‘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
Banner (Finance, Student, Advancement, HR)
Also called Internet Native Banner (INB)

- Self Service or Pipeline Access to INB – A view of the database. More user friendly than INB forms
- MTSource used for purchasing which talks to the database in real time
- PO's charged to Pcard go out the door to vendor who in turn charge your pcard
- SunTrust ESP – pcard purchases are approved here and fed to Banner monthly
- Various other feeds into INB from Telecom, PO, Printing, Photographic, Warehouse, etc.
- E-print Hard Copy Report Repository
- Banner Document Management System (BDMS) Imaging system
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.
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’
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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.
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Banner Document Management System (BDMS) Imaging system
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.
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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.
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E-print
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Banner Document Management System (BDMS)
Imaging system
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 27\textsuperscript{th} 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 29\textsuperscript{th} using the Pcard, this charge will not post to Banner until approximately September 12\textsuperscript{th}! (6 weeks)
  • It is very important to remember this and track accordingly when trying to calculate the available balance in Banner.
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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.
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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