



'Just the Basics'

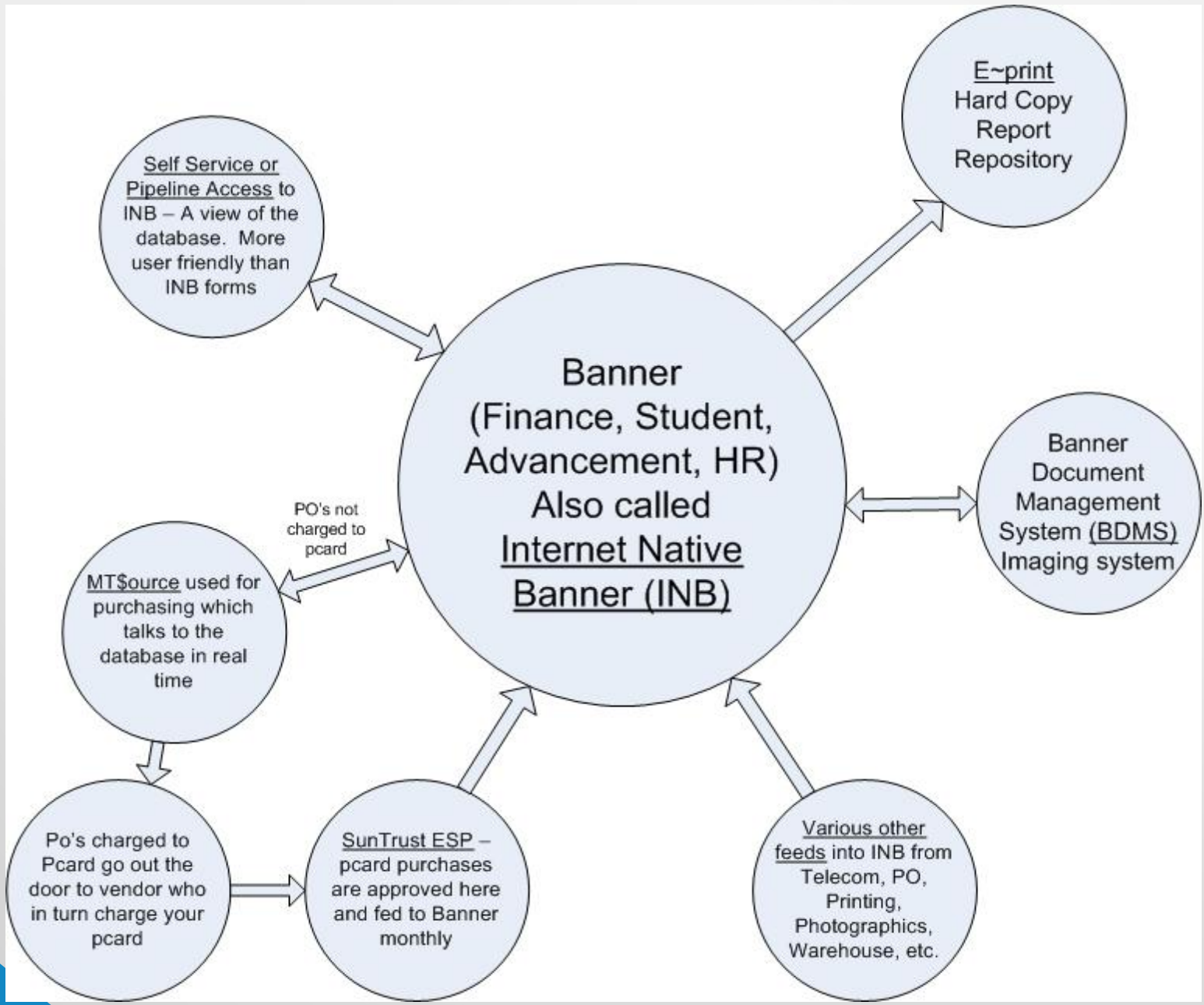
Banner Finance

Objective

- The big picture
- Understanding terms
- Budget monitoring
- Knowing where to go to find answers

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 MTSOURCE, Pcard (Truist Enterprise Spend Platform or ESP), eprint, and BDMS imaging systems



How Do I Access Banner?

- Must request access to Banner Finance
 - <https://mtsu.edu/itd/forms.php>
 - Select Banner Finance Account Request Form
 - Route the form through your supervisor
- Form goes to Director of Financial Systems for Approval, then to Information Technology for account creation.
- Email is sent to user with login credentials and how to access Banner/eprint.

Finance Terminology, cont.

- Budgets – what is available to spend
 - Loaded by the Budget Office
- Expenditures – what has already been spent
 - Loaded from invoices received and payments made, pcard charges, and journal vouchers (internal charges/corrections)
- Encumbrances – what has been promised but not paid for
 - Loaded from Payroll and Purchase Orders from MT\$ource

Finance Terminology, cont.

“Encumbrance”

“Commitment”

“Reservation”

“Purchase Order”

All of these terms mean the same thing in Banner Finance and are used interchangeably.

A commitment to spend money. Once the event has taken place and paid for, then the commitment turns into an actual expense.

Available Balance?

Budget

-Expenditures (items paid for)

-Encumbrances (items promised but not paid for)

Available Balance

Know the Purchasing Policies

- Policy Purchasing Policy (630 & 631)
- Know the bidding process
- Know when we have pre-established contracts
- Know how to start a contract
- All of this knowledge can be provided by reading the policy or asking the Purchasing Office (898-2944)

Budget Monitoring

- Keep track of all items on either Excel or Quicken
 - Budget Revisions
 - Purchase Orders
 - Actual Expenses/Interdepartmental Charges/Open Pcard Purchases
 - Available Balances
- Compare your records to Banner at least monthly
- Follow through on discrepancies as soon as noted, including unpaid items.

Banner Terminology

- Index Code – a 6 digit number that identifies a fund, organization, and program combination
- Grant Code – a 6 digit number that is unique to a grant

Banner Terminology, cont.

- Account Code – a 5 digit number that identifies the type of revenue or expense
 - Professional Support Salaries
 - FICA
 - Travel Budget Pool
 - Individual In-state Travel
 - Supplies
 - Computer Purchases
 - Instructional Equipment

Banner Terminology, cont.

- For a complete listing of account codes with their definition go to
 - <https://mtsu.edu/boffice/resources.php>
 - Select 'Banner Finance Depart. Account Code Listing'

Journal Vouchers

- Journal Vouchers are ways to post entries to Finance for:
 - Internal Departmental Charges (i.e. Post Office charges, Warehouse charges, Printing charges, etc.)
 - Corrections
 - Transfers of expenses from one code to another
 - Note – This is not a budget revision, but moving an expense

Policies

- <https://mtsu.edu/policies/>
- Read them and know them
- If you have questions, call someone

Paying Non-US Citizens

- The university may not be able to pay a non-US citizen for services, including honorarium, without proper immigration documentation.
- Don't promise anyone anything without knowing the rules.
- Payments to non-US citizens may be required to have 30% withholding as required by the IRS.
- Contact Ben Jones, in Accounting Services, if you think you are dealing with a non-US citizen.

Other things to be prepared

- Know your role in the department
- Understand what can and cannot be done, if unsure, ask first.
- If someone asks you to buy something that sounds questionable, find out more about what they are wanting and why.
- Know that the only person on campus who has the authority to sign a contract on behalf of the university is the Senior VP.
- If someone wants to dispose of equipment or other item, know the policy. You cannot just let someone have it or sell it on ebay, etc.
- If anything has to do with money, we probably have a policy of some kind. Ask first.