

## MTSU Banner Finance FAQ

- **What is Banner Finance?**
  - Banner is an enterprise resource planning (ERP) information system that is currently being implemented at all Tennessee Board of Regents educational institutions.
  - Banner Finance is one part of the Sungard Higher Education Banner suite of applications that replaced the administrative information system known as FRS.
- **Will FRS continue to work?**
  - End users may only access financial information for fiscal years prior to 2006 in FRS.
  - All financial information for fiscal year 2006 and beyond must be accessed via Banner Finance.
- **Will SIS continue to work?**
  - SIS will continue to work until it is replaced with Banner Student.
  - End users will be notified of the Banner Student implementation date and training availability.
- **When will I receive training on Banner Finance?**
  - MTSU's Business and Budget offices regularly hold departmental training sessions for Self Service Banner and e~Print, and end users are notified via email ahead of time.
  - Training documentation for Banner Finance is available at the [Business Office's Web site](#).
- **How do I obtain a user ID and PIN for Banner Finance?**
  - If you previously had access to FRS, you should have already received a user ID and PIN for Banner Finance.
  - If you are a new employee or a new user, you must complete and submit the [MTSU Banner Finance Account Request form](#).
- **How do I access Banner?**
  - Users may access Internet Native Banner, Self Service Banner, and e~Print [here](#).
  - Access to Internet Native Banner and Self Service Banner is restricted to on campus, wired Internet connections only (NOTE: you CANNOT connect to these systems using MTSU's wireless network)
- **What is the difference between Internet Native Banner (INB) and Self Service Banner (SSB)?**
  - Internet Native Banner (INB) is intended for heavy users and those requiring more administrative functionality.
  - Self Service Banner (SSB) is intended for light users and does not include the more complex features found in INB.
  - The majority of users will utilize SSB.
- **Are there any system restrictions?**
  - SSB automatically logs out after 2 hours of inactivity.
- **How do I access my department's monthly financial reports?**
  - As with FRS, monthly financial reports are available via e~Print.
  - You may refer to the [e~Print Quick Guide](#).
- **What is a Banner Finance index code?**
  - What used to be known as an account in FRS is now an index code in Banner Finance (without a dash -).
  - An index code is merely a shortcut to a Banner Finance FOAPAL.
- **What is a FOAPAL?**
  - FOAPAL is an acronym for an accounting string in a Banner Finance; it relates to Fund, Organization, Account, Program, Activity, and Location.
  - Although you can still use your index code in Banner Finance, end users need to become familiar with their department's organization code.

- **How do I know my department's FOAPAL?**
  - You may use the code lookup utility on the [Business Office's Web site](#).
  - You may also reference your FOAPAL in a SSB budget query.
- **What is a Banner Finance account code?**
  - What used to be known as an FRS object code is now a Banner Finance account code.
  - Banner Finance account codes are 5 digits, whereas FRS object codes were 4 digits.
  - Salary and wage account codes begin with a 6, and expense account codes begin with a 7.
  - For example, the supplies FRS object code 4510 is now the Banner Finance account code 74510.
- **How will I know what the equivalent Banner Finance account code is for a certain FRS object code?**
  - You may use the code lookup utility on the [Business Office's Web site](#).
  - The "Department Reference Guide and Banner Code Listing" documentation is also distributed during the beginner's end user training sessions and is available by request from MTSU's Accounting Services office.
- **Are there any new requirements for grants?**
  - Grants are treated like other departments.
  - The only difference is that when performing a SSB budget query, you must populate the "Grant Code" field.
  - Your grant code is the same as your fund code.
- **Are there any new requirements for viewing Foundation financial activity?**
  - Foundation financial information is obtained via the same processes as one would use for viewing University financial information.
  - The only difference is that you must specify Chart F in INB, SSB, and e~Print.
- **Why can't I view general ledger activity in SSB?**
  - General ledger activity can only be viewed in INB or e~Print.
  - You may refer to the [e~Print Quick Guide](#).
- **Are there new processes for payment and travel authorization requests?**
  - No. Users will still follow the same processes.
  - The only difference is that travel authorization requests are no longer encumbered.
  - NOTE: Employees who receive their payroll direct deposit advice via email will also receive travel and other reimbursement notifications via their MTSU email address.
- **Who do I contact if I have a question about a specific charge?**
  - You should contact the appropriate department responsible for the charge.
  - You can identify the responsible department by the type of document posted to your organization.
  - For example, if the document begins with a "BS," it is a bookstore charge and you should contact Phillips Bookstore. If the document begins with an "IO," it is an invoice and you should contact Accounting Services.
  - You may access the list of document codes on the [Business Office's Web site](#).

*Disclaimer: This FAQ is in reference to Banner Finance ONLY. For questions regarding other administrative information systems, please contact the appropriate responsible department.*