Class Topics

• Big Picture
• E~print
• Navigation
• Budget Status
  – Operating Ledger (Budget/Actual)
  – General Ledger (Cash Balances)
  – Grant Ledger
• Document History/Retrieval
• Encumbrance/PO Balances
• Vendor/Check History
• Downloading Data to Excel
• BDMS
But First....The Big Picture

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

E-print Hard Copy Report Repository

Banner Document Management System (BDMS) Imaging system

MTSource used for purchasing which talks to the database in real time

PO's not charged to pcard

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, Photographics, Warehouse, etc.
E~print (hard copy reports)

• Reports are run monthly for the previous month, generally on the 5\textsuperscript{th} business day of the next month.
• Business Office emails are sent notifying campus once these are on e~print.
• Reports are run as of the end of the previous month (i.e. Oct. 31, 20xx).
Most common e-print reports to use

- FZRBDSC – high level view of budget by index code
- FZRODTA – detail account code activity by index code
- FZRFAAC – high level view of cash by index code (Foundation/Agency)
- FZRGLTA – detail cash activity by Index Code (Foundation/Agency)
## MTSU Banner and Related Systems

<table>
<thead>
<tr>
<th>Banner Admin Pages (Banner 9)</th>
<th>These systems require FSA credentials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires FSA credentials</td>
<td>• Argos</td>
</tr>
<tr>
<td>MTSU Data Standards</td>
<td>• BDM</td>
</tr>
<tr>
<td>Introduction to Banner 9</td>
<td>• ePrint</td>
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<td>Planned system outages</td>
<td>• PipelineMT - Use to access Self-Service Banner (SSB)</td>
</tr>
<tr>
<td></td>
<td>• Workflow</td>
</tr>
<tr>
<td></td>
<td>• Navigate</td>
</tr>
</tbody>
</table>

This computer system, including all related equipment, networks, and data are provided only for authorized MTSU use as outlined in [MTSU Policy 510 Information Technology Resources](https://www.mtsu.edu/its/pol/510). Use of this MTSU computer system, authorized or unauthorized, constitutes consent to monitoring of this system.
Introduction to Banner 9 Link

MTSU Banner and Related Systems

- Banner Admin Pages (Banner 9)
  - Requires FSA credentials
  - MTSU Data Standards
  - Introduction to Banner 9
  - Planned system outages

These systems require FSA credentials:
- Argos
- BDM
- ePrint
- PipelineMT - Use to access Self-Service Banner (SSB)
- Workflow
- Navigate

Link provides examples of Banner
Finance Menu

Begin by typing FGIBDST in the search box for the Budget Status Page
Budget Status

• Operating Ledger
  – FGIBDST: Organization Budget Status
    • Dynamic, Real-time Balances
    • Specific Detail by Index Code
    • Shows
      Budget/Actual/Encumbrances/Available
      Balances for Revenues and Expenses
    • Drill-down to view image of document
    • Similar to e~print report FZRBDS
Chart M is the University’s Chart of Accounts,
FY will default to the current fiscal year but can be changed
Index Code should be entered and press tab to retrieve all other applicable fields
Uncheck ‘Include Revenue’
Account Type should be 71 for Travel, 74 for Operating Exp. or 78 for Equipment
Press GO
Available Balance

On the last page, the total budget is shown along with Total YTD Activity (Expenses), YTD Open PO’s, and Available Balance.
Budget Status

- General Ledger
  - FGITBAL: General Ledger Trial Balance
    - Search by specific fund code only
    - Shows current cash balance
    - Most useful for Foundation and Agency Funds
    - Drill-down to view image of document
    - Similar to e~print report FZRFAAC
FGITBAL

Enter Chart F (Foundation), FY and Fund Code
Press GO
Claim on Cash

Certain funds do not have budgets but are viewed by reviewing the available cash on hand as shown above.
Banner Forms

• Grant Ledger
  – FRIGITD: Grant Inception to Date
    • Uses Grant Code
    • Shows revenues/expenses from beginning of project
    • Can restrict to specific periods
    • Similar to e~print report FZRGITD
FRIGITD

Enter Chart and Grant number
From Date and To Date will include the grant period
Press GO
# Details of Grant

<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Description</th>
<th>Adjusted Budget</th>
<th>Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
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</thead>
<tbody>
<tr>
<td>62500</td>
<td>L</td>
<td>Group Health Insurance</td>
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<td>26,591.64</td>
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<td>62720</td>
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<td>Employee Dependent Discount</td>
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<td>73000</td>
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</tbody>
</table>

## Adjusted Budget Summary

- **Total Adjusted Budget**: 299,821.00
- **Total Activity**: 271,599.15
- **Total Commitments**: 28,422.89
- **Total Available Balance**: 89,958.04
• Banner Document Management System (imaging system)
• Can view the document used as support for an entry
• Documents that have been imaged:
  Invoices (beginning with FY11)
  Journal Vouchers (FY11)
  Checks (beginning Dec 2010)
From the detail screens, click on Retrieve to open Banner Document Management to display image in a new window.