

Banner Finance Finance System Overview Training Workbook

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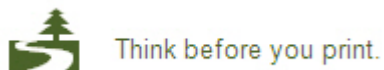


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Introduction



Course goal

The goal of this workbook is to provide you with an overview of the Banner Finance module processes, menus, and terminology. Separate workbooks detailing the topics found within the Finance module are available. The workbooks contain detailed information about the forms and processes required for set up and day-to-day operations. The workbooks provide you with the knowledge and practice exercises to implement and use the Banner system.

Course objectives

In this course you will learn how to:

- identify where in the Finance process Banner interacts with people, institutions, and other systems
- navigate through the Finance main and sub menus and explain the purpose of each module.

Intended audience

This course is intended for finance directors, executives, or newly hired employees who wish to obtain the basic functionality and overview of the entire Banner Finance system.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system

Process Introduction

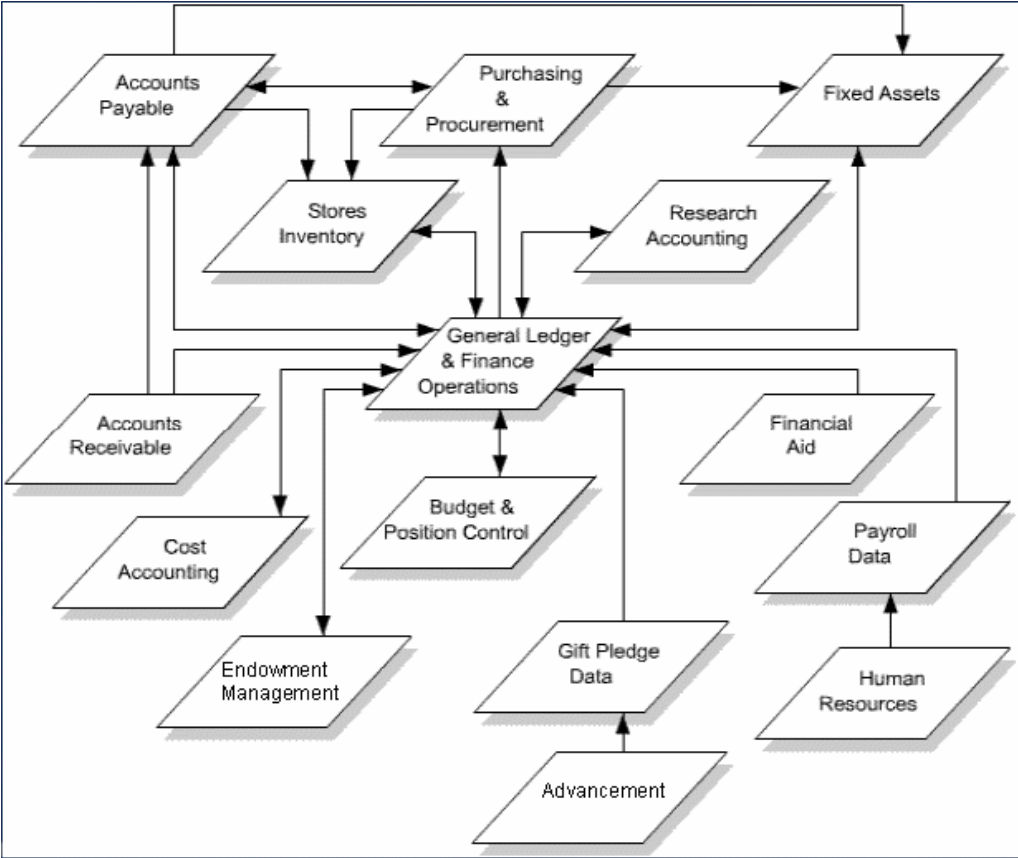
Introduction

As a processor of financial information at your installation, you are certain to have diverse needs that vary widely.

To understand the term “financial information,” you need to do more than maintain your books and financial statements. Although these activities remain critical to the financial condition and stability of your installation, the demand for strategic and operational financial information by executive management, budget analysts, and departmental end-users is equally important.

Interfaces

This diagram shows the inter-relationship of finance components.



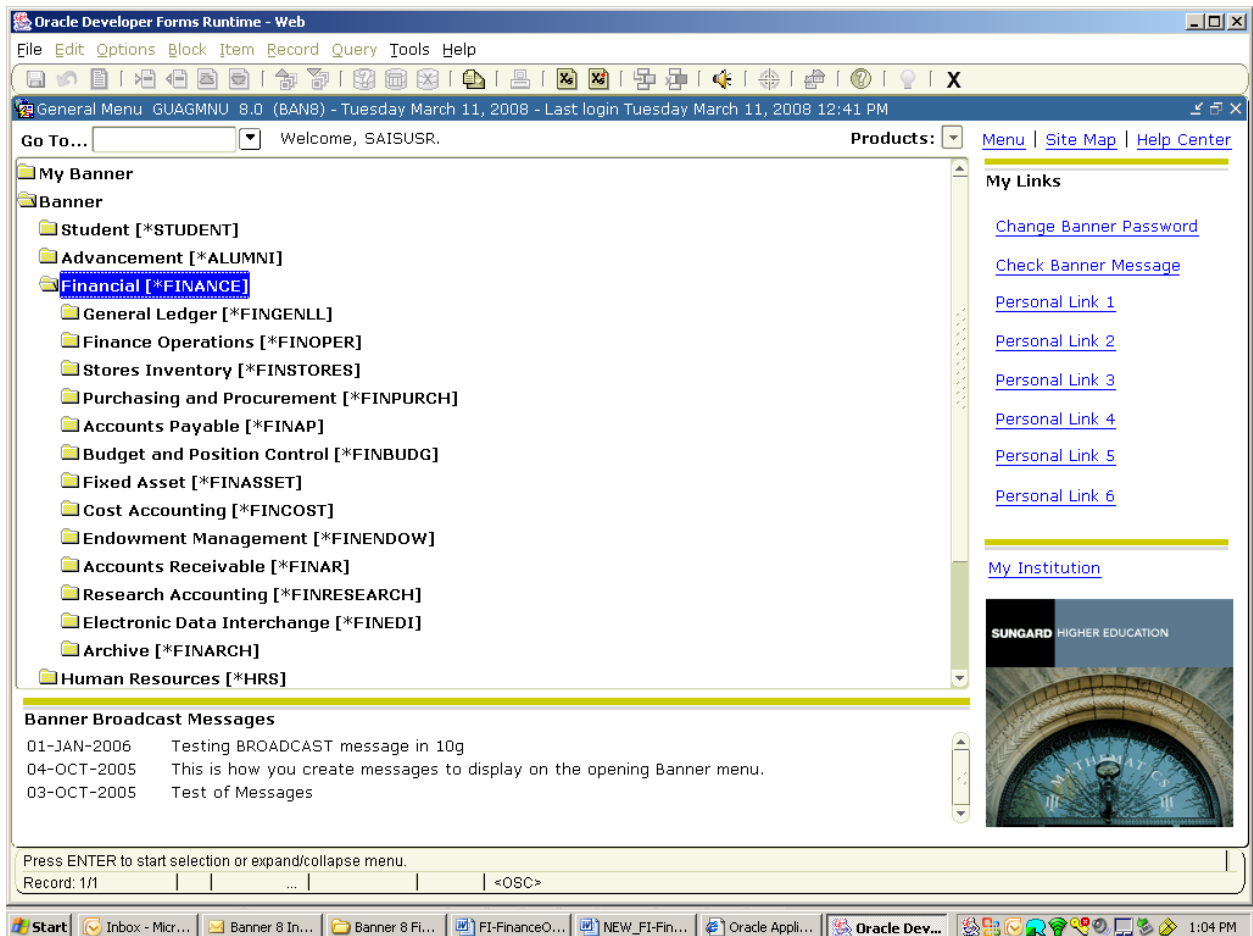
Finance System Menu

Introduction

You can use the Banner Finance main menu to select from a list of the menus, forms, and jobs. The main menu shows the various levels of menus and submenus available at your institution. Menus are nested folders. You can easily navigate through Banner by expanding these menu folders. Personal menus can be tailored to individual needs.

Banner menu

From the Banner main menu, select the Financial [FINANCE] module. The main menu structure displays the topics that make up the Finance module.



General Ledger Menu

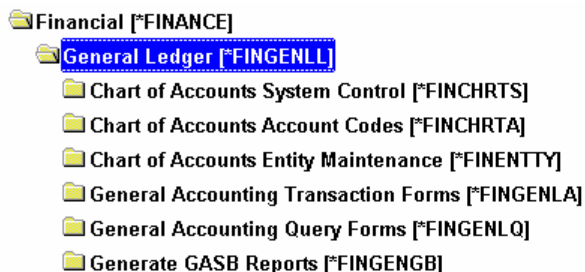
Banner module purpose

The General Ledger is the core of the Banner Finance system. This module supports complete fund accounting including grant and encumbrance accounting. The system maintains both general and subsidiary ledgers to support comprehensive query and reporting capabilities. The Finance system enables you to define accounting transactions that reflect specific business approaches.

The General Ledger contains the menus and forms you need once initial implementation is completed. Specifically, these forms enable you to establish these fundamental elements of a General Ledger:

- chart of accounts system-wide controls
- specific chart of accounts codes and hierarchies
- chart of accounts related entities
- general accounting transaction guidelines
- grants and contracts.

Menu



Accessing the menus

You can access the General Ledger system menu from the Finance system menu (*FINANCE). This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Chart of Accounts System Control (*FINCHRTS)	Build and maintain table values for your Banner Finance system.
Chart of Accounts Account Codes (*FINCHRTA)	Establish accounting entities and codes for use in reporting and management.
Chart of Accounts Entity Maintenance (*FINENTTY)	Define the entities with which your installation has financial dealings.
General Accounting Transaction (*FINGENLA)	Establish information in the general accounting tables to record financial activity.
General Accounting Query (*FINGENLQ)	Request an online display of specific financial reports and data.
Generate GASB Reports	Provides the required reports for Public Institution reporting standards known as GASB 34 and GASB 35.

Key points

The General Ledger is the core subsystem of the Banner Finance system. It is fully integrated with each of the other subsystems that comprise the Finance system. General Ledger encompasses fund accounting, chart of accounts, and system table maintenance and update.

The General Ledger module provides extensive financial information query capabilities. For example, the Executive Summary form (FGIBDSR) provides administrators with hierarchical summaries of financial information. Any component or combination of components of the chart of accounts may be queried from the Executive Summary form.

The Fund, Organization, Account and Program (FOAPAL) codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The Activity and Location codes are used to provide more specific performance-related detail for transactions. These codes are not designed to accommodate available budget balance checking.

The **Fund** code is the user-assigned alphabetic/numeric designation for a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives in accordance with the prevailing regulations, restrictions, or limitations. Examples of fund codes are 1001 - Current Unrestricted Fund, 4010 - Sponsored Student Loan Fund, 6101 - Fuller Architecture Program Endowment Fund, etc.

The **Organization** code is the user-assigned alphabetic/numeric designation for departmental/budgetary subdivisions within the larger entity, taken as a whole. Examples of Organization codes are 1101 - Dean of Behavioral Sciences, 2500 - School of Engineering, 12105B - Business Office, etc.

The **Account** code is the user-assigned alphabetic/numeric designation for individual asset, liability, fund balance, revenue, expenditure and/or transfer account classifications. Examples of Account codes are 11001 - Petty Cash, 2101 - Accounts Payable, 4501 - Fund Balance, 51003 - Tuition, 6010 - Regular Full Time Salaries, etc.

The **Program** code is the user-assigned alphabetic/numeric designation for group activities, operations or other units directed to attaining specific purposes or objectives. Examples of Program codes are 101 - Academic Support, 2700 - Student Services, 8100 - Research, etc.

The **Activity** code is the user-assigned alphabetic/numeric designation for temporary units of work, subsidiary functional classifications, or short duration projects. Examples of Activity codes are 3215 - Repair to Student Union Lobby Floor, A117 - Bookstore Van # 17, 5432 - Computer Lab Printer Ribbon Recycling, etc.

The **Location** code is the user-assigned alphabetic/numeric designation for physical places or sites. This is primarily used with, but not limited to, the Fixed Asset module. Examples of Location codes are 7651A - Controller's Office, 4100 - Athletic Department Offices, 1100 - Sciences Building, etc.

Associated workbooks

For additional information and training exercises on this topic, see the workbooks titled "Chart of Accounts," "Grants and Billing," and "GASB Reporting."

Finance Operations Menu

Banner module purpose

When you define global database parameters to the system and assign security to users at your institution, you will use the forms in the Finance Operations module. This module provides you with these features:

- establishment of database security and user profile set-up
- rule group and rule class security
- fund, fund type, and organization level security
- online approvals setup and maintenance
- general person identification, name/ID, and entity searches
- system-wide sequence number generation and maintenance for documents and reports
- finance reports with query capability.

Banner menu

- Financial [*FINANCE]
 - General Ledger [*FINGENLL]
 - Finance Operations [*FINOPER]**
 - Finance Non-Person Search [FOICOMP]
 - Document History [FOIDoch]
 - Finance Person Search [FOIDEN]
 - Person Identification Form - Finance [FOAIDEN]
 - Document Type Maintenance [FTMDTYP]
 - Sequence Number Maintenance [FOASEQN]
 - Document Code Maint [FOMFSEQ]
 - Entity Name/ID Search [FTIIDEN]
 - Financial System Security [*FINSECR]
 - Finance Approval [*FINAPPR]

Accessing the menus

You can access the Finance Operations system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Financial System Security (*FINSECR)	Establish system wide parameters, security user IDs, and access privileges to the data in the Finance system.
Finance Approval (*FINAPPR)	Define and maintain approvals processing.

About security

One of the initial procedural tasks you perform in Banner Finance should be to set up your security parameters for your system. The system provides security on three levels:

1. Oracle security – provides database security features and auditing capabilities.
2. Banner security class – provides form, report, and process level security across Banner applications.
3. Finance system security – enables you to establish security by user IDs, rule groups and rule classes, forms and process for rule groups, fund and fund types, and organizations.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Finance Security," "Finance Approvals," and "Finance Rules."

Stores Inventory Menu

Banner module purpose

The forms in the Stores Inventory module enable you to manage stock inventory warehouses. Use this module to maintain one stockroom that issues simple office supplies to departmental users or to maintain multiple warehouse facilities that supply the installation.

Banner menu

- Financial [*FINANCE]
 - General Ledger [*FINGENLL]
 - Finance Operations [*FINOPER]
 - Stores Inventory [*FINSTORES]**
 - Inventory System Control Maintenance [FSASYSC]
 - Stores Requisition [FSAREQN]
 - Stores Stock Transfers [FSATRAM]
 - Stores Issue/Return [FSAISSU]
 - Stores Inventory Low Stock List [FSAPREQ]
 - Inventory Adjustment System Control [FSASYSA]
 - Stores Physical Inventory Count Recording [FSAPHYC]
 - Adjustment To Quantity/Inventory Reconciliation [FSAADJQ]
 - Stores Adjustment To Unit Cost [FSAADJC]
 - Stores Inventory Distribution Initialization [FOADEST]
 - Stores Quick Quantity Entry [FSASTKQ]
 - Stores Quick Cost Entry [FSASTKC]
 - Stores Inventory Query [*FINSIQRY]
 - Stores Inventory Table Maintenance [*FINSITAB]

Accessing the menus

You can access the Stores Inventory system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Stores Inventory Query (*FINSIQRY)	Verify stores inventory data in your system.
Stores Inventory Table Maintenance (*FINSITAB)	View and maintain the table support data used in the Stores Inventory system.

Key points

The stock item for Stores Inventory is the commodity code. In addition to average unit cost and on-hand quantities, an item master record can also contain reorder point, safety stock, ABC classification, and other information to enhance an institution's ability to manage inventory in a cost effective manner. You can maintain stock items in multiple locations and assign them to specific rack/shelf/ bin designations (sub locations) within a warehouse (primary location).

Customers of the stockroom can obtain inventory at the stockroom window. Departments can enter stockroom requests that reserve their stock items immediately. The stockroom personnel can view the unfilled orders, issue the stock, and direct the system to automatically record the appropriate accounting entries. Within the stockroom itself, maintenance forms support any activity that moves stock items, transfers stock to different locations, and receives new items. You can also define stockrooms or warehouses as profit centers, so that in addition to the inventory issue accounting transactions, there is an additional entry to record Warehouse Income.

There are several methods to define and get stock into the warehouse. The normal method of getting stock into the warehouse is a detailed and thorough method, which allows you to purchase inventory from outside vendors. There is also a quick method available in the Banner Finance Stores Inventory module of getting stock into the warehouse. There are some advantages of using the quick method:

- best for converting existing systems
- offers the ability to create accounting entries.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Stores Inventory."

Purchasing and Procurement Menu

Banner module purpose

Use the forms and procedures in the Purchasing and Procurement module to handle two distinct purchasing functions:

- on-demand requests
- long-term buying decisions.

The purchasing feature provides timely and accurate information essential to support both of these decision-making processes. It also enables you to control the request for and the receipt of goods.

Banner menu

- Financial [*FINANCE]
 - General Ledger [*FINGENLL]
 - Finance Operations [*FINOPER]
 - Stores Inventory [*FINSTORES]
 - Purchasing and Procurement [*FINPURCH]**
 - Request Processing [*FINREQST]
 - Purchase Order Processing [*FINPO]
 - Bid Processing [*FINBIDD]
 - Receiving Processing [*FINRECV]
 - Procurement Maintenance [*FINPOTAB]
 - Commodities for Review Query [FOICOMM]
 - Commodities and Accounting for Review Query [FOICACT]

Accessing the menus

You can access the Purchasing and Procurement system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Request Processing Menu (*FINREQST)	Process purchase requests.
Purchase Order Processing Menu (*FINPO)	Create and modify purchase orders.
Bid Processing Menu (*FINBIDD)	Identify and process requisitions, which you must send out for bids due to internal policy or government regulations.
Receiving Processing Menu (*FINRECV)	Manage the receipt and distribution of goods.
Procurement Maintenance	Create validation and maintenance tables for the Purchasing and Procurement module.

Key points

The Purchasing and Procurement subsystem recognizes that purchasing agents face both on-demand and long term buying decisions. The subsystem provides timely and meaningful information to facilitate both decisions. This module also assists in the control of requests and the receipt of goods. The module consists of these four processes:

- Requests for goods and services
- Ordering/Buying
- Receiving
- Bids/Contracts.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Purchasing and Procurement."

Accounts Payable Menu

Banner module purpose

Use the features of the Accounts Payable module to manage the Accounts Payable process efficiently. You can process invoices, maintain vendor data, and direct the system to calculate discount and payment schedules automatically. This module also uses system-wide finance features such as document level accounting and tax disbursements.

Banner menu

- Financial [*FINANCE]
 - General Ledger [*FINGENLL]
 - Finance Operations [*FINOPER]
 - Stores Inventory [*FINSTORES]
 - Purchasing and Procurement [*FINPURCH]
 - Accounts Payable [*FINAP]**
 - Invoice/Credit Memo Processing [*FININVS]
 - Batch Check Print [FAABATC]
 - Check Cancellation [FAACHKS]
 - On-line Check Print [FAAONLC]
 - Bank Tape Reconciliation [FAABREC]
 - 1099 Reporting [FAA1099]
 - Accounts Payable Query [*FINAPQRY]
 - Accounts Payable Validation [*FINAPVAL]
 - Accounts Payable Table Maintenance [*FINAPTAB]
 - Purchase Card Processing [*FINPCARD]

Accessing the menus

You can access the Accounts Payable system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Invoice/Credit Memo Processing (*FININVS)	Manage and pay vendor invoices and credit memos.
Accounts Payable Query (*FINAPQRY)	Query payment transactions, activities, and other related information.
Accounts Payable Validation (*FINAPVAL)	View and select the data you use and maintain throughout the payables process.
Accounts Payable Table Maintenance (*FINAPTAB)	Manage payables and provide reporting.
Purchase Card Processing	Manage purchase card charges through an upload process from a bank file to assess monthly charges to departments.

Key points

Use the features of the Banner Accounts Payable system to manage the Accounts Payable process efficiently. You can process invoices, maintain vendor data, and direct the system to calculate discount and payment schedules automatically. The timely payment of vendor invoices enables you to accurately monitor cash flow, increase investment earnings, and establish good relationships with vendors. The Accounts Payable module is designed to help you achieve each of these goals.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Accounts Payable."














Budget and Position Control Menu

Banner module purpose

Budget development is an online, integrated component of Banner Finance that enhances efficiency and analytical capability in the budget development process. Department managers and budget office personnel can jointly enter and update budget data for future periods. The budget office can monitor departmental requests as they occur and update recommended allocations based on established guidelines.

The Budget and Position Control module can be used as a development and modeling tool. In addition, the module can be used to update the budget at any time throughout the fiscal year in response to events that affect resources. This provides for tighter budgetary control and ensures synchronization between the Budget and Position Control and General Ledger modules.

Banner menu

-  **Budget and Position Control [*FINBUDG]**
-  **Operating Budget Maintenance [FTMOBUD]**
-  **Budget Query [FBIBUDG]**
-  **Budget Request By Account [FBABDRA]**
-  **Budget Request [FBABDRQ]**
-  **Budget Maintenance [FBABDMN]**
-  **Budget Distribution Parameter [FBABDDS]**
-  **Budget Distribution by Amount [FBABDDA]**
-  **Mass Budget Change [FBAMCHG]**
-  **Budget Process Control Parameter [FBABPRC]**
-  **Operating Budget Validation [FTVOBUD]**
-  **Budget Phase Validation [FTVOBPH]**
-  **Position Control Processing [*FINPOSN]**

Accessing the menus

You can access the Budget and Position Control system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Position Control Processing (*FINPOSN)	Define employee positions and apply them to your budget.

Key points

The Budget and Position Control module facilitates the budget preparation process through integration of human resources information with accounting data. This module includes these features:

Feature	Description
User-defined budget periods	Allows set up of an unlimited number of budget IDs (for example, fiscal years) and phases within a budget ID.
Position authorization and monitoring	Enables you to budget by position, create single and pooled positions, control hiring by established, authorized, and funded positions, budget support of unlimited concurrent jobs/assignments, and highlight vacant, canceled, and over-budgeted positions.
Position budgeting and expenditure control	Enables you to budget by dollar, define full-time position equivalency, budget positions with start and end dates, validate labor distribution against chart of accounts, interface optional monthly/pay period of labor dollars, and budget fringe benefits.
Personnel services budgeting	Enables you to budget interactive and batch posting of position dollars, budget active and working year definitions, generate multiple methods of an initial budget for the following year, and budget preparation worksheets.
Position History	Presents online position history for multiple fiscal years, incumbent history, incumbent name, ID, status, and begin and end dates.
Forecasting and Modeling	Allows you to develop budget forecasts using base-year budgets defining prior, current, or future year. The Budget Process Control Parameters form (FBABPRC) allows you to specify the source of the initial data for each budget ID and phase. For example, the source may be current year data from the operating ledgers or budget data from another phase.
Mass Budget Change	Allows you to apply mass budget changes to the budget model for a selected range of budget units, individual classifications of accounts or all accounts within a classification, or selected line items of revenue, expenditure, or transfers.

Feature	Description
Dynamic Budget Queries	A flexible query is available to allow you to retrieve data by any component of the chart of accounts and to review the status of budget requests. You may specify which components of the chart of accounts are retrieved and which phases are displayed.
Reporting	Enables you to produce reports for staffing of budget summary, roster of approved positions, staff appointments, position status exceptions, and position control budget.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Budget Development and Position Control."

Fixed Asset Menu

Banner module purpose

The Fixed Assets module enables you to establish and maintain a record of your fixed and moveable assets. This module is closely integrated with the Procurement and Payables processes. This module provides these features:

- automatic capitalization feature that works in conjunction with the system-wide minimum asset value through the procurement interface
- enter and capitalize origination tag records directly into the Fixed Assets module if a fixed or moveable asset does not flow through the procurement process
- assign your own property tag by converting an origination tag record into a permanent tag record
- create and maintain depreciation records (optional feature)
- transfer, history, and reporting capabilities to maintain an accurate inventory of the custody and location of your assets.

Banner menu

- Fixed Asset [*FINASSET]
 - Fixed Asset Orig. Tag Extract [FFPOEXT]
 - Fixed Asset Master Maintenance [FFAMAST]
 - Fixed Asset Master Query [FFIMAST]
 - Fixed Asset Master Report [FFRMAST]
 - Fixed Asset/Asset Group Report [FFRAGRP]
 - Fixed Asset Dtag Processing [FFADTGP]
 - DTAG Document Listing [FFIDTAG]
 - Dtag Aging Report [FFRDTGA]
 - Dtag Transaction Report [FFRDTGT]
 - Fixed Asset List [FFIFALV]
 - Fixed Asset Procurement Query [FFIPROC]
 - Fixed Asset Depreciation [FFADEPR]
 - Fixed Asset Transfer [FFATRAN]
 - Fixed Asset Adjustment [FFAADJF]
 - Fixed Asset Adjustment Query [FFIADJF]
 - Fixed Asset Adjustment History [FFIADJH]
 - Fixed Asset Adjustment List [FFIADJL]
 - Fixed Asset Master Delete [FFAFDEL]

Accessing the menus

You can access the Fixed Asset system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Fixed Asset Table Maintenance (*FINASMNT)	Establish validation tables for the data used in the Fixed Assets module. This includes data for method of procurement and disposal, asset type and condition, depreciation method, and ownership of fixed assets.

Associated workbooks

For additional information and training exercises on this topic, see the workbooks titled "Fixed Asset."

Cost Accounting Menu

Banner module purpose

Use the Cost Accounting module to automate the process of charging customers for services rendered. Customers may be internal or external to your institution. Develop charge rates with the intent of recovering both direct and indirect costs incurred in the delivery of services or development of a program. This module provides you with these features:

- development of charge rates based on estimates of costs incurred during future billing periods
- collection of service/product delivery data by customer and cost accounts
- billing of customers and recording of appropriate accounting entries.

Banner menu



Accessing the menus

You can access the Cost Accounting system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Project/Work Order Maintenance (*FINCAPC)	Establish, maintain, and process work order information.
Rate Structure Maintenance (*FINCARS)	Establish validation table values to use in cost accounting and project management processes.
Organization Maintenance (*FINCARD)	Define rate accounting and processing data.

Key points

As you receive requests for service, you create a customer record. This record contains all the data you need to service and bill a customer. The system uses this data to encumber the funds of the requestor department, if required. As billing occurs, the system automatically performs the appropriate accounting. This includes creating inter-fund transactions where required and updating the external customer records.

The recovery process is responsible for the extension of rates and service delivery data to arrive at a recovery amount. Once the system calculates these amounts, it records them on a customer file for billing and on a cost account file for analysis.

Use the forms in this module to enter and maintain costs for wages, fringe expenses, labor, and other materials according to your specified parameters for your cost accounting and project management needs.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Cost Accounting."

Endowment Management Menu

Banner module purpose

The Endowment Management module in the Banner Finance system enables you to create and maintain unitized pools of endowment or similar funds. These funds consist of monetary gifts received by an institution and/or internal transfers of resources within an institution. On a periodic basis, you can convert gifts and internal transfers into “units,” or shares, in a pool.

Banner menu

- Endowment Management [*FINENDOW]
 - Endowment Fund Definition [FNMENDW]
 - Endowment Process Control [FNMUCTR]
 - Endowment Query [*FINENDWQ]
 - Endowment Funds History [FNIEBAL]
 - Endowment Fund Inquiry [FNIENDW]
 - Endowment Table Maintenance [*FINENDWT]
 - Pool Code Maintenance [FNMPOOL]
 - Endowment Validation [*FINENDWV]

Accessing the menus

You can access the Endowment Management system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Endowment Query (*FINENDWQ)	Access query forms in Endowment Management.
Endowment Table Maintenance (*FINENDWT)	Access maintenance forms in Endowment Management.

Key points

You can also link endowment funds to spendable income funds and record donor-imposed restrictions on spendable income. Then, on a periodic basis, you can distribute the following:

- Spendable income
- Realized gains and losses (trading activity)
- Unrealized gains and losses (market fluctuations)
- Spending formula variance (the difference between total income earned by a unitized pool and distributed spendable income).

You can view detailed accounting information online or you can print several different types of reports, including year-to-date information about endowment funds; cumulative, historical information about endowment funds; and information about spendable funds sorted by financial manager.

The Endowment Management module is designed to accept gift data from the Banner Advancement system. It is also designed to accommodate data from legacy systems as well as existing Banner data.

Before you set up the Endowment Management module, these elements must be defined in the Banner Finance system: Financial Manager codes, Chart of Accounts codes, and fund codes for endowed funds and spendable income funds. SunGard Higher Education recommends using fund codes that will enable you to easily determine the relationship between an endowed fund and its spendable income fund. For example, if you assign Fund code *61117* to an endowed fund, then you might want to assign Fund code *21117* to the associated spendable income fund.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Endowment Management."

Accounts Receivable Menu

Banner module purpose

The Business Office staff will assess charges, process payments, generate billings, and perform various audit and control functions using the Banner Accounts Receivable module.

Banner menu

- Accounts Receivable [*FINAR]
 - General Controls and Cashiering [*TGENERAL]
 - Accounts Receivable [*TFINANCE]
 - Student Accounts Receivable [*TSTUDENT]
 - Accounts Receivable Validation Forms [*TARVALD]
 - Research Accounting Accounts Receivable [*TARGB]

Accessing the menus

You can access the Accounts Receivable system menu from the Finance system menu (*FINANCE). This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
General Controls and Cashiering	Set up controls for assigning Cashiers and Supervisors, Collections, Receipt processing, and Authorizations. This menu also provides the forms to review and close cashier sessions.
Accounts Receivable	Manage all non-student type transactions and processes. Finance staff normally uses this set of menus for non-student, non-term related charges and receipts.
Student Accounts Receivable	Process both student type transactions. Student-related staff would use this set of menus in place of the previous set of menus when the Student module is live in Banner. Forms in this menu are also found in the Student module.
Accounts Receivable Validation Forms	Construct the type codes used within the transaction and query forms. Some examples of the type codes built would be categories, deposit types, credit card types, payment types, and term based designator types. Forms in this menu are also found in the Student module.
Research Accounting Accounts Receivable	Manage the billing and payment processing of expenses incurred of a research grant to the agencies providing the funding. This set of menus is also found in the Research Accounting module.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Accounts Receivable."

Research Accounting Menu

Banner module purpose

The Research Accounting module enables you to track grants from the time you submit a proposal to a funding agency through the award and disbursement process. This module also enables you to perform accounting, reporting, and billing functions after you receive a grant award.

Banner menu

- Research Accounting [*FINRESEARCH]
 - Research Accounting Table Maintenance [*FINRESMAINT]
 - Research Accounting Proposal [*FINRESPROP]
 - Research Accounting Grants [*FINRESGRANT]
 - Research Accounting Grant Billing [*FINRESGRBILL]
 - Grant Billing Accounts Receivable [*FINRESARGBILL]

Accessing the menus

You can access the Research Accounting system menu from the Finance system menu (*FINANCE). All forms are explained in the associated workbook. This menu displays these submenus:

Sub Menu	Provides access to the forms that are used to...
Research Accounting Table Maintenance (*FINRESMAINT)	Maintain and validate forms within the Research Accounting module.
Research Accounting Proposal (*FINRESPROP)	Create, maintain, and query proposals and proposal budgets.
Research Accounting Grants (*FINRESGRANT)	Create, maintain, and query grants and grant budgets.
Research Accounting Grant Billing Menu (*FINRESGRBILL)	Create, maintain, and query bills and reports.
Grant Billing Accounts Receivable (*FINRESARGBILL)	Enter payments received from sponsoring agencies and apply those payments to grants.

Key points

The Research Accounting module includes the maintenance and validation forms that enable you to create values used in cost sharing and indirect cost calculations. These forms also permit you to enter sponsor account codes to cross reference to institution accounts for budget display purposes.

Researchers and research administrators use the Proposals component as a maintenance and tracking tool. Users can enter specific information such as key personnel, agency contact and address, budgets, and indirect cost and cost sharing elements. The Proposals component is designed to interrelate with the Grants module so that valuable information may be brought forward to a grant if the proposal is awarded. You can also create proposal and/or grant budgets and perform indirect cost (F & A) and cost share calculations.

Grant Billing enables users to track grant expenditures (billed and unbilled) and payments received from sponsoring agencies. It also enables you to generate bills and reports for sponsoring agencies in the standard formats (for example, 272) as well as in formats defined by your institution. In addition, you can use this component to process payments received from sponsoring agencies.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Research Accounting."

Archive Menu

Banner module purpose

Banner Finance has the capability of archiving, purging, and restoring data relative to the transaction history and transaction detail tables. By reducing the number of records stored in the database, this capability can improve performance and increase available disk space.

Warning: Your institution's database administrator using the guidelines provided in the Technical Reference Manual for Banner Finance should only perform archive/purge on a production database.

Banner menu

-  **Archive [FINARCH]**
-  **Archive - Detail Transaction Activity [FXITRND]**
-  **Archive - General Ledger Activity [FXIGLAC]**
-  **Archive - Detail Encumbrance Activity [FXIENCD]**
-  **Archive - Document Retrieval Inquiry [FXIDOCR]**

Forms used

Here are descriptions of the forms used in this menu.

Form Name	Description
Archive – Detail Transaction Activity (FXITRND)	Enables you to display an online view of detailed transaction activity for operating ledger accounts for archived documents.
Archive – General Ledger Activity (FXIGLAC)	Enables you to view detailed transaction activity for General Ledger accounts of archived documents by account number in an online summary.
Archive – Detail Encumbrance Activity (FXIENCD)	Provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance for archived documents.
Archive – Document Retrieval Inquiry (FXIDOCR)	Provides online query capability for all archived transactions processed by the system. Information displayed includes vendor description, account number, and amount.

Associated workbook

There is no associated Banner 8.x workbook for this module.

Self Check

Directions

Match the Banner module from the list on the left with the description on the right. Try to do this without using your workbook notes.

- | | | |
|--------------------------------|-------|---|
| A. General Ledger | _____ | 1. Enables you to create and maintain unitized pools of endowment or similar funds. |
| B. Finance Operations | | |
| C. Stores Inventory | | |
| D. Purchasing and Procurement | _____ | 2. Provides the capability of archiving, purging, and restoring data relative to the transaction history and transaction detail tables. |
| E. Accounts Payable | | |
| F. Budget and Position Control | _____ | 3. Supports complete fund accounting including grant and encumbrance accounting. |
| G. Fixed Asset | | |
| H. Cost Accounting | | |
| I. Endowment Management | _____ | 4. Automates the process of charging customers for services rendered. |
| J. Accounts Receivable | | |
| K. Research Accounting | _____ | 5. Enables you to track grants from the time you submit a proposal to a funding agency through the award and disbursement process. |
| L. Archive | | |
| | _____ | 6. Enables you to establish and maintain a record of your fixed and moveable assets. |
| | _____ | 7. Allows you to define global database parameters to the system and assign security to users at your institution. |

- _____ 8. Can be used to monitor departmental requests as they occur and update recommended allocations based on established guidelines.
- _____ 9. Processes invoices, maintains vendor data, and directs the system to calculate discount and payment schedules automatically.
- _____ 10. Assess charges, process payments, generate billings, and perform various audit and control functions.
- _____ 11. Provides timely and accurate information essential to support on-demand requests and long-term buying decisions. It also enables you to control the request for and the receipt of goods.
- _____ 12. Enables you to manage consumable inventory warehouses.

Answer Key for Self Check

Matching

- I.** 1. Enables you to create and maintain unitized pools of endowment or similar funds.
- L.** 2. Provides the capability of archiving, purging, and restoring data relative to the transaction history and transaction detail tables.
- A.** 3. Supports complete fund accounting including grant and encumbrance accounting.
- H.** 4. Automates the process of charging customers for services rendered.
- K.** 5. Enables you to track grants from the time you submit a proposal to a funding agency through the award and disbursement process.
- G.** 6. Enables you to establish and maintain a record of your fixed and moveable assets.
- B.** 7. Allows you to define global database parameters to the system and assign security to users at your institution.

- F.** 8. Can be used to monitor departmental requests as they occur and update recommended allocations based on established guidelines.
- E.** 9. Processes invoices, maintains vendor data, and directs the system to calculate discount and payment schedules automatically.
- J.** 10. Assess charges, process payments, generate billings, and perform various audit and control functions.
- D.** 11. Provides timely and accurate information essential to support on-demand requests and long-term buying decisions. It also enables you to control the request for and the receipt of goods.
- C.** 12. Enables you to manage consumable inventory warehouses.