Reporting Services: Finance

Last revised: December 11, 2009

Confidential Business Information

This learning guide is based upon Sungard HE Banner documentation. This document is for use at Wichita State University for the purpose of training; the information contained is considered confidential.

Prepared By: UCATS Banner User Services
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## Contact Information

<table>
<thead>
<tr>
<th>Help Desk</th>
<th>Passwords, hardware and software support for students, faculty and staff</th>
<th>HELP (4357) <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Help Desk</td>
<td>Training and Support</td>
<td>Assists faculty and staff with <em>myWSU</em>, Banner, Self Service and Reporting Services</td>
</tr>
<tr>
<td>Budget Office</td>
<td>Paul Werner 3030 <a href="mailto:Paul.Werner@wichita.edu">Paul.Werner@wichita.edu</a></td>
<td>Michel Winters 5819 <a href="mailto:Michel.Winters@wichita.edu">Michel.Winters@wichita.edu</a></td>
</tr>
<tr>
<td>Financial Operations</td>
<td>Edna Bates-Tosses 5988 <a href="mailto:Edna.Bates@wichita.edu">Edna.Bates@wichita.edu</a></td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td>Steve White 3782 <a href="mailto:Steven.White@wichita.edu">Steven.White@wichita.edu</a></td>
<td>Lisa Nettleton 3783 <a href="mailto:Lisa.Nettleton@wichita.edu">Lisa.Nettleton@wichita.edu</a></td>
</tr>
<tr>
<td>Office of Research and Accounting (ORA)</td>
<td>Budget and Receivables Linda Tedder 6802 <a href="mailto:Linda.Tedder@wichita.edu">Linda.Tedder@wichita.edu</a></td>
<td>Budget and Payables Sarah Hunt 6804 <a href="mailto:Sarah.Hunt@wichita.edu">Sarah.Hunt@wichita.edu</a></td>
</tr>
</tbody>
</table>

## Finance Organization Codes – Request to grant or remove access

Access to financial information is restricted to authorized budget review officers, budget officers and support personnel.

If an individual requires access to specific financial organizations, the appropriate budget officer is asked to send the following information to *Teresa.Moore@wichita.edu*:

- Individual’s name and *myWSU* ID
- Organization codes(s) they need access to or removal from.
Microsoft Reporting Services

Where to logon to Reporting Services

Reporting Services can be accessed from http://myWSU.wichita.edu or http://win.wichita.edu.

myWSU.wichita.edu

- Logon to http://myWSU.wichita.edu using your current myWSU ID and password.
- From the Faculty/Staff Resources tab, click Reporting Services in the Administrative Tools channel.

win.wichita.edu

http://win.wichita.edu is a Web page designed for WSU faculty and staff to easily access Banner, Self Service, Reporting Services and myWSU.

http://win.wichita.edu can be saved as a desktop shortcut, added to Favorites or as your Internet home page.

How to logon to Reporting Services

A prompt will display for you to logon to Reporting Services.

- User name: ad\myWSU ID
  (ad\ is required to logon to the active directory)

- Password: myWSU ID password

Web Browsers

Mac users

Reporting Services is best accessed using terminal services. For more information, contact the Banner Help Desk at 978-5800.

PC users

Reporting Services can be accessed using a PC with the most current version of Internet Explorer (IE).
Operational Data Store (ODS)

The operational data store (ODS) is a type of database that houses copies of tables (files) from Banner. It is used by Reporting Services to as the data source for many of the customized reports.

Overnight processes are scheduled to refresh the data nightly. A text box is generally located toward the top of WSU reports indicating when the data was last updated.

Report Selection

<table>
<thead>
<tr>
<th>Folder Selection</th>
<th>Reports are stored in folders for security and organizational purposes. Select a folder by clicking on its name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Selection</td>
<td>Select the desired report by double clicking on the report name. <em>Only information for which you have security is displayed on the report.</em></td>
</tr>
</tbody>
</table>

Menu Bar

<table>
<thead>
<tr>
<th>Menu Bar functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Navigate the pages of the report</td>
</tr>
<tr>
<td>➢ Enlarge or reduce the display size of the report page</td>
</tr>
<tr>
<td>➢ Search for content in the report</td>
</tr>
<tr>
<td>➢ Display the report in the selected format and click <em>Export</em> activate</td>
</tr>
<tr>
<td>➢ Refresh the report</td>
</tr>
<tr>
<td>➢ Print the report</td>
</tr>
</tbody>
</table>

Printing

<table>
<thead>
<tr>
<th>Printer Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Printer Icon" /> Click on the printer icon located on the Menu bar to print the report.</td>
</tr>
</tbody>
</table>

*The browser toolbar Print option may not print a complete report!*

The first time a *printed* report is requested on a PC, the user is prompted to install *Active X*. Click on the prompt to start the installation process.

*The Active X installation prompt is displayed toward the top of the page and is easily overlooked.*
Select a Format and Export

Select a format option
Click on the drop down arrow beside “Select a format” to view the export options.
Select a format and click **Export** to activate.

Navigation Tips

Breadcrumb trail
Click on the word **Home** or the name of the folder to exit the report and return to the selected location.

Expand and Collapse
Use the **Expand/Collapse** buttons to view or hide information.

Naming Conventions

Reporting Services report names typically start with a letter and number. For example, **FCM00100**.

The first letter identifies the department. For example:

- \( F \) = Finance, \( S \) = Student

The second letter is the group that views the report. For example:

- \( C \) = Campus, \( R \) = Research, \( F \) = Financial Operations

The third letter indicates the type of information.

- \( M \) = Miscellaneous, \( S \) = Summary, \( D \) = Detail
Transactions must be in Banner to be included in Self Service and Reporting Services. If the paperwork is sitting on someone’s desk waiting to be processed, it’s not in Banner!

Column Headings

<table>
<thead>
<tr>
<th>Self Service Finance</th>
<th>Reporting Services</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>Original Budget</td>
<td>Original budget allocation given at the beginning of the fiscal year.</td>
</tr>
<tr>
<td>Budget Adjustment</td>
<td>Budget Adjustments</td>
<td>Any additions or reductions made to the budget since the original allocation.</td>
</tr>
<tr>
<td>Adjusted Budget</td>
<td>Current Budget</td>
<td>Adopted/Original Budget plus or minus any Budget Adjustments.</td>
</tr>
<tr>
<td>Year to Date</td>
<td>Actual Revenue / Expenditures</td>
<td>Year-to-date activity is represented by actual posted revenue and expenditures.</td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
<td>Encumbrances are comprised of funds set aside for purchase orders.</td>
</tr>
<tr>
<td>Reservations</td>
<td></td>
<td>Reservations are comprised of funds set aside for requisitions.</td>
</tr>
</tbody>
</table>

Commitments | Committed Funds | Commitments are the totals set aside for future obligations and are comprised of Reservations (requisitions) and Encumbrances (purchase orders). |

Total | Total of Committed Funds and Actual Revenue / Expenditures. |

% of Current Budget | Committed | Percent of funds committed from the Current Budget. |

Available Balance | Accounted Budget | +/- Commitments | +/- Year to Date | = Available Budget |

Net Available Budget | Current Budget | +/- Committed Funds | +/- Actual Revenue / Expenditures | = Net Available Budget |

Detail transactions can be viewed by “drilling” down

Document Codes and Prefixes

<table>
<thead>
<tr>
<th>Document Codes</th>
<th>Document Code Prefix and Description</th>
<th>View Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Requisition</td>
<td>Requisition</td>
</tr>
<tr>
<td>P</td>
<td>Purchase Order</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>I</td>
<td>Invoice</td>
<td>Invoice</td>
</tr>
<tr>
<td>F</td>
<td>Payroll</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>V</td>
<td>Voucher (check)</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>S</td>
<td>Business Procurement Card</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>B</td>
<td>Bid</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>M</td>
<td>Fixed asset journal entry</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>F</td>
<td>Payroll journal entry, departmental deposits</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>G</td>
<td>Research journal entry; includes indirect cost calculation entries</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>J</td>
<td>Journal Entry</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>JC</td>
<td>Journal Entry – University Computing and Telecommunications</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>JP</td>
<td>Journal Entry – Post Office</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>JM</td>
<td>Journal Entry – Media Resources Center</td>
<td>Journal Voucher</td>
</tr>
</tbody>
</table>
The Organization Financial Report presents detailed budget and expenditure information at the fund and account code level.

Selection Criteria
Enter an organization code you have access to.

Select the Fiscal Period from the drop down list. Periods are comprised of year-to-date transactions, from the beginning of the fiscal year through the selected fiscal period.

The current fiscal year is defaulted and can be changed.

View Report
Click on the View Report button to activate the report.

Report Heading

Report Detail
Budget, revenue/expenditures, encumbrances/reservations, totals and net available budget amounts are displayed by fund and account code for the selected organization.

Excel/CSV
To output the information into Excel:

- Click on the Excel/CSV button in the report header.
  After clicking this button, an unformatted report is first generated in Reporting Services.

- Click the Select a format drop down arrow and select Excel.

- Click Export.

The File Download page is displayed.

The data is now available in Excel.
The Organization Transaction Detail Report allows for the selection of transactions within a specific fiscal period (month). This report is often used to “balance a checkbook” for an organization code.

**Selection Criteria**

Enter an organization code you have access to.

**Select a fiscal period** from the drop down box. The report only includes transactions for the selected fiscal period (month).

**View Report**

Click on the View Report button to activate the report.

**Report Heading**

Controllable salary and OOE transactions are listed by account code and fund for the period selected. Compare the transactions to your organization’s expenditures and report discrepancies to the finance area.

**Excel/CSV**

To output the information into Excel:

- Click on the Excel/CSV button in the report header. After clicking this button, an unformatted report is generated in Reporting Services.
- Click the Select a format drop down arrow and select Excel.
- Click Export.

The File Download page is displayed.

The data is available in Excel.
The Organization Financial Report Summary allows the user to select one of three high level summary reports of an organization’s budget and expenditure transactions. Budget and expenditure information are separated between the controllable and committed categories. The report also presents the fund balance for each restricted use fund.

- Enter an organization code you have access (security) for.
- Click on the Select report type drop down arrow and select one of the three summary reports, All, General Use or Restricted Use.
- Select the Fiscal Period from the drop down list. Periods are comprised of year-to-date transactions, from the beginning of the fiscal year through the selected fiscal period.
- Select the Fiscal Year from the drop down list.

Click on the View Report button to activate the report.

Each report presents budget and expenditure information at the fund level.

The Financial Report for Grants and Capital Projects presents life-to-date activity for all funds within the organization. Each research grant and capital improvement project is represented by a unique fund; expenditures are presented at the account code level.

**Selection Criteria**

Select an organization code from the drop down list you have access to. After making this selection, grants associated with the organization code are located and presented in the Select Grant drop down box.

**Grant**

Select the associated grant code(s) and click outside the selection box. After making this selection, funds associated with the grant code are located and presented in the Select Fund drop down box.

**Fund**

Funds associated with the grant(s) are listed in the drop down list. Select one or multiple fund codes.

**View Report**

Click on the View Report button to activate the report.

**Report Heading**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Description</th>
<th>Current Budget</th>
<th>Actual Exp/Util</th>
<th>Encumbrance/Reservation</th>
<th>Total</th>
<th>Net Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Report Detail**

Budget, revenue/expenditures, encumbrances/reservations, totals and net available budget amounts are displayed by fund and account code for the selected organization.
**FCM00100 – OOE Available Balance**

**OOE Available Balance** is a **real time** report that displays the current OOE available balance by fund for an organization code (10xxxx or 70xxxx). Available balance includes documents awaiting approval or documents in process (see Outstanding Documents by Organization).

### Selection Criteria

- **Organization**
  - Only **organization** codes you have security for can be accessed.
  - Enter an **organization code**
  - Click on the arrow to select from the drop down list.

- **Fund**
  - Leave the defaulted wildcard (*) in the **Enter Fund** box to view all **funds** associated with the organization code
  - Enter a specific fund code.

- **Fiscal Year**
  - Enter the Fiscal Year. For example, 2010.

### View Report

- Click on the **View Report** button to activate the report.

### Report

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Desc</th>
<th>Program</th>
<th>Adjusted Budget</th>
<th>YTD Expenses</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2010</td>
<td>Gen Reserv Fees Fund</td>
<td>20410</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D1043</td>
<td>RU University Computing</td>
<td>20440</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Balances

- **Adjusted Budget**
- **YTD Expenses** (Year-to-Date activity)
- **Commitments** include Reservations (Requisitions) and Encumbrances (Purchase Orders)
- **Available Balance**
Organizational Budget Review Officer Report is a used to look up an organization’s Restricted Use (RU) fund codes and contact information.

(FWABROF is a similar report in Banner.)

Organization

- Enter an organization code or
- Click on the arrow to select from the drop down list.

Security

All active WSU organization codes can be reviewed. This is helpful when completing finance forms such as the Inter-Organizational Transfer form.

View Report

Click on the View Report button to activate the report.

Report

Budget Officers and Review Officers can e-mail corrections to Michel Winters in the budget office, Michel.Winters@wichita.edu.
Use Vendor Addresses to look up vendor information by selecting a partial name or the FEIN (Tax ID) number. Only organizations are listed on this report.

Use one of the three selection boxes to enter search criteria.

- Enter the First Letter of the vendor’s name or
- Enter a Keyword. For example, Dell will return all vendor names containing the letters Dell or dell or
- Enter the vendor’s FEIN (Federal Employer ID Number).

Click on the View Report button to activate the report.

The vendor’s Banner ID is shown in the first column of the report.

WSU considers the remittance (invoice) address to be the primary business address. A vendor may have more than one remittance and/or procurement (ordering) address.

The following sequence number scheme is used to identify vendor addresses:

<table>
<thead>
<tr>
<th>Address</th>
<th>Main Sequence</th>
<th>Additional Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remittance (invoice)</td>
<td>10</td>
<td>11-19</td>
</tr>
<tr>
<td>Procurement (order)</td>
<td>20</td>
<td>21-29</td>
</tr>
<tr>
<td>Temporary</td>
<td>30</td>
<td>31-39</td>
</tr>
</tbody>
</table>

If the remittance address is the same as the procurement address, there will be a record with a sequence 10, but there will not be a 20.

Business (BU) address types are displayed on the report.
Change of Vendor Information or New Vendor Request

Vendor information

The following information is needed before it can be entered in Banner by the Office of Financial Operations.

- FEIN number if the vendor is located in the U.S.A.
- Order Information
  - Address
  - City, ST Zip Code
  - Telephone
  - Fax number
  - Contact name

- Remittance Information (if different from Order Information)
  - Address
  - City, ST Zip Code
  - Telephone
  - Fax number
  - Contact name

E-mail vendor information

E-mail information identified above to: Penny.Voyles@wichita.edu
The **Outstanding Documents by Organization** is a **real time** report listing incomplete and unapproved documents that have not completed the posting process. Documents include requisitions, purchase orders, invoices, journal entries, etc.

**Selection Criteria**

Enter an **organization code** you have access to.

**View Report**

Click on the **View Report** button to activate the report.

**Report Detail**

The document, FOAPAL and amounts awaiting posting are displayed.

**Database:** **PROD**, located in the lower right hand corner, indicates the report is real time.
Background checks are required for new faculty and staff. Background Check Billing Information provides organizations with billing information within the selected date range.

**Selection Criteria**

Click on the **Start Date** calendar to select the beginning date range for the report.

Click on the **End Date** calendar to select the ending date range for the report.

Select the organization code from the drop-down list.

**Report Details**

Detailed billing information is displayed.

```
BACKGROUND CHECK BILLING INFORMATION

Org: 123456

Date Range: 9/1/2009 through 12/31/2009

<table>
<thead>
<tr>
<th>XNCH ID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>COMPLETE DATE</th>
<th>INVOICE #</th>
<th>INVOICE DATE</th>
<th>REV CCE</th>
<th>GU FIND</th>
<th>RU FUND</th>
<th>FUND #</th>
<th>HRG #</th>
</tr>
</thead>
</table>
```

Run Date: 12/14/2009 3:18:36 PM
Monthly Postal Billing Reports

USP00100 – Monthly Postal Billing

**Monthly Postal Billing** is a detailed listing of the most recent postal billings. The report lists all departments.

USP00110 – Monthly Postal Billing Home Department

**Monthly Postal Billing Home Department** lists the most recent postal billings for your home organizations.

The report layout is the same for both of these reports.

Example

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University Computing</strong></td>
<td></td>
</tr>
<tr>
<td>1024402000</td>
<td></td>
</tr>
<tr>
<td>USPS</td>
<td>1CFM</td>
</tr>
<tr>
<td>USPS</td>
<td>1CPkg</td>
</tr>
<tr>
<td>Total Pieces</td>
<td>Total Charged</td>
</tr>
<tr>
<td><strong>Telecommunications Charging</strong></td>
<td></td>
</tr>
<tr>
<td>1081551050</td>
<td></td>
</tr>
<tr>
<td>USPS</td>
<td>1CNA/Pres</td>
</tr>
<tr>
<td>Total Pieces</td>
<td>Total Charged</td>
</tr>
</tbody>
</table>