BANNER FINANCE
Banner Finance

Database used to record financial activity, human resources information and student records. Admin Applications (Admin Apps) is used to input data by units such as general accounting, accounts payable, purchasing and the budget office.

View Transactions and Extract Data

- Banner Self Service (Budget Query)
- E-Print Reports
- MicroStrategy
Chart Of Accounts (FOAPAL)

- Fund
- Organization
- Account
- Program
- Activity
- Location

This hierarchy allows us to roll up the numbers from the departments into a big picture total for the University while preserving the detail at the activity level.
Chart of Accounts Reference

**Fund** – identifies funding source

- Education and General (E&G) begin with 1xxxxx
- Grants and Contracts begin with 2xxxxx
- Auxiliary Enterprises begin with 3xxxxx

**Organization (org)** – budget unit/department

Used in Budget Query to find financial information for all the account codes associated with that Org.

You will need to know the Org number in order to complete a reconciliation.
Account – classifies the expense (5 digit number)

- Direct expenditure begin with 7xxxx
- Labor expenditure begin with 6xxxx
- Revenue account begin with 0xxxx

The same account framework is used by all Mason units; it is important to use the correct account code.
Banner Finance Self Service

Self Service is a web based interface that allows users to extract information from Admin Applications (Admin Apps) in a user friendly format.

Accessible at [https://patriotweb.gmu.edu/](https://patriotweb.gmu.edu/)

- Login with Net ID and Password
- Select “Financial Information” tab

New users must complete the Banner Administrative Systems Account Request form to gain access (located in Orientation folder).
Banner Finance
Self Service

- Real Time budget status
- By Account
- By Org Hierarchy
- Interactive
- Easy to drill down to details and document
The Banner **Document Code** identifies the source of the expenditure. Use the document code to determine how the purchase was made and the type of source document required for reconciliation.

**Examples**
- Purchase Order (series of numbers, 2771797, the EP# prefix is dropped)
- Accounts Payable Invoice (I#, I1847041)
- P-Card Charge (JP#, JP000968)
- Recharge (F#, F0493969)
Purchase Order – an authorization for the purchase of specific goods or services.

Example: An order is placed in eVA for T-shirts for a student event totaling $2,530. The order is approved and purchase order EP2771797 is issued.

In Banner Finance you will see an encumbrance for $2,530 referencing 2771797 (the “EP” is left off)
Accounts Payable Invoice – a payment processed to a vendor and recorded in Banner Finance. Payment for an invoice will reduce or remove the encumbrance generated by the purchase order.

Example: A banner invoice (I1847041) for $2,530 is issued as payment to the vendor on purchase order EP2771797.

In Banner Finance you will see a direct expenditure for $2,530 referencing I1847041. The encumbrance will be removed.
Journal Voucher – an accounting form used to record financial activity in standard journal entry format. These entries are usually processed in batches. Several entries may be recorded on one Journal Voucher number.

Example: An employee uses his/her P-Card (Mason purchase card) to pay for conference registration. The charge is uploaded to Banner Finance and assigned a Journal Voucher number, JP000968.

In Banner Finance you will see a direct expenditure referencing JP000968.
Feed Document – an accounting entry used to record many financial transactions at one time as an upload to Banner Finance.

Example: You require assistance that only facilities can provide. The charge is collected and uploaded to banner along with other department recharge services and assigned F0493969.

In Banner Finance you will see a direct expenditure referencing F0493969.
Adopted budget – original budget allocation
Budget adjustment – includes permanent and temporary adjustments
Adjusted budget – Current budget, total of all budget transactions. Equals adopted budget +/- adjustments
Year to date – represents actual revenue and expenditures activity
Encumbrances – an amount reserved for future payment
Commitments – total of Reservations & Encumbrances
Available Balance – remaining balance left to spend. Equals adjusted budget +/- Commitments +/- Year to date activity
Query Parameters

Required Fields

- Fiscal Year – University’s fiscal year from July 1st to June 30th
- Fiscal Period – Fiscal month, for example July is “01”. Set to “14” to capture all transactions in fiscal year
- Chart of Accounts – Always a “1”
- Organization – Org code for department

Optional Fields

- Account – may isolate account code by using the “%”, wild card. For example, to view only direct expenditures enter “7%”
Understanding the Report

Financial information is grouped in summary format by account code. Users may obtain more detail by “drilling down” on an item that is highlighted in green and underlined.

- Account Codes will be listed in numerical order followed by the Account Title
- Budget Allocation for Direct Expenditures is pooled in the 70000 Account Code while the actual expenditures will be broken down into various Account Codes
<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY18/PD14 Adjusted Budget</th>
<th>FY18/PD14 Year to Date</th>
<th>FY18/PD14 Encumbrances</th>
<th>FY18/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>61220</td>
<td>Faculty Salary-Administrative</td>
<td>475,956.00</td>
<td>475,955.96</td>
<td>0.00</td>
<td>0.04</td>
</tr>
<tr>
<td>61310</td>
<td>Classified Salaries</td>
<td>171,462.00</td>
<td>169,094.08</td>
<td>0.00</td>
<td>2,367.92</td>
</tr>
<tr>
<td>61370</td>
<td>Cell Phone Allowance</td>
<td>0.00</td>
<td>720.00</td>
<td>0.00</td>
<td>(720.00)</td>
</tr>
<tr>
<td>61400</td>
<td>Budget Pool-Wages</td>
<td>35,300.00</td>
<td>0.00</td>
<td>0.00</td>
<td>171.31</td>
</tr>
<tr>
<td>61410</td>
<td>Wages</td>
<td>0.00</td>
<td>35,128.69</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>61940</td>
<td>Fringe Benefit Rate</td>
<td>244,728.46</td>
<td>243,609.37</td>
<td>0.00</td>
<td>1,119.09</td>
</tr>
<tr>
<td>70000</td>
<td>Direct Expenditures Budget Pool</td>
<td>(155,000.00)</td>
<td>0.00</td>
<td>0.00</td>
<td>133,824.57</td>
</tr>
</tbody>
</table>
Drill Down Details

Transaction Date – the date the document was posted to Banner

- “I” = Accounts Payable invoice
- “J” = Journal voucher (may be P-Card transaction)
- “F” = Electronic feed (may be recharges)
- Series of numbers = Purchase order (EP#)

Vendor/Transaction Description – describes transaction and/or vendor

Amount – amount of dollars
<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 21, 2018</td>
<td>Feb 21, 2018</td>
<td>JP000928</td>
<td>JRUSSELL-exempt-NATIONAL INSITUTE O</td>
<td>605.00</td>
<td>XSR</td>
</tr>
<tr>
<td>Feb 05, 2018</td>
<td>Feb 05, 2018</td>
<td>J0194139</td>
<td>naep membership</td>
<td>1,550.00</td>
<td>XSR</td>
</tr>
<tr>
<td>Feb 05, 2018</td>
<td>Feb 05, 2018</td>
<td>J0194139</td>
<td>ism membership</td>
<td>190.00</td>
<td>XSR</td>
</tr>
<tr>
<td>May 14, 2018</td>
<td>May 14, 2018</td>
<td>I1846283</td>
<td>Virginia Military Institute</td>
<td>2,000.00</td>
<td>INEI</td>
</tr>
<tr>
<td>Jul 19, 2017</td>
<td>Jul 19, 2017</td>
<td>I1803528</td>
<td>University Of Virginia</td>
<td>28,666.00</td>
<td>INNI</td>
</tr>
</tbody>
</table>

Report Total (of all records): 33,011.00
Optional Features

Save & Retrieve Query Parameters

- Enter a name in the “Save Query As” box at the bottom of the parameters page.
- Do not click the “Shared” box, Click “Submit Query”
- To retrieve the Query after you have saved it, select the Query name from the “Retrieve Existing Query” field and then select the “Retrieve Query” button

Download Query to Excel

- Click the “Download All Ledger Columns” button at the bottom of the Query report
e-Print Standard Reports

e-Print is a clearing house for standard financial reports.

- To access e-Print, go to Patriot Web and select “Management Reports (e-Print)
- You will then be prompted to enter your Net ID and password

*More information on e-Print may be found in the Banner Finance & Reconciliation Manual at:
E-print Reports

- Static reports
- Budget status
- Organization Detail
- Activity
- Labor Distribution
MicroStrategy Reports

MicroStrategy is the business intelligence tool used by Mason to analyze Banner financial data.

- Provides detailed labor information that is not available in Banner Self Service
- Expense and Revenue applications for use across divisions
- Customizable reports for in-depth analysis

Accessible at: https://reporting.gmu.edu
MicroStrategy Reports

- Real time Banner data
- Customizable timeframe
- PI Reports
- Org Reconciliation Reports
- Reconciliation Certification with signature/date lines embedded
Banner Finance Guided Practice

1. Please take a laptop
2. Click on “Learning”
3. Username is – btrain__ (1-digit laptop #)
4. Password is – BlueHippo_ _ (2-digit laptop #)
5. Security Questions:
   1. What class are you in? bannerfinance
   2. What is George’s favorite color? green
   3. What is George’s last name? mason