



# Finance and Admin Newsletter

September 2016

Issue 2

## BANNER TECH COMMITTEE

### FEATURED GROUP

The Banner Technical Committee is one of the various teams created around 2004 for the SDBOR Human Resource/Finance Information System (HR/FIS) replacement project. This group is comprised of members from RIS and campus technical/reporting staff. HR/FIS meets the first Thursday of every month to discuss Banner related technical items. The main goals of this group are to implement technology standards which enable products to work together by providing the ground rules for essential interfaces thus making the SD technology investments more scalable and extensible; to take advantage of new features of hardware and software solutions to provide system and application efficiencies; and to reduce manual effort and issues.

Some of the products within the Banner Enterprise Resource Planning (ERP) solution include Luminis, the Banner administrative system, and the Banner Operational Data Store (ODS). Also part of the solution are a few third-party products and reporting tools. Luminis (aka System Navigation Access Portal or SNAP) is the name for the portal that is used for the human resource and finance users as their entry point to the applications as well as managing content that will be applicable to them. All employees access the self-service function through the portal. The Banner administrative system's main components are Finance and Human Resource. Banner Finance is a financial management solution for planning, procurement, budgeting, accounting, payroll,

accounts payable, endowment management, reporting and compliance. Banner Human Resources is a human capital management, payroll and position control solution. The Banner ODS solution provides for an extract of information from the Banner administrative systems, reorganizes the information into a simplified format, and then stores the information in the Banner ODS database where end-users can create and deploy operational and ad hoc reports. Existing reporting tools currently being utilized are: Oracle Discoverer, Business Intelligence (BI) Publisher and IBM's BI Cognos. Given the Discoverer tool has been "sunsetting" by Oracle and will receive no further enhancements, the reporting group users have been or will be utilizing the recommended Cognos tool for new reports and for re-writing existing Discoverer reports. BI Publisher reports may also be considered for re-write at the same time. A few hosted solutions implemented for added functionality to the Banner ERP system are: SciQuest's Higher Markets' (aka SDEzBuy) e-procurement solution, PeopleAdmin Inc.'s Applicant Tracking and Position Description, Evision's IntelCheck payment processing and FormFusion document enhancement, and Thomson and Reuters International Tax Navigator (previously known as Windstar) systems .

## SDBOR Shared Services Celebrate 10 years

Congratulations to the shared services centers for providing valuable services to the BOR system. A summary of the various shared services is part of the reference guide provided to new Regents. It can be found on the BOR's website at [https://www.sdbor.edu/administrative-offices/finance-administration/ReferenceGuide/Documents/Shared\\_Services\\_2016\\_Final.pdf](https://www.sdbor.edu/administrative-offices/finance-administration/ReferenceGuide/Documents/Shared_Services_2016_Final.pdf). Thank you for all that you do for higher education in South Dakota.



## Current Projects

The **Banner Technology Committee's** current focus is the Banner ODS upgrade from version 8.4.1 to 8.5 along with the move from Oracle Streams to Materialized Views and the upgrade of the Banner ODS database from version 11.2.0.4 to 12c. Once complete, the reporting group users will be completing their user acceptance testing (UAT) of the Banner ODS upgrades.

RIS also has focused on implementing and utilizing Ellucian Solution Manager (SDM), a tool that allows for automated installation and management of certain Banner product upgrades (excluding some products like Banner ODS, Banner Workflow, etc.). RIS is planning on applying the first round of Banner administrative system upgrades using ESM in the Banner production environment in August. Included in the round of upgrades are: Banner Finance SSB 8/7, Banner WebTailor 8.8 and Banner Student 8.7.

Users can utilize the RIS Book Shelf for the latest user and release guide information for the Banner ODS and Banner administrative system upgrades.

**Business Affairs Council (BAC)** will meet in Aberdeen September 6-8, 2016, for their annual retreat. The focus of Thursday's discussions will be campus facilities. Joe Bilotta with [JBA Incorporated](#) will discuss institutional capacity; Craig Ambach, Director of Risk Management for the state of South Dakota will discuss property insurance and risk management; and Matthew Herring and Jason Stergion with Honeywell [Energy Services Group \(ESG\)](#) will present information on performance contracting.

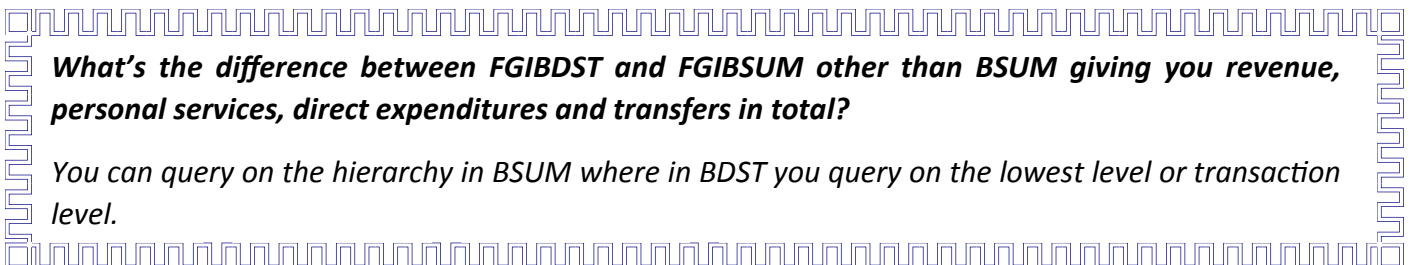
The **Purchasing Module** held its annual retreat in Chamberlain on July 20-21. It is hard to believe 10 years have gone by since the implementation of Banner and SDezBuy as well as several other applications. The purchasing systems have proven to be good investments as we are able to automate the purchasing process creating many efficiencies. We continue to improve the processes wherever possible and of course the technology continually changes.

At the annual Purchasing retreat, the group had very good discussions with IonWave on enhancements to the online bid system (Sourcing Manager) as well as an overall account review of SciQuest for the SDezBuy application. SciQuest plans to release version 16.3 in November keeping with the normal schedule of three releases per year.

The group also had discussions with **Accounts Payable (AP)** regarding Amazon.com invoices, wire transfers, hotel naming convention in Banner, and year-end procedures. The group decided it is important for Purchasing and AP to discuss year-end procedures next spring to make certain our process is up-to-date and communicated to the end users in preparation for the close of FY17. A list of questions will be submitted to the Office of Procurement Management (OPM) requesting responses that will lead to further discussions. The retreat proved to be very useful to all in attendance.

***What's the difference between FGIBDST and FGIBSUM other than BSUM giving you revenue, personal services, direct expenditures and transfers in total?***

*You can query on the hierarchy in BSUM where in BDST you query on the lowest level or transaction level.*





## Tips & Tricks

Did you know that you can pull in information on FGIBDST by partial name of fund or organization? Open FGIBDST, tab to the Organization field type in the partial name of the organization that you want to search for using the % as your wildcard. For example, type %FINAN% and you will get a listing of all organizations with "Finan" in its name. This is one lookup where capitalization does not matter. This will work on the FUND and ACCOUNT fields too!

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: S  
Fiscal Year: 17  
Index: [ ]

Query Specific Account  
 Include Revenue Accounts  
Commit Type: Both

Organization: %FINAN%  
Fund: [ ]  
Program: [ ]  
Account: [ ]  
Account Type: [ ]  
Activity: [ ]  
Location: [ ]

Search Results

Find: %

Desc	Code
Finance Business & Admin	052001
Finance Business & Admin	0VPPA1
Finance Business & Admin	0VPPA2
Finance Business & Admin	0VPPA3
Student Financial Aid - PELL Grants	142815
Finance Business & Admin	152001
Finance Compliance Officer	152014
Enrollment Serv & Financial Aid	1ENRLL
Enrollment Serv & Financial Aid	1ENRLL2

Find OK Cancel

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart: S  
Fiscal Year: 17  
Index: [ ]

Query Specific Account  
 Include Revenue Accounts  
Commit Type: Both

Organization: 152001 Finance Business & Admin  
Fund: [ ]  
Program: [ ]  
Account: [ ]  
Account Type: [ ]  
Activity: [ ]  
Location: [ ]

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
040110	R State Appropriations	0.00	297,810.00	0.00	-297,810.00
611010	L NonInstructional Administrative	199,987.00	12,066.71	0.00	187,920.29
611050	L Professional/Technical	43,041.00	2,509.05	0.00	40,531.95
612000	L Longevity - Budget Only	960.00	0.00	0.00	960.00
620000	L Benefits - Budget Only	50,322.00	0.00	0.00	50,322.00
622010	L OASI-Employer Share Soci	0.00	893.07	0.00	-893.07
622011	L OASI - Employer Share Me	0.00	208.87	0.00	-208.87
622020	L Retirement - Employer Sha	0.00	872.71	0.00	-872.71
622060	L Health Insurance - Employe	0.00	954.56	0.00	-954.56
622090	L Unemployment Compensati	0.00	5.68	0.00	-5.68
730000	E Travel - BUDGET ONLY	3,500.00	0.00	0.00	3,500.00
	<b>Net Total:</b>	-297,810.00	280,299.35	0.00	

This search trick works on FGIGLAC, FGRTRND, and FGITBSR also!



## Updates on Past Projects

The **Tech/UDA Committee (Colleague Student)** have several items they are discussing/working on:

- upcoming Fall 2016 Priority Registration – should it span three weeks or four weeks?
- new IPEDS reporting requirements – what’s required of SD and by when?
- implementation of Campus Lab Survey within Colleague,
- implementation of Math Index within Colleague,
- exploring users’ options for preferred name within Colleague and WebAdvisor for identity protection, gender issues, etc.,
- prioritization of 40+ South Dakota enhancement requests to Colleague/WebAdvisor (SAT imports, better wording and placement of wording on WA screens, etc) , and
- update on DEPT/DIV training – is testing now complete?



## Staff Updates

The **Accounts Payable Shared Service (APSS) Center** was saddened by the loss of our dear friend and long-time employee, JoAnne Schmidt, who passed away on August 12th. JoAnne had worked at SDSU for 34 years and was a key part of APSS by processing the daily check/ach cycle, among other duties. She will be deeply missed. If you have questions before a replacement is named, please contact Janet Peterson at (605) 688-4728.



## Upcoming Training

**Human Resources** staff are working with Kimm Sundal at RIS to plan a Cognos training for HR users, tentative dates are November 8-9, 2016.

### Cognos Business Intelligence Training Opportunities

#### Cognos Development for Financial Aid Workshop

Oct 11, 2016 – Oct 12, 2016

**WHERE:** Sioux Falls University Center

**INSTRUCTOR:** John Marsh, ASR Analytics

**WHO SHOULD ATTEND:** University technical and Financial Aid power users who would like to develop Cognos reports related to Financial Aid and Student data using Colleague ODS

**HOW TO REGISTER:** Email [kimm.sundal@sdbor.edu](mailto:kimm.sundal@sdbor.edu) no later than **9/30/16**

#### Business Intelligence and Banner Reporting

Look for Banner Cognos training dates to be announced at a later date.