

# Banner Finance & HR Newsletter

April 2004, Issue No. 6

## Electronic Approvals & FY End

In preparation for the fiscal year roll from FY04 to FY05, the Electronic Approvals system will be unavailable for approximately two weeks at the end of May and the beginning of June.

Fiscal year 2004 ends June 30th, but pay periods that are charged to FY05 begin in early June. Processes must be suspended while labor budgets and charge codes are converted to the new fiscal year.

The fiscal year roll process will require timesheet entry to be suspended for a few days, and payroll processing dates may be moved a day or two early. Watch Mason Efiles and check the HR home page for more specific information regarding those changes in the near future.

## Banner Productivity Tip Award Winner!

Katherine Lister of the College of Visual and Performing Arts is the winner of the award.

### Katherine's Search Tip:

- As an approver in NOAAPSM, to search for one approval in a list, press the F11 key, go to the field, and type what you want to find.
- Then press the Control & F11 keys to perform the search. To search for a name, use the wildcard (%) plus the name (example: %Lee will find everyone with the name Lee).
- Press the F4 key to exit the search.

This search function works on most of the screens throughout Banner.

### **New Banner URL:**

<https://patriotweb.gmu.edu>

## Purchasing & AP FY Deadlines

Departments should begin planning their purchases and/or payments to ensure that supplies, equipment, and services paid from Educational and General funds are delivered and paid for by fiscal year-end. The cut-off dates below have been established to allow sufficient time necessary for Purchasing and Accounts Payable to complete the purchase, delivery, invoice submission, and payment processes by June 30th. Our combined efforts will ensure that year-end purchasing and payments are efficient and effective.

Please be aware that for deliveries (or invoices) received on purchase requisitions submitted after the dates listed below, payment may not be processed until the new fiscal year, which will result in charges to next year's funds.

Descriptions of services and submission dates:

- AMEX SPCC: Charged by 5/10/04
- LPO Receiving Reports, Invoices, and Check Requests: Submit by 6/04/04
- Travel Vouchers: Submit by 6/17/04
- Patriot Computer Store Purchases: Complete by 6/17/04

The 30-day payment cycle requires that vendor invoices for received goods or services must reach Accounts Payable by June 4, 2004, in order to have current fiscal year budgets charged. Check Requests and LPO's for less than \$500 will be processed through June 17, 2004. Please keep in mind that payment cannot be made on invoices received prior to the receipt of the goods or services.

Reminder: The AMEX Purchasing card is a terrific way to make year-end purchases. The card may be used for operational purchases of less than \$2,000 and is encouraged for all transactions with vendors that accept the card.

If you have any questions, please contact Purchasing and Accounts Payable at 993-2580.

## New Banner Working Group

The Patriot Project Finance and HR Steering Committee determined the need to establish a hands on group of Banner users to address the issues and challenges of incorporating Banner into the many processes at the university and to begin developing a best practice system.

The new Working Group held a kick-off meeting on March 9<sup>th</sup>. Many issues were discussed, ideas and tips were shared, and several subcommittees were developed to address a variety of areas.

Current subcommittee initiatives are the following:

- Electronic Approvals Process Analysis
- Reporting Analysis
- Bi-weekly vs. Semi-Monthly Pay Period Analysis

The Working Group will reconvene on April 13<sup>th</sup> to hear subcommittee updates and discuss their findings. Please contact one of the Working Group members to discuss issues/concerns/ideas regarding Banner.

## Sponsored Projects – Banner Quick Reference Card

The Sponsored Projects – Banner Quick Reference Card is now available through the Office of Sponsored Programs (OSP). The reference card is extremely useful for PIs, department chairs, and financial managers and administrators managing sponsored projects. The reference gives information on:

- Accessing Self Service & e~Print
- User IDs and Passwords
- Steps to access reports on sponsored project budget, expense, and balance available information.

Please contact OSP at 993-2988 to get a copy, or go to their website at:

<http://www.gmu.edu/pubs/osp/procedure.htm>

### Banner Working Group Members

Beth Brock  
Mindy Barnhart  
Amy Brener  
Nancy Brown  
Bill Coester  
Raymond D'Souza  
Elena Deliso  
Tom Doetzer  
Nita Ghosh  
Carrie Gillotte  
George Ginosky  
Shira Goodfellow  
Tara Hammond  
Jan Hardiman  
Doug Helmann  
Beth Ives  
Kathleen Johnson  
Matt Johnson  
Carol Lawrence  
Katherine Lister  
Barbara Maddox  
Carol McGinnis  
Jeannie Medford  
Pete Mohle  
Kim Moyer-Crabtree  
Dorian Mroz  
Pat Nash  
Andrea Nikoi  
Lisa Ruffner  
Melinda Stawarz  
Libby Thompson  
Rhonda Troutman  
Kimberly Wadsworth  
Jane Wendelin

## Upcoming Finance & HR Training Dates:

- 04-05-04: Electronic Approvals: Adjuncts, Grad Assistants, Misc. Pays (FX)
- 04-23-04: Banner Finance Self Service Training (FX)
- 04-23-04: Banner Faculty Finance Self Service Training (FX)
- 04-29-04: Electronic Approvals: Adjuncts, Grad Assistants, Misc. Pays (PW)

For details and up-to-date information on training times, locations, and registration, please go to:

<http://www.gmu.edu/PatriotProject/train.html>