Banner & Finance Training

Feb 22, 2018
9:30-11:30am
Location: SEC Conf Room 339
Presented by Queenie Chan & Chris Bibat & Rick Bennett
Agenda & Student Learning Outcomes

- MC Budget Trends
- Purchase Reqs at Mission—processes and procedures
- Banner journals, how, what, when?
- Digital processing: Tools for finance and duplicating
- Training document locations understood
- RFC, what does it mean?
- IBPRRR, what does it mean?
- Check Request Form; it is easy, why can’t you use it?
- Year End Close Timelines
- Your questions? Understanding office of Admin Services is here to help
Mission--Total Budget 2013-2018

- Fund 100 in $M
- Total Fund in $M

- FY13/14: $28.72
- FY14/15: $28.93
- FY15/16: $30.87
- FY16/17: $32.51
- FY17/18: $37.75

- Total Fund in $M:
  - FY13/14: $47.43
  - FY14/15: $48.17
  - FY15/16: $50.80
  - FY16/17: $68.73
  - FY17/18: $78.86
Org Structure (Banner FUND-ORG-ACCOUNT-PROGRAM FOAP)

- Valerie
  110000 (Fund 100) - 237001 (Communication) - 410004 (Supplies) - 060000 (Communications)

- Jeff
  136000 (Land Corp Lease) - 230101 (Accounting) - 500118 (Travel & Conference) - 619000 (Other Instructional Support Service)

- Clement
  124280 (SVETP - STEM Core) -233000 (Math, Science & Engineering) - 640001 (Equip under $4,999) - 619000 (Other Instructional Support Service)
Simple Steps to Enter Banner Requisition at Mission College

- Admin Specialist works with Dean or Faculty
  - Solicits proposal and/or quote for item or project.
  - Quote should include shipping, taxes and installation if required, TCO needs to be considered.
  - Facilities or a contractor may need to be involved.
- Once quote is validated as complete, Admin Specialist determines proper accounting stream and ensures budget is adequate for purchase before req entry.
- Admin Specialist enters purchase requisition in Banner, either SSB or INB.
  - SSB is easier, but has limitations.
  - INB is complicated and not user friendly, but has advantages.
  - ‘Ship to’ addresses are critical and delivery goes thru WVMCCD warehouse at 14000 Fruitvale Avenue, Saratoga, CA 95070 with attention to requisitioner and your Mail Stop #.
Requisition at Mission College continued...

- Req goes through approval queues for any requisition within the Dean’s org structure
  - In general two stops
    - Office of Instruction, through Dean and then Vice President of Instruction.
  - If over $5000 - approval from VP Admin Services.
  - Admin Specialist must follow up and notify approvers
    - Click on history in SSB to see next approver guide the requisition through process.
    - System as it exists today doesn’t include workflow, so email is not automated.

- After MC approvals, the requisition enters the ZPUR queue for General Services.
General Services reviews requisition
  If in order creates a PO off the req.
  Email notification does go out to the requisitioner, once PO is created through Banner

General Services sends PO to vendor
  If email address is in system, it goes directly out; if not snail mail.

Vendor produces item and ships or if a project, it is then initiated.

Vendor Invoice must have PO number listed

Admin Specialist can track progress in SSB
Check Request Form
When do I use this form? Note restrictions at bottom of form

- Check Request may be used for the following:
  - Employee Reimbursements
  - Memberships/Subscriptions
  - Prepay Registration, Conference Fees, Airline Tickets, and Hotel
  - Meals and Lodging for Athletic Events and Student Activities

https://wvm.edu/services/fiscal/acctspayable/Pages/default.aspx#Tab2
Banner Req Training Docs & Banner Resources

- Supplied by Danny N.
- https://www.wvm.edu/services/banner/Pages/default.aspx
RFC. Request for Contract

- https://www.wvm.edu/services/general/contractservices/Pages/default.aspx
Budget and Expense Transfers

- SSB
- FUPLOAD
- Credit Card/Expense Report
- By Journal Template
SSB - Budget/Expense Transfer:
Up to two lines

Click on College Web Services
(Self Service Banner)
User Login

New Students:
Enter the College ID# (User ID) provided in the email you received from the college after applying.

Continuing Students:
New College ID# (User ID) is "G" + "0" (the number) + your former id number.
For example: G01234567

User ID is case-sensitive

Find my Id Number

Password:
The Password (Pin) is your birthday mmddyy or last 6 digits of College ID#
This password will be separate from your password on MyWVM portal.

First time logging in:
You will be prompted to change your password and create a secret question.

For problems logging in contact:
I.S. Help Desk: 408-741-2696
WVC AR: 408-741-2001
MC Welcome Center: 408-855-5007

This site is not compatible with the Microsoft Edge browser

User ID: 

PIN: 

Login  Forgot PIN?
Budget and Expense Transfers in SSB
SSB - Budget/Expense Transfer: Up to two lines
#### FUPLOAD - Budget Transfer

A screenshot of an Excel spreadsheet titled "FUPLOAD LOADMCEDO (Budget Transfer upload for MC and District)" with a tab labeled "SHOW CONTROLS".


The URL provided is: https://wvm.edu/services/fiscal/Pages/default.aspx#Tab3
<table>
<thead>
<tr>
<th>Document</th>
<th>Trans Date</th>
<th>BUCL</th>
<th>Chart</th>
<th>Acct</th>
<th>Fund</th>
<th>Orgn</th>
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<th>Prog</th>
<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
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<td>1,000,000.00</td>
<td>Test FUPLOAD Document #1</td>
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</tbody>
</table>
Credit Card Report/Expense Transfer

MONTHLY CREDIT CARD PURCHASE REPORT/EXPENSE TRANSFER

<table>
<thead>
<tr>
<th>CARDHOLDER:</th>
<th>COLLEGE/DEPT:</th>
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</table>

**CREDIT CARD REPORT:** SEND ORIGINAL, SIGNED REPORT WITH ORIGINAL STATEMENT AND ORIGINAL RECEIPTS TO PURCHASING WITHIN 30 DAYS OF STATEMENT DATE.

**EXPENSE TRANSFERS:** PROCESS EXPENSE TRANSFER THROUGH BANNER SSB. A SCANNED COPY OF THE CREDIT CARD REPORT AND STATEMENT MUST BE LOADED IN BDM AS BACK UP MATERIAL.

Credit card charges currently reside in FOAP number.  

<table>
<thead>
<tr>
<th>Statement Amount:</th>
<th>$ -</th>
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<table>
<thead>
<tr>
<th>Receipt Attached</th>
<th>Trans Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
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Total Charges: $ -  
Balance: $ -  

https://wvm.edu/services/general/purchasing/Pages/default.aspx#Tab2
# MONTHLY CREDIT CARD PURCHASE REPORT/EXPENSE TRANSFER

**Cardholder:** D. Richard Bennett  
**College/Dept:** MC Administrative Services

**Credit Card Report:** Send original, signed report with original statement and original receipts to purchasing within 30 days of statement date. A scanned copy of the credit card report and statement must be kept in box as backup material.

**Expense Transfers:** Process expense transfer through Banner 55B. A scanned copy of the credit card report and statement must be kept in box as backup material.

Credit card charges currently reside in FOAP number: **110000-220000-500136-601000**

<table>
<thead>
<tr>
<th>Receipt Attached</th>
<th>Trans Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Perno</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>9/15/2017</td>
<td>Assoc. of Chief Bus Off.</td>
<td>Conference Registration</td>
<td>$385.00</td>
<td>110000</td>
<td>220000</td>
<td>500136</td>
<td>601000</td>
</tr>
</tbody>
</table>

**Total Charges:** $385.00  
**Balance:** $0.00

I certify that all purchases stated on this statement are correct and were made for official university purposes. All goods or services have been received.

Cardholder Signature:  
Date: 10-18-17  
Budget Administrator Signature:  
Date:  

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**Credit Card Report/Expense Transfer - Example**
West Valley-Mission Community College District

Journal Template

Department or Programs: FY 16/17

Journal Type: Expense Transfer □, Budget Transfer □

This form shall be used for interfund transfers, expense transfers involving multiple departments/locations, and grant setup. Please provide supporting documents (example: GL report, grant award letter, e-mail).

<table>
<thead>
<tr>
<th>ACCOUNT #</th>
<th>Amount</th>
<th>Debit/Credit</th>
<th>Bank Code</th>
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<tbody>
<tr>
<td>1100000-304170-400012-872000</td>
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</tbody>
</table>

Document Total: 0

For District Finance Office use only:

Prepared by: ________________________
Date Prepared: __/__/____
Approved By (DO): ________________________
Date Approved: __/__/____
Approved By (Print): ________________________
Date Approved: __/__/____
Approved Signatures: ________________________
Approved Date: __/__/____
Transaction Date: __/__/____
Board Date for ET: __/__/____
Document #: ________________________

Explanation/Notes:

Submit complete form to District Finance Office
Rev. 10/11/10

wvm.edu/services/fiscal/acctservic.es/Pages/default.aspx#Tab2

Tips & Tricks:

- Checking Budget availability before entering a requisition to avoid NSF
- Monitor approvals
- PO, Invoice and check issuance tracking
- Checking Budget Year 2018, Period: Current Month
- Rule Codes for Budget and Expense Transfers:
  - JC5 - Expense Transfer for same fund
  - JC6 - Expense Transfer for different fund
  - BC4 - Budget Transfer
AdobeSign & PrintSnap & Equitrac

- AdobeSign--Site License—MC Standard
  - No access? No Problem!
    - District IS Work Order
- Digital Approvals you design & control
  - Processing everything not in Banner
  - Stop use of paper
- PrintSnap,
  - Request printing from Dup Center anytime, anywhere
- Equitrac
  - Copier controls
2017-18 Year End Close Deadlines

- Requisitions
  - April 17
- Credit Card Purchases
  - May 22
- Stipend Invoices/OT Forms
  - June 18
- Reimbursement Claims (mileage, travel, DCR)
  - June 29
- All Invoices for FY 2017-18
  - July 13
- Expense and Budget Transfers in SSB
  - July 18
Your Questions?

- Where are you stuck?
- How can we assist?
- We will use your questions to further explain processes and guide you to site locations, forms and answers
- Admin Services staff 1 on 1 for extra attention
- You will be the expert