The successful implementation of the Banner Finance Purchasing Module requires the joint effort of the Purchasing Office, user departments, suppliers and Accounts Payable.

We would like to encourage all departments to make year-end purchases as soon as possible. This will facilitate the conversion of the Banner Finance Purchasing module and minimize the number of manual entries that will need to be entered into the new Banner Finance System.

The Purchasing Office has issued guideline dates to facilitate the fiscal year end closing and the conversion to Banner Finance (memo dated January 9, 2007)

April 16, 2007 has been recommended as a guideline for:

- Renewals of Open Orders/Blanket Orders. Follow the same format as your current order, referencing last fiscal year’s purchase order number on your requisition.
- Renewals of Standing Orders/Variable Orders. These orders are for your copiers and/or fax machine rentals and/or maintenance. Please be sure to reference last years purchase order number, including the serial number of your machines.
- Requisitions under $3100 (Remember: June 30, 2007 marks the end of the current fiscal year)
- Requisitions over $3100 may require the bid process. It is critical to receive these orders as soon as possible to ensure the receipt and payment in the current fiscal year.

Additionally, if you need your PCard purchases to be charged to your fiscal year 2006/07 funds please place your orders by Friday, June 15, 2007. This will allow your transactions time to be reflected in PaymentNet and available for your review.

Contact Purchasing at 509.359.2253 if you have any questions regarding the Purchasing year end procedures.

Important Note: Please do not place orders for subscriptions, memberships or registrations using this fiscal year funds if they are for the next fiscal year.

THANK YOU, your cooperation will ensure a successful implementation to our new Banner Finance system.

"Learning To Soar"—PHASE II OF THE BANNER FINANCE IMPLEMENTATION PROJECT
Training—Introduction to Banner Finance is Scheduled—Register Now

Banner Finance 201—Introduction to Banner Finance has now been scheduled. Register on line at: http://www.ewu.edu/trainsched. The training schedule for Banner Finance 201 is:

**April 2007:**
- 4/23/2007 1:30 PM Monroe 318
- 4/27/2007 9:30 AM Monroe 318

**May 2007:**
- 5/1/2007 1:30 PM Monroe 318
- 5/10/2007 1:30 PM Monroe 318
- 5/15/2007 1:30 PM Monroe 318
- 5/17/2007 9:30 AM Monroe 318
- 5/22/2007 9:30 AM Monroe 318
- 5/24/2007 1:30 PM Monroe 318
- 5/29/2007 1:30 PM Monroe 318

**June 2007:**
- 6/5/2007 9:30 AM Monroe 318
- 6/7/2007 1:30 PM Monroe 318
- 6/12/2007 1:30 PM Monroe 318
- 6/14/2007 9:30 AM Monroe 318
- 6/19/2007 9:30 AM Monroe 318
- 6/21/2007 1:30 PM Monroe 318
- 6/26/2007 1:30 PM Monroe 318
- 6/28/2007 1:30 PM Monroe 318

**Important Note:** Remember you must have completed Banner Basic Navigation prior to enrolling in the Banner Finance training courses.

**Introduction to Banner Finance—Banner Finance 201 Course Overview**

*Important Note: Remember you must have completed Banner Basic Navigation prior to enrolling in the Banner Finance Training courses.*

The Introduction to Banner Finance—Banner Finance 201 is the first in a series of four courses that comprise the Banner Finance core curriculum.

The Introduction to Banner Finance course will introduce you to the Banner Finance System, the new and improved EWU Chart of Accounts, the “FOAPAL” accounting information and the Index code. A sampling of Finance forms will be reviewed.

Banner Finance 201 will also provide you with Banner Finance contact information, helpful links for documentation, procedures for gaining the appropriate Banner Finance security and access as well as answer your questions regarding additional training requirements.

The Banner Finance core courses are progressive and you will need to register for them in sequence.

If you have any problems with registration please contact the Banner Trainers at: pfournier@mail.ewu.edu.

**Other Banner Finance Core Courses**

**Banner Finance 202:** Purchasing-Creating Requisitions (Course to begin in May 2007)

**Banner Finance 203:** Purchasing-Approving Requisitions (Course to begin in May 2007)

**Banner Finance 204:** Finance Forms & Queries (Course to begin in June 2007)
# BANNER FINANCE TRAINING COURSE GUIDELINES

<table>
<thead>
<tr>
<th>If You…</th>
<th>Register for…</th>
<th>Course</th>
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| Only need to look up and view financial information | -Banner Navigation Training  
-Introduction to Banner Finance  
-Finance Forms & Queries | Banner Basic Navigation  
Banner Finance 201  
Banner Finance 204 |
| Are responsible for purchasing goods and services for your department | -Banner Navigation Training  
-Introduction to Banner Finance  
-Purchasing/Creating Requisitions | Banner Basic Navigation  
Banner Finance 201  
Banner Finance 202 |
| Have departmental financial responsibilities including:  
- Purchasing,  
- Grants administration,  
- Budget management,  
- Use Finance reports, or  
- Initiate financial paperwork | -Banner Navigation Training  
-Introduction to Banner Finance  
-Purchasing/Creating Requisitions  
-Purchasing/Approving Requisitions  
-Finance Forms & Queries | Banner Basic Navigation  
Banner Finance 201  
Banner Finance 202  
Banner Finance 203  
Banner Finance 204 |
| Are a Banner Finance “expert” looking for more customized information from the Banner Finance system | -Operational Data Store (ODS)  
-Discoverer Report Writer | TBA  
TBA |
| Are a Banner Finance user that has unsuccessfully attempted to use the Banner Self Service functionality or a Banner Finance Self Service user that prefers a classroom setting for learning | -Banner Finance Self Service | More information regarding access to Banner Finance Self Service and Self Service training will be coming out soon.  
Stay Tuned! |
| Are a Banner Finance user who feels they need additional specific one-on-one instruction | -Finance One-on One Session | Contact the appropriate office (i.e. Purchasing, Budget, Accounts Payable, General Accounting, Grants & Contracts) to schedule your session |

**Important Note:** If you have already completed the Banner Basic Navigation training, you are not required to repeat the course.
**FAQ's:**

**How does Banner Finance affect me?** As of July 1, 2007 Banner Finance will replace our existing Financial Record System (FRS). If you currently are responsible for initiating purchase requisitions, completing budget revisions, tracking vendor payments, monitoring expenditures against a budget or receive financial reports, you will need to understand the new Banner Finance system and will need to attend Banner Finance training prior to receiving access to Banner Finance. Training will begin in April 2007.

**How do I get access to Banner Finance?** Once you have completed the Banner Finance Training you will be given your login information, access and privileges.

**How do I get additional information about the Banner Finance project?**
You can access the TALONS website at www.ewu.edu/talons/ for all the latest project information including the TALONS newsletters, training information, frequently asked questions and project status and contact information.

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**Banner Finance—Translating Banner-“ESE”!**

Banner Finance has a language all its own and requires an understanding of the new terms. You can access the full glossary of Banner terms via the TALONS website: www.ewu.edu/talons.

**Approvals**—Banner Finance manages the approval process of purchasing and budget transfer transactions by assigning each eligible document to an approval queue based on pre-defined criteria.

**Banner Finance**—Banner Finance is a fully integrated, Oracle-based, Internet-native system designed to replace EWU’s existing Financial Record System (FRS) on July 1, 2007.

**FOAPAL**—The FOAPAL is “Banner-ese” for the accounting code that replaces the FRS account number in Banner Finance.

**Form**—A form in Banner Finance is used to enter, update or query information.

**General Ledger**—The Banner Finance General Ledger is used to record all university assets and liabilities.

**INDEX Code**—The index code is a six (6) digit code that will automatically translate or convert your accounting information to the fund, organization and program components of the “FOAPAL” string.

**Operating Ledger**—The Banner Finance Operating Ledger is used to record all revenue and expense transactions.

**Operation Data Store (ODS)**—The ODS is a data warehouse that stores data that is sorted into predefined views for easy reporting and data retrieval.

**Security**—Banner Finance Security ensures that only authorized users can view, update and query financial data.