statement category

Examples

<u>SL</u>	<u>Purpose</u>	<u>Description</u>
234800	AO	Instructional
300025	AO	Instructional
520350	RO	Research
770568	FO	Plant

Bringing it all together - Funds, Orgs & Purposes



FRS Fund

FRS ORG

<u>GL</u>	<u>SL</u>	<u>EL</u>	<u>Div</u>	<u>Sch</u>	<u>Dept</u>	<u>Purpose</u>
016100	234800	02	24	SC	34800	AO
017000	300025	02	24	SC	34800	AO
022035	520350	02	24	SC	34800	RO
070151	770568	02	24	SC	34800	FO

By simply using a 6-digit FRS SL account, you also selected the Fund, Org & Purpose (whether or not you knew it)

Questions on FRS Funds, Orgs & Purposes?



Next FRS Concept – Object Codes

- FRS Object codes are 4-digit numbers
- They are used to identify the type of revenue or expense being used in the transaction
- Example: 3310 = Office supplies

FRS Account + Object Code

- FRS requires a 10-digit account/object code for transaction processing
- The 10-digit code you use automatically determines the fund, org, object code & program

End of summary of FRS Funds,
Orgs, Purpose & Object codes

Questions?



Banner Chart of Accounts Elements

- The Banner Chart of Accounts is made up of 4 mandatory & 2 optional elements

Required

F - Fund (source of \$)

O – Organization (budgetary unit)

A – Account (rev/exp category)

P – Program (fin statement category)

Optional (and not being used in Banner)

A - Activity

L - Location

You should get used to these terms: FOAP & FOAPAL

FRS vs. Banner Example

	<u>Account</u>		<u>Obj. Code</u>	
<u>FRS</u>				
	234800		3310	
	<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>
<u>Banner</u>				
	200000	119000	73310	5040

Very important terminology notes:

Account in FRS vs. Account in Banner – ***they do not mean the same thing***

FRS Object code = Banner account

FRS account = Banner Fund, Org, Program

FRS vs. Banner

Additional Examples

<i>FRS</i>		<i>Banner</i>			
<u><i>Account</i></u>	<u><i>Obj Code</i></u>	<u><i>Fund</i></u>	<u><i>Org</i></u>	<u><i>Account</i></u>	<u><i>Program</i></u>
234800	3301	200000	119000	73301	1010
300025	3006	365002	119000	73006	1010
520350	3304	5xxxxxx	119000	73304	2010
770568	8300	7xxxxxx	119000	78300	9020

- * Like in FRS, the Banner Fund will have logic in the 1st digit
- * The Banner Org also will have logic in the 1st digit
- * The FRS Object code = the last 4 digits of the Banner Account (almost always)
- FRS data entry # = 10 digits, Banner data entry # = 21 digits

- Let me repeat that:
 - FRS data entry number is 10 digits
 - Banner data entry number is 21 digits

Index to the rescue



What is an Index?

- It is a 6 digit Banner data element that represents a Banner Fund, Org & Program combination
 - Recall that the FRS account number = Banner Fund, Org & Program
 - Banner index will be very similar (often the same) as the FRS account number

FRS vs. Banner Example Revisited

	<u>Account</u>		<u>Obj. Code</u>	
<u>FRS</u>	234800		3301	
	<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>
<u>Banner</u>	200000	119000	73301	5040
	<u>Index</u>		<u>Account</u>	
<u>Banner</u>				
<u>(index)</u>	234800		73301	

WooHoo!!!



Yeah, index probably really is the easy button,
at least within Banner

Advantages to using Index

- Data entry
 - End users (all 500+ of them) can use a Banner Index that is equivalent to the current 6-digit FRS account number to get the Banner FO_P
- Uploads
 - Vendor uploads can use index
- Interfaces
 - HR, Procard, Cashnet, etc.

Downside of Index

- You can use Index with your primary reporting tool – SSB queries, but...
 - There are a couple of places in SSB where it does not show up
 - You will learn about these in hands-on training
 - Ad-hoc reporting becomes more complicated when using index

How will you know the FOAPs, index codes, etc.?

- We are providing an on-line tool to look up these values
 - This tool will be found on the Banner Finance web page

- Questions on COA, FOAP(AL), Index?



FAQ

- In this case, questions that we frequently had for Sungard, other schools, and each other over the past year

FAQ

FRS Year-end

- How is FRS year-end closing impacted?
 - Cut-off dates are posted when you log in to FRS
 - The goal is to get everything paid prior to FRS year end close
 - What can you do to help?
 - Receive all POs for which the goods have been delivered or the service has been performed

FAQ

FRS POs

- What will happen to open encumbrances in FRS after conversion to Banner?
 - They will be converted to Banner as general encumbrances using the existing FRS PO number

FAQ

FRS Historical Data

- What happens to FRS historical data?
 - Historical transactional data stays in FRS
 - You will be able to query FRS data
 - New users may need access to FRS for queries
 - Project account data will be brought into Banner in summary form
 - Research funds will have summary lines by account code (FRS object code)
 - Other project funds will have 1 summary line

FAQ

e~Print

- Historical data will remain in e~Print
 - You will log into that data just as you do today
- Some new Banner reports will also be stored in e~Print
 - Access to these reports will occur via the portal

Benefits of Banner Finance

- Perhaps unexciting but definitely a very important benefit of Phase 1 of the UDC project
 - Foundation for an integrated UDC that includes Advancement, Student, Student Billing, Loans, and various Banner Finance enhancements

Immediate, Tangible Benefits of Banner Finance

- Single sign on (SSO)
 - Access to Banner INB & SSB, e~print via MyNEU portal
 - Less passwords to remember



- For some of us, less passwords to forget

Immediate (& future) Benefit

- Single record for people

Banner You



~~Registrar
You~~



~~Finance
You~~



~~Advancement
You~~

Immediate Benefit Vendors

- Single vendor record
 - Similar to single person
 - One record per vendor
 - Lots of order from addresses
 - Lots of remit to addresses
 - Benefits
 - Simplifies requisitioning
 - Simplifies AP



Immediate Benefits Access

- System down-time minimized
 - No month end close
 - No nightly job stream
 - More time to work (benefit?)
 - More flexibility
- Remote access
 - If you can access the portal, you can access Banner

More benefits

- Requisitioning
 - Single screen for requisition create
- Approval queues
 - Automatic routing
 - Knowledge of who is next in line to approve
 - One possible downside – 100% set-up accuracy?
- Purchasing
 - Ability to print POs locally
- Inception-to-date reporting
 - OK, this one is kind of a future benefit

Immediate benefits - data

- By far the most important benefit that will come with Banner Finance.....
- Your data
 - More of it
 - Access to Req, PO, invoice & check data
 - Real-time access to it via SSB queries
 - Near real-time access to it via e~Print
 - Flexibility in querying it
 - 3 SSB queries with various run time options
 - Ability to extract it to Excel

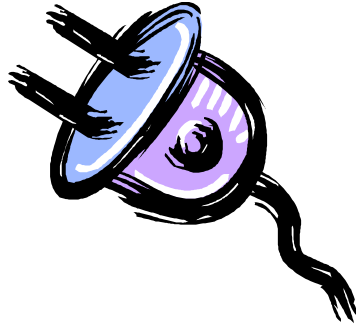
Future Benefits

- No dates are set for these
 - Integrated workflow
 - Integrated imaging
 - Ad hoc reporting tool
 - On-line payroll data

Expectations

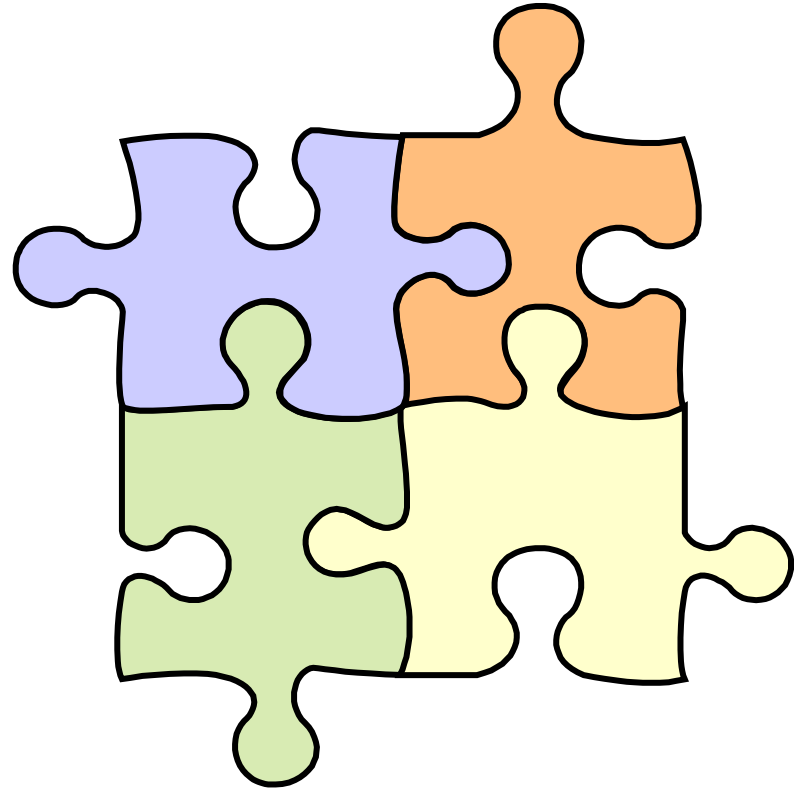
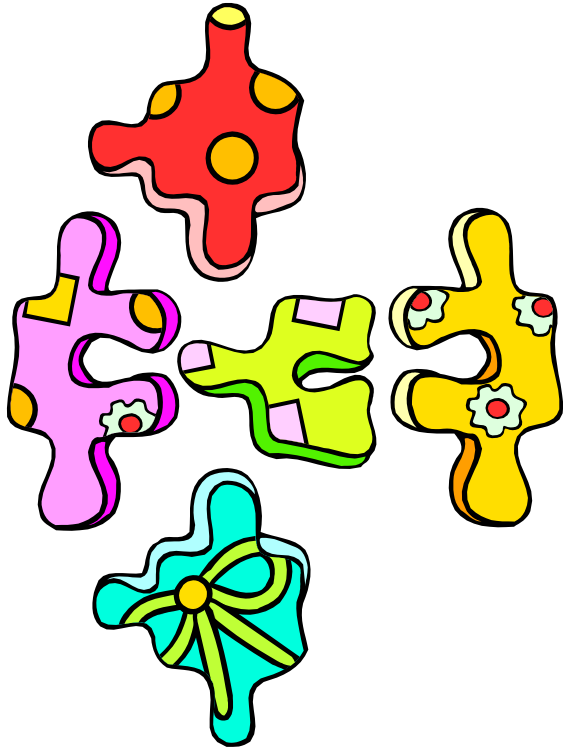
- 6,000/1,000/550/hundreds
 - New Funds/Orgs/System users/Approval queues
- Why do you care about these numbers?
 - It is possible that not every single one of these will be set up perfectly on day 1

Expectations



Plug and play??

Expectations



It started out more like this ...and now look way more like this...


Many thanks to IS

Recall Mike's Goal



Which brings us back to

The Plan

- Training
 - Overview (today) 
 - Requisitions
 - Queries
 - Budget transfers
- Practice
 - Take what you learned in training & use it in a test environment
- Support
 - What to do when you have questions

What you need to do

- ***Sign up for and attend hands-on training***
- June 16 – July 7
 - End user hands-on training
 - Courses
 - Requisitioning & approvals
 - Queries & data extraction
 - Registration will be offered on-line beginning Wednesday afternoon
 - MyNEU
 - Has everyone logged into this?

What else you need to do

- *Practice, practice, practice*
- After attending hands-on training, you will have access to a test Banner Finance system
 - You should practice as much as possible between training and go live
 - This will help ensure you are prepared when we go live
 - This is also an opportunity to identify issue before we go live
 - Security access, approvals, etc.

More things to do

Take advantage of this Support Model

- Banner Finance web page
 - Documentation specific to Banner Finance
 - Overview, FAQs, benefits, terminology, etc.
 - Links to forms
 - Training documentation
 - Tools to look up FOAPs & index codes
 - URL???
- NU help desk
 - It will be very important that you use this avenue
 - Calls through the help desk are monitored
 - We can use the data we collect to improve our level of service to you
- Hands-on lab
 - Place to go to get help with reqs, queries, etc.
 - We will announce details prior to go-live
- Additional training sessions will be offered

Please learn a lesson from me



- No, I cannot give piano lessons
- In fact, I own a piano that I cannot play
- Why?
 - I didn't follow Mom's plan
- Moral to the story
 - Please follow the plan



FRS



- Questions?

