BANNER BULLETIN #4:

Five (5) Working Days until Banner Finance is “Live” – July 1, 2007

IMPORTANT NOTICE TO: Grant and Contract Sponsored Project Directors/Principal Investigators!

Due to the unique administrative requirements of Grants, Contracts and other sponsored projects, the new Banner Finance system will become an integral part of effectively managing these projects. Principal Investigators and Project Directors must initiate and complete a number of project management tasks including approving expenditures; it is essential to know the required administrative processes.

If you have not already done so, please register for the Banner Finance training at www.ewu.edu/trainingscheduler. View the Training Matrix on our website for course curriculum information. For your convenience we will begin to offer the Finance 201 and Finance 204 as a bundled course (all in one day) at least once per month. The first bundled course will begin in August 2007. If you have already attended Banner Navigation training for the Banner Student system, you do not need to attend it again. If you have any questions regarding how Banner Finance will affect you or have special training needs please contact the Grants Office at x6567.

Attention PCard Cardholders and Approvers:

The Purchasing Office is currently working with EWU’s Procurement Card partner, PaymentNet, to make sure that the PCard website is ready to accept the new Banner Finance Index and/or Fund codes.

Please note that temporarily, the PCard website forms will still be labeled for FRS accounts; however, the account entry fields will be formatted to accept the new Banner Index/Fund codes.

To assist us in coordinating all our PCard processes with the new Banner Finance system, please:

- Approve all June transactions by July 5, 2007, and
- Delay all your July transaction approvals until July 16, 2007.

Thank you for helping make this a seamless transition for all of us.