

Banner Finance & HR Newsletter

November 2004, Issue No. 13

Finance Administrative Systems Team (FAST) in Fiscal Services

Fiscal Services has reorganized to better meet the needs of the university. The FAST team was created in August 2004 to serve the following functions:

- Oversee Banner Finance and Accounts Receivable (AR) upgrades & system testing;
- Publish e-Print reports;
- Administer Finance and AR system access;
- Monitor the HR, Grants, and AR interfaces to Finance; and
- Manage Finance and AR enhancement projects (e.g., upgrade to Banner 7.0, Fixed Asset module implementation, workflow)

FAST Team Personnel

Barbara Doane, Assistant Controller. Barbara is the FAST Team Leader and Banner Finance Security Officer. Barbara started in May 2004 and comes to us from the University System of New Hampshire, where she worked on their Banner Finance implementation.

Linda Hatcher, Banner AR Coordinator. Linda has been heavily involved in the Banner Student implementation and is working to enhance the Banner Student AR module.

Elena Deliso, Budget Analyst. Elena focuses on budget and position control processes, and she schedules and verifies the accuracy of e-Print reports. She also is responsible for the reconciliation between the HR and Finance modules.

Yolanda Tamayo, Fiscal Information Technology Assistant. Yolanda processes Banner Finance and AR security requests and establishes Mason user accounts with eVA.

Rob Sparkman, Fiscal Information Technology Assistant. Rob is primarily responsible for publishing e-Print reports. He creates and modifies Index and FOAPAL elements and is back-up for processing security requests.

New Applications Analyst Position. FAST is recruiting to fill a new position to help with enhancement projects.

FAST Phone Number & Email

FAST has a central phone number: 993-2661 and email address (fast@gmu.edu) which are monitored by the team in order to quickly address your questions on Banner Finance and AR access: Internet Native, Self Service, and e-Print.

FAST Team Hotline:

703-993-2661

FAST Team email:

fast@gmu.edu

Setting up Banner Finance Self Service & e-Print Access

To set up or modify your access to Banner Finance Self Service or e-Print:

- Log in to Patriot Web at: <https://patriotweb.gmu.edu/>
- Select Employee Services
- Select Request Access to Banner Products
- Read Procedure for Requesting, Changing, or Removing Access to Banner Products
- For new users: submit the Banner Administrative Systems Account Request form
- For modification to existing accounts: submit the Finance Self Service and e-Print Account Modification Request form

Once the completed forms are received in FAST, security requests will be completed within 24 hours.

eVA Virginia's e-Procurement System

eVA is a mandated initiative from the State of Virginia to use a statewide online purchasing system for all purchases, including those less than \$2,000. The University is working to implement this initiative as quickly as possible. Staff from Purchasing and Fiscal Services conducted town hall meetings regarding eVA at Mason campuses during the month of October to inform users of the upcoming changes.

The eVA requirement will affect:

- the current limited purchase order (LPO); and
- AMEX procurement processes.

For more information please contact Bill Hardiman by phone or email at 993-2580 or whardima@gmu.edu. You can also go to the Fiscal Services website for eVA training dates, registration, and access information at: <http://fiscal.gmu.edu/>

eVA Training Dates

Fairfax:

- November 4th
- November 9th
- November 11th
- November 18th
- November 22nd
- December 10th
- December 17th
- December 22nd

Arlington:

- November 30th

Prince William:

- December 2nd

Please register at:

<http://ittraining.gmu.edu/view.cfm?>

Upcoming Finance & HR Training Dates:

- 11-10-04: Banner Finance Self Service Training (FX)
- 11-10-04: Banner Faculty Finance Self Service Training (FX)
- 11-16-04: Electronic Approvals (FX)
- 12-14-04: Banner Finance Self Service Training (FX)
- 12-14-04: Banner Faculty Finance Self Service Training (FX)
- 01-20-05: Banner Finance Self Service Training (FX)
- 01-20-05: Banner Faculty Finance Self Service Training (FX)

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

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

Banner 7.0 Upgrade

SunGardSCT is releasing a new version of Banner with a new look and feel scheduled to be released January 2005. Mason is planning to implement the new version in July 2005 after conducting significant testing and review.

Much of Banner Self Service remains the same. In Banner INB, the forms will appear larger, have a uniform font, require less scrolling, and include the addition of tabs to replace items in the Options menu. The person search in INB will be enhanced, and training is planned.

This new version of Banner will integrate well with the Luminis portal recently purchased by Mason and scheduled to be implemented by ITU starting in 2005.

Please be sure to check the Fiscal Services and HR websites for updates on Banner 7.0 testing and training opportunities.