Finance Overview
Banner 8
Presented by:
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Strata Information Group
August 7, 2009
Finance Overview

• Internationalization Enhancement
• E-Procurement Functionality
• Web for Finance
• Miscellaneous Enhancements and Problem Resolutions
Internationalization Enhancements

• Purpose for the enhancement
  – Released with Banner 8.0
  – Adapt Banner for different languages
  – Reduce modification required for international clients
Internationalization Enhancements

• Summary of Enhancement-Related Changes
  – Unlimited additional IDs for a person
  – Expanded monetary amount fields
  – Expanded phone, name and address fields
  – New fields related to name and address
  – Related technical changes
Internationalization Enhancements

• Unlimited number of additional ID’s for a person
  – Additional Identification window added to FOAIDEN, SPAIDEN, APAIDEN and PPAIDEN
    • Tab-level security considerations
  – New tables/forms:
    • Additional Identification table (GORADID)
    • Additional Identification Type Validation table and form (GTVADID)
  – Any new ID must be assigned a type
Internationalization Enhancements

• Expanded monetary amount fields
  – Currency amounts expanded to 17 characters
    • Includes 2 decimal places
    • Change in amount field throughout Finance module (including Research Accounting)
    • Currency fields in other systems not changed
      – Exception: AFRCORG_OAL in Advancement module
  – Unit price expanded to 19 characters
    • Includes 4 decimal places
  – Currency exchange rate expanded 17 characters
    • Includes 7 decimal places
  – Amounts fields in Finance forms expanded
Internationalization Enhancements

- Other Expanded Fields
  - Name
  - Address
  - Phone
    - Area code
    - Phone number
    - Extension
    - Includes FAX

- Display on forms
Internationalization Enhancements

• New fields related to name and address
  – Database fields delivered with release 8.0
    • not visible
  – Display on forms and reports with release 8.3
    • Delivered with masking rules turned on
    • To unmask new fields:
      – gssmask.sql script (delivered with version General 8.2) – all new fields
      – GORDMSK to unmask specific fields
  – New fields
    • House number (field length 10) – displayed before street line 1
    • Street line 4 (field length 75) – after street line 3
    • Country code for phone (field length 4) – displayed before area code
    • Surname prefix (field length 60) – displayed before last name
Internationalization Enhancements

• Related technical changes
  – Unicode/UTF-8 database encoding
    • Allows for international characters and text
    • Database converted with release 8.0
  – Modification of C processes
    • Including control reports
    • Check Print Process (FABCHKP)
E-Procurement Functionality

• EDI (Electronic Data Interchange) for Purchase Orders
• E-Procurement Using API Functionality
EDI for Procurement

- Electronic transmission of transactions
  - EDI translator for Banner → EDI.Smart
    - Retrieve data from host application
    - Converts to standard formatting
    - Transmits converted data to intended receiver
  - Available for Banner Purchase Orders and Change Orders
    - Vendors must be EDI capable
EDI for Procurement

• Purchasing Interface
  – EDI Extract Process (FEPOEXT)
    • Runs on EDI.Smart workstation
    • Runs in sleep/wake mode
    • Creates an extract file of Purchase Orders and Change Orders
  – Limiting documents selected
    • Controlled by flag on documents
      – Purchase Order Form (FPAPURR)
      – Purchase Order Change Form (FPACHAR)
    • Flag may be overridden
      – Override privilege established on user’s Finance User Profile (FOMPROF)
EDI.Smart (EDI Translator)

• Technical requirements for running EDI.Smart
  – Windows-based PC running Windows 9.x, NT or 2000 (not XP)
  – 256 meg RAM, 200 meg footprint on hard drive (for the application)
  – Network Card to send and receive “messages” (transaction sets)
  – Printer for printing inbound documents (optional)
• EDI.Smart is built under MS Visual Foxpro 6.0
• EDI.Smart set up guides
  – EDI.Smart Host System Integration Guide
    • Relationship between EDI.Smart and host application
  – EDI.Smart Workstation Guide
    • Processes for sending and receiving data
EDI for Procurement

• Banner Set Up
  – Finance System Control Form (FOASYSC)
    • Select EDI Processing Info (under Options)
    • Accesses EDI Rules Form (FEREDIC)
      – Check EDI Status box for Purchasing & Procurement
      – Check Print checkbox if sent documents are to be printed
  – Finance User Profile Maintenance Form (FOMPROF)
    • Grant EDI override privileges
EDI for Procurement

• Banner Set Up (continued)
  – Vendor Maintenance Form (FTMVEND)
    • Establish Trading Partner IDs
      – At Vendor PIDM level
      – At Vendor PIDM, Address Type and Seq level
  – EDI Trading Partner Form (GXATPID)
    • Tie Trading Partner ID to Vendor
    • “Send Immediate” checkbox vs batch mode processing
  – Establish Trading Partner IDs in EDI.Smart
EDI for Procurement

• Banner Set Up (continued)
  – EDI Transaction ID Rules Form (GXRETID)
    • Define the extract file name
    • File name must also be defined in EDI.Smart
  – EDI Batch Processing Form (FEMBATC)
    • Define batch processing time parameters
    • Define sleep/wake interval
      – Includes only “Send Immediate”
      – Includes only posted transactions
EDI for Procurement

• Banner Set Up
  – EDI/ISO Standard Code Validation Form (GTVSCOD)
    • Table values supplied by EDI.Smart and Banner
    • Must run process to populate table
  – Tie institutionally-defined procurement codes to X12/EDIFACT codes from GTVSCOD
    • FOB Code Maintenance Form (FTMFOBS)
    • Unit of Measure Validation Form (FTMUOMS)
    • Freight Terms Code Validation Form (FTVFTRM)
    • Currency Code Maintenance Form (GUACURR)
    • Nation Code Validation (STVNATN)
EDI for Procurement

• Set up EDI.Smart (abbreviated)
  – Select and define mode of communication (VAN or Internet)
  – Create Trading Partner records
  – Set default values (technical)
  – Define extract file
  – Enable automatic processing
  – Add Banner Finance EDI Extract process (FEPOEXT) to Start Up group
EDI for Procurement

• EDI Extract Process (FEPOEXT)
  – Runs in sleep/wake mode from the EDI PC
  – Documents stored in EDI Purchasing History File (FERPHST)
  – “Send immediately” documents sent immediately after posting
  – Batch documents sent in accordance with batch parameters defined on FEMBATC
  – Query history on EDI Transaction Inquiry Form (FEITTRAN)
  – Resend EDI documents using FPAERSD
e-Procurement Using APIs

• Anticipates use of browser-based e-procurement front-end system
  – SungardHE partner → SciQuest (HigherMarkets)

• May require coordination with suppliers

• Incorporates Banner
  – Budget checking
  – Security checking
  – Document validation
  – Document creation (purchase order or requisition)
  – Two-way message integration
e-Procurement Using APIs

• Data synchronization
• Select an integration point between Banner and external system
  – Requisition level or
  – Purchase Order level
• Approvals processing flow
  – In Banner
  – In external system
• Dispatching of purchase order
• Sales Tax Processing
Web for Finance – Security Enhancements in 8x

• PIN Maintenance
  – PIN stored only in encrypted form
    • Unencrypted password cannot be retrieved from the database
    • PIN “salted” before encryption (randomly generated string added)
  – Enhanced ability to set and enforce strong passwords
  – More secure PIN reset mechanism
    • Series of security questions
      – New PIN Questions Form (GOAQSTN)
    • Answers stored in encrypted form
    • Third Party Access Audit Form GOATPAD modified for PIN security updates

• Check for malicious scripting codes
  – Blocked from passing through to user’s browser
  – Security log for any malicious scripting codes found
Web for Finance - Functionality

• Set Up
  – Finance User Profile (FOMPROF)
    • Grant access to SSB
    • Associate UserID with Banner ID
      – updates Enterprise Access Control Form (GOAEACC)
    • Grant Master Fund/Org access
      – Financial inquiry and transaction posting
      – SSB Budget Development
  – Finance security
    • Fund and Org Security (FOMUSFN and FOMUSOR)
      – SSB financial functionality uses INB security settings
      – Separate settings (columns) for SSB Budget Development
    • Rule Group Security (FOMUSRG)
  – Establish PIN on Third Party Access Audit Form (GOATPAD)
Web for Finance - Functionality

• Functionality Available though SSB
  – Budget Query
  – Encumbrance Query
  – Creating Procurement Documents
    • Requisitions
    • Purchase orders
  – Budget Entries and Journal Entries
  – Approve Documents
Web for Finance - Functionality

• Some limitations of SSB
  – No NSF Override Functionality
  – Documents cannot be left “In Process”
  – Cannot retrieve an incomplete document
  – Approvals messaging not available on SSB
  – Reqs and POs document-level accounting only
  – Purchase Orders will all be “Regular”
  – Cannot create change orders
  – Cannot convert requisition to PO on SSB
  – Cannot use EDI with SSB Purchase Orders
  – Limit of 5 lines (accounting and commodity) per document on Reqs and POs
  – Copy and paste on look up values
Web for Finance - Functionality

• Budget Queries
  – Similar to FGIBDSR/FGIBDST Budget Status Forms
  – Three types of queries
    • Budget Query by Account
    • Budget Query by Organizational Hierarchy
    • Budget Quick Query
  – Spreadsheet download capability
  – Queries may be saved as templates
  – User-calculated columns
    • Cannot be downloaded
Web for Finance - Functionality

• Budget Query by Account and Budget Query by Organizational Hierarchy
  – Shared characteristics
    • Choose fields to be displayed
      – Adopted Budget
      – Budget Adjustments
      – Adjusted Budgets
      – Temporary Budget
      – Accounted Budget
      – Year to Date
      – Encumbrances
      – Reservations
      – Commitments
      – Available Balance
    • Comparative Data by fiscal year and fiscal period
Web for Finance - Functionality

Fiscal year: 2009
Comparison Fiscal year: None
Fiscal period: 08
Comparison Fiscal period: None
Commitment Type:
- Chart of Accounts: 1
- Fund
- Organization: 1038
- Grant
- Account
- Program
- Include Revenue Accounts
- Save Query as:
- Shared
- Submit Query
Web for Finance - Functionality

- Budget Query by Account
  - Budget information for orgs detailed by account
  - Requires valid org or valid grant
  - Wildcard values allowable
  - Does not work with hierarchical orgs or accounts
  - Four levels
    - Account Detail
    - Transaction Detail
    - Document Detail
    - View the Document
  - View data by
    - Specific FOAPAL
    - Specific Org
    - All Orgs
    - Grant
    - Fund Type
    - Account Type
    - Revenue Accounts
Web for Finance - Functionality

• Budget Query by Organization Hierarchy
  – Allows actual or hierarchical orgs or accounts
  – 5 levels
    • Organization Hierarchy
    • Account Type (levels 1 and 2)
    • Account Detail, Transaction Detail
    • Document Detail
    • View the Document
  – View data by
    • Hierarchical Structure
    • Specific funds, high-level orgs, accounts, programs
    • Fund Type
    • Account Type
    • Revenue Accounts
Web for Finance - Functionality

• Budget Quick Query
  – Summarized budget information for organizations
  – Requires a grant or org code
  – Mimics FGIBDST
  – View data
    • Adjusted Budget
    • Year to Date
    • Commitments
    • Available Balance
  – No levels
  – Does not work with hierarchical orgs or accounts
Web for Finance - Functionality

• Encumbrance Query
  – Same information as INB forms
    • Organizational Encumbrance List (FGIOENC)
    • Detail Encumbrance Activity (FGIENCD)
  – Selection parameters must include Organization or Grant value
    • Wildcards permitted
    • Subject to Fund/Org security
Web for Finance - Functionality

• Creating Requisition Documents
  – Entire document on one page
  – Document and item text available
  – Look up values available
  – Incomplete documents cannot be pulled up and corrected/completed in SSB
  – Documents cannot be left in process
  – Limit of 5 lines per requisition
  – Document level accounting
  – No NSF override
  – Fund, org and rule class security applied
Web for Finance - Functionality

• Creating a Purchase Order
  – Cannot convert req to PO through SSB
  – Entire document on one page
  – Document and item text available
  – Look up values available
  – Incomplete documents cannot be pulled up and corrected/completed in SSB
  – Documents cannot be left in process
  – Limit of 5 lines per requisition
  – Document level accounting
  – No NSF override
  – Fund, org and rule class security applied
Web for Finance - Functionality

• Approving Documents
  – Functions like FOAUAPP
  – Query document by
    • User ID
    • Document Number
    • Documents for which you are next approver
    • All Documents for which you are approver
Query to find your approval documents
Web for Finance - Functionality

- Approving Documents
  – Organized approvals document user interface

Queried Parameters

<table>
<thead>
<tr>
<th>User ID</th>
<th>FIMSUUR</th>
<th>Purchasing clerk</th>
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<tbody>
<tr>
<td>Document Number:</td>
<td></td>
<td></td>
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<tr>
<td>Documents Shown:</td>
<td>All</td>
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Approve Documents List

<table>
<thead>
<tr>
<th>Next Approver</th>
<th>Type</th>
<th>NSF</th>
<th>Change Seq#</th>
<th>Sub#</th>
<th>Originating User</th>
<th>Amount</th>
<th>Queue Type</th>
<th>Document</th>
<th>History</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>REQ</td>
<td>YMC</td>
<td>MONTI</td>
<td>600.00 DOC</td>
<td>R0000134</td>
<td>History Approve Disapprove</td>
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<td></td>
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<td>PO</td>
<td>YMC</td>
<td>MONTI</td>
<td>500.00 DOC</td>
<td>P0000123</td>
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<tr>
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<td>PO</td>
<td>BGOU</td>
<td>RIE</td>
<td>15.95 DOC</td>
<td>P0000137</td>
<td>History Approve Disapprove</td>
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<td></td>
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<td>BGOU</td>
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## View Document

### Requisition Header
<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
</table>

- **Origin:** BANNER
- **Complete:** Y
- **Approved:** N
- **Type:** Procurement
- **Cancel Reason:**
- **Requestor:** Carly Neves
  - 650-687-678 X 0
  - Information Technology Svcs
- **Accounting:** Document Level
- **Ship to:**
  - SMCCCD CHAN OFC I.T.S.
  - 3401 CSM Drive
  - DIST 1st
  - San Mateo, CA 94402
- **Attention:** B. Winchester / F. Vaskells
- **Contact:** B. Winchester / F. Vaskells
  - 650-574-6274
- **Vendor:** 160468020 Xerox Corporation
  - 201 Spear St., Ste. 1300
  - San Francisco, CA 94105
  - Phone: 415-979-1469
  - Fax: 415-227-1946

### Requisition Commodities

<table>
<thead>
<tr>
<th>Item Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
<th>Tax</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>XEROX WCP 238H BA</td>
<td></td>
<td>1</td>
<td>2528</td>
<td>2,528.00</td>
<td>0.00</td>
<td>208.40</td>
</tr>
</tbody>
</table>

- Configured with
  - 2000CFIN ( 90 sheet finisher/stapler)
  - 3 hole ( three hole punch)
  - WPEMFAX1 ( one fax line)
- Customer Education and Analyst Support
- 60 Month fair market value lease of $210.90/mo
- Total for 2007-2008 $2,826.00 (12x 210.90)
- Effective 7/01/09-06/30/2010
- Lease ends in 2011
- purchase of supplies.
- Effective: Date of issuance through June 30, 2010.
- purchase of supplies.
- Effective: Date of issuance through June 30, 2010.

| MAINTENANCE | 1 | 500 | 500.00 | 0.00 | 0.00 | 500.00 |

- per image $0.0084
  - Based on approx 8000 images per month
  - Includes all service, parts and supplies
  - except for paper and staples

### Requisition Accounting

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<tr>
<th>Seq#</th>
<th>COA FY</th>
<th>Index Fund</th>
<th>Orgn Acct</th>
<th>Acct Prog</th>
<th>Actv Lcn</th>
<th>Proj</th>
<th>NSF Susp</th>
<th>NSF Ovr</th>
<th>NSF Susp Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>10</td>
<td>10001</td>
<td>1038</td>
<td>9620</td>
<td>687000</td>
<td>N</td>
<td>N</td>
<td>N</td>
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Total of displayed sequences: 3,234.40

- No Related Documents Available
View Document

Document Identification
Document Number R1000360  Type Requisition
Originator: NEVAREZ Carly Nevarez

Approvals required
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<th>Queue</th>
<th>Description</th>
<th>Level</th>
<th>Approvers</th>
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<tr>
<td>A138</td>
<td>CHAN OFC I.T.S. FUND 1 REQ 1</td>
<td></td>
<td>Rebecca Winchester</td>
</tr>
<tr>
<td>A138</td>
<td>CHAN OFC I.T.S. FUND 1 REQ 2</td>
<td></td>
<td>Edgar Coronel</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Eric Raznick</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Frank Vaskelis</td>
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</table>

Approvals recorded
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<tr>
<th>Queue Level</th>
<th>Date</th>
<th>User</th>
</tr>
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<tbody>
<tr>
<td>DENY 0</td>
<td>Jul 16, 2009</td>
<td>Rebecca Winchester</td>
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</tbody>
</table>
Approve drill down view

Approve Document

Document Information

Document Number: R1000360 Type: REQ
Change Seq# Sub#
Amount: 3,234.40

Comment:
This document has been approved.

Approve Document  Cancel
Web for Finance - Functionality

• Viewing Documents
  – Functions like Document Retrieval Form (FGIDOCR)
  – Submit query by
    • Document Type
    • Document Number
    • Submission Number
    • Change Sequence
To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of documents.

Choose type:
- Purchase Order
- Requisition
- Change Seq#

Display Account:
- Yes
- No

Display Document/Line Item Text:
- All
- Printable
- None

Display Commodity Text:
- All
- Printable
- None

View document
Approval history
Web for Finance - Functionality

• Budget Transfer
  – Similar to Journal Voucher Quick form (FGAJVCQ)
  – Rule class must be self-balancing
  – Transfer budget from one FOAPAL to another
  – Requires:
    • Fund/org security
    • Rule class security
    • Available budget
    • Must be within same chart
Web for Finance - Functionality

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template None

Transaction Date 12 DEC 2006
Journal Type BD01 (Permanent Adopted Budget)
Transfer Amount

Document Amount 0.00

<table>
<thead>
<tr>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>D/C</th>
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<tbody>
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<td>From</td>
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<td>To</td>
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<tr>
<td>Description</td>
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</table>

Save as Template

Shared

Complete
Web for Finance - Functionality

- Multi Line Budget Transfer
  - Allows up to 5 lines
  - Pluses (+) must equal minuses (-)
  - Amounts must add to document total
  - Designed for self-balance rule classes
  - Delivered with BD01, BD02 and BD04 set up for use with SSB
  - Other codes may be defined for use this SSB functionality
Web for Finance - Functionality

**Multiple Line Budget Transfer Form**

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

<table>
<thead>
<tr>
<th>Use template</th>
<th>None</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>12 DEC 2006</th>
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<table>
<thead>
<tr>
<th>Journal Type</th>
<th>BD01 (Permanent Adopted Budget)</th>
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<table>
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<tr>
<th>Document Amount</th>
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Web for Finance - Functionality

• SSB Budget Development
  – System Set Up
    • Enabled on FOASYSC System Control Maintenance Form
    • Security set up
      – FOMPROF User Profile Maintenance
      – FOMUSFN Fund/Fund Type Security Maintenance
      – FOMUSOR Organization Security Maintenance
  • Enable Budget Development link on SSB
    – Requires Web Tailor administrator access
Web for Finance - Functionality

• SSB Budget Development
  – Budget Development Query
    • Types of Queries
      – Organization Hierarchy
      – Line Item Detail
    • Download queried data to a spreadsheet
    • View change history (drill down)
Web for Finance - Functionality

• SSB Budget Worksheets
  – Creating a Budget Worksheet
    • Create new worksheet query
    • Retrieve existing worksheet query
Web for Finance - Functionality

- SSB Budget Worksheets
  - Changing Budgets through the Budget Worksheet
    - Mass Changes by amount or percent
    - Changes to specific rows
    - Adding new rows
    - Deleting a row
    - Adding text to a row
    - Track history
Web for Finance - Functionality

• SSB Budget Worksheets
  – Organizational Lock
    • Lock
      – Prevents changes through SSB Worksheet
    • Unlock
      – Allows changes through SSB Worksheet
  • Maintaining Organizational Lock
    – Established by Chart, Budget ID, Phase, Organization combination
    – Cascading effect (hierarchical)
Miscellaneous Enhancements and Problem Resolutions

• Documentation Changes
  – Detailed form information moved to on-line help
    • Standalone version of forms information delivered in html format
  – Defect information
    • Abbreviated description in release guide
    • Supplemental text file
      – Detailed problem
      – Impact
      – Resolution information
Miscellaneous Enhancements and Problem Resolutions

- **Investment Management**
  - No longer supported
  - References removed from
    - Chart of Accounts Maintenance Form (FTMCOAS)
      - Spending Formula Hierarchy Window removed
    - Fund Code Maintenance (FTMFUND)
      - Investment Information Window and Spending Formula Window removed
    - User Profile Maintenance (FOMPROF)
      - Investment Management Override window removed
  - Removed obsolete menus, forms and processes related to Investment Management
Miscellaneous Enhancements and Problem Resolutions

• Partial Data Masking
  – Available in version 7.0 for number and date fields
  – Extended to character fields with version 8.0

• Supplemental Data Engine
  – Add fields to Banner forms
  – Store data that is not part of existing Banner model
  – Data stored in separate table (Supplemental Data Table)
  – Data tied to origination table
  – Not all tables, blocks and forms work with SDE
  – Masking not supported with SDE (supplemental data fields cannot be masked)
Miscellaneous Enhancements and Problem Resolutions

• Changed Forms
  – General Encumbrance Maintenance Form (FGAENCB)
    • Time stamp added to “established date” field
    • Option menu choice for canceling change that has not been completed
      – New sequences (never posted) are deleted
      – Pending amounts set to null
      – Available balance reservations reversed
      – Header status and approval indicators reset
  – Detail Encumbrance Activity (FGIENCD)
    • Status indicator added to items
Miscellaneous Enhancements and Problem Resolutions

• Changed Fields
  – “amt_pct” and “pct” column lengths, decimal places changed to 21,6 on:
    • Invoice Accounting Table (FARINVA)
    • Purchase Order Accounting Detail Table (FPRPODA)
    • Request Accounting Table (FPRREQA)

• Updated tables and processes
  – Scripts for updating CFDA codes
  – 1099 Regulatory Updates
    • IRS mandated changes to the FAM1099 process
Miscellaneous Enhancements and Problem Resolutions

• Problem Resolutions
  – Accounts Payable
    • Cash Requirements Report (FARCSHR) added to GJBJOBS table
  – Purchasing
    • Requisitions and Purchase orders with NSF status of “A”
  – Journal Voucher Form (FGA JVCD)
    • Problem with copy/reverse function leaving fgrbako records has been resolved
  – Check Cancellation (FAACHKS)
    • Warning message when try to cancel a check that has already been reconciled
  – Encumbrance Open/Close (FPAEOCD)
    • Changed to allow PO to be re-opened when invoice or change order is in progress against that PO