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 MT$ource, Pcard (Truist Enterprise Spend Platform or ESP), eprint, and BDMS imaging systems
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
- MT$ource used for purchasing which talks to the database in real time
- Po's charged to Pcard go out 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.
How Do I Access Banner?

• Must request access to Banner Finance
  • [https://mtsu.edu/itd/forms.php](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
“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](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/](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.