

Banner Finance & HR Newsletter

February 2004, Issue No. 4

Financial Management & Banner

At the university, financial management refers mainly to ensuring university activities and projects remain within their sponsored, state allocated, or department budgets. Auxiliary enterprise managers are responsible for tracking actual revenues and expenses against projections. Furthermore, sponsored research projects need to be monitored to ensure appropriate spend out prior to the project end date.

It is the responsibility of university personnel in direct charge of funds (e.g., PIs for sponsored research, department chairs for department budgets, etc.) to verify that expenses and transactions posted to each fund or organization are proper. Sometimes this task is delegated to administrative staff.

Banner Finance has two primary means for getting the information necessary for financial management, and these tools are available 24 hours a day via Patriot Web, the Internet based Banner Self Serve and Banner e~Print.

Use Banner Self Serve for real-time customized reports on financial information. Self Serve allows you to change and compare fiscal years or months, and select the level of detail on the data you need to review.

Use Banner e~Print for standard financial reports. e~Print reports have been developed to meet basic requirements. We are in the process of enhancing and reorganizing these reports to provide easier access and meet the various demands for different types of information. Please refer to the tables below and on back to assist you with finding financial information.

Financial Responsibilities Quick Reference
as of 2/1/04

Role	Financial Responsibilities	Banner Reference
Department Chairs	<ul style="list-style-type: none"> Review all organizations within the department to ensure activities remain within budget Review all sponsored projects within the department to ensure projects remain within budget and spend out prior to the end date 	<ul style="list-style-type: none"> e~Print report: Grant Inception (frrgitd) e~Print report: Budget Status (fgrbdsc) Self Serve: Budget Query by Organization Department level summary reports currently in development
PIs	<ul style="list-style-type: none"> Review sponsored project budget, expenses to date, commitments, and remaining balance each month to ensure projects remain within budget and on the spend out schedule Ensure project information is in accordance with current sponsored award specifications Review all direct expenses and labor charged to the sponsored project to ensure accurate accounting for expenses on the project Initiate transfer of any charges that may have been incorrectly posted to the project 	<ul style="list-style-type: none"> e~Print report: Grant Inception (frrgitd) e~Print report: Labor Distribution (fzrlabr) Self Serve: Budget Query by Account
Department Financial Managers	<ul style="list-style-type: none"> Review organizations/funds budgets, revenue (if applicable), expenses to date, commitments and remaining balance each month to ensure activities remain within budget Notify PIs or supervisors of overspending trends and overspent organizations/funds, or if transfers are not being processed in a timely manner 	<ul style="list-style-type: none"> e~Print report: Budget Status (fgrbdsc) e~Print report: Labor Distribution (fzrlabr) e~Print report: Organizational Detail Activity (fgrodta) Self Serve: Budget Query by Organization Department level summary reports currently in development

**e~Print Quick Reference
as of 2/1/04**

Reference and Numerical Look-up Reports

Content	e~Print Report	Report Selection Options
<ul style="list-style-type: none"> Index numbers, descriptions, and associated organization and fund numbers 	Account Index Report (fgracci)	n/a
<ul style="list-style-type: none"> Account numbers and descriptions 	Account Hierarchy Report (fgracth)	n/a
<ul style="list-style-type: none"> Fund numbers and descriptions 	Fund Hierarchy Report (fgrfndh)	n/a
<ul style="list-style-type: none"> Organization numbers and descriptions 	Organization Hierarchy Report (fgrorgh)	n/a
<ul style="list-style-type: none"> Cross reference report for position, index, organization, and fund numbers 	Organization, Index, and Position Number	n/a

Financial Reports

Content	e~Print Report	Report Selection Options
<ul style="list-style-type: none"> Adjusted budget, expenses (current, ytd), commitments, and available balance 	Budget Status (fgrbdsc)	<ul style="list-style-type: none"> Index Organization Fund
<ul style="list-style-type: none"> Transaction (budget, actual, commitment) activity sorted by account 	Organization Detail Activity (fgrodta)	<ul style="list-style-type: none"> Organization
<ul style="list-style-type: none"> Budget Status Report for FY02 and prior 	SL Statement of Accounts (FBM090)	<ul style="list-style-type: none"> Organization Fund
<ul style="list-style-type: none"> Organization Detail Activity Report for FY02 and prior 	Report of Transactions (fbm091)	<ul style="list-style-type: none"> Organization Fund
<ul style="list-style-type: none"> Sponsored project budget, expenses (current, itd), commitments, and available balance 	Grant Inception (frrgitd)	<ul style="list-style-type: none"> Index Organization Fund

Personnel Reports

Content	e~Print Report	Report Selection Options
<ul style="list-style-type: none"> Month and year to date salary and fringe benefit charges by employee 	Labor Distribution (fzrlabr)	<ul style="list-style-type: none"> Organization Fund
<ul style="list-style-type: none"> Position number and title, employee name, and salary 	Personnel Staffing Roster (fzrplsr)	<ul style="list-style-type: none"> Index Organization Fund
<ul style="list-style-type: none"> Position status and number; FTE (budget, filled and vacant); and salary (budget, encumbered, expended, balance) amounts 	Position Status Exception Report (nbrpsta)	<ul style="list-style-type: none"> Organization
<ul style="list-style-type: none"> Employee ID, name, and leave (accrued, taken, available balance) 	Leave Liability Report (perleav)	<ul style="list-style-type: none"> Organization
<ul style="list-style-type: none"> Position number, title, employee name, fte, and salary 	Personnel Staffing Roster by Account (GMUEB104-002)	<ul style="list-style-type: none"> Organization Fund
<ul style="list-style-type: none"> Labor Distribution Report for FY02 and prior 	Labor Distribution by Fund (EBC440)	<ul style="list-style-type: none"> Organization Fund
<ul style="list-style-type: none"> Encumbrance Report for FY02 and prior 	Personnel Statement by Account (GMUEB880)	<ul style="list-style-type: none"> Organization Fund

Suggestions? Contact one of the Finance & Human Resources Steering Committee Members:

Beth Brock, Assistant Vice President and Controller; Fiscal Services, Committee Chair
 Leslie Dyre, Director Finance, HR; College of Arts & Sciences
 Raymond D'Souza, Director, Administration and Finance; School of Law
 Bill Coester, Administrator; School of Public Policy
 Martin Ford, Senior Associate Dean; Graduate School of Education
 Carrie Gillotte, Director Database Application Services; Technology Systems Division – ITU
 Linda Harber, Assistant Vice President; Human Resources
 Ken Hubble, Internal Audit Director; Internal Audit and Management Services
 Kathleen Johnson, Director Budget and Personnel; School of Information Technology
 Chris Jones, Chair; Environmental Science and Policy
 Susan Jones, University Registrar; Registrar
 Donna Kidd, Assistant Vice President, Budget and IPR; Budget Office
 Ann McGuigan, Director; Office of Sponsored Programs
 Dorian Mroz, Director Finance and Administration; College of Visual & Performing Arts
 Jennifer Murphy, Director Technology Transfer; Provost Office
 Wendy Payton, Director Special Projects, Vice Provost for Academic Affairs; Provost Office
 David Roe, Financial Officer; GMU Foundation Inc.
 Dave Rossell, Associate Provost for Personnel and Budget; Provost Office
 Libby Thompson, Financial Manager; Institute for Conflict Analysis & Resolution

Upcoming Finance & HR Training Dates:

03-08-04: Electronic Approvals: Adjuncts, Grad Assistants, Misc. Pays (FX)

03-23-04: Electronic Approvals (ARL)

03-30-04: Banner Finance Self Service Training (FX)

03-30-04: Banner Faculty Finance Self Service Training (FX)

03-31-04: Electronic Approvals: Wage, Work Study (FX)

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

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