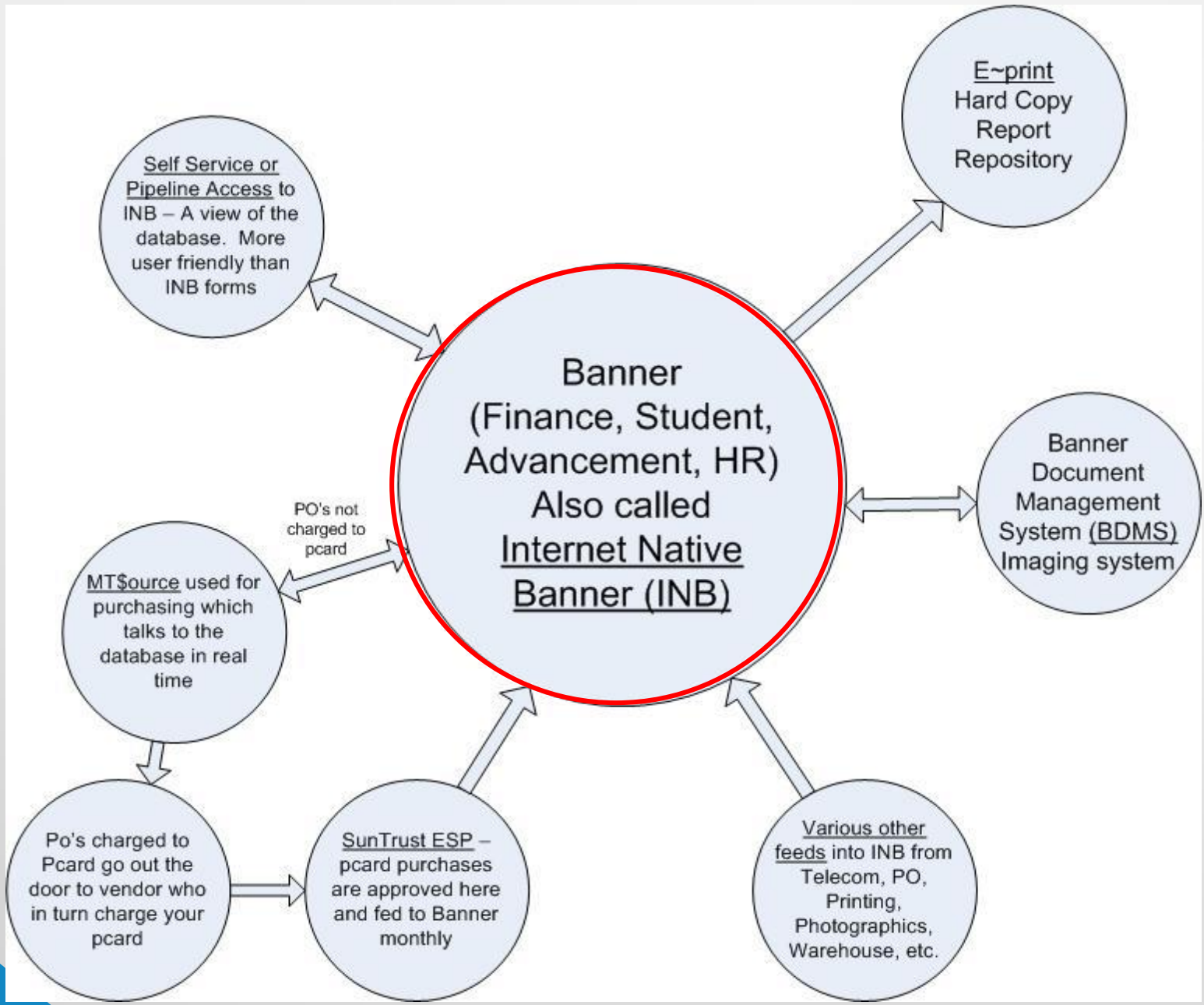


'How Do These Systems
Fit Together?'

Banner Finance Training
2016

Objective

- The big picture
- 'Banner in Plain English'
- Banner and Pipeline
- Banner and MT\$ource
- MT\$ource and SunTrust ESP Pcard
- SunTrust ESP Pcard and Banner
- Banner and Eprint
- Banner and Banner Document Management (BDM)
- Other training that is available



What is Banner?

- An integrated Information System designed specifically for higher education
- Combines Finance, Human Resources, Student, Financial Aid, and Advancement into one database
- Interface is via web browser
- Interfaces with MT\$ource, Pcard (SunTrust Enterprise Spend Platform or ESP), eprint, and BDMS imaging systems

Banner in Plain English

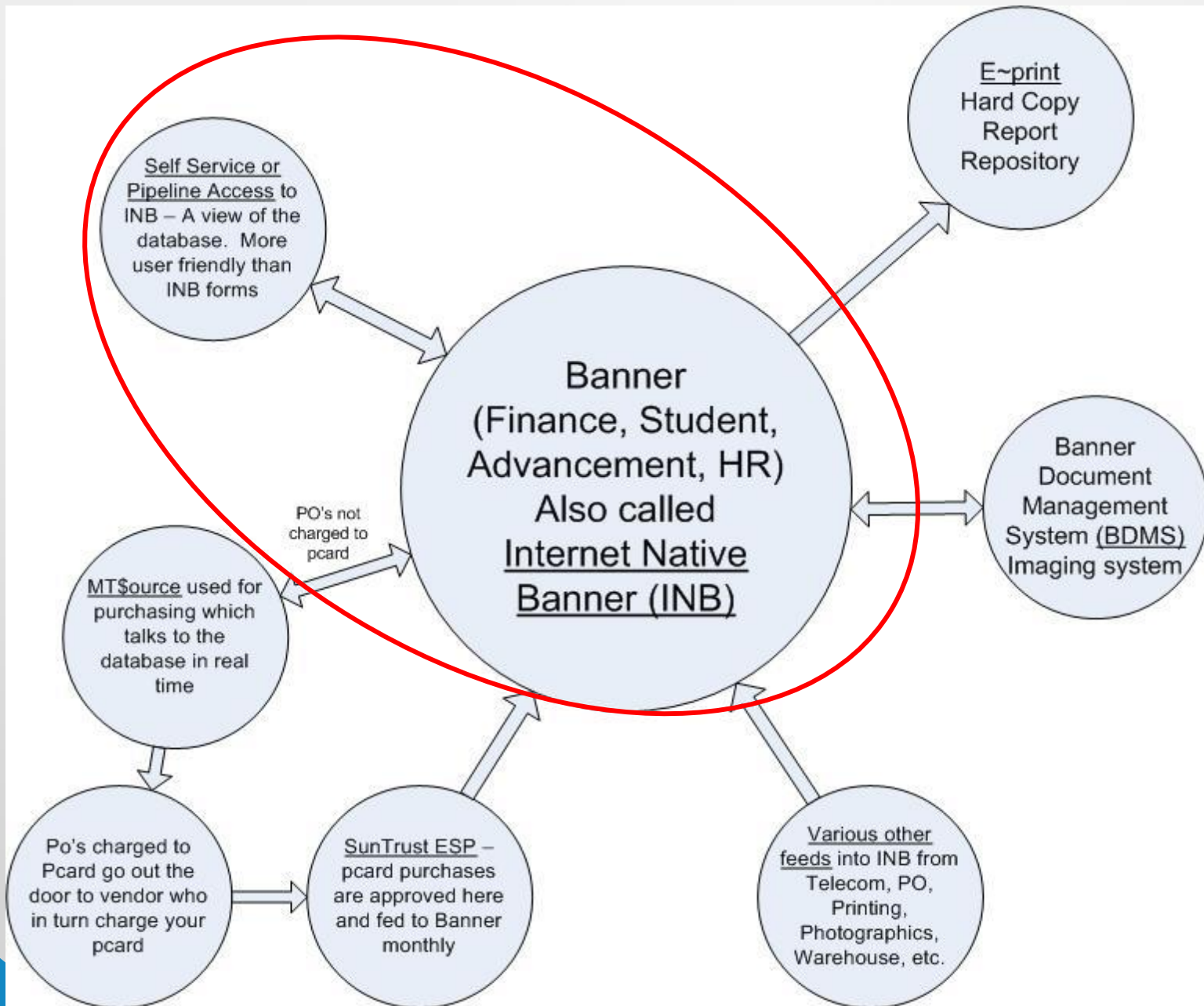
- When a person is entered into Banner, they are considered a General Person (They are assigned an M#)
 - Certain people can create general person records in Banner
 - Admissions, Human Resources, Advancement, Accounts Payable
 - Great care is taken to ensure that someone is not set up twice with 2 separate M#'s.
 - Whenever someone is set up multiple times, we have a duplicate cleanup process that must be initiated to 'clean up' the data.
 - If you discover a duplicate situation, then notify your technical team
 - Addresses, phone numbers, other personal identifiable information is entered based on the need. Access to this information is on a need basis.

Banner in Plain English

- Once a person is entered in Banner, they can be used by all areas.
 - Students graduate and become Alumni
 - Students graduate and become Employees
 - A student does not have to be set up again by Advancement or HR because they are already in the system.
- General Person records can also be Companies
 - Vendors
 - Donors

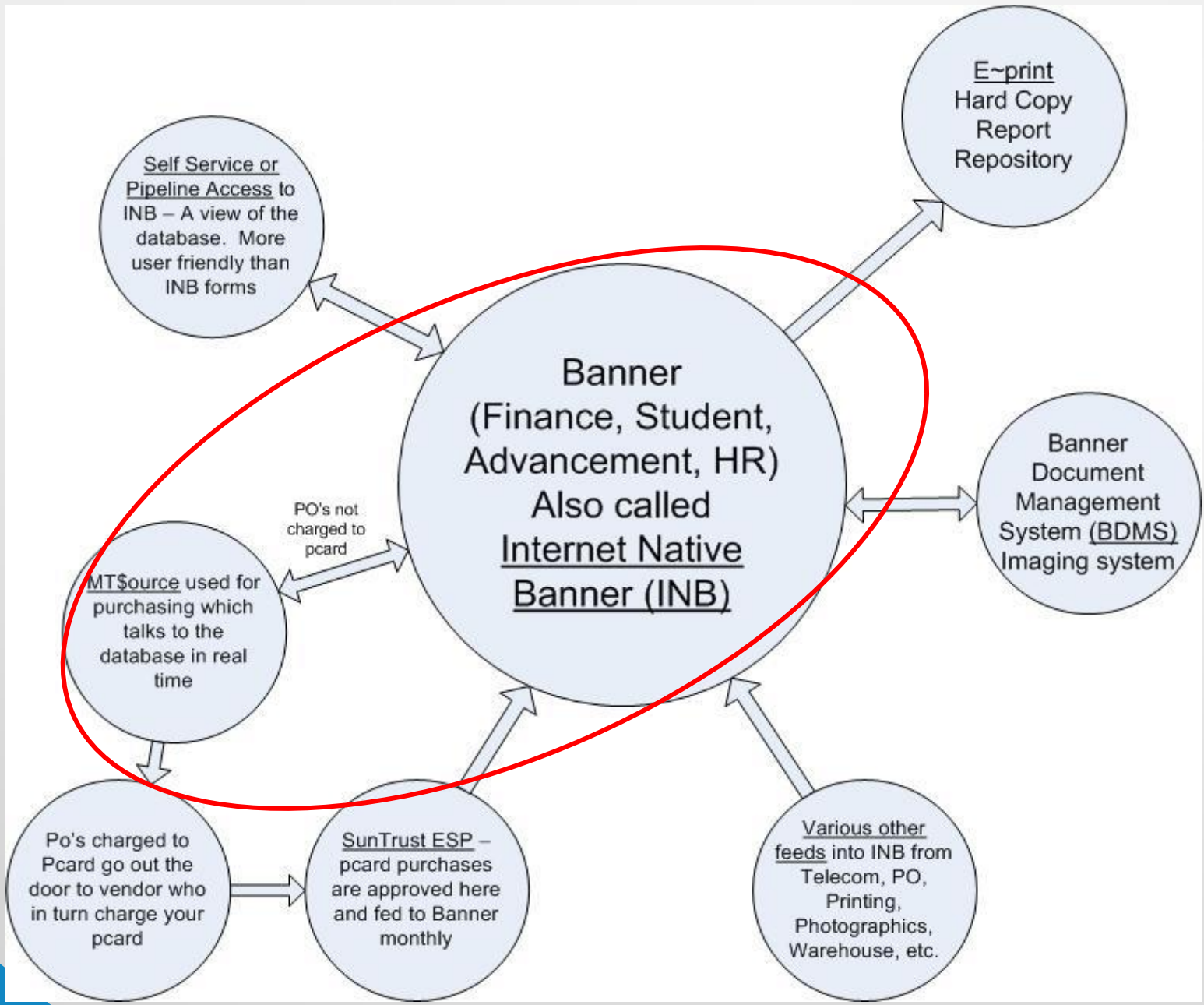
Banner in Plain English

- Banner records all financial activity for the university
 - Student Fees
 - Vendor Payments
 - Employee Costs
 - Donor Gifts
 - Budgets/Expenses/Outstanding Purchase Orders
- Banner is considered the 'system of record'



Banner and Pipeline

- What's the difference between Banner and Pipeline?
 - Banner and Pipeline are basically the same
 - The difference is how to view the data
 - Pipeline – generally considered more user friendly but has limited capability, in regards to Finance.
 - Banner (also called INB) – can provide more details but is somewhat less user friendly.....at first!
 - For Finance, we don't teach the Pipeline view any longer because we want you to have the full experience.

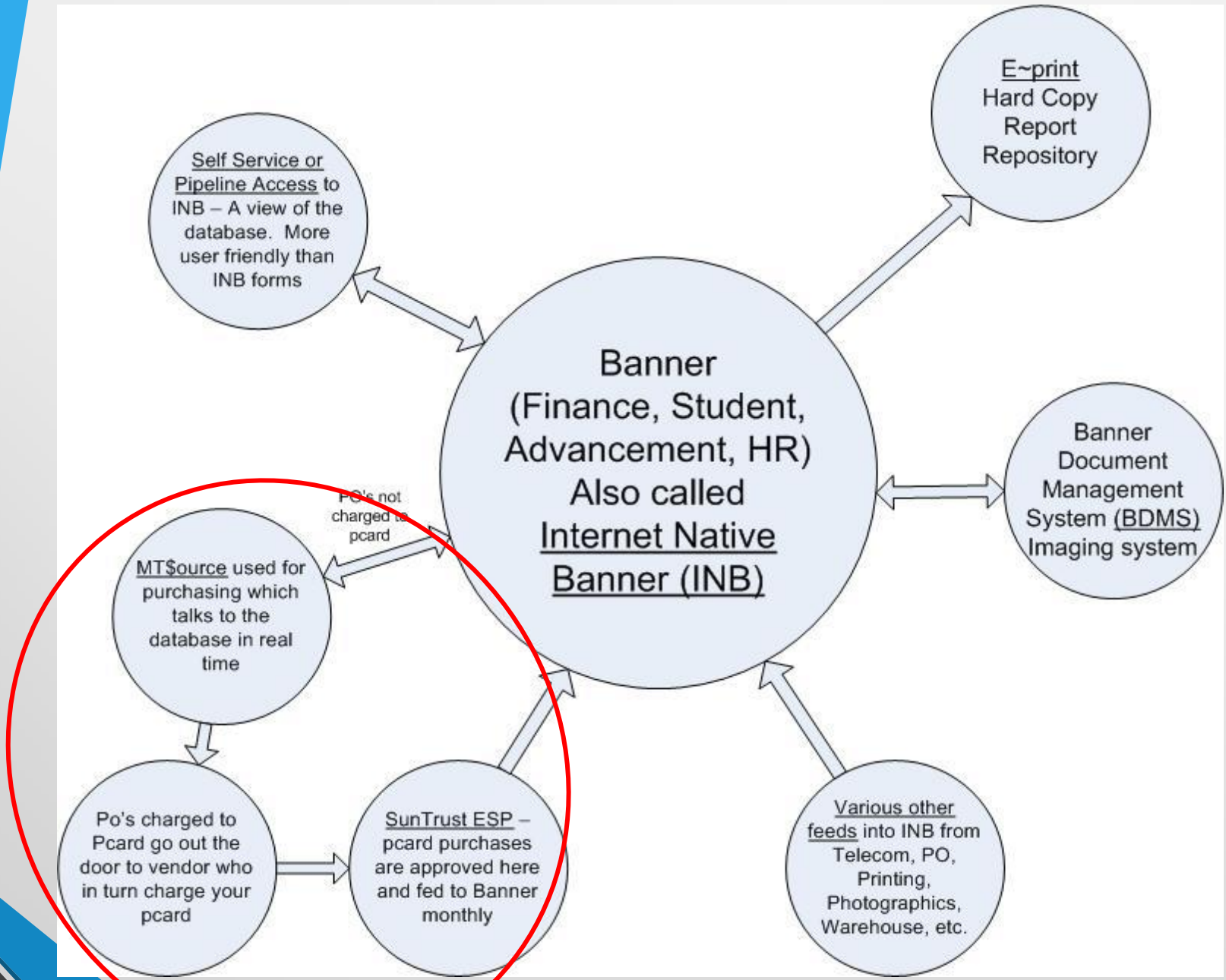


Banner and MT\$ource

- MT\$ource is a totally separate system that talks to Banner in real-time mode, which means right now.
 - MT\$ource is our eProcurement system.
 - MT\$ource handles all
 - MTSU Contracts,
 - Purchase Orders, including related Receiving Reports & Invoices
 - Purchase Orders with method of payment being the Pcard
 - Comments, Internal Documents, etc.
- MT\$ource is accessed from Pipeline, not Banner Finance.

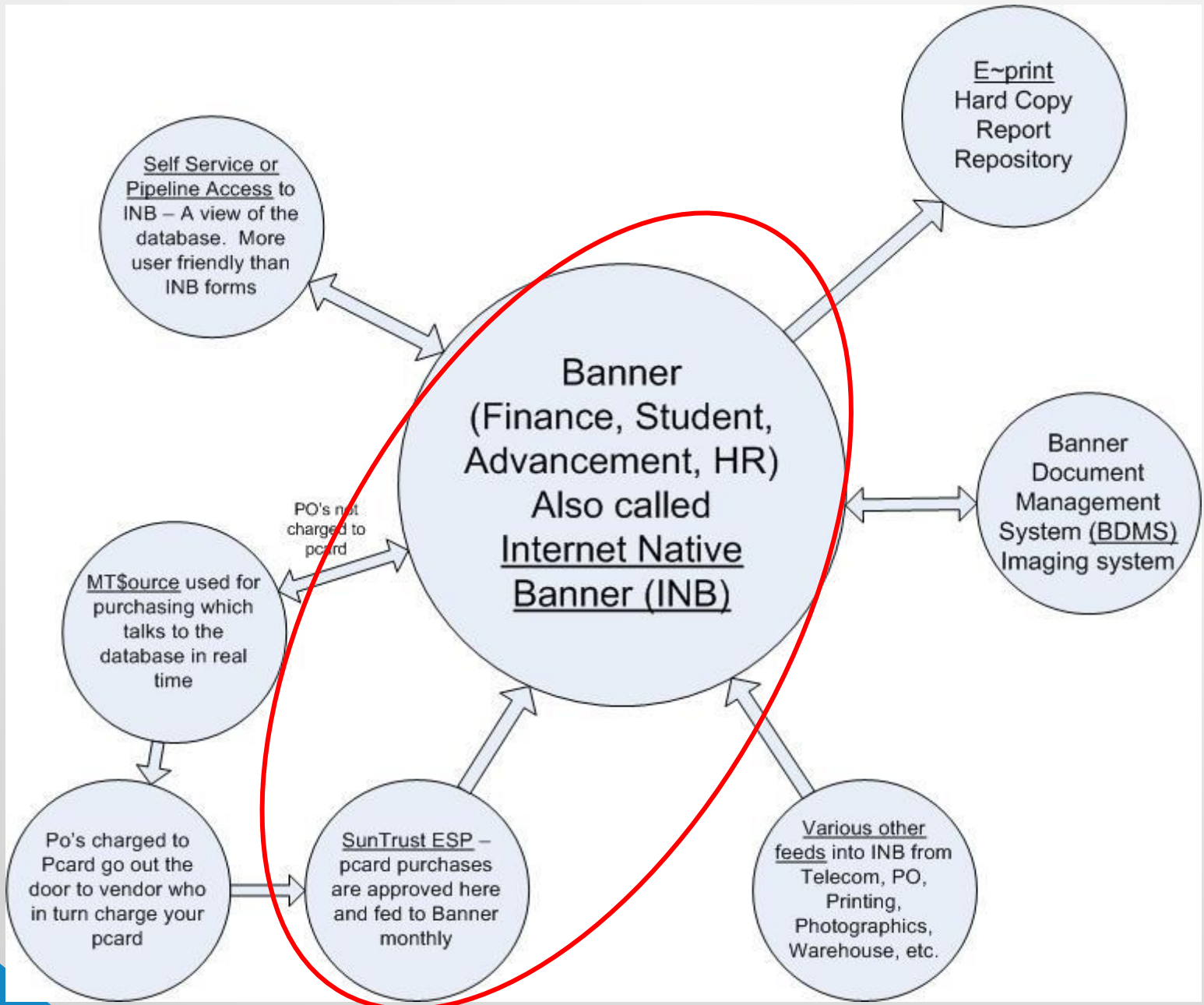
Banner and MT\$ource

- MT\$ource basic shopping steps:
 - Select items
 - Add to shopping cart
 - Submit shopping cart to approver
 - Once approved, a Purchase Order (PO) is recorded against your budget in Banner Finance.
- Items are received
 - Logon to MT\$ource
 - Prepare Receiving Report as of the date items were received.
- Invoice is sent to Accounts Payable by Vendor
 - Invoice is paid once the Receiving Report is prepared in MT\$ource.
 - Check number, check date, and date check clears the bank is recorded in MT\$ource.



MT\$ource and Pcard (ESP)

- Items can be ordered in MT\$ource and charged to the Pcard. User makes the decision whether to charge the Pcard or have vendor send an invoice.
- Pcard orders bypass the front end approval process and go 'out the door' when submitted.
 - PO's charged to the Pcard are not recorded in Banner so there is no visibility of the 'reservation' of money.
- When items are received, a Receiving Report still needs to be completed in MT\$ource.
- MT\$ource will not show any payment information for pcard purchases.

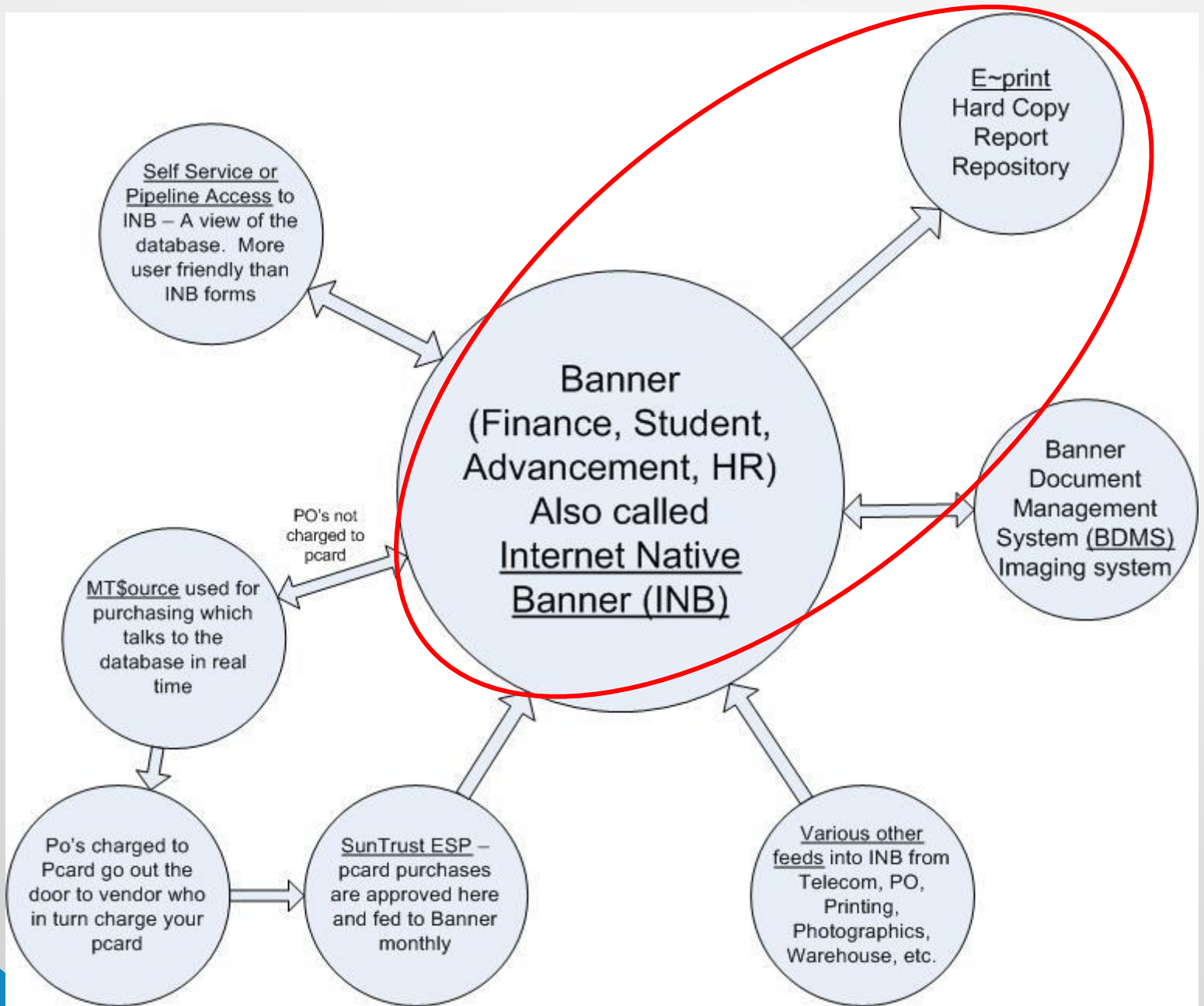


Pcard (ESP) and Banner

- Pcard (ESP) is a separate system and does not talk to Banner in real-time mode.
- Anything ordered or paid for with the Pcard is treated like any credit card purchase.
 - As vendors process an order, they will transmit the charge to VISA.
 - Based on the size of the vendor, this transmission can be daily or weekly.
 - When VISA receives a charge, it is posted to the SunTrust Enterprise Spend Platform (ESP) system.
 - Once a day, ESP will send email notifications to all cardholders who have outstanding charges.
 - Users must login to ESP, code and submit their charges for approval. (Approval is on the back-end of the purchase, not the front-end)
 - As approvers have transactions to approve, they too will receive a daily email of those charges to approve.

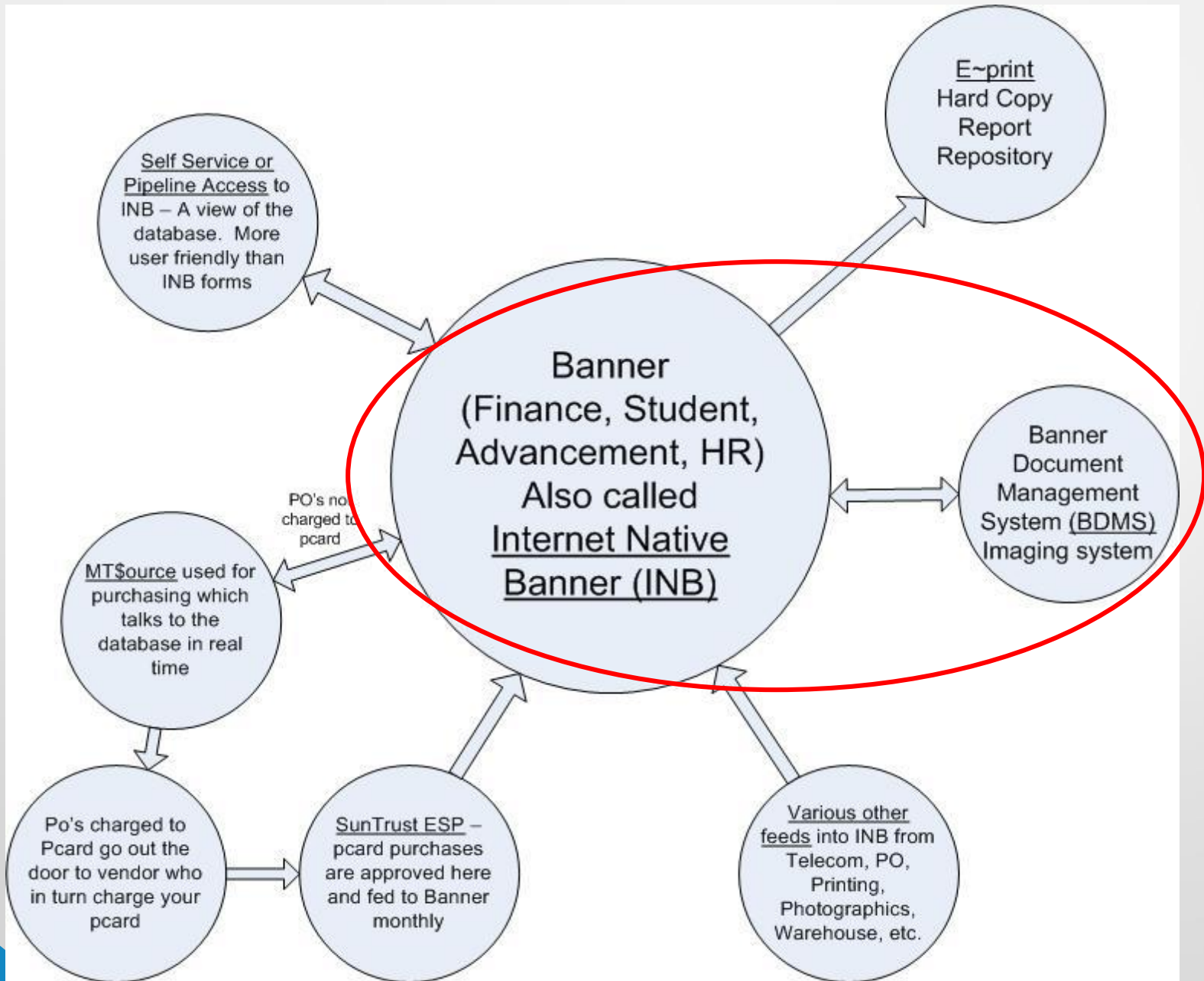
Pcard (ESP) and Banner

- Charges in ESP stay in ESP until the end of the billing cycle – there is no daily update from ESP to Banner.
 - Billing cycle ends on the 27th of the month.
 - Approximately 12 days after the end of the billing cycle completes, all transactions for the month are extracted out of ESP and are posted to Banner.
 - Up until the time of posting to Banner, budgets have not been charged.
 - Therefore, if a purchase is made on July 29th using the Pcard, this charge will not post to Banner until approximately September 12th! (6 weeks)
 - It is very important to remember this and track accordingly when trying to calculate the available balance in Banner.



Banner and Eprint

- Think of Eprint as a filing cabinet full of hard copy reports.
- Each month as we 'close the books' for financial purposes, reports are run and sent to Eprint.
- The Eprint reports are dated as soon as they are printed however, they do give a snapshot at the end of the month.
- Month-end reports are generally run the 5th working day of the next month.



Banner and Banner Document Management (BDM)

- Banner Document Management (BDM) is a separate system that talks to Banner in real time mode.
- It is an imaging system
- Instead of keeping cabinets of paper, the paper is scanned and stored on a server. To view these images, Banner talks to BDM and retrieves the images for viewing/printing/saving as pdf.
- Documents imaged by Finance include:
 - Invoices
 - Payment Authorizations
 - Journal Vouchers
 - Checks
 - Membership and Subscription Applications
 - Grant related items (GNFs, Billings, Financial Reports)



Questions?

Other available training

- Contact Mary Jane Staples in Procurement Services for:
 - MT\$ource Training
- Contact Carol Rozell in Business & Finance for:
 - Grant Training (especially useful for PI's)
 - Detail INB & Eprint Banner Finance Training
 - High level Departmental Training (excellent for departments who want to re-familiarize their faculty/staff with policies)
- Contact Demetra Majors in Procurement Services for:
 - Initial Pcard Training
- Contact Philip Smith in Business & Finance for:
 - Pcard Follow-up Training