Banner Finance Training

Presented by Rebecca Bunn
Revenue Account Codes

Used to identify an inflow of money for a service or an activity that is accounted for as revenue (income)/increase or transfer-in.

- Revenue codes are five or six digits in length
- Lead digit will be 5
- No revenue in General Fund indexes
Expense Account Codes

Used to identify an outflow of money to pay for an item or service or an activity that is accounted for as an expenditure (expense)/deduction or transfer-out.

- expense codes are five or six digits in length
- Lead digit will be 6
  - 61xxx – Salary and benefits
  - 62xxx – Operating expense
  - 63xxx – Capital equipment
Operating Expense

Operating expenses start with a 62xxx and are broken down into the following categories

- 621xx – Contracted Services
- 622xx – Supplies
- 623xx – Communications
- 624xx – Travel
- 625xx – Rent
- 626xx – Utilities
- 627xx – Repairs & Maintenance
- 628xx – Other
General Fund Index

What is a General Fund Index?

• State appropriated indexes/funds begin with a 61xxxx
• These indexes have no revenue (income), instead they are given “spending authority” or a budget each fiscal year.
• Funds are not carried forward to be spent in the following year
Banner Web Reports Link: https://www.montana.edu/uit/esg/

Click on the down arrow next to “Reporting: Reports Web” and click “Log in”
Login using your NetID and Password

Trouble logging in?
Reset your password
Contact your campus Help Desk.

Security Notice:
Remember to log out and close your web browser when finished.
Your Banner User ID and Database will automatically populate. Click “Continue”.
Select “Banner Reports v8.9”

<table>
<thead>
<tr>
<th>Applications Available in Your Security Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Reports v8.9</td>
</tr>
<tr>
<td>SecurityWeb</td>
</tr>
<tr>
<td>xFeed</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>* logged in as EMTER@PROD *</td>
</tr>
</tbody>
</table>
If this is your first-time logging in, you may receive the message below.

mars.montana.edu says
NOTICE: You have not defined your preferences.

Please see My Preferences and ensure your email is accurate

Click “OK”
Enter your Email Address and click "Save" and "Close".

Click "My Preferences"

***Note: You will not receive this warning again after you have setup your My Preferences.***
In the drop down for “Report Types” select “Finance Reports”.
Scroll to see all the available reports for Finance.
1. Click the box next to the following reports:
   - Operating Ledger Summary
   - Operating Ledger Transactions
   - Payroll Report

2. Click “Submit Selected Reports” to run
1. Under “Submit Report Arguments” enter your Index Number, the Fiscal Year (20xx) and select the Month (current month for to-date balances).

2. Click “Execute Report(s)”
You will see your reports under “My Reports” and the Status will say “Running...”. Reports cannot be opened until this status changes to “Done”. To update your Status, click “Update My Listing”.

Once the status has changed to “Done” you can open the report(s) to view them by clicking PDF under Link.
Operating Ledger Summary – Indexes starting with 61xxxx

<table>
<thead>
<tr>
<th>Acct</th>
<th>Account Description</th>
<th>Base Budget</th>
<th>Revised Budget</th>
<th>Current</th>
<th>YTD</th>
<th>Encumber</th>
<th>Available</th>
<th>%Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61124</td>
<td>Contract Professional</td>
<td>134,023</td>
<td>134,023</td>
<td>10,269.22</td>
<td>16,431.87</td>
<td>117,590.59</td>
<td>.07</td>
<td>.00%</td>
</tr>
<tr>
<td></td>
<td>Total Salaries</td>
<td>134,023</td>
<td>134,023</td>
<td>10,269.22</td>
<td>16,431.87</td>
<td>117,590.59</td>
<td>.07</td>
<td>.00%</td>
</tr>
<tr>
<td></td>
<td>Total Salary</td>
<td>134,023</td>
<td>134,023</td>
<td>10,269.22</td>
<td>16,431.87</td>
<td>117,590.59</td>
<td>.07</td>
<td>.00%</td>
</tr>
<tr>
<td>62102</td>
<td>Consultant &amp; Professional</td>
<td>22,000</td>
<td>22,000</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>22,000.00</td>
<td>100.00%</td>
</tr>
<tr>
<td></td>
<td>Total Contracted Services</td>
<td>22,000</td>
<td>22,000</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>22,000.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>62202</td>
<td>Athletic &amp; Recreational S</td>
<td>4,560</td>
<td>4,560</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>4,560.00</td>
<td>100.00%</td>
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<tr>
<td>62203</td>
<td>Clothing &amp; Personal Suppl</td>
<td>8,500</td>
<td>8,500</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>8,500.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>62209</td>
<td>Medical &amp; Hospital Suppl</td>
<td>250</td>
<td>250</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>250.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>62212</td>
<td>Photo Reproduction Suppl</td>
<td>0</td>
<td>0</td>
<td>0.95</td>
<td>10.53</td>
<td>.00</td>
<td>-10.53</td>
<td>.00%</td>
</tr>
<tr>
<td>62249</td>
<td>Minor Software &lt;$100,000</td>
<td>2,500</td>
<td>2,500</td>
<td>2,904.00</td>
<td>2,904.00</td>
<td>.00</td>
<td>-404.00</td>
<td>-16.16%</td>
</tr>
<tr>
<td></td>
<td>Total Supplies</td>
<td>15,750</td>
<td>18,750</td>
<td>2,914.53</td>
<td>2,914.53</td>
<td>.00</td>
<td>12,835.47</td>
<td>81.50%</td>
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<tr>
<td>62498</td>
<td>Non-Employee Travel</td>
<td>45,665</td>
<td>45,665</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>45,665.00</td>
<td>100.00%</td>
</tr>
<tr>
<td></td>
<td>Total Travel</td>
<td>45,665</td>
<td>45,665</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>45,665.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>62801</td>
<td>Dues</td>
<td>0</td>
<td>0</td>
<td>1,250.00</td>
<td>.00</td>
<td>.00</td>
<td>-1,250.00</td>
<td>.00%</td>
</tr>
<tr>
<td></td>
<td>Total Other Expenses</td>
<td>0</td>
<td>0</td>
<td>1,250.00</td>
<td>.00</td>
<td>.00</td>
<td>-1,250.00</td>
<td>.00%</td>
</tr>
<tr>
<td></td>
<td>Total Operations</td>
<td>83,415</td>
<td>83,415</td>
<td>2,914.53</td>
<td>4,164.53</td>
<td>.00</td>
<td>79,250.47</td>
<td>95.01%</td>
</tr>
<tr>
<td></td>
<td>Total Expense</td>
<td>217,438</td>
<td>217,438</td>
<td>13,181.45</td>
<td>20,696.40</td>
<td>117,590.59</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Income Loss Expense</td>
<td>-217,438</td>
<td>-217,438</td>
<td>-13,181.45</td>
<td>-20,696.40</td>
<td>-117,590.59</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>79,250.54</td>
<td>.00%</td>
</tr>
</tbody>
</table>

**Revised Budget:** In indexes starting with a 61xxxx, this is the “spending authority” you were given for the fiscal year.

**Current:** In general fund indexes, this is the actual revenue & expenses for the month (August in this example).

**YTD:** In general fund indexes, this is the actual revenue & expenses to date for the fiscal year (July through August in this example).

**Encumber:** Encumbrances are the unpaid salaries of budgeted positions that will be paid by the end of the fiscal year.
**What is the balance in my General Fund (615xxx) Index?**

To find your balance in a 61xxxx index:

1. Take the Available balance at the bottom of the report.
   - **Total Revised Budget**
   - **Total YTD**
   - **Total Encumbrances**
   - **Available Balance**

2. Subtract out any future payroll expenses for positions other than the budgeted positions (i.e. students, part-time temp, etc.)

3. Subtract out any expenses that have not posted in Banner (i.e. outstanding p-card expenses or BPA's)

   ***Note: Available Balance should only be used to find the balance of a General Fund index.***
Operating Ledger Transactions

<table>
<thead>
<tr>
<th>Rule Code</th>
<th>Description</th>
<th>Budget</th>
<th>Income</th>
<th>Expense</th>
<th>Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>INNI</td>
<td>Encumbrance Salaries</td>
<td>5,134.96</td>
<td>-5,134.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JE16</td>
<td>Copy Charges</td>
<td>10.53</td>
<td>10.53</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>JIA</td>
<td>Synergy Sports Technology LLC</td>
<td>2,904.00</td>
<td>2,904.00</td>
<td>.00</td>
<td></td>
</tr>
</tbody>
</table>

**Rule Codes (Document Types):**
- **INNI** – Paid invoices (BPA’s), the transaction description will show a vendor name.
- **JE16**
  - If the **Document number** starts with a **PBxxxxxx**, this is a p-card transaction that was coded in Chrome River.
  - If the **Document number** starts with a **Jxxxxxx/YJxxxxxx**, this is journal voucher representing a correcting entry.
- **JRC** – Recharge Journal Entry represents a billing between your index and another campus index, such as the Mailroom, Printing Services, Copiers, Campus Store, etc.
- **JOC** – Payments made to or received from other MSU Campuses (Bozeman, Havre or Great Falls)
- **JIA** – Payments made to or received from other State of Montana agencies (Dept of Revenue, OCHE, etc.)
- **H%** - Document types that begin with H are payroll related (Salaries or Benefits).
The Payroll Report will provide the detail of who was paid and how much for each pay period.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Transaction</th>
<th>Pay Suppl</th>
<th>Doc #</th>
<th>No</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>61124 Contract Professional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>08/09/21 08/11/21</td>
<td>Last Name, First Name</td>
<td>F0143371</td>
<td>16</td>
<td>3,673.42</td>
</tr>
<tr>
<td>M</td>
<td>08/09/21 08/11/21</td>
<td>Last Name, First Name</td>
<td>F0143371</td>
<td>16</td>
<td>1,461.54</td>
</tr>
<tr>
<td>M</td>
<td>08/23/21 08/25/21</td>
<td>Last Name, First Name</td>
<td>F0143715</td>
<td>17</td>
<td>3,673.42</td>
</tr>
<tr>
<td>M</td>
<td>08/23/21 08/25/21</td>
<td>Last Name, First Name</td>
<td>F0143715</td>
<td>17</td>
<td>1,461.54</td>
</tr>
<tr>
<td></td>
<td>Total 61124 Contract Professional</td>
<td></td>
<td></td>
<td></td>
<td>10,269.92</td>
</tr>
<tr>
<td></td>
<td>Total Benefits Pay No 17</td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>Total Pay No 17</td>
<td></td>
<td></td>
<td></td>
<td>10,269.92</td>
</tr>
<tr>
<td></td>
<td>Total Salary</td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>Total Benefits</td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>Total Personal Services</td>
<td></td>
<td></td>
<td></td>
<td>10,269.92</td>
</tr>
</tbody>
</table>
The link above will take you to the Banner 9 Resources page. Click **Banner 9 Log in** under **PROD** to login with your NetID and Password.
In the search menu type in “FGIBDST”.
This form will be the same information as what is in the Operating Ledger Summary.
Open FGIBDST and type in your General Fund index number (61xxxx) and click “Go”
217,437.53 – 20,596.40 – 117,590.59 = $79,250.54 Total Available Balance

In Banner, the Total Available Balance must be calculated with the following formula:

\[
\text{Total Adjusted Budget} - \text{YTD Activity} - \text{Commitments} = \text{Total Available Balance}
\]

**Note: You will need to subtract any expenditures that have not posted in Banner to get your Total Remaining Spending Authority (Budget).**
To view the Transactions:
• Click on the Account Code you want to look at.
• Then click on “Related” and select “Transaction Detail Information [FGITRND]
Rule Codes (Document Types):
• **INNI** – Paid invoices (BPA’s), the transaction description will show a vendor name.
• **JE16**
  - If the Document number starts with a PBxxxxxx, this is a p-card transaction that was coded in Chrome River.
  - If the Document number starts with a Jxxxxxxx/YJxxxxxx, this is journal voucher representing a correcting entry.
• **JRC** – Recharge Journal Entry represents a billing between your index and another campus index, such as the Mailroom, Printing Services, Copiers, Campus Store, etc.
• **JOC** – Payments made to or received from other MSU Campuses (Bozeman, Havre or Great Falls)
• **JIA** – Payments made to or received from other State of Montana agencies (Dept of Revenue, OCHE, etc.)
• **H%** - Document types that begin with H are payroll related (Salaries or Benefits).
Self-Support Indexes

What is a **Self-Support** Index?

- Self-supporting indexes that begin with:
  - 62xxxx – Grants
  - 63xxxx – Designated
  - 64xxxx – Auxiliaries
  - 68xxxx – Renewal & Replacement
- Also known as a “rollover” index, these funds carry over from year to year
- These indexes must generate enough revenue (income) to cover expenses.
- The budget in these indexes are estimates, *not* spending authority.
You will run the same Banner Web Reports for Self-Support indexes.

- Operating Ledger Summary
- Operating Ledger Transaction
- Payroll Report
Revised Budget: In self-support indexes, this is the projected revenue & expenses or your “goal” you were given for the fiscal year. These are only estimates and not actual money in the bank.

Current: In self-support indexes, this is the actual revenue & expenses for the month (September in this example).

YTD: In self-support indexes, this is the actual revenue & expenses to date for the fiscal year (July through September in this example).

**Note: There is revenue recorded in this index.**
How do I know if I’m generating enough Revenue to Cover expenses?

1. Self-support indexes must bring in enough revenue (income) to cover expenditures.
2. To see this, use the YTD amount on the **Income Less Expense** line.
   
   \[
   \text{Total Revenue} - \text{Total Expense} = \text{Income Less Expense}
   \]
3. Subtract out any expenses that have not posted in Banner (i.e. outstanding p-card expenses or BPA's).

***Do not use the Available Balance line for Self-Support indexes.***
How do I find the balance in my self-support index?

Locate the fund number on the Operating Ledger Summary report for the self-support index you would like the balance of.
How do I find the balance in my self-support index?

In Banner Web Reports, click on the General Ledger report.
How do I find the balance in my self-support index?

1. Under “Submit Report Arguments” enter your Fund number, the Fiscal Year (20xx) and select the Month (current month for to-date balances).
2. Click “Execute Report(s)”. 
How do I find the balance in my self-support index?

1. On the General Ledger report, locate the **Total Fund Balance** at the bottom of the report.
2. This is the total self-support balance for this fund (like a check book balance).

***All Fund Balances must be positive at Fiscal Year End***
Using Banner to find the balance in my self-support index

In the search menu type in “FGITBSR”

This form will be the same information as what is in the General Ledger.
Open FGITBSR and type in your self-support fund number and click “Go”
In Banner, the Current Fund Balance is the balance in a self-support index (starts with 62, 63, 64 and 68)
Financial Services Contact Information

https://www.msubillings.edu/financialservices/banner.htm

Rebecca Bunn
Controller
657-1682

Ashley Ketch
Accountant
657-1681

Janet Eve
Accountant
657-1631

Dean Hanson
Grants Accounting Manager
657-1631

Gina Herbert
Accountant
657-2625

MONTANA STATE UNIVERSITY BILLINGS