

Banner & Finance Training

Feb 22, 2018

9:30-11:30am

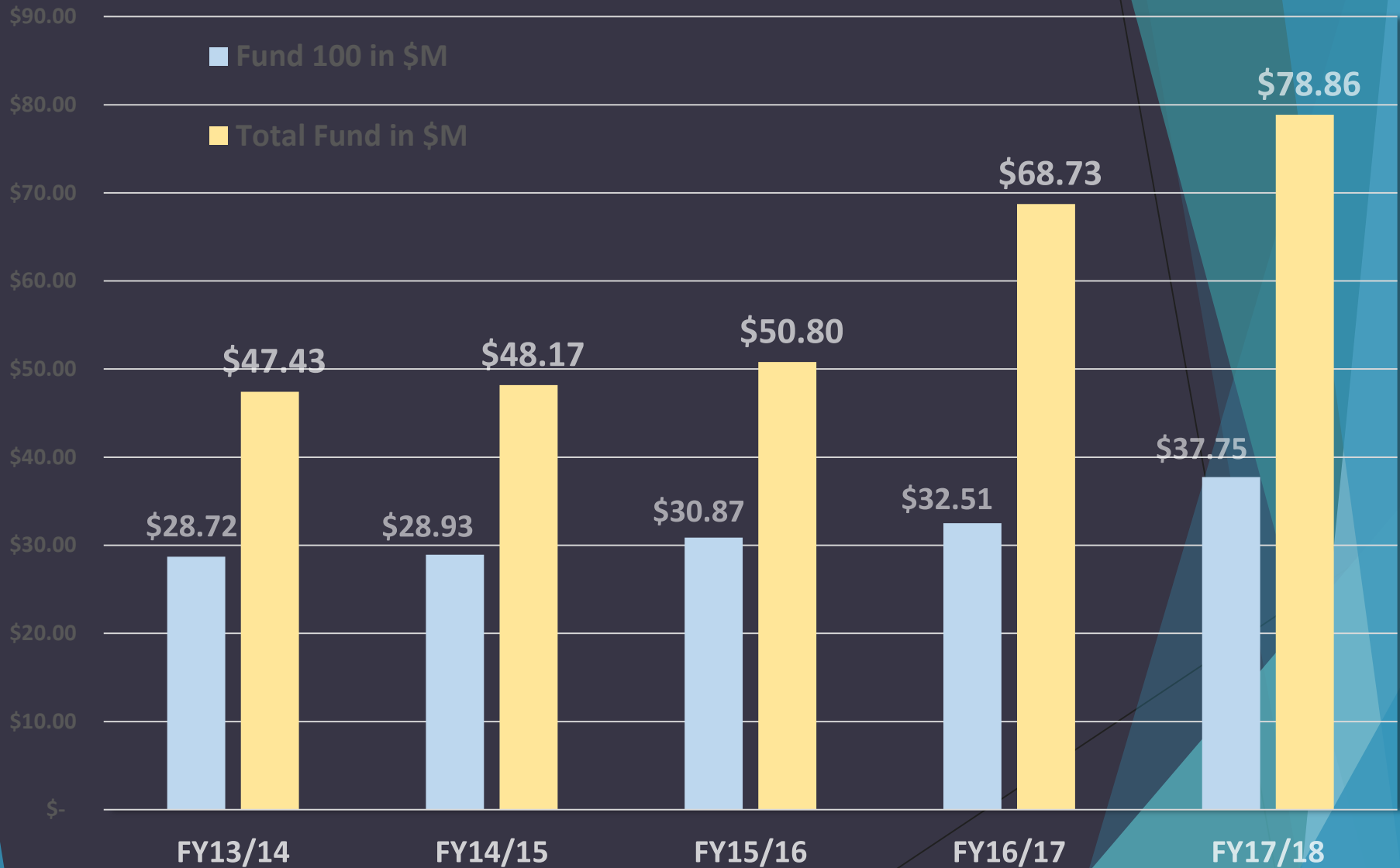
Location: SEC Conf Room 339

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



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...

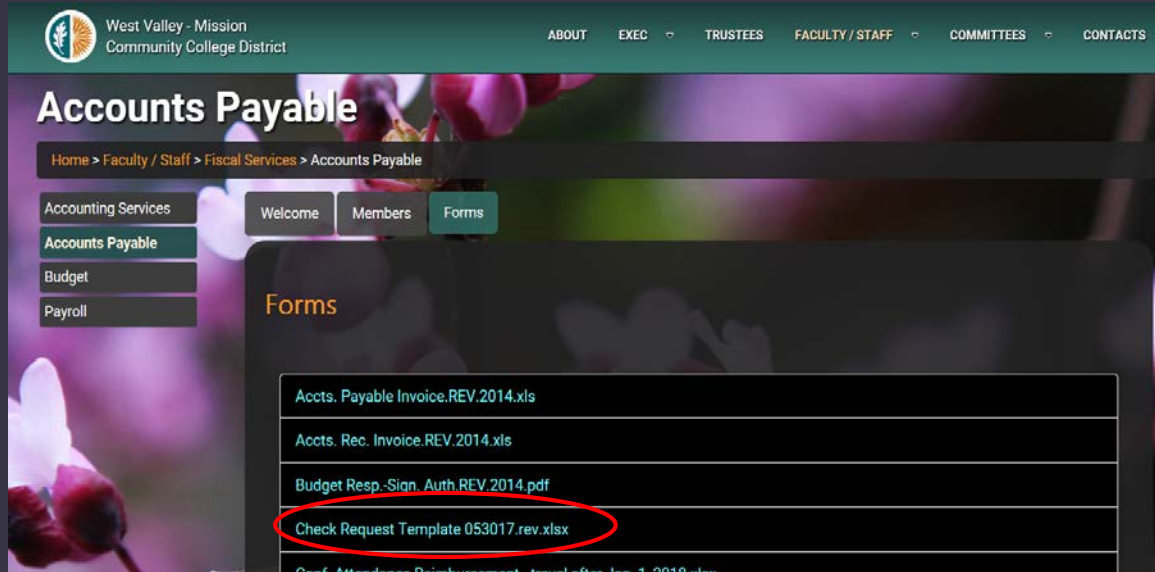
- Req goes through approval queues for any requisition within the Dean's org structure
 - In general two stops
 - Office of Instruction, through Dean and then Vice President of Instruction.
 - If over \$5000 - approval from VP Admin Services.
 - Admin Specialist must follow up and notify approvers
 - 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.

Requisition at Mission College continued...

- ▶ 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>

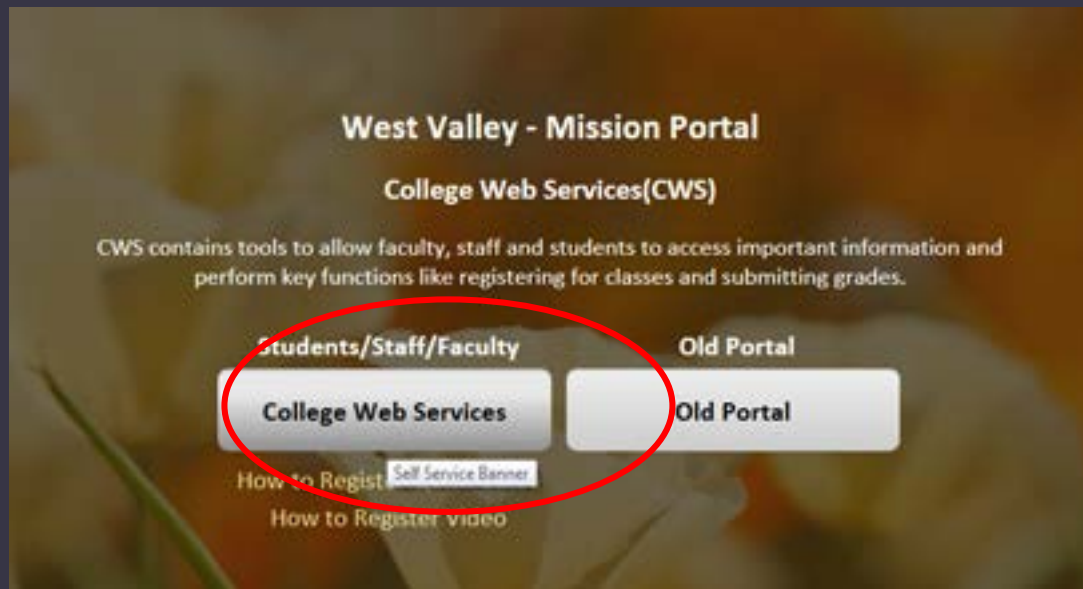
RFC. Request for Contract

- ▶ <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)

SSB Login Screen

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

The screenshot shows the SSB Finance menu. The 'Finance' menu item is circled in red. Below it, a grid of options is displayed. Two options, 'Budget and Expense Transfers Up to two lines' and 'Budget and Expense Transfers Up to five lines', are circled in red.

Budget Queries	Encumbrance Query	Requisition	Approve Documents
View Document	Budget and Expense Transfers Up to two lines	Budget and Expense Transfers Up to five lines	Delete Finance Template

SSB - Budget/Expense Transfer: Up to two lines

Use template ▼

Retrieve

Transaction Date ▼ ▼ ▼

Journal Type ▼

Transfer Amount

Document Amount 0.00

Budget Period

01	July	07	January
02	August	08	February
03	September	09	March
04	October	10	April
05	November	11	May
06	December	12	June

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
Description	<input type="text"/>			Budget Period	<input type="text" value="01"/> ▼				

Save as Template

Shared

Complete

FUPLOAD - Budget Transfer

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** A header row with a 'SHOW CONTROLS' button on the left, the title 'FUPLOAD Journal Entry' in the middle, and 'Hash Total: 0.00' and 'Prepared by: Susie McDonnell' on the right.
- Row 2:** A header row for data entries with columns: 'of Doc', 'sdocnum', 'Trans Date', 'RUCL', 'Chart', 'Acci', 'Fund', 'Orgn', 'Acct', 'Prog', 'Amount', 'D/C', 'Description', 'Bank', and 'Text'.
- Rows 3-38:** A grid of empty cells for data entry.

The spreadsheet is displayed in the Microsoft Excel application window, with the ribbon showing 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. The status bar at the bottom indicates 'Ready' and '100%' zoom.

<https://wvm.edu/services/fiscal/Pages/default.aspx#Tab3>

FUPLOAD - Expense Transfer

FUPLOAD LOADTHOM (Expense Transfer upload for Districtwide) [Read-Only] - Excel

Kristal Dela Cruz

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells Editing

M12

SHOW CONTROLS

FUPLOAD Journal Entry

Hash Total: 1000000.00 Prepared by: Chris Thomas

of Doc	sdocnum	Trans Date	RUCL	Chart	Acci	Fund	Orgn	Acct	Prog	Amount	D/C	Description	Bank	Text
1		20150701	BBL	D		999000		930000		1,000,000.00	D	Test Fupload Document #1	00	12345678910
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														

JVCD

Ready

100%

<https://wvm.edu/services/fiscal/Pages/default.aspx#Tab3>

Credit Card Report/Expense Transfer

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** Title: MONTHLY CREDIT CARD PURCHASE REPORT/EXPENSE TRANSFER
- Row 3:** (Statement Date/Year)
- Row 6:** CARDHOLDER: COLLEGE/DEPT:
- Row 8:** **CREDIT CARD REPORT:** SEND ORIGINAL, SIGNED REPORT WITH ORIGINAL STATEMENT AND ORIGINAL RECEIPTS TO PURCHASING WITHIN 30 DAYS OF STATEMENT DATE.
- Row 9:** **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.
- Row 11:** Credit card charges currently reside in FOAP number. Statement Amount: \$
- Table (Rows 13-24):**

Receipt Attached	Trans Date	Vendor	Description	Amount	Fund	Orgn	Acct	Program
- Row 24:** Total Charges \$ - Balance: \$ -

MONTHLY CREDIT CARD PURCHASE REPORT/EXPENSE TRANSFER

September-17
(Statement Date/Year)

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.

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

Credit card charges currently reside in FOAP number: 110000-220000-500136-601000 Statement Amount: \$

Receipt Attached	Trans Date	Vendor	Description	Amount	Fund	Orgn	Acct	Pr
YES	9/16/2017	Assoc. of Chief Bus Off.	Conference Registratoin	\$ 385.00	110000	220000	500118	60
				Total Charges	\$ 385.00	Balance:		\$

I CERTIFY THAT ALL PURCHASES LISTED ON THIS STATEMENT ARE CORRECT AND WERE MADE FOR OFFICIAL WVMCCD PURPOSES. ALL GOODS OR SERVICES HAVE BEEN RECEIVED.

[Signature] 10-16-17
 CARDHOLDER SIGNATURE DATE BUDGET ADMINISTRATOR SIGNATURE DATE



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

WEST VALLEY MISSION CCD

ACCOUNT NUMBER 4246-0400-1833-1563
STATEMENT DATE 09-22-17
TOTAL ACTIVITY \$ 385.00



000009527 01 SP 0.500 106481223456358 P
D. RICHARD BENNETT
CALCARD
3000 MISSION COLLEGE BLVD
SANTA CLARA CA 95054-1804

MEMO STATEMENT ONLY
DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Duplicate items are not permitted.

Cardholder: [Signature] Date: _____ Approver: _____ Date: _____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
09-16	09-16	ASSOC OF CHIEF BUS OFF 916-4432226 CA PUR ID: 40311769642 TAX: 0.00	24275307260900011227190	8239	385.00

110000-220000-500118-601000

Default Accounting Code: 110000-220000-500136-601000

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0400-1833-1563		ACCOUNT SUMMARY		
	STATEMENT DATE 09-22-17	DISPUTED AMOUNT \$ 0.00	PREVIOUS BALANCE	\$ 0.00	PURCHASES & OTHER CHARGES
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC. U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335		AMOUNT DUE	\$ 0.00	CASH ADVANCES	\$ 0.00
		DO NOT REMIT		CASH ADVANCE FEE	\$ 0.00
				CREDITS	\$ 0.00
				TOTAL ACTIVITY	\$ 385.00



West Valley-Mission Community College District Journal Template

Department or Program:

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).

ACCOUNT # FOAP	Amount	Debit/Credit (+)Plus/(-)Minus	Bank Code	Description
1100000-304170-400012-672000				

Document Total: 0

For District Finance Office use only:	
Prepared by: _____	Approved By (DO): _____
Date Prepared: _____	Date Approved: _____
Approved By (Print): _____	Entered By: _____
Approved Signature: _____	Transaction Date: _____
Approved Date: _____	Board Date for BT: _____
	Document #: _____

Explanation/Notes: _____

Submit complete form to District Finance Office Revised: 10/11/16

Journal Template

wvm.edu/services/fiscal/acctservices/Pages/default.aspx#Tab2

wvm.edu/_layouts/download.aspx?SourceUrl=https://wvm.edu/services/fiscal/budget/Forms/Journal%20Template%20Banner.10.14.16.xlsx

Tips & Tricks:

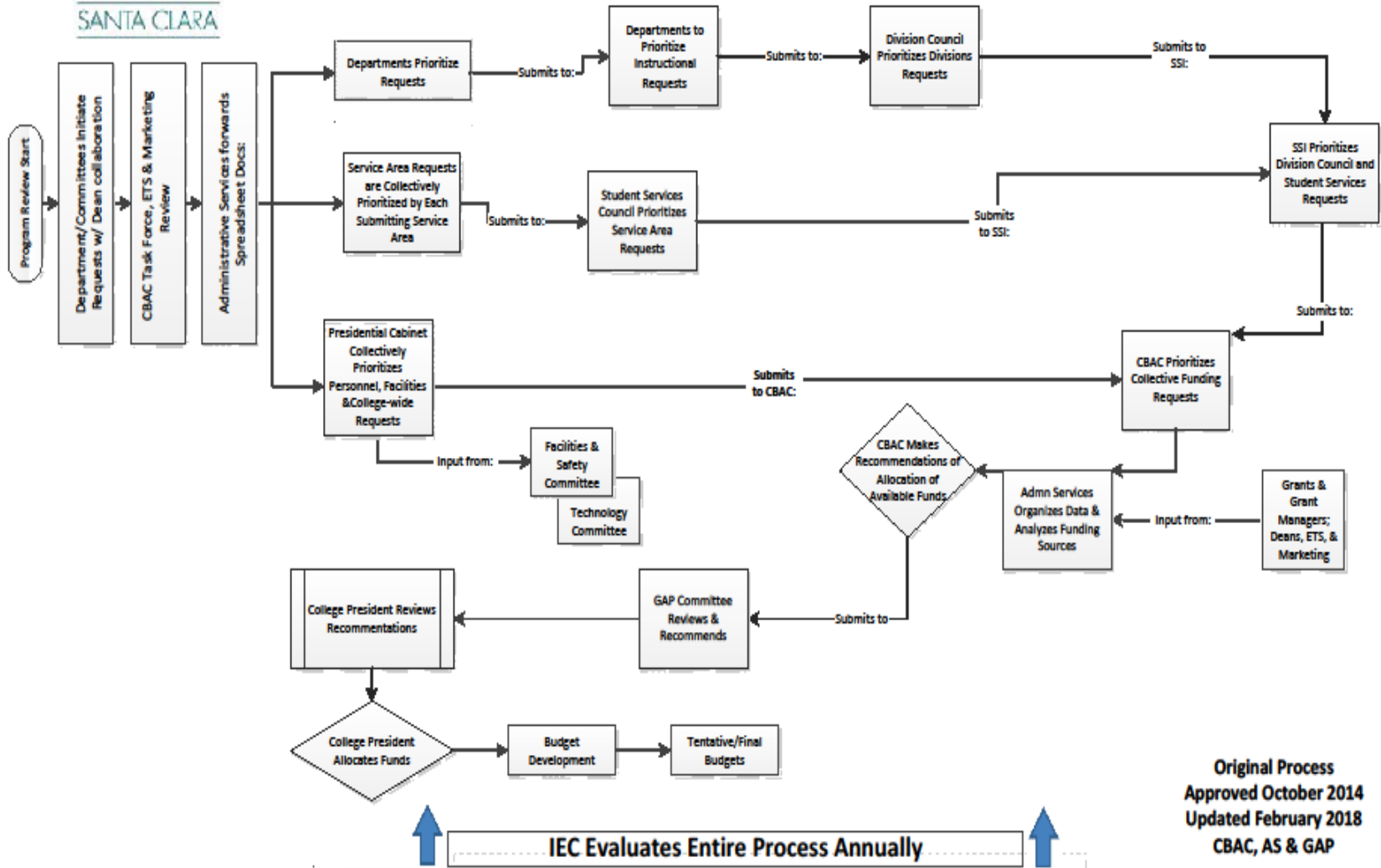
- ▶ Checking Budget availability before entering a requisition to avoid NSF
- ▶ Monitor approvals
- ▶ PO, Invoice and check issuance tracking
- ▶ Checking Budget Year 2018, Period: Current Month
- ▶ Rule Codes for Budget and Expense Transfers:
 - ▶ JC5 - Expense Transfer for same fund
 - ▶ JC6 - Expense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



Integrated Budget Allocation & Program Review Process



Original Process
 Approved October 2014
 Updated February 2018
 CBAC, AS & GAP

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