

# Welcome to Introduction to Finance



*Do I really need to attend all these trainings??*

# Banner Basic Navigation Training Pre-Requisite

Note: Before your Banner account is created and you get access to Banner, you must take the Banner Basic Navigation Training class.

# Available Trainings

- Banner Budget and Online Inquiry/Data Extract\*
- Introduction to Banner Basic Purchasing
- Vendor Registration
- Travel
- myBUY
- Accounts Payable – Processing Invoice Payments
- Web Time Entry
- Purchase Card Processes
- Revenue Deposit

\*Banner fund/org access should be set up prior to attending training

# Budget and Online Inquiry/Data Extract



Trainers: Selah Wilson

Katrina Eskins

# ***BANNER FINANCE INQUIRY FORMS***

- **BUDGET INQUIRY FORMS**
- **FGIBSUM** - Organizational Budget Summary Form – balances for Revenue, Labor and Direct Expenditure totals.
- **FGIBDST** - Organizational Budget Status Form – totals of activity by line item
- **FGIBDSR** - Executive Summary – similar to FGIBDST – can use summary level org numbers
- **FGIBAVL** - Budget Availability Status – budget balance considering pending documents **TRANSACTION INQUIRY FORM**
- **FGITRND** - Transaction Detail Form **ENCUMBRANCE INQUIRY FORMS**
- **FGIOENC** - Organizational Encumbrance List
- **FGIENCD** - Detail Encumbrance Activity Form **FOIDoch** Document History Form

# Budget Guidelines

<https://www.marshall.edu/finance/budget-services/>

1. Source (Revenue) Budget and Use (Expenditure) Budget are two separate components for each fund and org combination.
2. Source Budget supports Use Budget.
3. Source Budget MUST BE greater than or equal to Use Budget.
  - FGIBSUM field – Net: Revenue minus (Labor + Expense + Transfer) in the Adjusted Budget column MUST be greater than or equal to zero.

Organization Budget Summary FGIBSUM 8.3 (BanProd) 05-JAN-2014 01:54 PM

Chart of Accounts: 1 Organization: 4900 University Budget Office Commit Indicator: Both  
Fiscal Year: 14 Fund: 119002 E&G Allocation-Administration-MU

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue	7,005.46	7,005.46	0.00	0.00
Labor				
Direct Expenditures	7,005.46	1,730.63	3,034.32	2,240.51
Transfers				

Net: Revenue minus  
(Labor + Expense + Transfer) 0.00 5,274.83  
Total Commitments: 3,034.32

FGIBSUM field Net: Revenue minus (Labor + Expense + Transfer)

4. FGIBSUM should not reflect a negative figure in the Available Balance column in either the Labor or Direct Expenditure Account Type line item.

**Budget Guideline #4:**  
These 2 fields should not reflect a negative figure.

**MARSHALL UNIVERSITY  
BUDGET ADJUSTMENT REQUEST FORM**

**2014-15**

**When adjustments are needed:**

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT		
<b>Sources (Decrease)</b>						<b>Sources (Increase)</b>					
Revenue Adjustments (Decrease)						Revenue Adjustments (Increase)					
BD04				-						+	
BD04				-						+	
BD04				-						+	
<b>Transfer From</b>						<b>Transfer To</b>					
BD04				-				0	0.00	+	
* Source Changes **					0.00						0.00

Request changes to revenue budgets in this section.

Source Transfers between orgs go here. Use drop down to select 5T account #.

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT		
<b>Uses (Decrease)</b>						<b>Uses (Increase)</b>					
BD04				-						+	
BD04				-						+	
BD04				-						+	
BD04				-						+	
BD04				-						+	
BD04				-						+	
BD04			6999B	0.00	-			6999B	0.00	+	
Use Changes					0.00						0.00

Use section is for transfers between or changes to expenditure lines.

Fringe benefits will calculate based on standard percentages.

NET				+						-	
					Doc total	\$				-	
<b>Change to Net Budget ***</b>					0.00						0.00

See note below with regard to Change to Net Budget.

Purpose:	
Entry description:	

Enter a brief description.

Submitted by:		date:	
Approved by:		date:	

Include names of approving individuals, and be sure to copy these individuals when emailing request to [BudgetOffice@marshall.edu](mailto:BudgetOffice@marshall.edu).

\* Source No. 5T0050 Internal Temp Transfer - within the same Unit or College  
 5T0055 Unit to Unit Temp Transfer  
 5T0045 Provost Support Transfer  
 Use No. 70024 Budget Supplies & Other  
 60015 Graduate Assistant 60023 Classified Temporary  
 60016 Student Assistant 6001F Overtime  
 60017 Part-time Faculty 6001R Faculty Research  
 60018 Casual Help 6001S Stipends  
 60022 Non-classified Temporaray 6001T Cell Phone Stipend  
 60020 NC Contractual Supp Pay 6001U Internet Stipend  
 6001C2 Summer Faculty 6999B Benefits-Part-time

\*\* One form must be submitted for each from/to fund/org combination.

\*\*\* Change to Net Budget - if negative, cannot exceed Adjusted Budget "Net: Revenue minus (Labor + Expenditures + Transfers)" field on FGIBSUM. Note - if From and To amounts are within the same fund/org, Change to Net Budget From and To should be considered in total.



# Introduction to Banner Basic Purchasing



Trainer: Virginia Campbell-Turner

# Banner Basic Purchasing

## Essential Services

- Three Areas . . .
  - What is Essential Services?
  - Features of Essential Services
  - Essential Services List

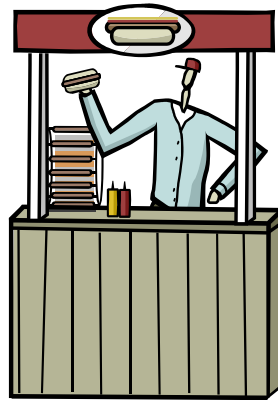
## General encumbrance

- Three Areas . . .
  - Purpose of General Encumbrance
  - Utilizing the form (FGAENCB)
  - Making encumbrance adjustments

# Requisitions

- When to process requisitions
  - Document contains terms and conditions
  - Equipment costing \$5,000 or more
  - Over \$10,000
- Departmental approvals
- When Purchasing receives the document
  - Audited
    - Description/Account Code
    - Bid
    - Contract
  - Conversion
    - Compliance
    - Legal form

# Vendor Registration Training



Trainer: Juanita Parsons

# WHY do I have to register a vendor?

- We want to pay our vendors promptly, and the first step is vendor registration.
- Vendors should be set up **prior** to the goods or services being provided so that any problem in obtaining a W-9 does not delay the payment.

# International Vendors



- It takes longer to process international vendors, so start the process as soon as possible.
- Needed from vendor: W-8BEN, copy of visa, passport, and I-94 card.
- Needed from department: Completed Vendor Registration Request Form and written explanation of goods and/or services being provided along with where they are being provided (US or foreign soil).
- Based on information provided, it will be determined if tax will be withheld from vendor payment.

# Helpful Hints for Vendor Registration



- ✓ Register vendor prior to goods/services being provided
- ✓ Department completes Vendor Registration Request Form - please use current version of form
- ✓ Vendor Registration Request Forms can be faxed
- ✓ W-9s cannot have strikethroughs, erasures, overwrites, or white-out
- ✓ W-8BENs must be originals
- ✓ Employees and students must be set up as vendors to receive travel reimbursements, etc.
- ✓ Vendor should complete entire W-9 form.
- ✓ Just because vendor shows "V" checked in FTIIDEN, they may only be set up as MURC vendor, not MU vendor.
- ✓ **Big group? No problem...we make office calls!**

# Travel Training



Trainer: Juanita Parsons



# Meal Reimbursement

## **Single Day Travel**

There is no meal reimbursement for single day travel (travel with no overnight stay).

# Helpful Hints – Travel Training

- ✓ All travel expenses, regardless of payment method, must be supported by an itemized receipt.
- ✓ Our contracted travel agency must be used for airline reservations and rental vehicles.
- ✓ Traveler must be set up as a vendor.
- ✓ MapQuest printout must be included for mileage reimbursement.
- ✓ Do not purchase “package” reservations (all inclusive airfare, lodging, etc.)
- ✓ Travel settlements must be submitted to the University Accounting Office (203OM) within 30 days of return date.
- ✓ Please use the current versions of all forms.
- ✓ ***Third party vendors (Expedia, Priceline, BookIt.com, Orbitz, etc. may not be used)***

# *my***BUY**



Trainer: Juanita Parsons  
Melanie Gallaher




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Punch-out

					
 Henry Schein	 Office DEPOT <small>What you need. When you need it.</small>	 OfficeMax	 QIAGEN	 STAPLES	 LW BUSINESS PRODUCTS

# Accounts Payable – Processing Invoice Payments



Trainer: Melody Freeman

# Payment Guidelines

Transactions using State money demand the highest degree of scrutiny and accountability.



Our mission is to process vendor payments in a timely manner while maintaining a high level of accuracy

# Employee Reimbursement Requests for Hospitality

- Attendees must be listed on the Hospitality Form (if group exceeds 20 or more, please attach a list)
- A sign-in sheet is recommended for big events to include name and 901 #




# Web Time Entry



Trainer: Juanita Parsons




<http://www.marshall.edu/finance/payroll/web-time-entry/>

 **MARSHALL  
UNIVERSITY**

CURRENT STUDENTS

FACULTY & STAFF

 EMERGENCY INFO

MU TOOLS ▾

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# Finance

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## Web Time Entry

[FAQs](#)

[Forms](#)

[Quick Start Guides](#)

[Trouble Shooting](#)

[Web Time Entry Training](#)

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### IMPORTANT: Web Time Entry Deadlines

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**HOURLY EMPLOYEES:**  
All time must be submitted by 12pm Noon on Monday, Dec. 2nd

**SUPERVISORS:**  
All time must be approved by 4pm on Monday, Dec. 2nd

*Note to approvers: Electronic time sheets approved after this deadline will result in the employees not being paid on time. Due to state deadlines, they MUST be approved by the deadline.*

[List of Financial Managers by Organization](#)

# Purchase Card Processes



Trainer: Melanie Gallaher

# Purchase Card Processes

Purchase card processes is an opportunity for new and existing cardholders to review the reconciliation process in STARS, as well as discussion of reminders and hints with time left for a Question and Answer session.



# Cash Management: *Revenue Deposits*

*Trainers: Bob Collier and Alice Roberts*

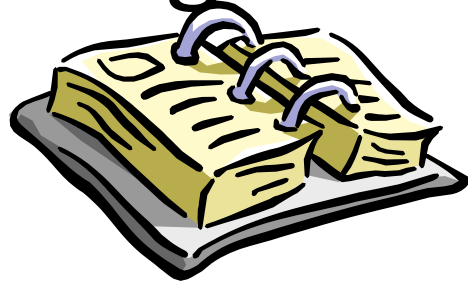
# Purpose

- Establish/Document procedures for processing Revenue receipts.
- Provide accurate and secure receipting, processing, and reporting of revenue collected.
- Prevent mishandling, safeguard, and protect Revenue.
- Protect employees from inappropriate charges of mishandling funds.

# General Description

- WV Code 12-2-2 requires all employees of the state to keep daily itemized record of moneys.
  - All moneys shall be deposited within twenty-four hours of any purpose whatsoever.
- The following procedures will give employees a clear picture of what is expected.
  - Which employee has access, what behavior is and is not acceptable, and how accurately to accept, handle, and safeguard Revenue.

# How do I register for training?



- Go to the Human Resources Website
- Click on Training & Development
- Click on Schedules & Registration
- Register for the trainings you want to attend

<http://www.marshall.edu/wpmu/human-resources/training/training-schedule/>

# Thank you!



Before you leave, please complete the  
Evaluation Form  
and leave it at the end of your row.