Banner General
Shared Data Training Workbook

May 2006

Release 7.3

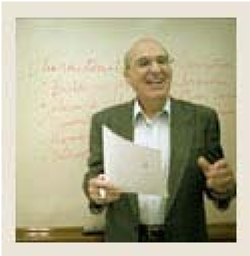
SUNGARD HIGHER EDUCATION

What can we help you achieve?

Prepared By: SunGard Higher Education
4 Country View Road
Malvern, Pennsylvania 19355
United States of America

Table of Contents

Table of Contents (Continued)



Section A: Introduction

Lesson: Overview

Jump to TOC

Workbook goal

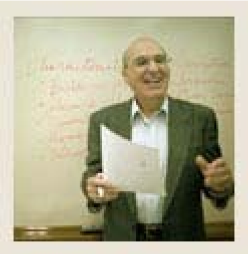
The goal of this workbook is to describe how Banner shares data and to identify the primary interfaces between the various Banner systems. This workbook is divided into these sections:

- Introduction
- Shared Data
- Interfaces
- Reference

Intended audience

All Banner users.

Section contents



Section A: Introduction

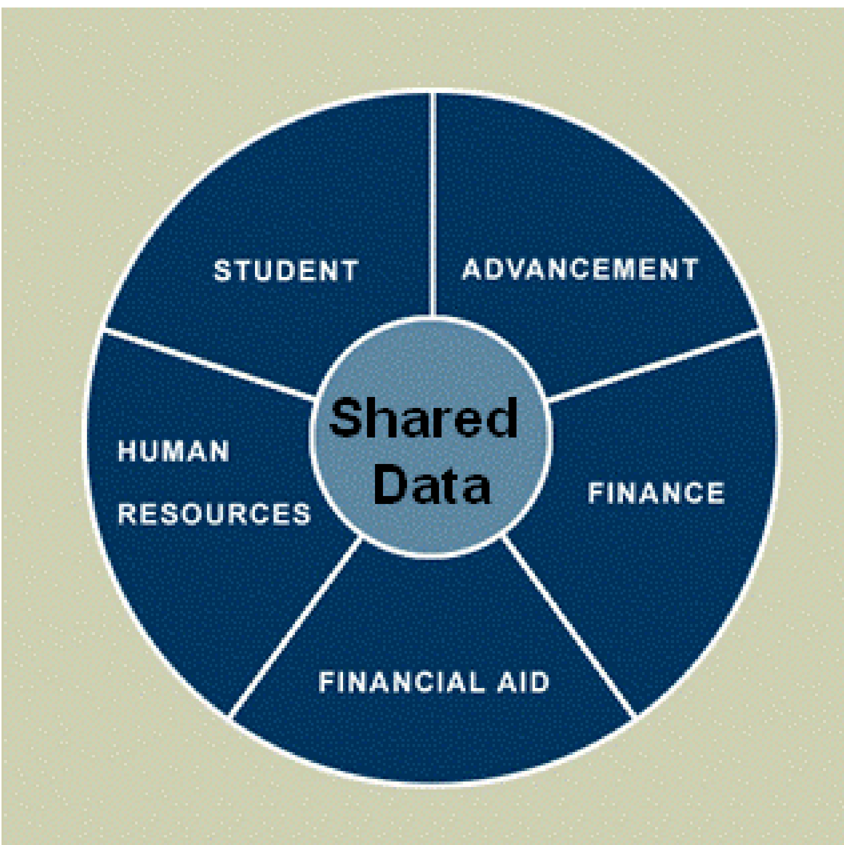
Lesson: The Banner Concept

Jump to TOC

Introduction

Banner is composed of a suite of administrative systems, each designed to support certain aspects of institutional management. Banner contains both Internet-native and Self Service (web-based) components and methods of access. Each system can be used independently or they can be combined with other Banner systems to form the administrative solutions of a Unified Digital Campus.

Shared data maximizes the integration between the systems. Because the data is shared, once information about a person is entered in one system, it can also be used by the other systems.



Section A: Introduction

Lesson: The Banner Concept (Continued)

Jump to TOC

Examples of shared data

For example, here are two examples of some ways that Banner shares data amongst the systems:

- Information about a student is entered into Banner when the prospect applies to an institution. The personal information does not need to be re-entered when the student applies for Financial Aid. If work study is part of the student's aid package, the personal information can also be used by the Human Resources system. The Accounts Receivable system also shares data with Student and Financial Aid for payment of tuition. When a student graduates, all the information about the student including the student's major, work study jobs, interests, athletic participation is shared with the Advancement system.

- Information about an employee is entered into Banner through the Human Resources system. If the employee contributes to scholarship fund campaign, that information is shared between the Human Resources, Finance, and Advancement systems.

Institutions collect information about people and businesses through its day-to-day operations. By sharing information amongst the systems, Banner gives you a more accurate picture of the person or business that you are working with. This is especially helpful when information such as addresses or names need to be updated. Because the data is shared, it can be updated in one system and accurate in all systems.

Section A: Introduction

Lesson: General System

Jump to TOC

Purpose

The General system is the core system that provides an integrated foundation for rules, functions, processes and reports in Banner. It is an integral part of Banner. When an institution purchases any Banner system, the General system is included as well.

Banner General System Highlights

- Event Management
- Population Selection
- Letter Generation
- Job Submission
- Personal Settings
- Administrative Functions

Interfaces

All Systems Interface with General through the following:

- Common Matching
- Person Records
- Population selection & Letter Generation
- Quick Flow
- Personal Menus

Section A: Introduction

Lesson: Student System

Jump to TOC

Purpose
Banner Student provides an integrated foundation for managing student data.

Banner Student Highlights

- Academic records/Transfer articulation
- Accounts Receivable
- Recruiting and Admissions
- Class Schedule
- Course Catalog
- Degree Audit
- Faculty Load
- Location Management and Housing
- Registration

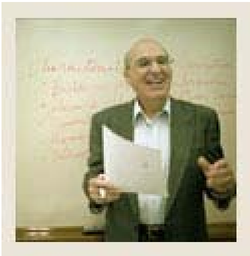
Interfaces
The table below and on the next page describes the interface relationships between Student and the other Banner systems.

Interface with Student	Description
Advancement	• Identification and maintenance of Constituents • Degree Completion & Advising
Finance	• Student Accounting & Tuition Processing • Contracts & Exemptions • Housing / Meals • Installment Plans • Refunds
Finance and Student Accounts Receivable	• Tuition & fee revenue • Receipts & Collections • Student disbursements ○ A/P Check, or Direct Deposit

Jump to TOC

Interfaces, continued

Interface with Student	**Description**
Financial Aid	• Recruiting • Residency, Major/Degrees and Campus Housing for determining Cost of Attendance • Student level, class level, Prior College, Admit Types, Transfer Credit may be used for awarding aid • Exemptions/Waivers and Contracts • Disbursement & refunding • Admissions • Detail Codes • Terms • Enrollment • Grades • Graduation • And much, much more
Human Resources and Payroll	• Create, Maintain & Update Faculty workload records • Maintain Canadian Regulatory & Employment reporting requirements
General	• Common Matching • Person Records • Population selection & Letter Generation • Quick Flow • Personal Menus



Section A: Introduction

Lesson: Finance System

Jump to TOC

Purpose
Banner Finance helps institutions manage both day-to-day and long-term budgetary issues.

Banner Finance users can manage fiscal resources by channeling together information from disparate systems, create a central repository for all financial transactional processing, and put critical, updated budgetary information at departments' fingertips.

Banner Finance Highlights
- Administer finances
- Pay bills
- Invoice Clients
- Allocate Budgets
- Manage Endowments
- Commercial accounting and financial reporting

Jump to TOC

Interfaces

The table below describes the interface relationships between Finance and the other Banner systems.

Interface with Finance	Description
Advancement	• Automated flow of pledge & gift information • Endowment Units • Updating of the designation with the appropriate fund balance / budget based on all debit / credit changes • Endowment investments can be recorded and automatically tracked
Financial Aid	• Organizational Codes – for student employment
Human Resources and Payroll	• Payroll expenditures • Position budget • Establish Salary Budget & Salary planning for active year • Create / Maintain Encumbrances • Process HR Feeds – salary earnings, benefits, deductions, labor adjustments
Student	• Student Accounting & Tuition Processing • Contracts & Exemptions • Housing / Meals • Installment Plans • Refunds
Student Accounts Receivable	• Tuition & fee revenue • Receipts & Collections • Student disbursements ○ A/P Check, or Direct Deposit
General	• Common Matching • Person Records • Population selection & Letter Generation • Quick Flow • Personal Menus

Section A: Introduction

Lesson: Financial Aid System

Jump to TOC

Purpose

Banner Financial Aid helps institutions administer financial aid from recruiting through graduation, helping students obtain and manage loans, grants and other forms of aid.

Banner Financial Aid users can guarantee equitable treatment of learners, control institutional eligibility, support enrollment management goals, support traditional and online learners, and streamline applications, student communication, awarding and reporting to make processing easier.

Banner Financial Aid Highlights

- Process applications and disburse funds
- Funds management
- Requirement tracking
- Management of Financial Aid Funds
- Student Employment Tracking
- Interfaces with Student, Advancement & HR

Jump to TOC

Interfaces

The table below describes the interface relationships between Financial Aid and the other Banner systems.

Interface with Financial Aid	Description
Advancement	• n/a
Finance	• Organizational Codes – for student employment
Human Resources and Payroll	• Feed work study earnings to Financial Aid • Share position numbers • Share suffix numbers • Budget of positions • Payroll Calendar
Student	• Recruiting • Residency, Major/Degrees and Campus Housing for determining Cost of Attendance • Student level, class level, Prior College, Admit Types, Transfer Credit may be used for awarding aid • Exemptions/Waivers and Contracts • Disbursement & refunding • Admissions • Detail Codes • Terms • Enrollment • Grades • Graduation • And much, much more
General	• Common Matching • Person Records • Population selection & Letter Generation • Quick Flow • Personal Menus

Section A: Introduction

Lesson: Human Resources System

Jump to TOC

Purpose
Banner Human Resources helps institutions manage faculty, staff and payrolls.

Banner Human Resources users can manage personnel information across an institution, automate payroll administration, automate and track personnel actions, including compensation changes, promotions, leaves and termination, streamline budgeting policies and procedures, provide up-to-date answers to personal and payroll questions for employees, and enable employees to enter time sheets, leave reports, and/or leave requests online.

Banner Human Resources Highlights

- Accommodates unique payrolls
- Helps manage personnel
- Helps streamline your budgeting policies and procedures
- Supports recruitment, compensation management and position management activities

Section A: Introduction

Lesson: Human Resources System (Continued)

Jump to TOC

Interfaces

The table below describes the interface relationships between Human Resources and the other Banner systems.

Interface with Human Resources	Description
Advancement and Payroll	• Employee benefit processing – payroll deduction donations
Finance and Payroll	• Payroll expenditures • Position budget • Establish Salary Budget & Salary planning for active year • Create / Maintain Encumbrances • Process HR Feeds – salary earnings, benefits, deductions, labor adjustments
Financial Aid and Payroll	• Feed work study earnings to Financial Aid • Share position numbers • Share suffix numbers • Budget of positions • Payroll Calendar
Student and Payroll	• Create, Maintain & Update Faculty workload records • Maintain Canadian Regulatory & Employment reporting requirements
General	• Common Matching • Person Records • Population selection & Letter Generation • Quick Flow • Personal Menus

Section A: Introduction

Lesson: Advancement System

Jump to TOC

Purpose

Banner Advancement manages alumni, donors, parents and friends of an institution.

Banner Advancement users can automate fundraising, corporate giving, and alumni programs, access groups of constituents, alumni giving history, contact information, and reports from any Internet-connected device, and allow alumni to update their profiles, learn about upcoming campus events and news, and donate to the institution online.

Banner Advancement Highlights

- Maintains biographic and demographic information about constituents
- Manages campaigns
- Tracks solicitation efforts and results
- Maintains membership activities
- Allows extensive prospect tracking
- Supports donor stewardship

Jump to TOC

Interfaces

The table below describes the interface relationships between Advancement and the other Banner systems.

Interface with Advancement	Description
Finance	• Automated flow of pledge & gift information • Endowment Units • Updating of the designation with the appropriate fund balance / budget based on all debit / credit changes • Endowment investments can be recorded and automatically tracked
Financial Aid	• n/a
Human Resources and Payroll	• Employee benefit processing – payroll deduction donations
Student	• Identification and maintenance of Constituents • Degree Completion & Advising
General	• Common Matching • Person Records • Population selection & Letter Generation • Quick Flow • Personal Menus

Section A: Introduction

Lesson: Self Service

Jump to TOC

Purpose

Institutions can also implement Self Service Banner products so that some functions can be made available through the web.

Student Self Service

- Admissions, Financial Aid, Registration, Bill Payment

Faculty and Advisor Self Service

- Update Schedules, Advise and Grade Students, Manage Instructional Activities

Advancement Self Service

- Classmate Search, Online Donations, Identify Interests, Respond to Surveys, Update Biographical Information

Advancement Professional Self Service

- View Prospect Information, Record Contacts, Moves Management

Employee Self Service

- View Career History, Apply for Vacant Positions, Check Payroll Information, Enroll in Benefits, Submit Timesheets, Update Personal Information

Finance Self Service

- Budgets and Purchase Orders

Section B: Shared Data

Lesson: Overview

Jump to TOC

Introduction

The goal of this section is to describe how Banner shares data and discuss common data standard issues.

Intended audience

All Banner users.

Objectives

At the end of this section, you will be able to

- describe how Banner shares data
- describe data standard issues

Prerequisites

To complete this section, you should have completed the Education Practices computer-based training (CBT) tutorial "Banner 7 Fundamentals," or have equivalent experience navigating in the Banner system.

Section contents

Section B: Shared Data

Lesson: Shared Data Across All Systems

Jump to TOC

Introduction

Banner shares the following information across all systems:

- ID Number
- Name
- Addresses
- Phone Numbers
- Email Addresses
- Gender
- Date of Birth
- Marital Status
- Deceased Indicator
- Deceased Date
- Religion
- Citizenship
- Ethnicity
- Social Security Number
- Confidential Indicator
- PIDMS

Section B: Shared Data

Lesson: Shared Data Across Some Systems

Jump to TOC

Introduction

The following data list is shared across some of the Banner systems but not all:

- Degrees
- Majors
- Institutions
- Activities
- Levels
- Departments
- Colleges
- Buildings
- Rooms
- Honors
- Emergency Contacts
- Medical Information*
- Visa Type
- International Information

*This protected information is shared only according to your institution's policies.

Section B: Shared Data

Lesson: Shared Data Issues

Jump to TOC

Why Share Data?

- Data that is common to many systems is stored in one place.
- Shared data is consistent across systems.
- Data from every system can be combined for comprehensive reporting.

Issues of Shared Data

- Who "owns" the data?
- Who will be responsible for:
    - accuracy?
    - creating data entry standards?
    - entering changes?
    - resolving different requirements for systems?
    - maintaining validation codes?

Data Entry Standards

Your institution will need to create standards around the following:

- Upper case, lower case, mixed case
- Abbreviations
- Punctuations
- Postal Standards
- How can the standards be maintained?
- Who will ensure that the standards are followed?

Some Shared Data Issues

- Name Changes
- Address Changes
- Deceased Processing
- ID Numbers
- Updates via Self Service

Name Changes

- What offices can change names?
- Does a name change need verification?
- What serves as verification?
- What area typically has the most recent information?

Address Changes

- Do address changes need to be verified?
- Can departments share address types?
- In what cases should departments not share address types?
- What are the implications with the Self Service products?

Deceased Processing

How does marking a record as deceased impact the processes of other offices?

- Employees
- Benefit Recipients
- Current Students
- Mailings

ID Numbers

- Should the Social Security Number be used as the current ID?
- Who can change an ID Number?
- Why should an ID be changed?
- Should “smart IDs” be used?
- How should generated ID numbers be identified?
- FFELP lenders and service agents have Federally assigned ID’s which must be used

Section B: Shared Data

Lesson: Shared Data Issues (Continued)

Jump to TOC

Self Service Updates

- Can users update their personal information through the Self Service products?
- What information can be updated?
- What information can be viewed, but not updated?

Security

- Banner Forms
- Oracle Tables
- Update with each release
- **Who has access to query?**
    - Forms
    - Tables
- **Who has access to update?**
    - Forms
- **Who is responsible for granting and denying access?**
    - System Specific
    - Shared Information

Maintenance of Validation Tables

- Who will maintain rule and validation tables?
- How often will they be reviewed?
- What is the process for updating a shared table when a new code is requested?

Section C: Student to Financial Aid Interface

Lesson: Overview

Jump to TOC

Introduction

The goal of this section is to describe the primary interfaces from the Student to the Financial Aid Banner systems.

Intended audience

All Banner users.

Objectives

At the end of this section, you will be able to

- describe the interfaces from the Student to the Financial Aid Banner system

Prerequisites

To complete this section, you should have completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system.

Section contents

Section C: Student to Financial Aid Interface

Lesson: Integration

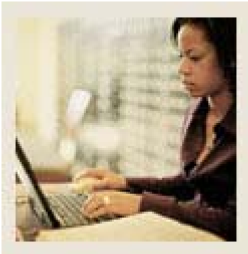
Jump to TOC

Introduction

The Student System Shared Data module integrates the Banner Student system with Financial Aid. This option permits you to view information in

- Recruiting
- Admissions
- Registration
- Housing
- Accounts Receivable
- Academic History.

Information in these Student system areas is important to the financial aid decision-making process.



Shared data

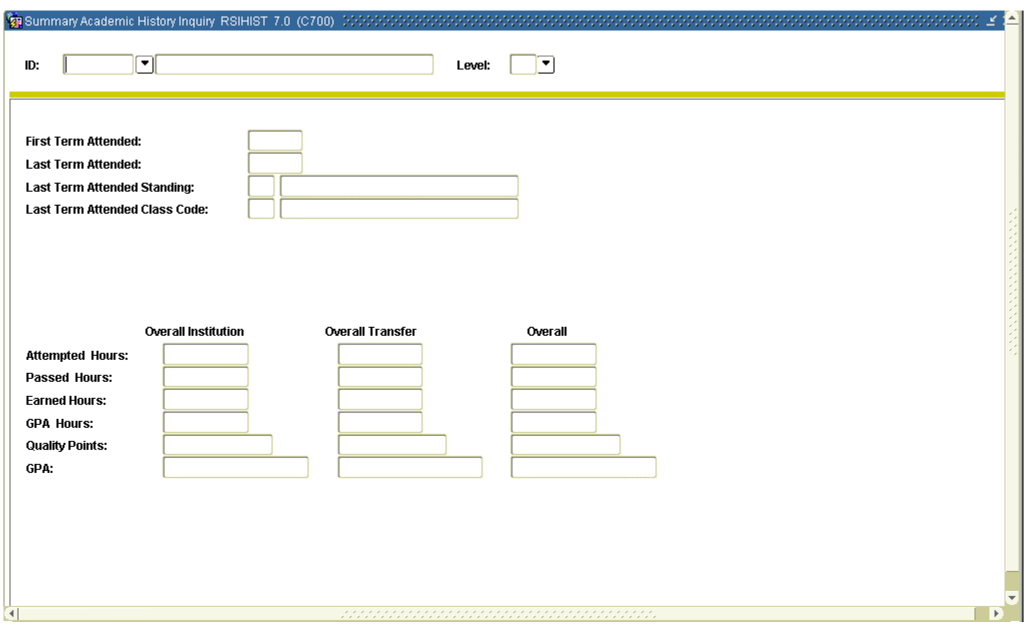
Data is shared with the Banner Student system through a series of views that contain information that the Financial Aid system may require for certain processes. This information is available through a series of inquiry-only forms listed on the Student System Shared Data menu. Student system data is shared through these views, rather than by direct access of the Student system tables, for the following reason: If Banner Financial Aid is installed as a stand-alone product in an environment where Banner Student is not installed, these views can be created as tables by the institution and periodically populated with data from its Student system.

Inquiry forms

Forms accessible through the Student System Shared Data menu are all Inquiry forms, and have the letter *I* for the third letter in their seven-character form name. This means that you can query the form for information; however, you cannot change or update the data. The forms described in this lesson flow in the order that they appear on the Student System Shared Data Menu.

Summary Academic History Inquiry Form (RSIHIST)

The Summary Academic History Inquiry Form allows you to review a student's term, cumulative GPA, and hours.



Jump to TOC

Timing of freeze process

Typically, the freeze process is run at the conclusion of your 'drop/add' period or at the end of your tuition refund period. This way, if a student is full time when the freeze process is run, dropping classes will not affect the way financial aid views his/her enrollment; it's still full-time for financial aid purposes.

Adjusting frozen enrollment

Frozen financial aid enrollment may be adjusted on a manual basis on several forms (for example, RPAAWRD, RPAAPMT, or ROAENRL). This is typically used for students who are legitimately allowed to add courses after the 'drop/add' period or for students cross registering at another college where you are authorized to pay the aid based on the combined enrollment.

Every time a student is included in the batch job to freeze enrollment, the financial aid enrollment is updated with the actual enrollment data from the Student system at the time the job is run. If you have made manual adjustments to the financial aid enrollment and include that student in the RSRENRL process, those manual adjustments are not replaced with actual Student system enrollment.

Include or exclude students from RSRENRL

The Financial Aid Enrollment Process (RSRENRL) allows you to update all existing records and add new records or to only add new records for the term.

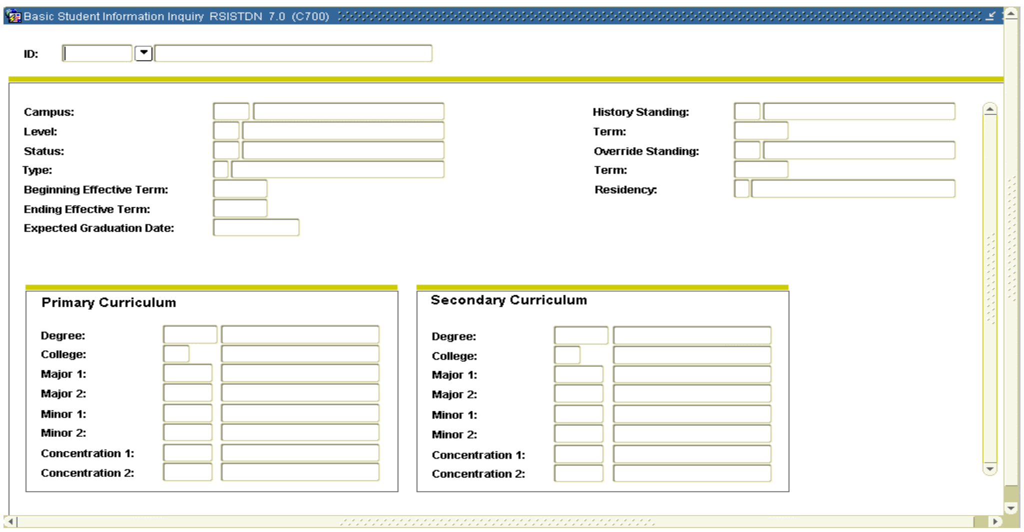
The process also allows you to load Financial Aid Attending hours. When loading Financial Aid Attending hours, the effective date of the hours will be loaded to allow you to determine the enrollment status as of a specific date. For any funds that you have indicated to use the Attending Hours functionality, the enrollment as of the date disbursement is run will be used. The ability to update existing records and add new records or to only add new records for the term is provided for maintaining Financial Aid Attending Hours.

If Attending Hours functionality is indicated for funds and you freeze Financial Aid Hours, you should also freeze the Financial Aid Attending Hours.

Jump to TOC

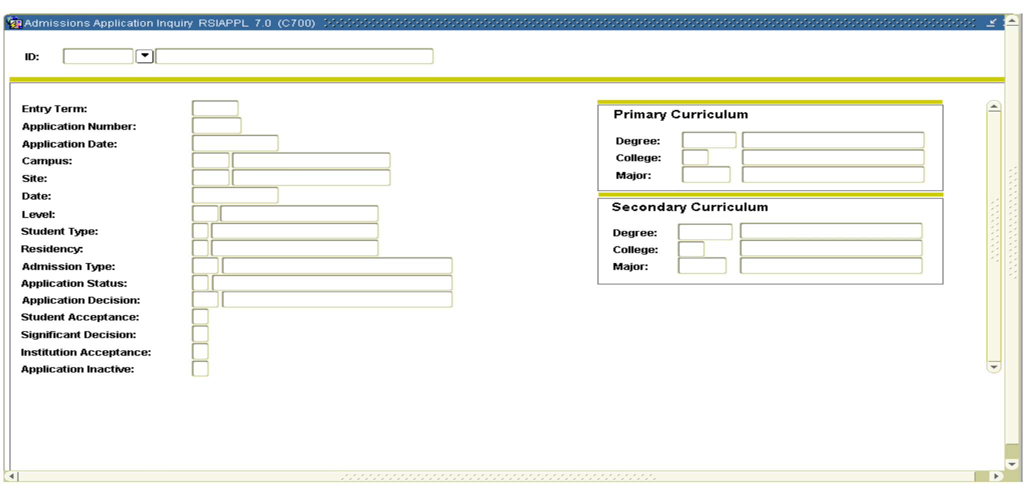
Basic Student Information Inquiry Form (RSISTDN)

The Basic Student Information Inquiry Form allows you to view a student's non-course related information. This form includes information such as campus, level, status, type, residency, degree, college, major, etc.



Admissions Application Inquiry Form (RSIAPPL)

The Admissions Application Inquiry Form allows you to review a student's admissions application-related information. This form includes information such as entry term, level, type, residency, admission status, major, etc.

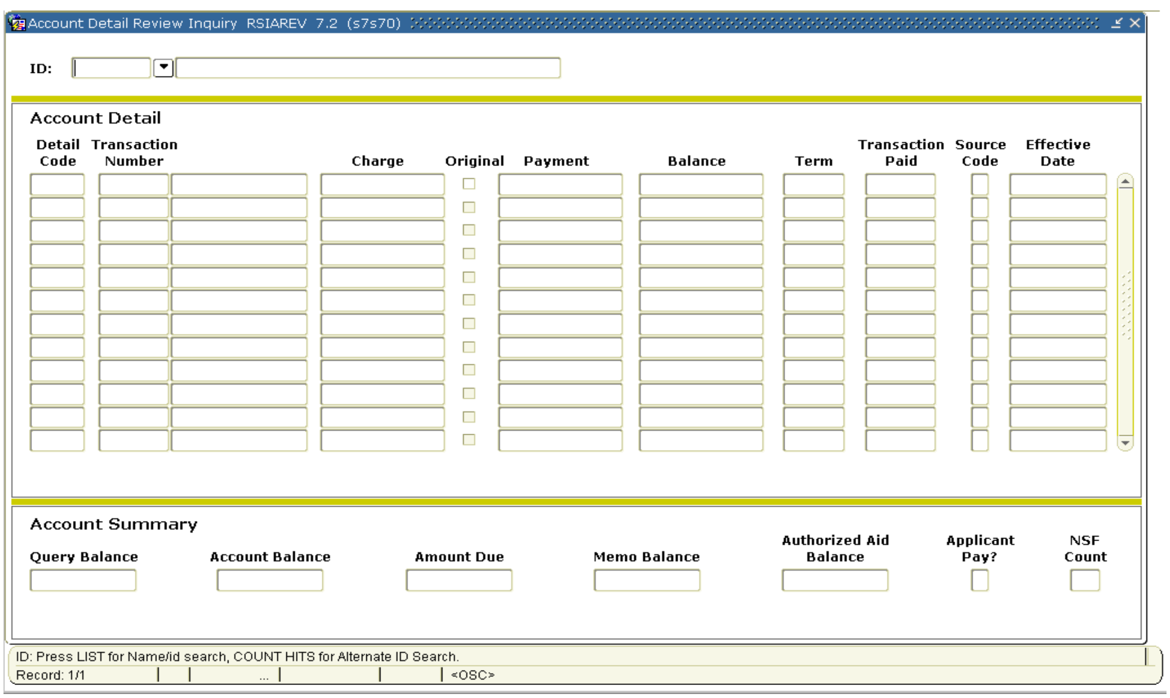


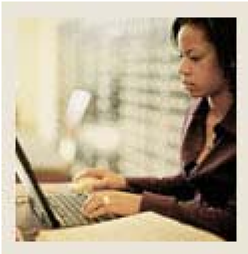
Account Detail Review Inquiry Form (RSIAREV)

The Account Detail Review Inquiry Form enables you to review charge and payment information for an account. This form receives account detail information from many functional areas, such as transcript fees from academic history, application fees from admissions, registration charges from registration and housing, and meal and phone charges from location management and housing.

All fields in the Account Detail section are display-only fields, and display charges and payments to an account. All activity for this account appears within this section. The effective date of the charge or payment determines the current amount due. The form does not use charges or payments with an effective date greater than today in the calculation. Charges and payments created in other modules are indicated by the source.

The balance of the account and the current amount due are calculated and displayed on the last line of this form. Any changes to the account information will modify these balances. The **Query Balance** is the sum of all charges and payments queried and displayed to date. The **Acct Balance** is the sum of all charges and payments. The **Amount Due** is the sum of all charges and payments with an effective date less than or equal to the current date, plus the sum of any memo charges and payments recorded for the account.

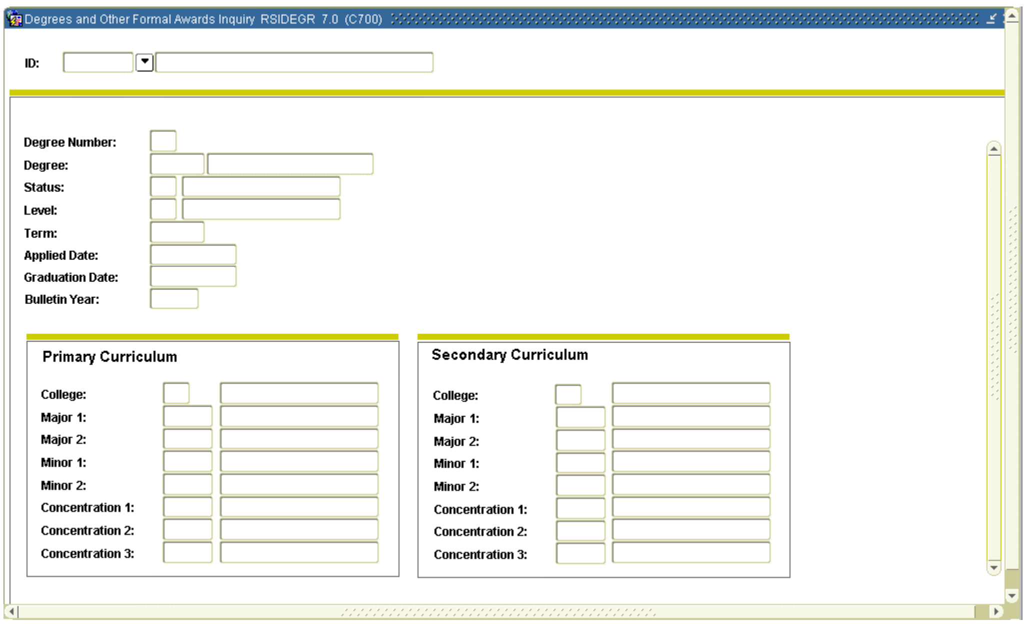




Jump to TOC

Degrees and Other Formal Awards Inquiry Form (RSIDEGR)

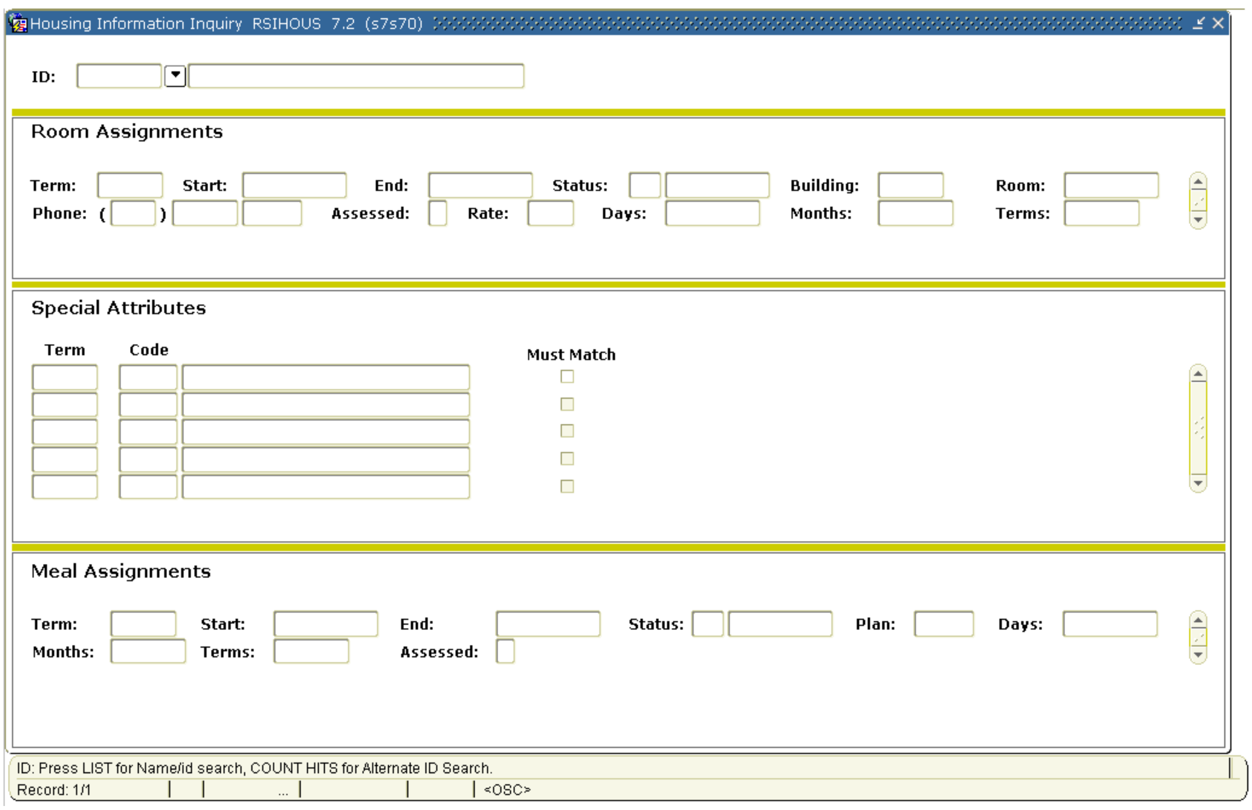
The Degrees and Other Formal Awards Inquiry Form allows you to review degree and award-related information for a student. Degrees are captured by number to provide an optional method of identifying the student's primary degree, if more than one degree exists. This form displays the degree number, degree code and description, applied date, graduation date, degree status and description, bulletin year, level code and description, term code, primary curriculum, and secondary curriculum.



Jump to TOC

Housing Information Inquiry Form (RSIHOUS)

The Housing Information Inquiry Form displays information that pertains to a student's residence hall room assignment, any special attributes for the room, and meal plan assignments. The Room Assignments section lists room assignment information such as the term code, start date, end date, status code and date, building code, room code, phone number, assessed indicator, rate code, total days, total months, and total terms. The Special Attributes section is a view-only section that displays the term code, attribute code and description, and match indicator. The Meal Assignments section displays the term code, start date, end date, status code and date, meal plan code, total days, total months, total terms and assessed indicator.



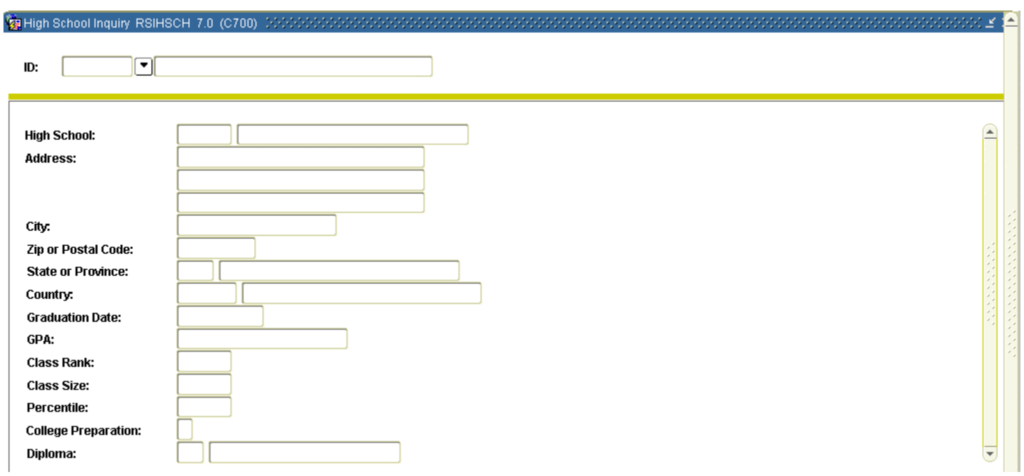
Jump to TOC

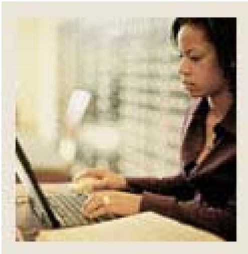
Prior College Inquiry Form (RSIPCOL)

The Prior College Inquiry Form allows you to check a person's prior college history, such as the college address, degrees, and period of attendance. The data displays in College Code sequence.

High School Inquiry Form (RSIHSCH)

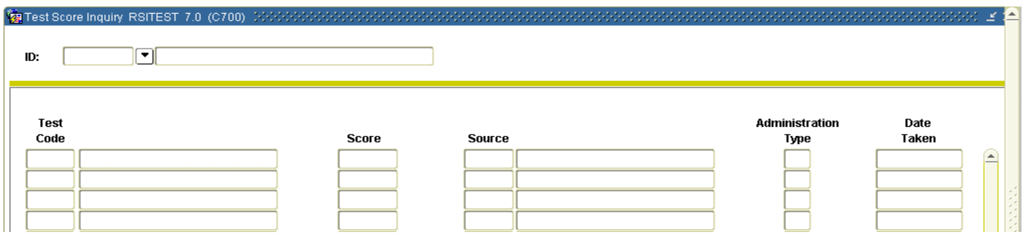
The High School Inquiry Form allows you to view a student's high school information such as school name and address, graduation date, overall GPA, and class rank/size.





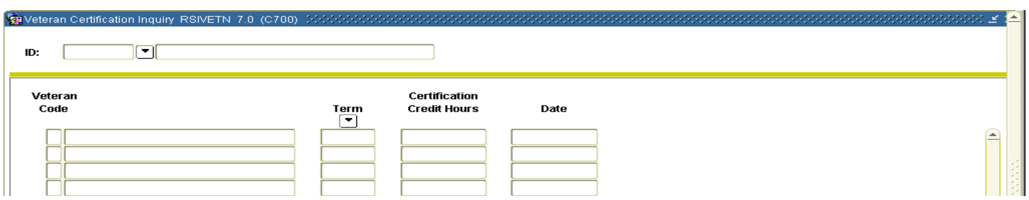
Test Score Inquiry Form (RSITEST)

The Test Score Inquiry Form displays a student's test history.



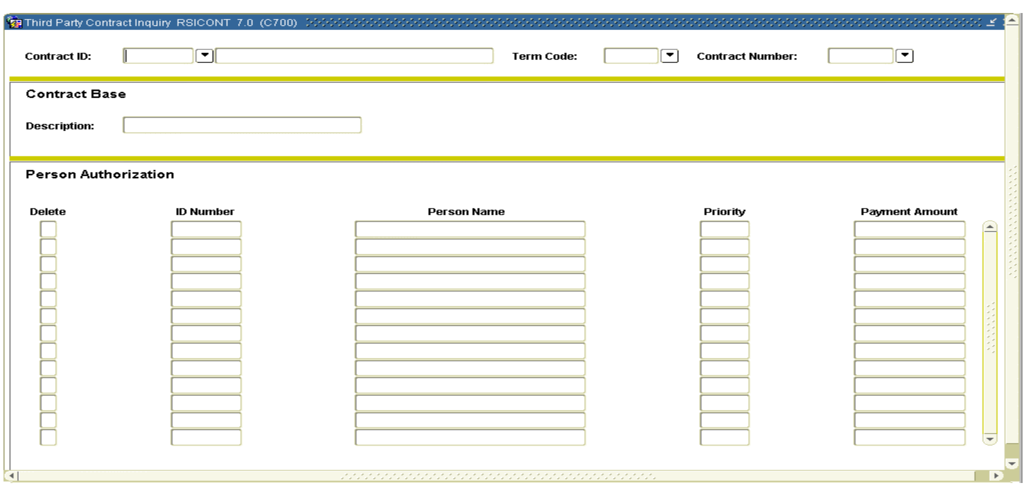
Veteran Certification Inquiry Form (RSIVETN)

The Veteran Certification Inquiry Form allows you to view veteran-related information by term for a student.



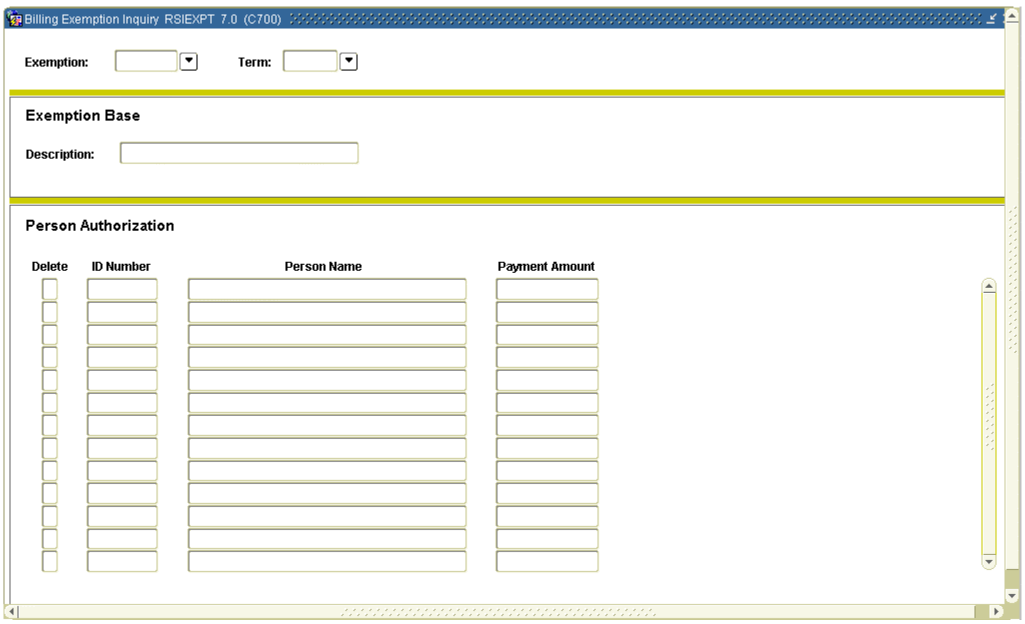
Third Party Contract Inquiry Form (RSICONT)

The Third Party Contract Inquiry Form displays those students authorized for a third party contract for a given term. A *D* in the **Delete** field indicates that the person is no longer authorized for the contract.



Billing Exemption Inquiry Form (RSIEXPT)

The Billing Exemption Inquiry Form displays those students authorized for a billing exemption for a given term code. A *D* in the **Delete** field indicates that the person is no longer authorized for the exemption.



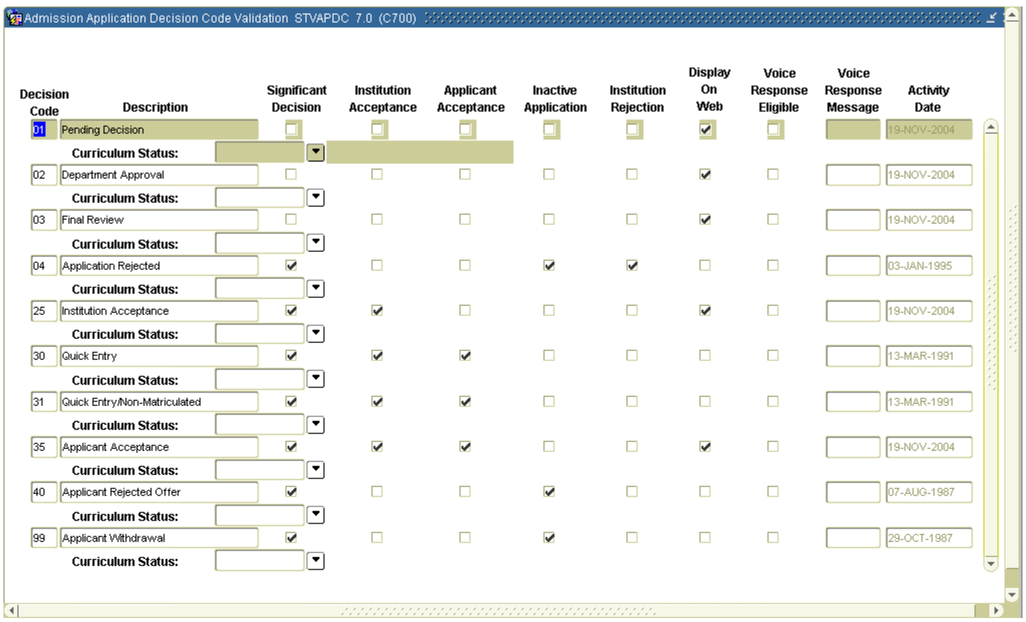
Section C: Student to Financial Aid Interface

Lesson: Additional Shared Student Forms

Jump to TOC

Admission Application Decision Code Validation Form (STVAPDC)

This form defines Admission Application Decision codes. These codes may be used when using views such as ROVADxx to identify students who have paid a deposit or met some other criteria of admissions. These codes can be used in tracking, budgeting or packaging group rules.

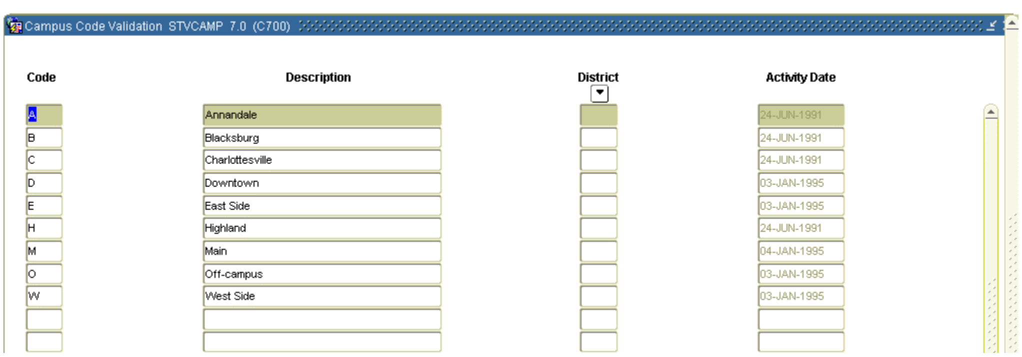


Admission Application Decision Code Validation STVAPDC 7.0 (C700)

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Inactive Application	Institution Rejection	Display On Web	Voice Response Eligible	Voice Response Message	Activity Date
01	Pending Decision						✓			19-NOV-2004
	Curriculum Status:									
02	Department Approval						✓			19-NOV-2004
	Curriculum Status:									
03	Final Review						✓			19-NOV-2004
	Curriculum Status:									
04	Application Rejected	✓			✓	✓				03-JAN-1995
	Curriculum Status:									
25	Institution Acceptance	✓	✓				✓			19-NOV-2004
	Curriculum Status:									
30	Quick Entry	✓	✓	✓						13-MAR-1991
	Curriculum Status:									
31	Quick Entry/Non-Matriculated	✓	✓	✓						13-MAR-1991
	Curriculum Status:									
35	Applicant Acceptance	✓	✓	✓			✓			19-NOV-2004
	Curriculum Status:									
40	Applicant Rejected Offer	✓			✓					07-AUG-1987
	Curriculum Status:									
99	Applicant Withdrawal	✓			✓					29-OCT-1987
	Curriculum Status:									

Campus Code Validation Form (STVCAMP)

The Campus Code Validation Form (STVCAMP) defines Campus codes that are used on the Institution Financial Aid Options Form (ROAINST) for Pell Grant disbursement processing.



Campus Code Validation STVCAMP 7.0 (C700)

Code	Description	District	Activity Date
A	Annandale		24-JUN-1991
B	Blacksburg		24-JUN-1991
C	Charlottesville		24-JUN-1991
D	Downtown		03-JAN-1995
E	East Side		03-JAN-1995
H	Highland		24-JUN-1991
M	Main		04-JAN-1995
O	Off-campus		03-JAN-1995
W	West Side		03-JAN-1995

Section C: Student to Financial Aid Interface

Lesson: Interface Setup

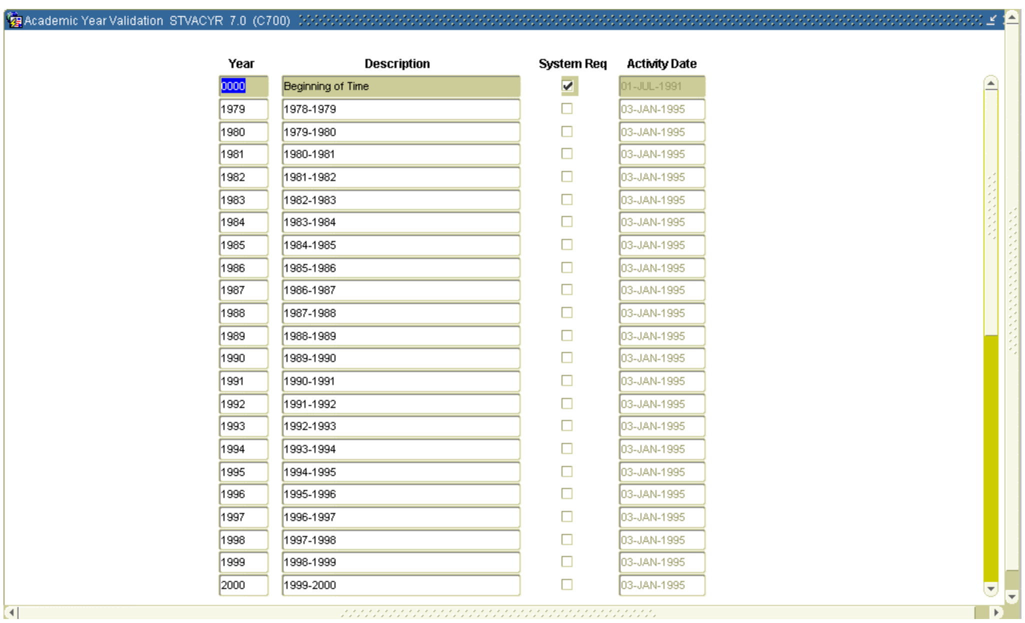
Jump to TOC

Introduction

The Financial Aid system interfaces directly with the Banner Student system. This interface requires that you populate certain Student fields in order to take full advantage of the Financial Aid system features. There are numerous tables in the Student system that can be accessed by Financial Aid processes. The main accessed tables will be discussed in this section.

Academic Year Validation Form (STVACYR)

This form is used to create, update, validate, insert, and delete student academic years. Each aid year will have specific terms that are associated with it. On the financial aid side, terms are associated to aid years, aid periods, and loan periods.



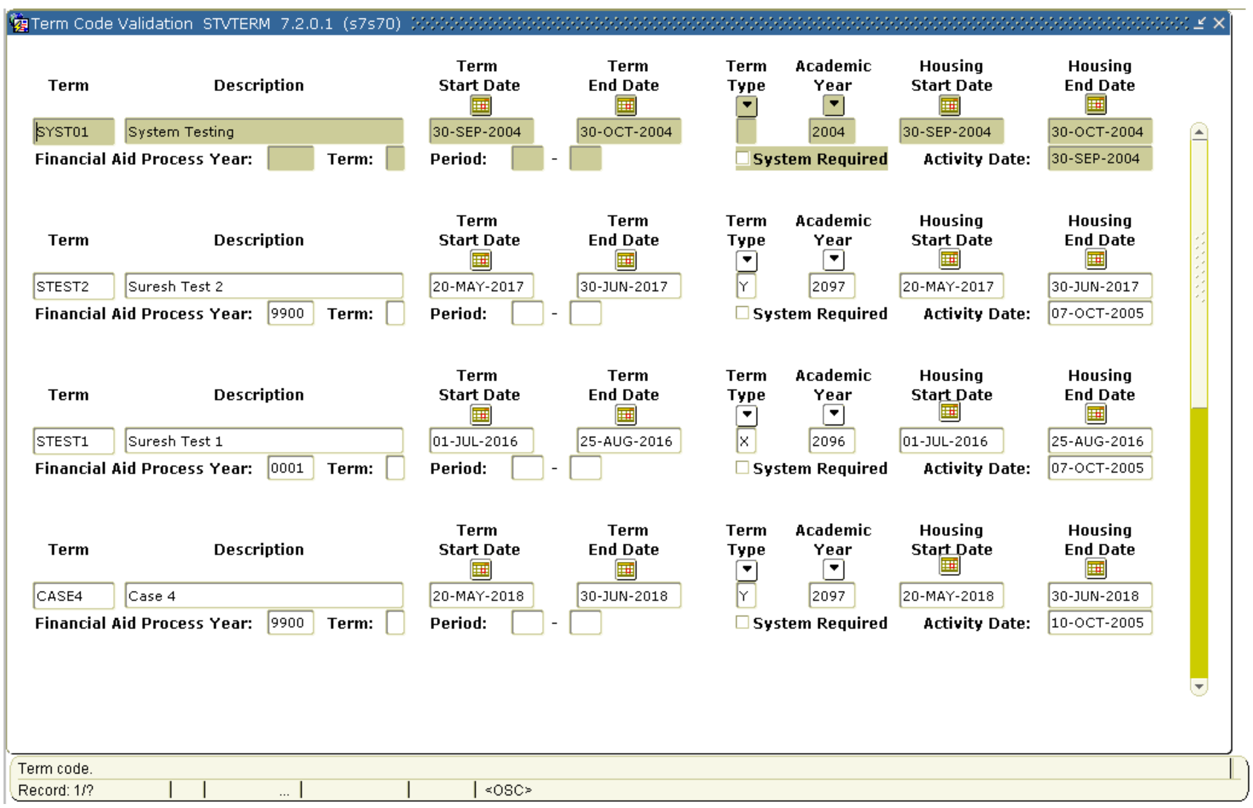
Academic Year Validation STVACYR 7.0 (C700)

Year	Description	System Req	Activity Date
0000	Beginning of Time	✔	01-JUL-1991
1979	1978-1979		03-JAN-1995
1980	1979-1980		03-JAN-1995
1981	1980-1981		03-JAN-1995
1982	1981-1982		03-JAN-1995
1983	1982-1983		03-JAN-1995
1984	1983-1984		03-JAN-1995
1985	1984-1985		03-JAN-1995
1986	1985-1986		03-JAN-1995
1987	1986-1987		03-JAN-1995
1988	1987-1988		03-JAN-1995
1989	1988-1989		03-JAN-1995
1990	1989-1990		03-JAN-1995
1991	1990-1991		03-JAN-1995
1992	1991-1992		03-JAN-1995
1993	1992-1993		03-JAN-1995
1994	1993-1994		03-JAN-1995
1995	1994-1995		03-JAN-1995
1996	1995-1996		03-JAN-1995
1997	1996-1997		03-JAN-1995
1998	1997-1998		03-JAN-1995
1999	1998-1999		03-JAN-1995
2000	1999-2000		03-JAN-1995

Term Code Validation Form (STVTERM)

The Term Code Validation Form (STVTERM) is the validation form that defines the terms within Banner. Banner is a term driven system. Terms are the building blocks within Banner. Financial Aid is defined by aid year and by aid period. The terms from the student side are what define aid year and aid period. Budgets, packaging, disbursement, and other processes within Financial Aid are all term driven.

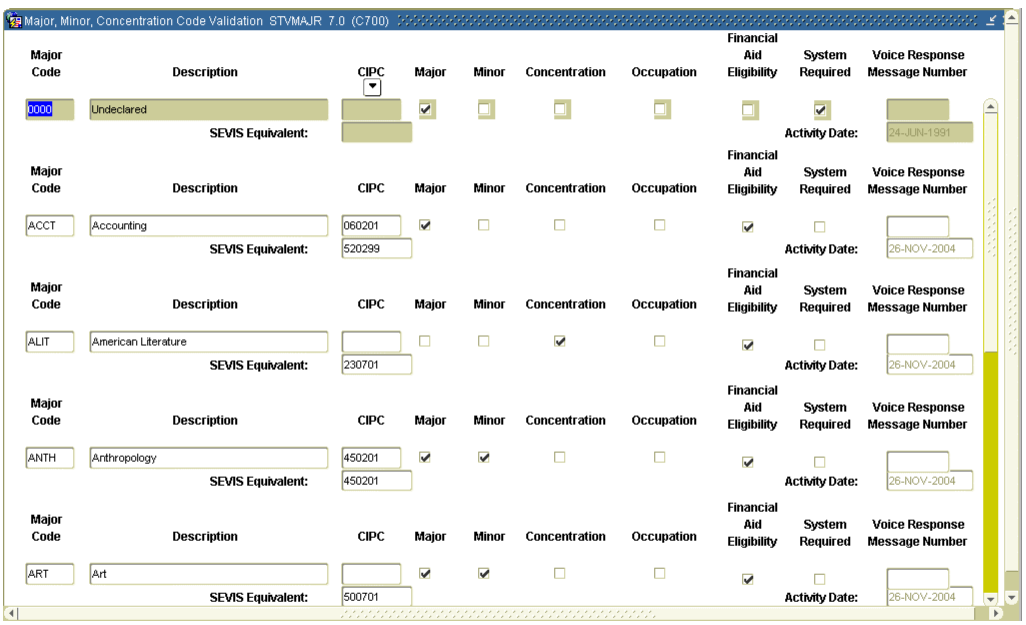
The Financial Aid Term and Financial Aid Beginning and Ending Periods are not required by Banner Financial Aid, but may be used by various third-party systems.



Major, Minor Concentration Code Validation Form (STVMAJR)

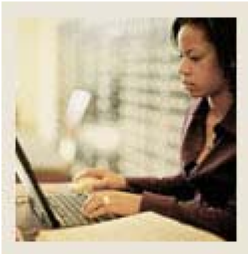
This form defines the majors that a student can be assigned in the Student System. This form is associated with Financial Aid in that you must determine if a specific major is an aid-eligible major or not for Title IV Funds or funds that you have set up on RFRBASE with a Federal Fund ID of GTIV.

If a student is assigned a major for which the **Financial Aid Eligibility** indicator is not selected, Banner will not disburse financial aid for this student. An error message will appear in the Financial Aid System indicating that the student is not enrolled in an aid eligible major.



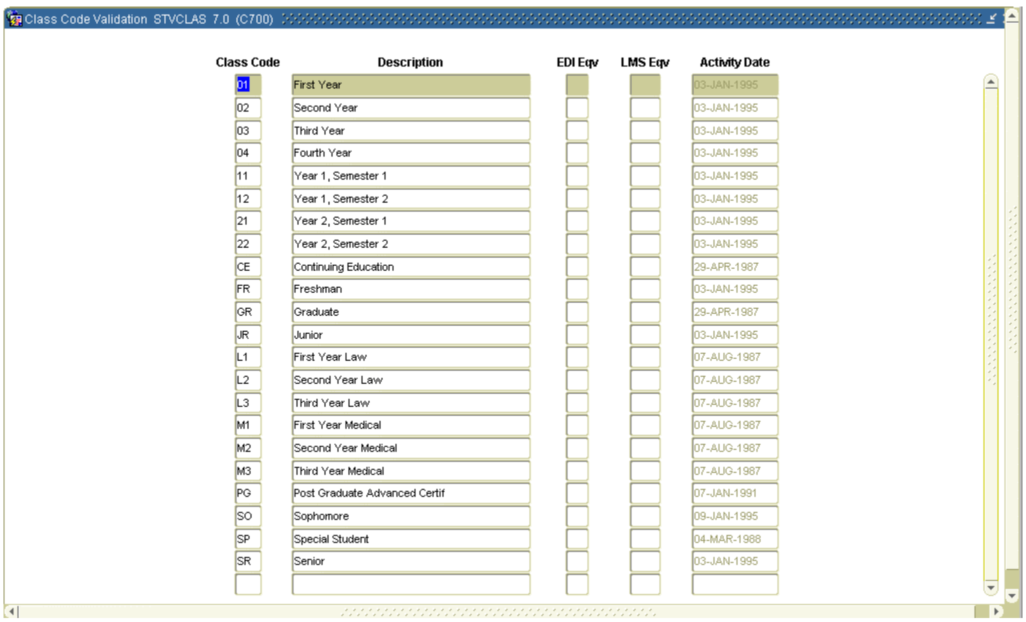
Major, Minor, Concentration Code Validation STVMAJR 7.0 (C700)

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number	SEVIS Equivalent	Activity Date
0000	Undeclared		✓					✓			24-JUN-1991
ACCT	Accounting	060201	✓				✓			520299	26-NOV-2004
ALIT	American Literature				✓		✓			230701	26-NOV-2004
ANTH	Anthropology	450201	✓	✓			✓			450201	26-NOV-2004
ART	Art		✓	✓			✓			500701	26-NOV-2004



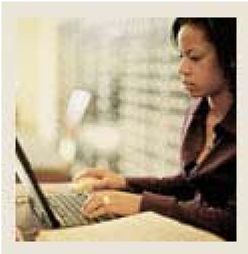
Class Code Validation Form (STVCLAS)

Student System class codes must be translated to Financial Aid class codes so that Banner will certify loan amounts correctly. The federal rules for awarding loan amounts based on class code are hard-coded within Banner.



Class Code Validation STVCLAS 7.0 (C700)

Class Code	Description	EDI Eqv	LMS Eqv	Activity Date
01	First Year			03-JAN-1995
02	Second Year			03-JAN-1995
03	Third Year			03-JAN-1995
04	Fourth Year			03-JAN-1995
11	Year 1, Semester 1			03-JAN-1995
12	Year 1, Semester 2			03-JAN-1995
21	Year 2, Semester 1			03-JAN-1995
22	Year 2, Semester 2			03-JAN-1995
CE	Continuing Education			29-APR-1987
FR	Freshman			03-JAN-1995
GR	Graduate			29-APR-1987
JR	Junior			03-JAN-1995
L1	First Year Law			07-AUG-1987
L2	Second Year Law			07-AUG-1987
L3	Third Year Law			07-AUG-1987
M1	First Year Medical			07-AUG-1987
M2	Second Year Medical			07-AUG-1987
M3	Third Year Medical			07-AUG-1987
PG	Post Graduate Advanced Certif			07-JAN-1991
SO	Sophomore			09-JAN-1995
SP	Special Student			04-MAR-1988
SR	Senior			03-JAN-1995



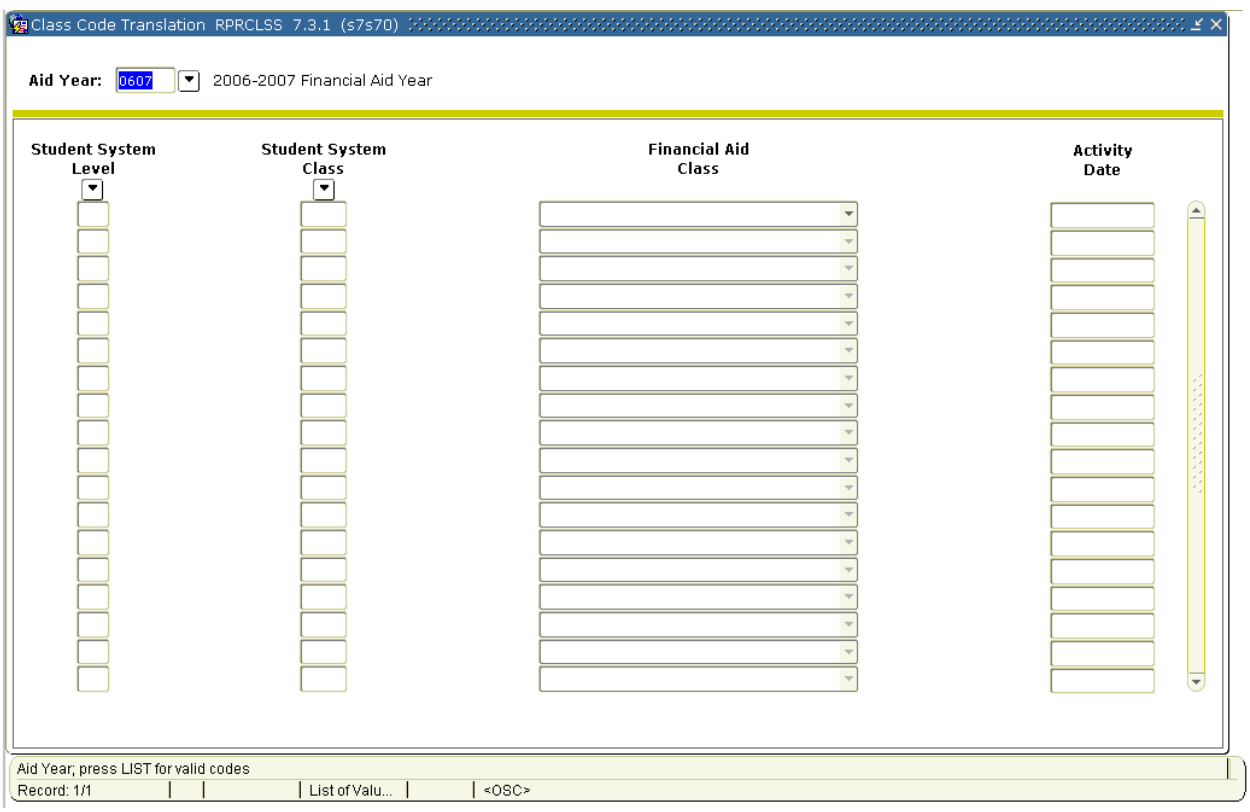
Jump to TOC

Class Code Translation Form (RPRCLSS)

The Class Code Translation Form (RPRCLSS) allows you to associate the class code from the student FAFSA record, the Need Analysis Form (RNANAxx), with the class code from the Student System, and the Class Code Validation Form (STVCLAS). It is used for loan certification and for Title IV disbursement.

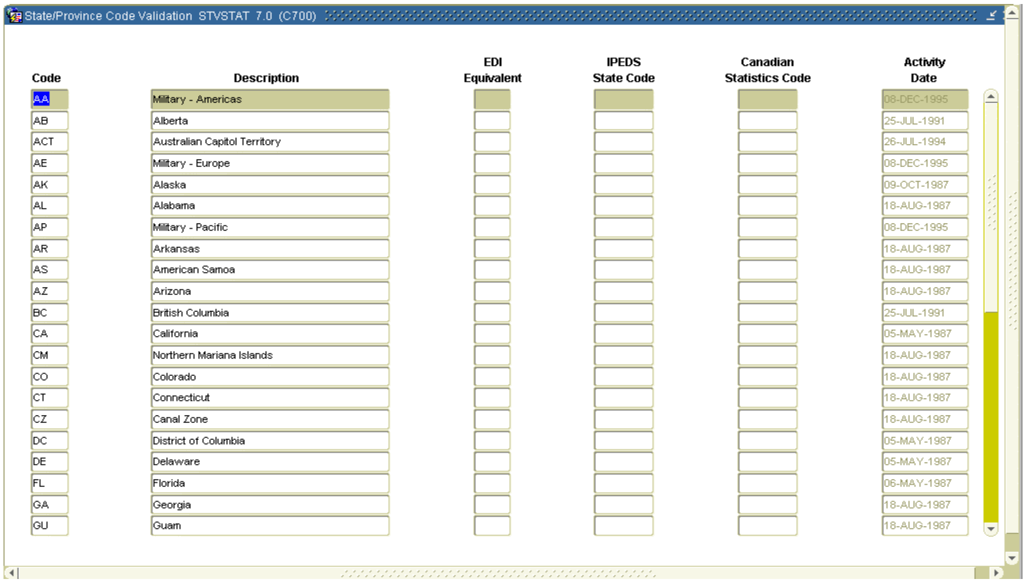
When this form has been completed, the Banner packaging module will accurately award financial aid to a student.

Because the loan creation translates loan eligibility from the class reported on the RNANAxx form, schools should verify that the reported classification on RNANAxx is correct in order to ensure accurate loan processing.



State/Province Code Validation Form (STVSTAT)

This form is the validation form on which State codes are created. This form is associated with the Identification Form (SPAIDEN), when creating addresses for a General Person record. This form also feeds into the Need Analysis Form (RNANAxx) in the event that you wish to change a student's address on this form.



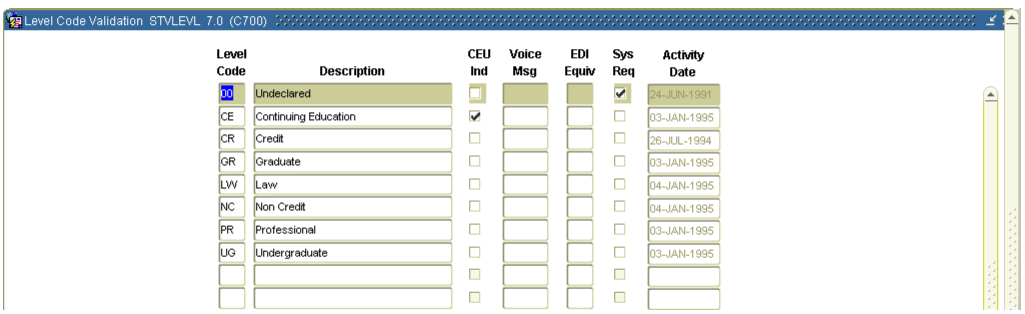
State/Province Code Validation STVSTAT 7.0 (C700)

Code	Description	EDI Equivalent	IPEDS State Code	Canadian Statistics Code	Activity Date
AA	Military - Americas				08-DEC-1995
AB	Alberta				25-JUL-1991
ACT	Australian Capitol Territory				26-JUL-1994
AE	Military - Europe				08-DEC-1995
AK	Alaska				09-OCT-1987
AL	Alabama				18-AUG-1987
AP	Military - Pacific				08-DEC-1995
AR	Arkansas				18-AUG-1987
AS	American Samoa				18-AUG-1987
AZ	Arizona				18-AUG-1987
BC	British Columbia				25-JUL-1991
CA	California				05-MAY-1987
CM	Northern Mariana Islands				18-AUG-1987
CO	Colorado				18-AUG-1987
CT	Connecticut				18-AUG-1987
CZ	Canal Zone				18-AUG-1987
DC	District of Columbia				05-MAY-1987
DE	Delaware				05-MAY-1987
FL	Florida				06-MAY-1987
GA	Georgia				18-AUG-1987
GU	Guam				18-AUG-1987

Level Code Validation Form (STVLEVL)

This form is used to create, delete, update, and insert level codes (i.e., undergraduate, graduate).

Levels have a similar function to that of class codes. The level code is associated with a student's Financial Aid class code. The Packaging module will award financial aid based on a student's level. For example, a student with a level code of *graduate* is not eligible for a Federal Pell Grant. In addition, graduate students receive different amounts of federal loan funding.



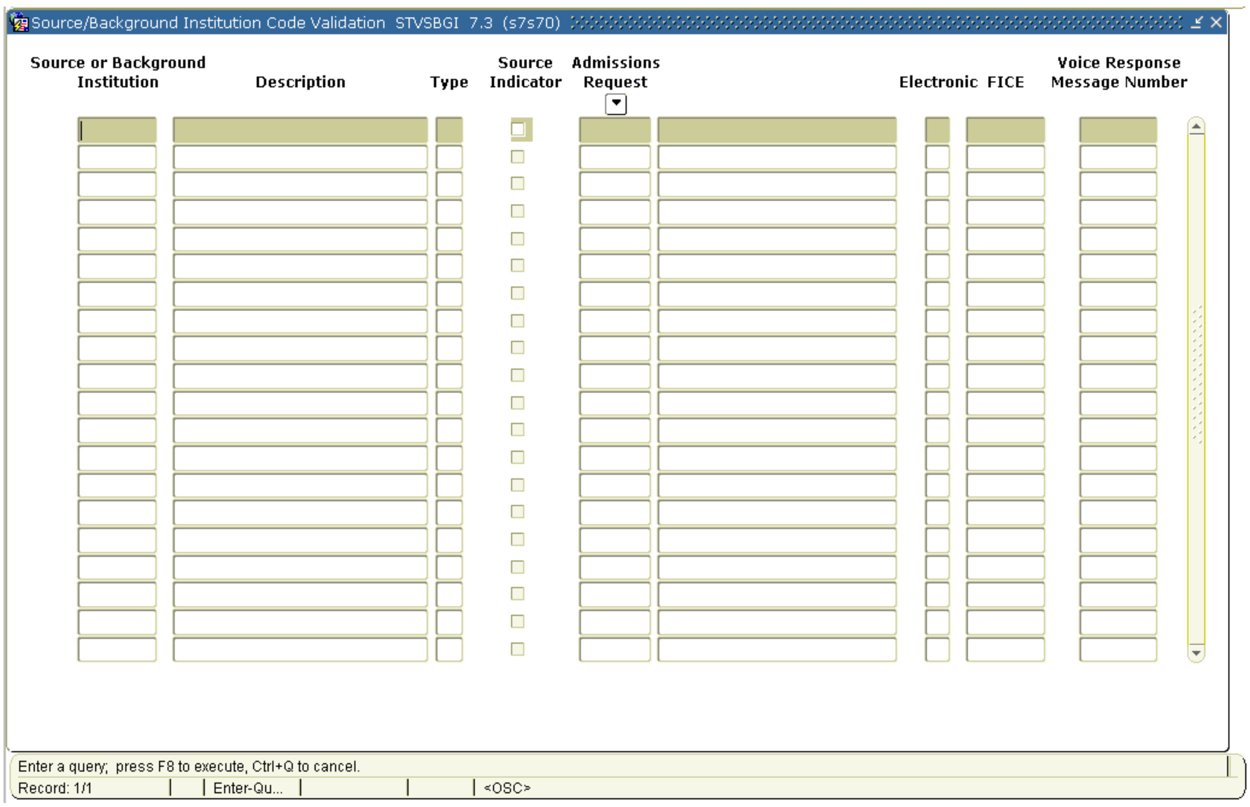
Level Code Validation STVLEVL 7.0 (C700)

Level Code	Description	CEU Ind	Voice Msg	EDI Equiv	Sys Req	Activity Date
00	Undeclared	☐			☑	24-JUN-1991
CE	Continuing Education	☑			☐	03-JAN-1995
CR	Credit	☐			☐	26-JUL-1994
GR	Graduate	☐			☐	03-JAN-1995
LW	Law	☐			☐	04-JAN-1995
NC	Non Credit	☐			☐	04-JAN-1995
PR	Professional	☐			☐	03-JAN-1995
UG	Undergraduate	☐			☐	03-JAN-1995
		☐			☐	
		☐			☐	

Jump to TOC

Source/ Background Institution Code Validation Form (STVSBGI)

This form is used to create, update, insert, and delete SBGI codes (i.e., higher educational institution codes (ex: American University, Bryant College), high school codes, etc.). These are used for admissions, prior academic history, and for some processing during Financial Aid record creation.



Section D: Student to Advancement Interface

Lesson: Overview

Jump to TOC

Introduction

The goal of this section is to describe the primary interfaces from the Student to the Advancement Banner systems.

Intended audience

All Banner users.

Objectives

At the end of this section, you will be able to

- describe the interfaces from the Student to the Advancement Banner system

Prerequisites

To complete this section, you should have completed the Education Practices computer-based training (CBT) tutorial "Banner 7 Fundamentals," or have equivalent experience navigating in the Banner system.

Section contents

Section D: Student to Advancement Interface

Lesson: Integration

Jump to TOC

Decisions before performing the interface

Decision	Relevant Information/Questions
What important decision(s) must be made regarding the rolling of students?	Minimum semester hours needed and type/level of student.
Why must all students have an address?	The form APACONS requires a Preferred Address Type.
What process must be in place to handle non-graduate students?	How does your institution identify those students who are non-graduates? This a list provided by the Student Registrar indicating what students are returning and also which students who did not graduate and are not returning.
What are the two critical pieces of information that are needed?	Address type and alumnus category code.
How often can this process be run?	As often as desired. Each time it is run, it updates the activities and employment information.

Section D: Student to Advancement Interface

Lesson: Interface Setup

Jump to TOC

Introduction

The Student to Advancement Interface adds records to Banner Advancement from Banner Student that define individuals as constituents and also updates information on existing constituents. The interface selects individuals who meet criteria based on the values entered for the parameters.

A person is identified in the Advancement System when information exists for that person on the Constituent Information Form (APACONS). This information constitutes a constituent record. If a constituent record already exists for an individual selected by the student interface, new academic and employment information is added. Information that exists in the constituent record is not overwritten. The report's output lists all students to be added or updated to the Advancement System.

Identification ID, person, and address information is shared among all Banner Systems and therefore is not affected by the interface. However, it should be noted that each student should have an address. However Student academic information is retrieved from the Admissions, Academic History, and Registration modules. Upon request, and if the information is available, student cooperative education information is retrieved for employment history and added to the Employment History Form (APAEHIS) and student activity information is retrieved and added to the Activities Form (APAACTY).

Student System background

The grade roll process must be done either on-line or in batch in order to create Academic History records for students. (The two on-line forms are the Class Roster Form (SFASLST) and the Class Attendance Roster Form (SFAALST); the batch process is the Grade Roll to Academic History (SHRROLL). Much of the information created by the grade roll process is used in the Student to Advancement Interface (APPSTDI) such as the term header records, degree records, and hours earned by the student.

Timing of the grade roll and APPSTDI needs to be coordinated depending on your institution's needs. For example, if your institution wants to have students become constituents after their first semester, then APPSTDI must be run after the grade roll to insure that the term header records exists. If no term header record exists for a student, then that student will not be selected in the interface. Also, it should be noted that the process APPSTDI does not select deceased students.

Jump to TOC

Student categories

All students who have Academic History Term Header records (have had grades rolled for a term) for the term matching the term(s) entered for the **Academic History Terms to Include** parameter is considered for one of the following categories. Individuals who qualify for one of the following categories are added or will have their records updated to the Advancement System. If the student does not qualify for any one of the categories, processing is stopped on that student.

- Graduates: A degree has been awarded.
- Non-Graduates: No degree has been awarded, no registration exists as of a specified term, and a minimum number of credits has been earned, i.e., the student is someone who attended and cumulated a certain number of credits, did not earn a degree, and is no longer attending your institution.
- Current Students: No degree has been awarded, a current registration exists, and a minimum number of credits has been earned or is currently being earned.

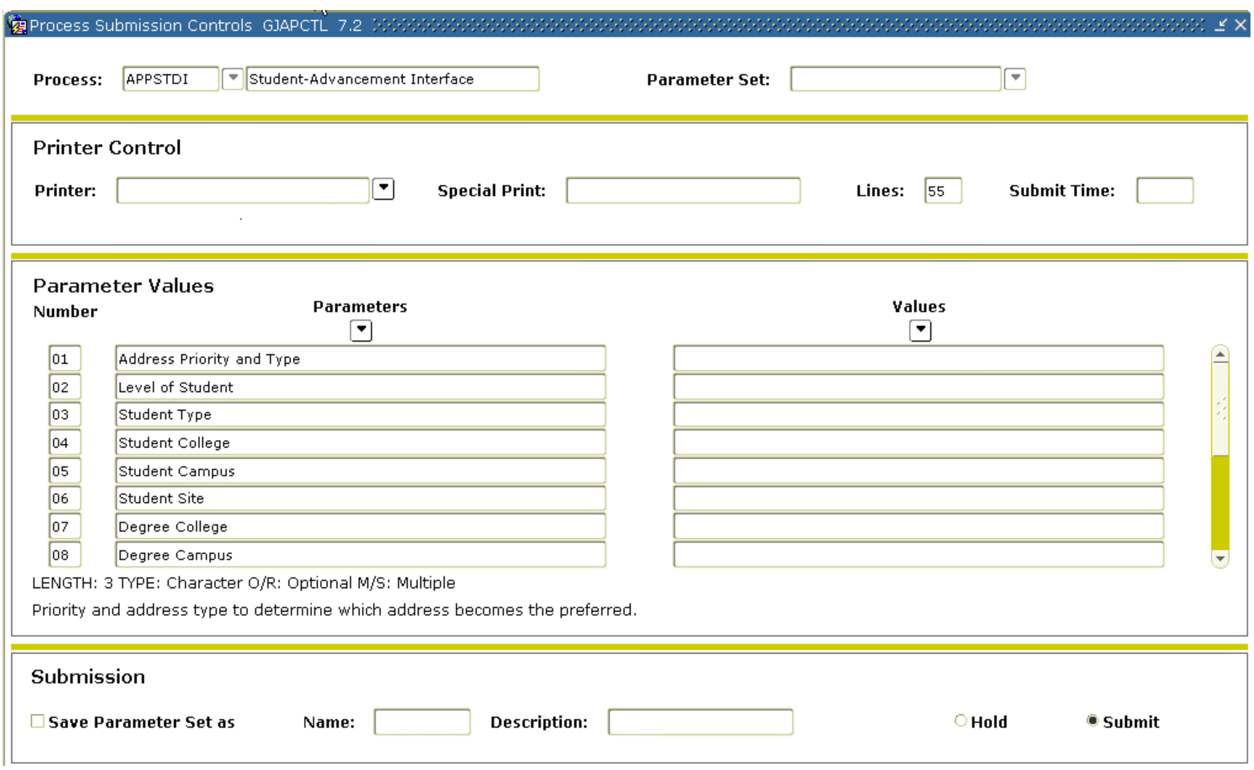
You can select information for one or more student categories by entering values for a specific set of parameters. The data source for two of the output fields, **Preferred Class** and **Preferred College**, varies with respect to the student category for which information is retrieved.

Student categories, continued

To select information for more than one category, enter all parameters for each category you want. For the parameters that are needed for more than one category, such as Level of Student, enter a value for each category; each parameter specifies if multiple values can be entered. For example, if you are selecting graduates and non-graduates, you need to enter all levels that graduates and non-graduates may have.

The parameter sets and corresponding data sources follow. The numbers shown for parameters are those displayed on the Process Parameter Entry Form (GJAPCTL) when you run the process via Banner Job Submission. Parameters are unnumbered and may appear in a different order if you submit the process from your operating system host command. Also, if submitting through the host, you may need to verify that the parameters are optional and not required. If they are required, you must alter the process APPSTDI to allow the parameters to be optional when run from the host.

Banner form


Process Submission Controls GJAPCTL 7.2

Process: APPSTDI Student-Advancement Interface Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Address Priority and Type	
02	Level of Student	
03	Student Type	
04	Student College	
05	Student Campus	
06	Student Site	
07	Degree College	
08	Degree Campus	

LENGTH: 3 TYPE: Character O/R: Optional M/S: Multiple

Priority and address type to determine which address becomes the preferred.

Submission

Save Parameter Set as Name: Description: Hold Submit

Jump to TOC

Parameters for the Student to Advancement Interface (APPSTDI)

Parameters that allow multiple values are identified with M; parameters that allow the ORACLE wildcard character (%) are identified with %.
Parameter values can be entered either on the Process Parameter Entry Form (GJAPCTL) or from the operating system during execution.

Parameter	Description
01 Address Priority and Type—M	Enter the address type priority followed by address type (i.e., *1MA, 2PR*). This value is used to determine the preferred address type for a constituent as identified on the Constituent Information Form (APACONS). Based on the priority entered, the process looks for an existing address type that matches the parameter value. Address types must exist on the Address Type Code Validation Form (STVATYP). If no matching address is found for a student, a default preferred address type of *MA* (mailing) is entered.
02 Level of Student—M	Enter the level code from the Level Code Validation Form (STVLEVL) of students being extracted. This code indicates the current academic level of the student, for example, undergraduate or graduate.
03 Student Type—M	Enter the student type from the Student Type code Validation Form (STVSTYP). (Examples: New, Continuing, Transfer, etc.)
04 Student College—M	Enter the college of the student from the College Code Validation Form (STVCOLL).
05 Student Campus—M	Enter the campus of the student from the Campus Code Validation Form (STVCAMP).
06 Student Site—M	Enter the site of the student from the Site Code Validation Form (STVSITE).
07 Degree College—M	Enter the college of degree from the College Code Validation Form (STVCOLL).
08 Degree Campus—M	Enter the campus of degree from the Campus Code Validation Form (STVCAMP).
09 Date Range Start for Degree	Enter the starting date range for degree to consider for the interface—DD-MON-YYYY. (Example would be 01-MAY-2003)

Parameters for the Student to Advancement Interface (APPSTDI), continued

Parameter	Value
10 Date Range End for Degree	Enter the ending date range for degree to consider for the interface—DD-MON-YYYY. (Example would be 31-MAY-2003)
11 Donor Code for Degree Students	Enter the donor code from the Donor Category Code Validation Form (ATVDONR) that is entered on APACONS for alumni who have been awarded degrees at the institution (as identified on the Degrees and Other Formal Awards Form (SHADEGR)). Leave this parameter empty if you do not wish to extract degree students.
12 Donor Code for Non-Degree, Non-Students	Enter the donor code from ATVDONR that will be entered on APACONS for constituents who have not been awarded a degree at the institution, have earned a minimum number of credits, but have not attended the institution since a particular term. The minimum number of credits earned and the "last active" term are entered in the next two parameters. Enter this parameter if you wish to extract students who meet this criteria. If this parameter is left empty, the next two parameters should also be left empty.
13 Minimum Credit for Non-Degree, Non-Students	Enter the minimum number of credits for non-degree–awarded, non-current students. This parameter only needs to be entered if the **Donor Code for Non-Degree, Non-Students** parameter is entered. The minimum credits entered as the parameter value is compared with the student's total hours earned at the institution, as displayed in Total on the Transcript Request Form (SHARQTC).
14 Last Active Term for Non-Students	Enter the term code for the latest term since which the no-degree-awarded students have not been active. The student cannot have an effective term record for any term after (not including) this term. This parameter only needs to be entered if the **Donor Code for Non-Degree, Non-Students** parameter is entered. Valid terms are found on the Term Code Validation Form (STVTERM).

Jump to TOC

Parameters for the Student to Advancement Interface (APPSTDI), continued

Parameter	Value
15 Donor Code for Non-Degree Students	Enter the donor code from ATVDONR that is entered on APACONS for constituents who have not been awarded a degree at the institution, have earned a minimum number of credits, and are currently attending the institution. The minimum number of credits and the current term are entered as the next two parameters. Enter this parameter to extract students who meet these criteria. If this parameter is not entered, then the following parameter should be left empty.
16 Minimum Credit for Current Students	Enter the requirement for the minimum number of credits earned. This parameter does not need to be entered if the Donor Code for Non-Degree Students parameter is left empty. The institution credit hours earned by the student are displayed on SHARQTC.
17 Current Term for Students and Non-Degree, Non-Students	Enter the current term. Valid values are found on STVTERM. Academic history hours up to and including the current term will be totaled.
18 Academic History Terms to Include—%	Enter the selection term. All students to be considered for the interface must have a term header record in the Term Header information on the Term Course Maintenance Form (SHAINST) for the term entered. This means that students to be considered must have grades for the term(s) and those grades must have been rolled to academic history.
19 Create Employment History	Enter *Y* or *N* to create or not create employment history data on the Employment History Form (APAEHIS) from the Cooperative Education Form (SGACOOP). If *Y* is entered here and *R* is entered for the **Update Database** parameter, then employment history records will not be created.
20 Create Activities	Enter *Y* or *N* to apply or not apply adds/updates to activities in the Advancement database from Student Activities window of SGASTDN and the Student Sport information on the Student Sport Form (SGASPRT). If *Y* is entered here, and *R* is entered for the **Update Database** parameter, then activity information will not be created.

Jump to TOC

Parameters for the Student to Advancement Interface (APPSTDI), continued

Parameter	Value
21 Report or Report/Update	Enter *U* to apply the adds/updates to the Advancement/ Development database from Banner Student and produce a report of all of the adds/updates. Enter *R* or leave empty to generate the report output without updating the database, regardless of other parameters entered.

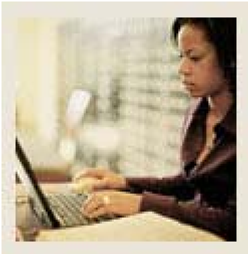
Jump to TOC

Report Output

The report output contains the following information: ID, name, status, donor category code, preferred address, preferred class year, preferred college, indicators as to whether or not employment and activity information was interfaced (Y if yes, empty if no), indicators as to whether a secondary curriculum exists and if more than 5 honors exist (Y if yes, empty if no), institution code of the school where a degree was received, degree, and college where a degree was received. The status indicates if the student is being added as a constituent (ADD) or is already a constituent and is being updated (UPD).

For these student categories: Define the parameters in APPSTDI.

Graduates	Non-graduates	Current Students
2. Level of Student	2. Level of Student	2. Level of Student
	3. Student Type	3. Student Type
	4. Student College	4. Student College
	5. Student Campus	5. Student Campus
	6. Student Site	6. Student Site
7. Degree College		
8. Degree Campus		
9. Date Range Start for Degree		
10. Date Range End for Degree		
11. Donor Code for Degree Students		
	12. Donor Code for Non-Degree, Non-Students	
	13. Minimum Credits for Non-Degree, Non-Students	
	14. Last Active Term for Non-Students	
		15. Donor Code for Non-Degree, Students
		16. Minimum Credit for Current Students
	17. Current Term for Students and Non-Degree, Non-Students	17. Current Term for Students and Non-Degree, Non-Students
18. Academic History Terms to Include	18. Academic History Terms to Include	18. Academic History Terms to Include



Section E: Human Resources to Finance Interface

Lesson: Overview

Jump to TOC

Introduction

The goal of this section is to describe the primary interfaces from the Human Resources to the Finance Banner system.

Intended audience

All Banner users.

Objectives

At the end of this section, you will be able to

- describe the interfaces from the Human Resources to the Finance Banner system.

Prerequisites

To complete this section, you should have completed the Education Practices computer-based training (CBT) tutorial "Banner 7 Fundamentals," or have equivalent experience navigating in the Banner system.

Section contents

Section E: Human Resources to Finance Interface

Lesson: Integration

Jump to TOC

Introduction

The Banner Human Resources system integrates with the Banner Finance system. This option permits you to share information for

- Payroll expenditures
- Position budget
- Establish Salary Budget & Salary planning for active year
- Create / Maintain Encumbrances
- Process HR Feeds – salary earnings, benefits, deductions, labor adjustments

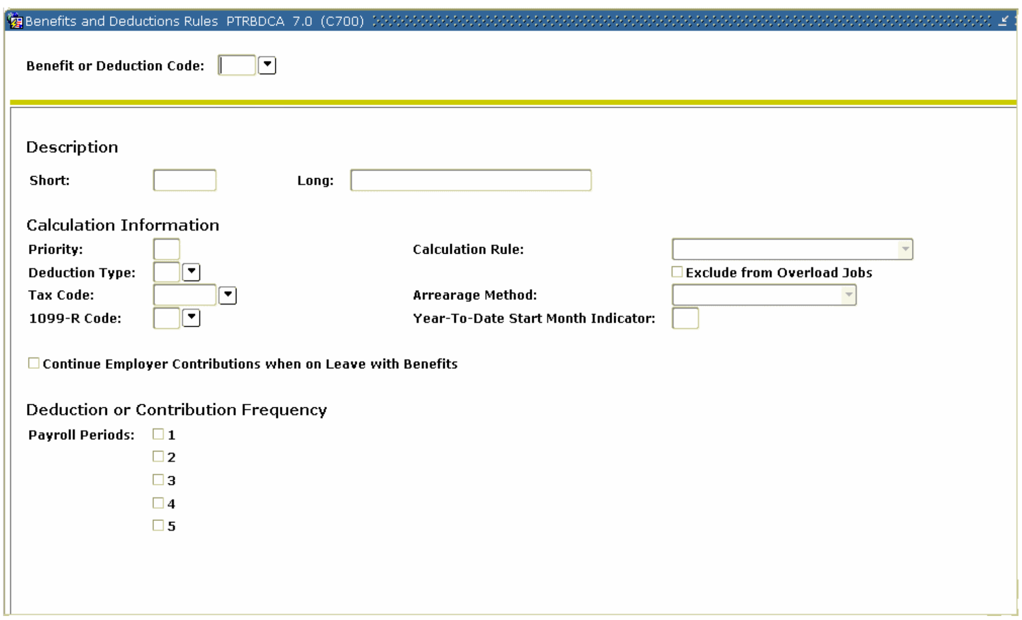
Jump to TOC

Defining Benefits and Deductions

The Benefit/Deduction Rule Form (PTRBDCA) is supported by predefined deduction calculation rules. Code definitions include data on precluded deductions, labor distributions, excluded earnings codes and included and excluded deduction codes. The main window collects calculation and deduction/contribution frequency data.

This form is used to define the code you enter in the **Deduction Code** field on the Employee Deduction Form (PDADEDN) and the Employee Deduction Set-Up Form (PDABDSU).

Banner form

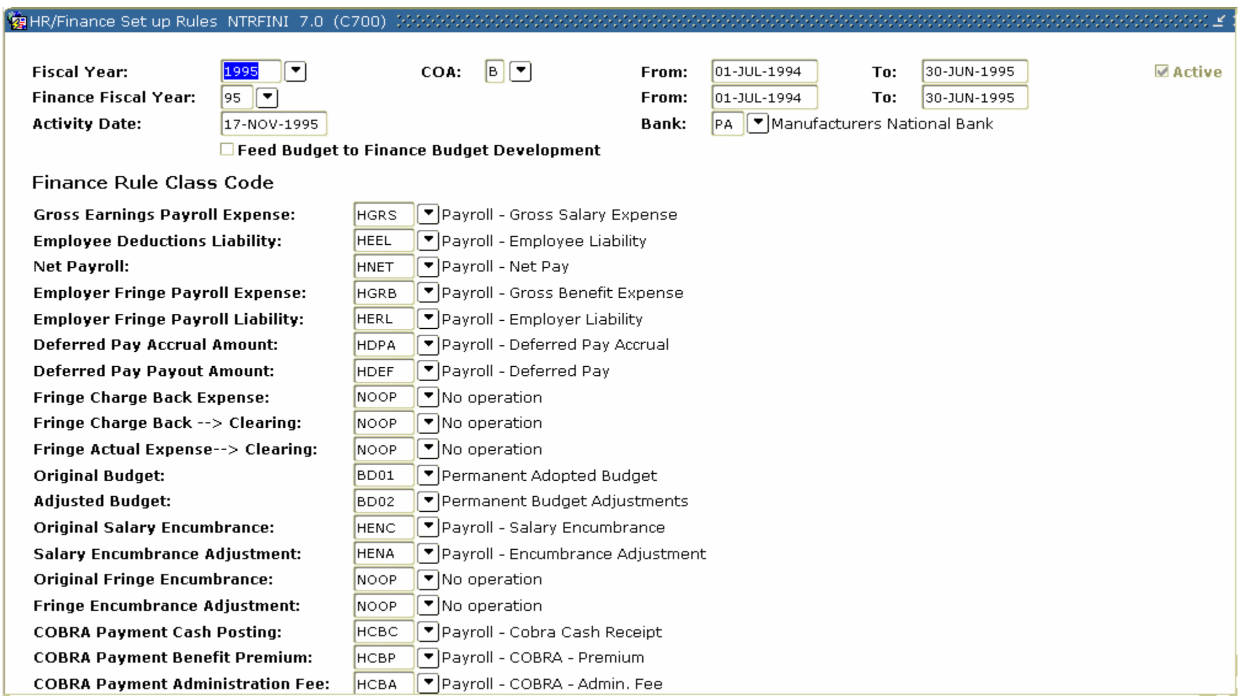


Jump to TOC

Defining Transaction Rules

To feed the Human Resources transactions to the Finance System, you must define interface transaction rules using the HR/Finance Set Up Rule Form (NTRFINI). This form is used to establish interface transaction rules, define accounting distribution for net pay and deferred pay, as well as for fringe clearing and validate rule class codes against the Finance System Rules Maintenance Form (FTMRUCL).

Banner form



HR/Finance Set up Rules NTRFINI 7.0 (C700)

Fiscal Year:	1995	COA:	B	From:	01-JUL-1994	To:	30-JUN-1995
Finance Fiscal Year:	95			From:	01-JUL-1994	To:	30-JUN-1995
Activity Date:	17-NOV-1995			Bank:	PA Manufacturers National Bank		

Active

Feed Budget to Finance Budget Development

Finance Rule Class Code

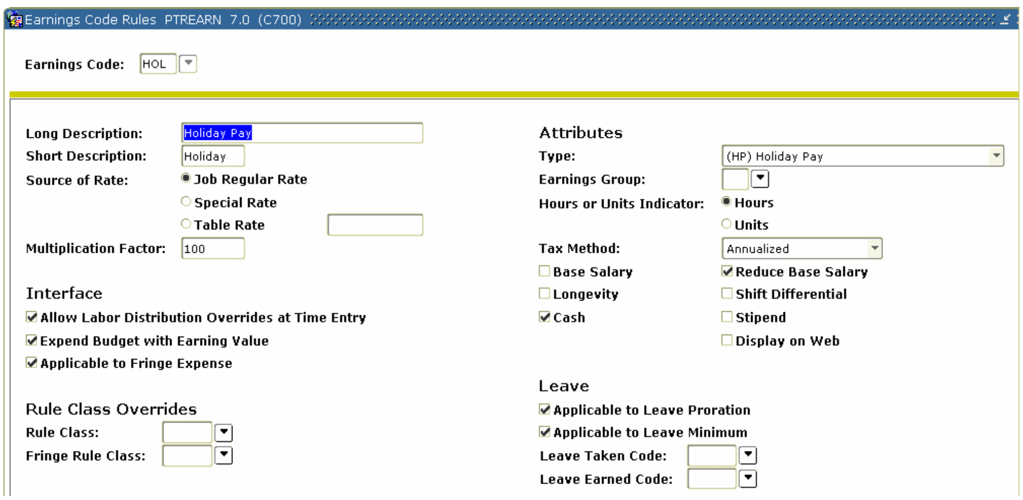
Gross Earnings Payroll Expense:	HGRS	Payroll - Gross Salary Expense
Employee Deductions Liability:	HEEL	Payroll - Employee Liability
Net Payroll:	HNET	Payroll - Net Pay
Employer Fringe Payroll Expense:	HGRB	Payroll - Gross Benefit Expense
Employer Fringe Payroll Liability:	HERL	Payroll - Employer Liability
Deferred Pay Accrual Amount:	HDPA	Payroll - Deferred Pay Accrual
Deferred Pay Payout Amount:	HDEF	Payroll - Deferred Pay
Fringe Charge Back Expense:	NOOP	No operation
Fringe Charge Back --> Clearing:	NOOP	No operation
Fringe Actual Expense--> Clearing:	NOOP	No operation
Original Budget:	BD01	Permanent Adopted Budget
Adjusted Budget:	BD02	Permanent Budget Adjustments
Original Salary Encumbrance:	HENC	Payroll - Salary Encumbrance
Salary Encumbrance Adjustment:	HENA	Payroll - Encumbrance Adjustment
Original Fringe Encumbrance:	NOOP	No operation
Fringe Encumbrance Adjustment:	NOOP	No operation
COBRA Payment Cash Posting:	HCBC	Payroll - Cobra Cash Receipt
COBRA Payment Benefit Premium:	HCBP	Payroll - COBRA - Premium
COBRA Payment Administration Fee:	HCBA	Payroll - COBRA - Admin. Fee

Jump to TOC

Establishing Earnings Codes

The Earnings Code Rule Form (PTREARN) enables you to create earnings codes and associate them with rules. The earnings code identifies the nature of the pay (for example, regular or holiday) and establishes the rules governing the time entry validation and processing of earnings represented by this code. This code can also instruct the system to override Labor Distribution rules.

Banner form

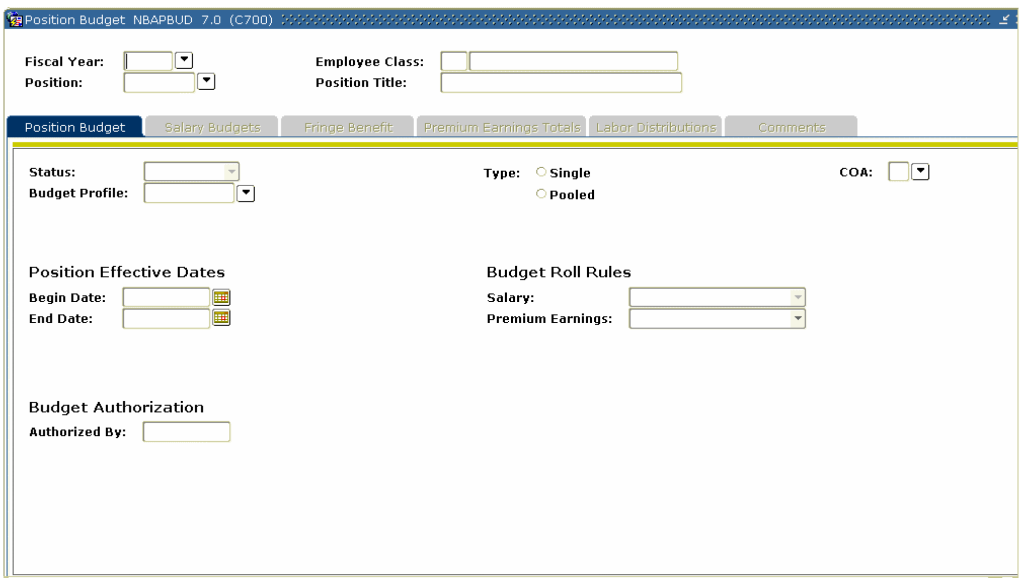


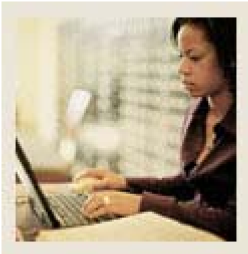
Shared Forms

The Position Budget Control Form (NBAPBUD) authorizes all positions. It enables you to define Position budgets by Fiscal year, regular Earnings totals (budgeted, encumbered, expended, and remaining), Premium Earnings totals, Fringe benefits, and Position Labor distributions. You can also use this form to monitor Position expenditures and compare them to their Budgeted amounts.

Note: A position must be defined on the Position Definition Form (NBAPOSN) before it can be budgeted on NBAPBUD.

Banner form





Section E: Human Resources to Finance Interface

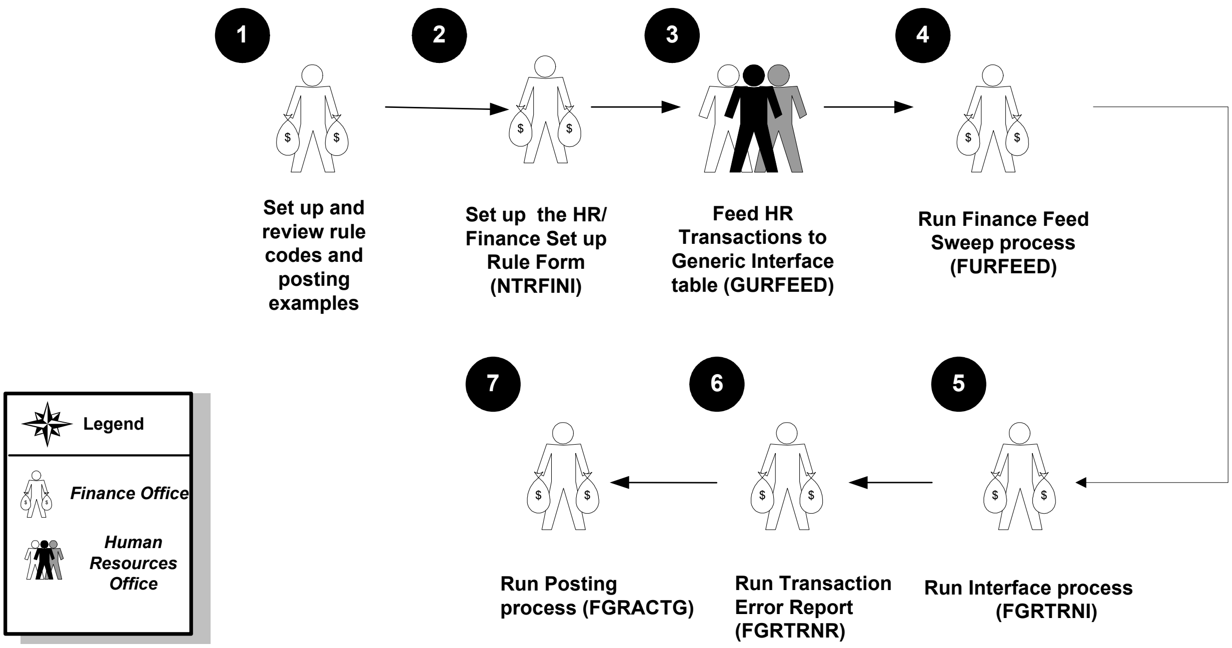
Lesson: Interface Setup

Jump to TOC

Introduction

This diagram highlights steps for feeding Banner Human Resources data to Banner Finance.

Note: Some steps may be completed by different offices at your institution.



Section E: Human Resources to Finance Interface

Lesson: Interface Setup (Continued)

Jump to TOC

What happens

The stages of the process are described in this table.

Stage	Description
	Finance Office
1	Sets up and reviews rule codes and posting examples.
2	Sets up the HR/Finance Set Up Rule Form (NTRFINI).
	Human Resources Office
3	Feeds HR Transactions to the Generic Interface table (GURFEED).
	Finance Office
4	Runs the Finance Feed Sweep process (FURFEED), which feeds transactions from GURFEED to the Interface table (FGBTRNI) and feeds Position Budgets from GURFEED to the Finance Budget tables.
5	Runs the Interface process (FGRTRNI) to create journal entries and populate either the approved posting table (if no errors) or the Suspended Journal File (if errors are detected).
6	Runs the Transaction Error Report (FGRTRNR) to purge the Interface table (FGBTRNI) and produce an error report.
7	Runs the Posting process (FGRACTG) to post approved entries to the Finance Ledgers.

Section E: Human Resources to Finance Interface

Lesson: Tips for Interface Setup

Jump to TOC

Setup tips

If you choose to use the charge-back method, residual fringes (the difference between the actual fringes calculated and the calculated percentage charged to the department) are posted to a Fringe Clearing account defined on the HR/Finance Set Up Rule Form (NTRFINI). This account may be either a G/L or Operating account. It is recommended that you use an Operating account so that the expense is recognized immediately without manual intervention (i.e. a journal entry being written).

Regardless of the method, ALL of the Labor Distribution accounting entries on the Benefit/Deduction Rule Form (PTRBDCA) should be set up. To verify that this is done, use the following calculation:

```
[number of employee classes] X [number of benefit/deduction codes] = number
of records in each of the ACCT fields in the PTRBDLD table
```

In instances where a given Employee class is not eligible for a particular benefit or deduction, it is STRONGLY RECOMMENDED that you enter a Suspense account instead of leaving it blank.

Posting modifiers bypass normal System edits, so it is imperative that all of these Rule codes be fully tested before they are used in a production environment.

On the Payroll Adjustment Form (PHAADJT) there are two date fields. The Payroll date affects payroll history and tax records and should reflect the Effective date (Date of Constructive Receipt) of the adjustment for payroll purposes. The Posting date is what is fed as the Transaction date to Finance and should always be the System date (exceptions may be made at the end of the fiscal year).

For Rule code *HEEL*, some organizations may credit employee deductions directly to an Operating account. An example would be if employees pay for parking permits via payroll deduction, with the revenue being credited directly to the Parking Department. In that case, the edit on the ACCT_CODE field of *4450* should be replaced by an edit on the ACCT_CODE of *0003*, an Operator of *!IN*, and Literal 1 representing the beginning of your Salary Account range, and Literal 2 representing the end. In other words, if your Salary accounts range from 6100 through 6399, then Literal 1 would be *6100* and Literal 2 would be *6399*.

Section F: Advancement to Finance Interface

Lesson: Overview

Jump to TOC

Introduction

The goal of this section is to describe the primary interfaces from the Advancement to the Finance Banner systems.

Intended audience

All Banner users.

Objectives

At the end of this section, you will be able to

- describe the interfaces from the Advancement to the Finance Banner system

Prerequisites

To complete this section, you should have completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system.

Section contents

Section F: Advancement to Finance Interface

Lesson: Integration

Jump to TOC

Introduction

The Advancement to Finance Interface provides an automated flow of pledge and gift information from Banner Advancement to Banner Finance. It also allows pledges, gifts, and dues data to flow automatically to an organization-specific finance system via a generic feed table.

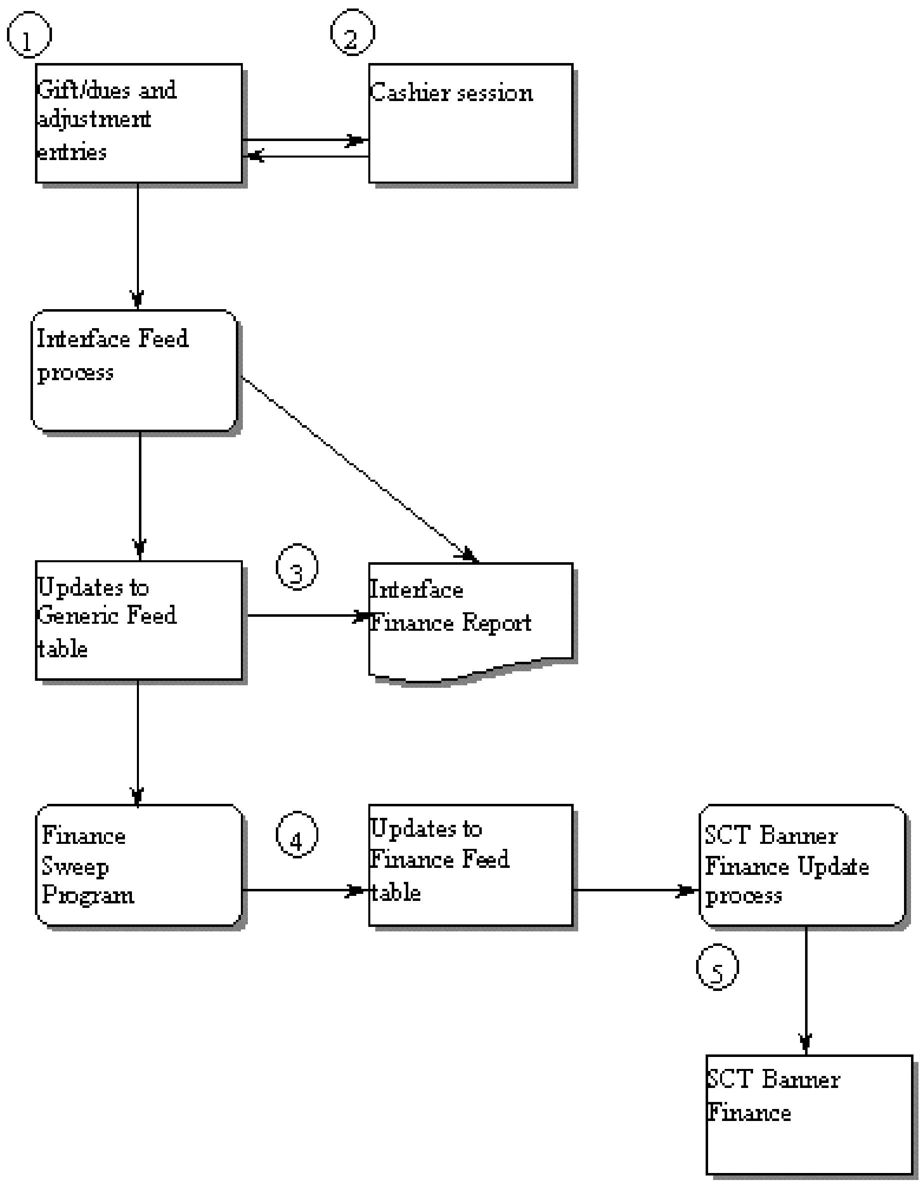
Features

The Advancement to Finance Interface has the following features:

- Option to feed pledges to Finance is defined on the Advancement Control Form (AGACTRL).
- The Designation Form (ADADESG) and the Designation Base table (ADBDESG) accept either the Banner Finance System format General Ledger credit number or a credit number for a non-Banner Finance System.
- The Gift/Payment Type Validation Form (ATVGIFT) and the Pledge Type Validation Form (ATVPLDG) accept a Banner Finance Rule Class code for each Pledge and Gift/Payment type or a user-defined General Ledger debit number for a non-Banner Finance System.
- The Feed indicator and feed data are displayed on the Gift Form (AGAGIFT) and the Gift Adjustment List Form (AGCGADJ) for gifts/payments, and on the Pledge Form (AGAPLDG) and the Pledge Adjustment List Form (AGCPADJ).
- Batch processes, the Advancement to Finance Feed process (ADPFEED), which feeds Advancement gift and gift-related adjustment data and the Pledge Feed to Finance process (ADPPFED), which feeds pledge data both generate reports of the interface activity and feeds data to the Generic Feed table (GURFEED). The GURFEED table stores the data for transfer to Banner Finance via the Finance Feed Sweep process (FURFEED) or to an organization-specific finance system.

Flow diagram

This diagram highlights the processes used within the overall Advancement to Finance process.



Jump to TOC

Pledge/Gifts/ Dues and Adjustment Entries

Gifts, pledge payments, and adjustments are entered in the Advancement System via the Gift Form (AGAGIFT) and the Pledge/Gift Adjustment Form (AGAADJS). Each gift and gift adjustment is associated with one or more designations. The designations are associated with the General Ledger credit number. Each gift and gift adjustment has a Gift type. Gift types are associated with a General Ledger debit number rule class.

- Tables: AGBGIFT, AGRGDES, AGRAGIF, AGRAGDS

Dues and adjustments are entered in the Advancement System via the Dues Entry Form (AAADUES) and the Dues Adjustment Form (AAAADJS). Each dues entry and dues adjustment is associated with one or more interests. The interests are associated with the General Ledger credit number. Each dues and dues adjustment has a Payment type, each of which is associated with a General Ledger debit number rule class.

- Tables: AABDUES, AARMINT, AARAJBD, AARAJIN

Pledges and adjustments are entered via the Pledge Mass Entry Form (AGAMASS), the Pledge Form (AGAPLDG), the Gift Form (AGAGIFT) and the Pledge/Gift Adjustment Form (AGAADJS). Each pledge and adjustment is associated with one or more designations. The designations are associated with the General Ledger credit number. Each pledge and adjustment has a Pledge type, each of which is associated with a rule class/debit number.

- Tables: AGBPLDG, AGRPDES, AGRAPLG, AGRAPDS

Cashier Session

Gift, pledge payments, dues, and adjustments are recorded in a cashier session. Cashier sessions are closed out are marked as *Final* on the Advancement Cashier Session Review Form (AGACREV).

- Tables: AGBCSHR, AGBGIFT, AABDUES, AARAJIN, AGRAGIF, AGRAGDS, AARAJBD

Jump to TOC

Interface Feed process

This process takes the gift and adjustment information that is in final status and creates a report and/or updates the generic feed tables.

- Report: ADPFEED
- Table: GENERAL.GURFEED

This process takes the pledges and pledge adjustment information that is in final status and creates a report and/or updates the generic feed tables.

- Report: ADPPFED
- Table: GENERAL.GURFEED

Finance Sweep Program

This program reads the generic feed table for the appropriate transactions, edit checks to insure all necessary information is available, and writes the transactions to the Finance Feed table (FGBTRNI).

- Report: FURFEED

Banner Finance Update process

These reports edit the transactions for items like valid FOAPALs and posting to an open period; report any errors if they occur; and updates the appropriate Banner Finance table with the feed transactions.

- Report: FGRTRNI
- Report: FGRTRNR
- Report: FGRACTG

Jump to TOC

Advancement to Finance forms and processes

Below is a description of each of the Advancement and Finance forms used in the Advancement to Finance Interface process. These forms are used to set up Advancement data and Finance feed criteria, enter a gift or pledge, review document postings, and suspended documents.

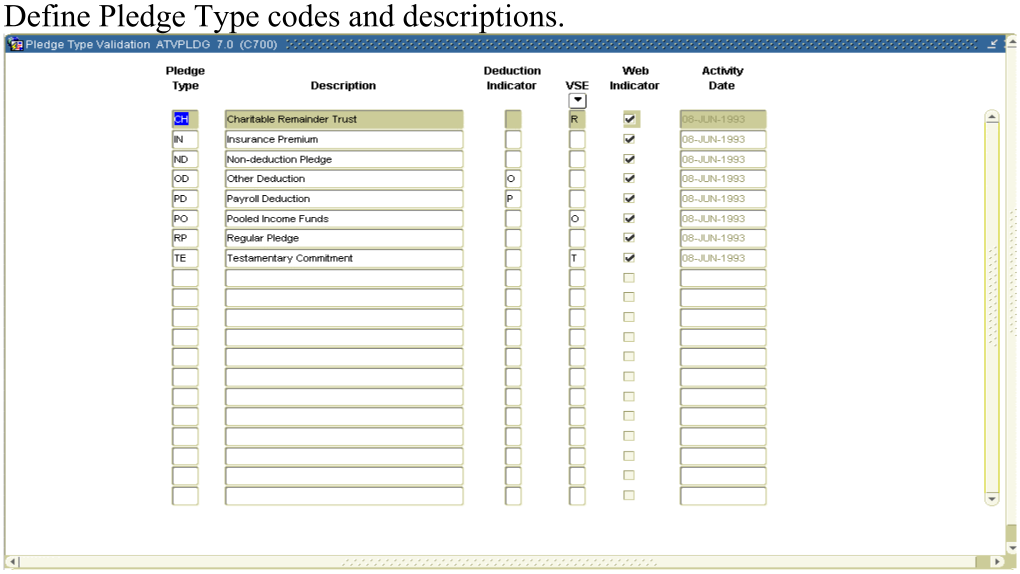
Advancement Control Form (AGACTRL)

Enter and store organization-specific values for the following areas:

- Cashiering
- Prospect management
- Constituent comments
- Matching gift processing
- Online receipts
- Membership processing
- Inactive designation processing
- Pledge feed rules
- Finance interface
- Unconditional pledge category
- Statement of giving

Pledge Type Validation Form (ATVPLDG)

Define Pledge Type codes and descriptions.

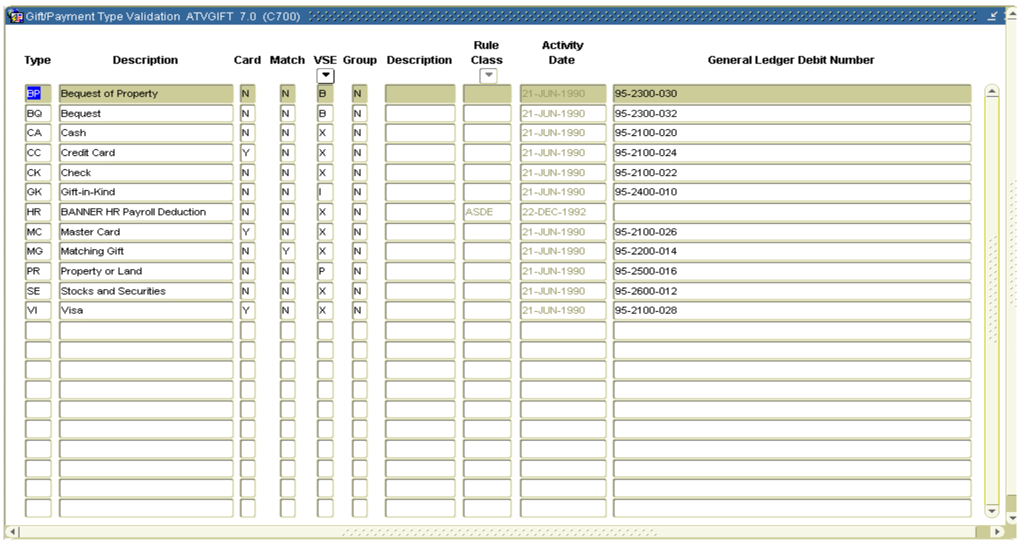


Pledge Type Validation ATVPLDG 7.0 (C700)

Pledge Type	Description	Deduction Indicator	VSE	Web Indicator	Activity Date
CH	Charitable Remainder Trust		R	✔	08-JUN-1993
IN	Insurance Premium			✔	08-JUN-1993
ND	Non-deduction Pledge			✔	08-JUN-1993
OD	Other Deduction	O		✔	08-JUN-1993
PD	Payroll Deduction	P		✔	08-JUN-1993
PO	Pooled Income Funds		O	✔	08-JUN-1993
RP	Regular Pledge			✔	08-JUN-1993
TE	Testamentary Commitment		T	✔	08-JUN-1993

Gift/Payment Type Validation Form (ATVGIFT)

Define Gift and Payment Type codes and descriptions.

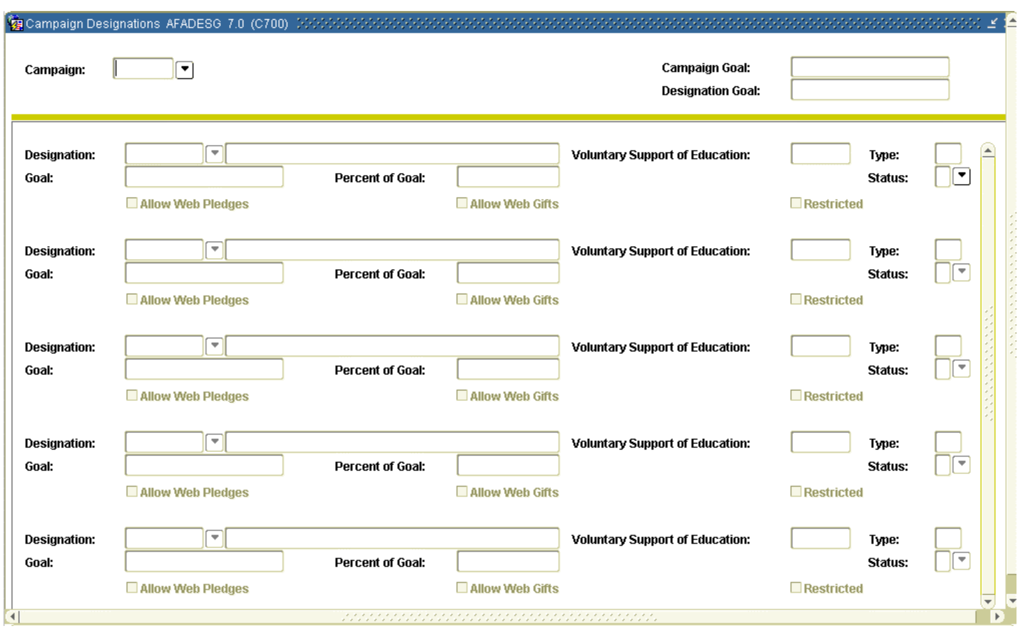


Gift/Payment Type Validation ATVGIFT 7.0 (C700)

Type	Description	Card	Match	VSE	Group	Description	Rule Class	Activity Date	General Ledger Debit Number
BP	Bequest of Property	N	N	B	N			21-JUN-1990	95-2300-030
BQ	Bequest	N	N	B	N			21-JUN-1990	95-2300-032
CA	Cash	N	N	X	N			21-JUN-1990	95-2100-020
CC	Credit Card	Y	N	X	N			21-JUN-1990	95-2100-024
CK	Check	N	N	X	N			21-JUN-1990	95-2100-022
GK	Gift-in-Kind	N	N	I	N			21-JUN-1990	95-2400-010
HR	BANNER HR Payroll Deduction	N	N	X	N		ASDE	22-DEC-1992	
MC	Master Card	Y	N	X	N			21-JUN-1990	95-2100-026
MG	Matching Gift	N	Y	X	N			21-JUN-1990	95-2200-014
PR	Property or Land	N	N	P	N			21-JUN-1990	95-2500-016
SE	Stocks and Securities	N	N	X	N			21-JUN-1990	95-2600-012
VI	Visa	Y	N	X	N			21-JUN-1990	95-2100-028

Campaign Designations Form (AFADESG)

Add and maintain designations associated with a campaign.



Campaign Designations AFADESG 7.0 (C700)

Campaign:

Campaign Goal:

Designation Goal:

Designation: Voluntary Support of Education: Type:

Goal: Percent of Goal: Status:

Allow Web Pledges Allow Web Gifts Restricted

Designation: Voluntary Support of Education: Type:

Goal: Percent of Goal: Status:

Allow Web Pledges Allow Web Gifts Restricted

Designation: Voluntary Support of Education: Type:

Goal: Percent of Goal: Status:

Allow Web Pledges Allow Web Gifts Restricted

Designation: Voluntary Support of Education: Type:

Goal: Percent of Goal: Status:

Allow Web Pledges Allow Web Gifts Restricted

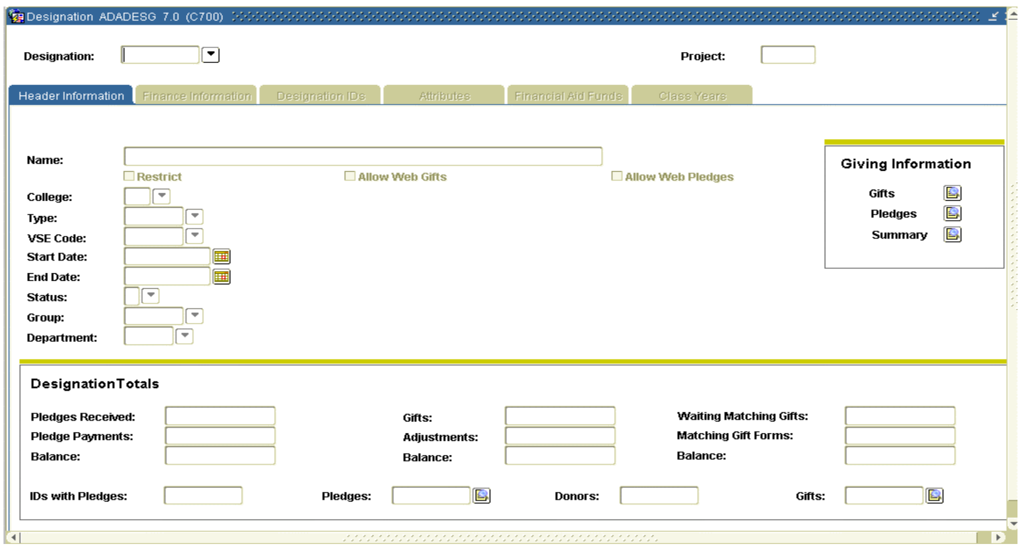
Designation: Voluntary Support of Education: Type:

Goal: Percent of Goal: Status:

Allow Web Pledges Allow Web Gifts Restricted

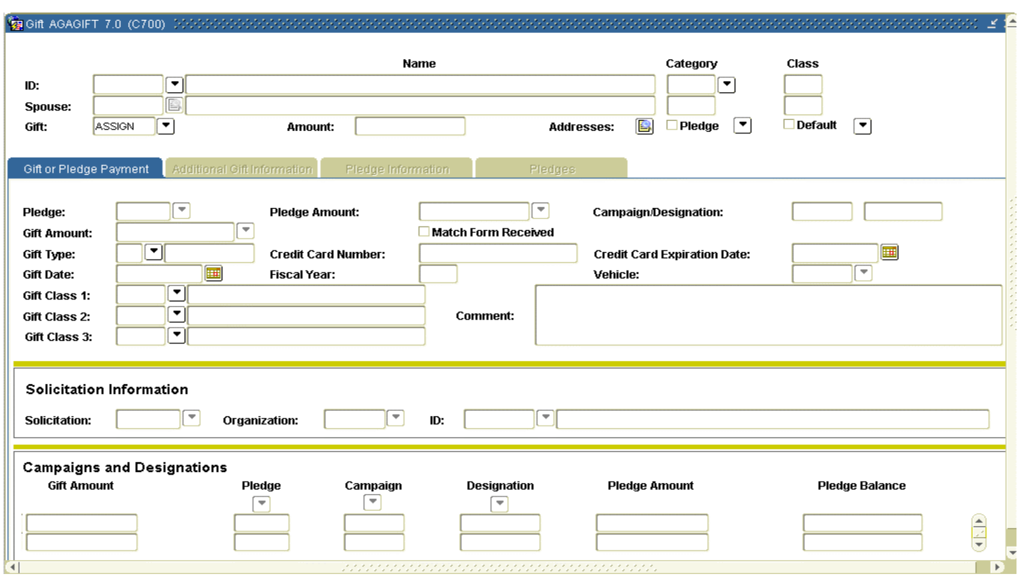
Designation Form (ADADESG)

Create new designations and query existing designations.



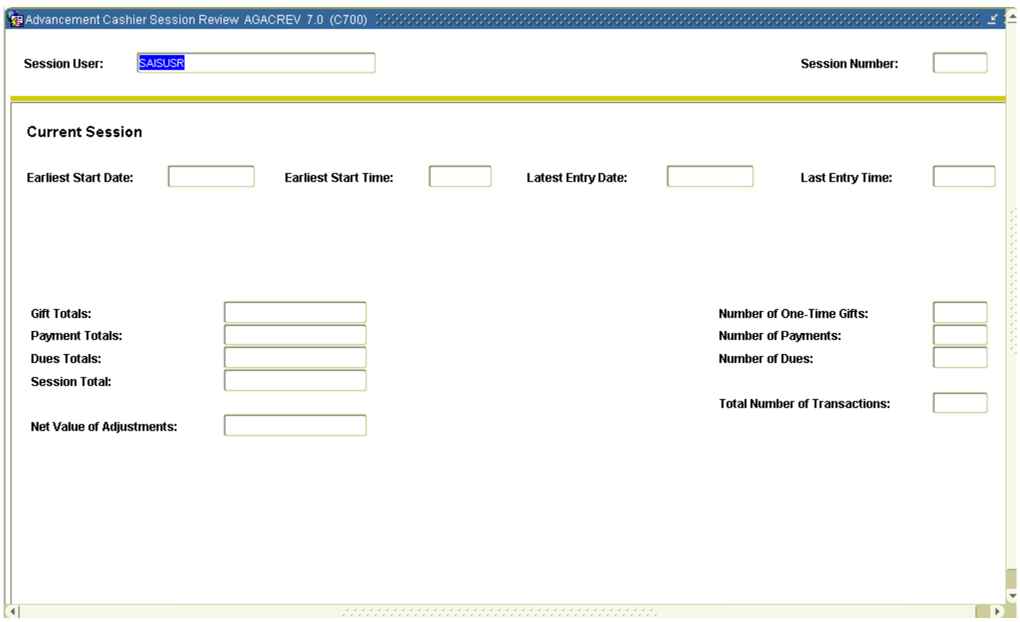
Gift Form (AGAGIFT)

Enter one-time gifts, pledge payments, and new pledges with their initial pledge payments Update address and telephone information.



Advancement Cashier Session Review Form (AGACREV)

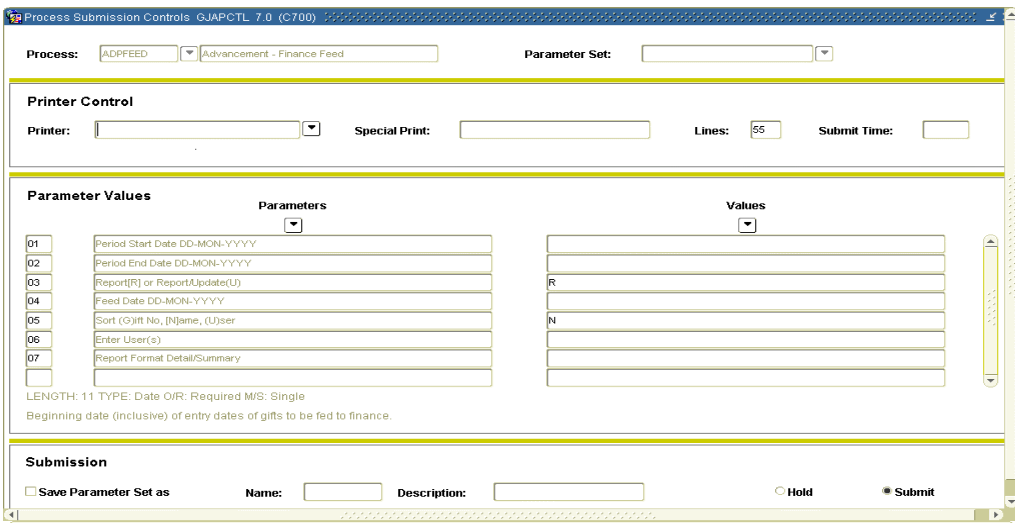
Review and update the status of specific cashier sessions containing gifts (one-time gifts and pledge payments) and program membership dues payments.



Jump to TOC

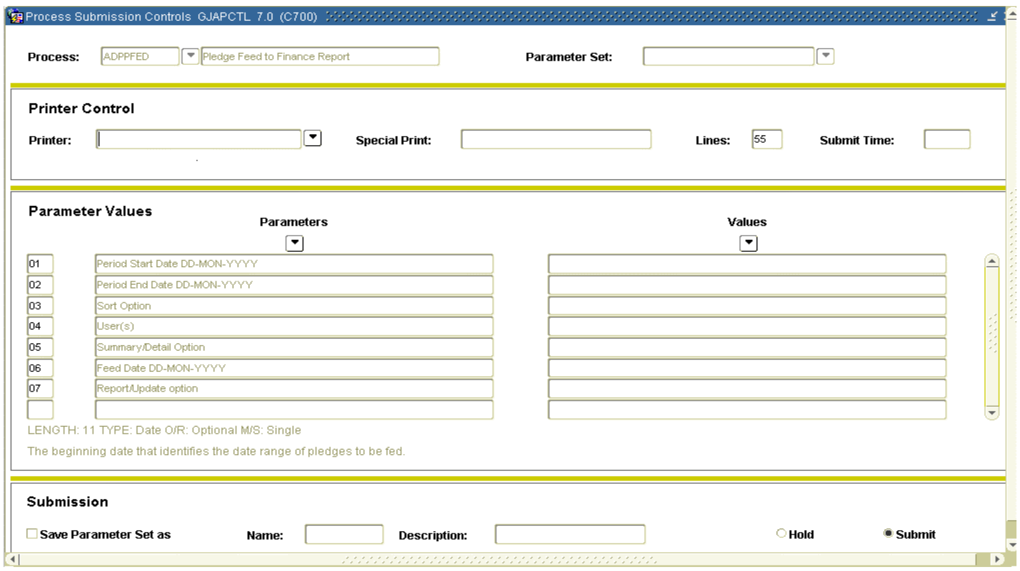
Advancement to Finance Feed process (ADPFEED)

Feeds finalized gifts and pledge payments and adjustments to Banner Finance or to an organization-specific finance system in a generic feed table. Marks each gift/pledge payment with a Feed indicator and the date fed.



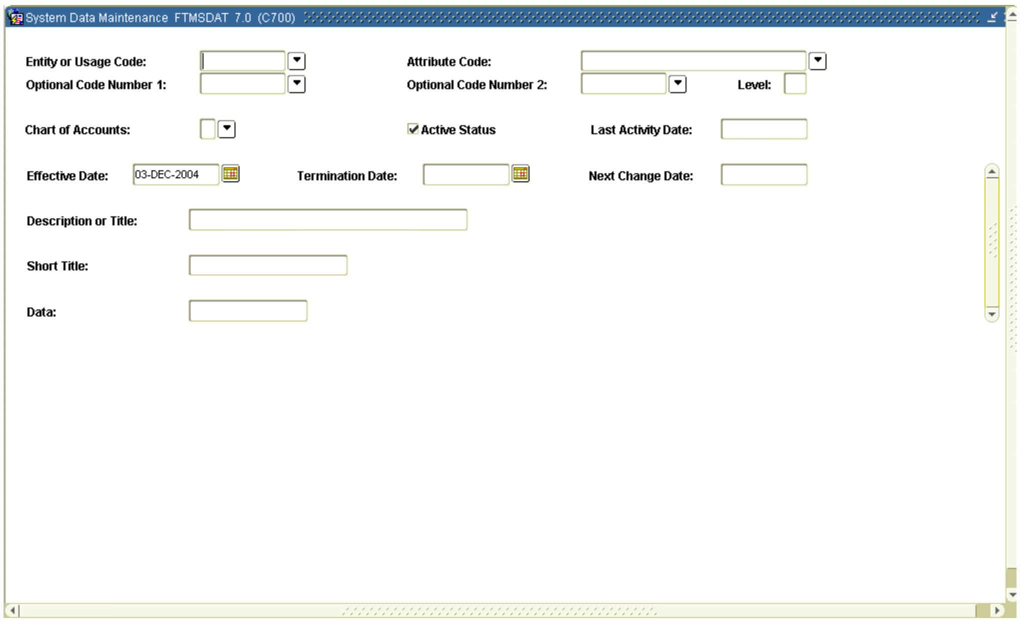
Pledge Feed to Finance process (ADPPFED)

Feeds pledges to Banner Finance or to an organization-specific finance system in a generic feed table. Marks each pledge with a Feed indicator, the date fed, and batch ID.



System Data Maintenance Form (FTMSDAT)

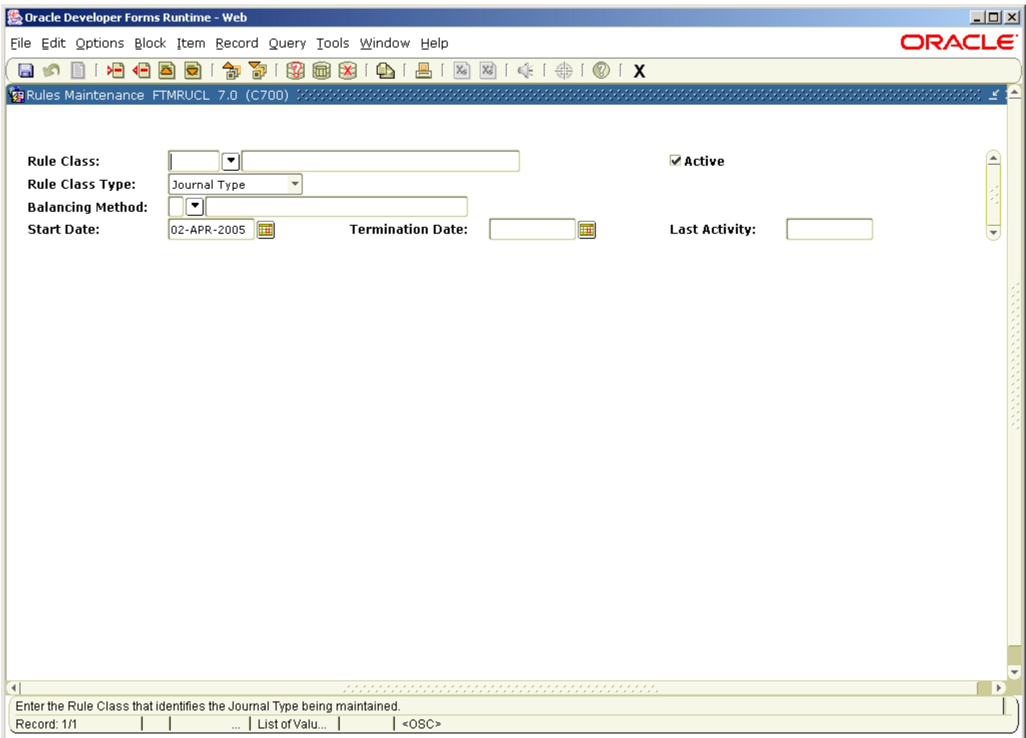
Maintain information integral to the processing or maintenance of various transactions and/or reports within Finance.



Jump to TOC

Rules Maintenance (FTMRUCL)

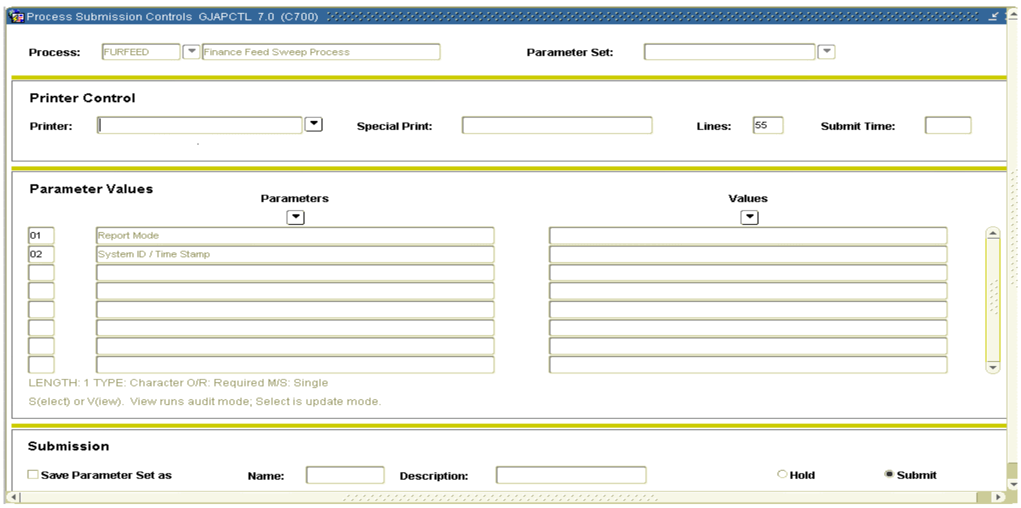
Maintain information rules codes used to process the advancement transactions in Finance



Jump to TOC

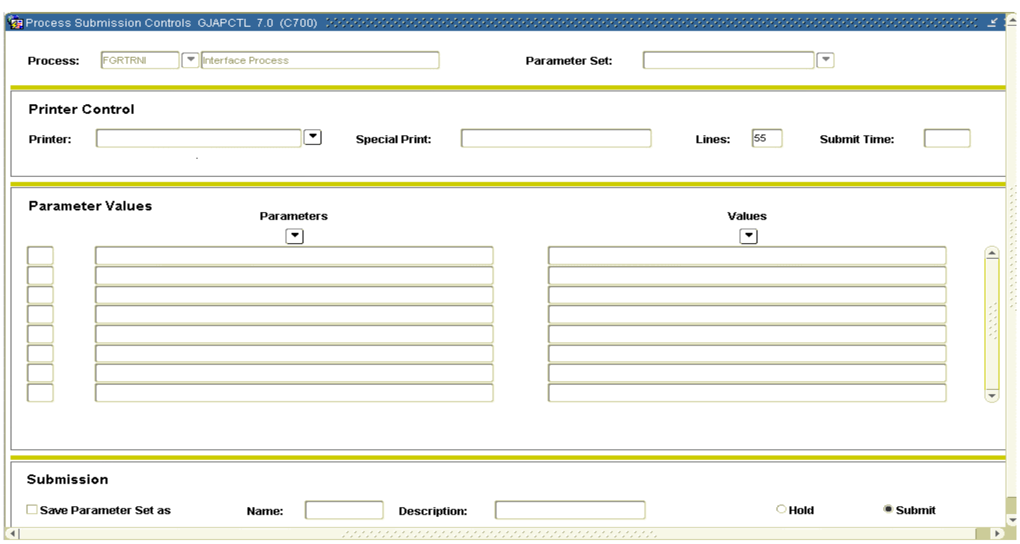
Finance Feed Sweep process (FURFEED)

Produces hard copy output of the Finance Feed Sweep process
Gathers financial transaction information from the General System's Finance Transaction Input table (GURFEED) and inserts it into the Finance System's Transaction Input table (FGBTRNI)



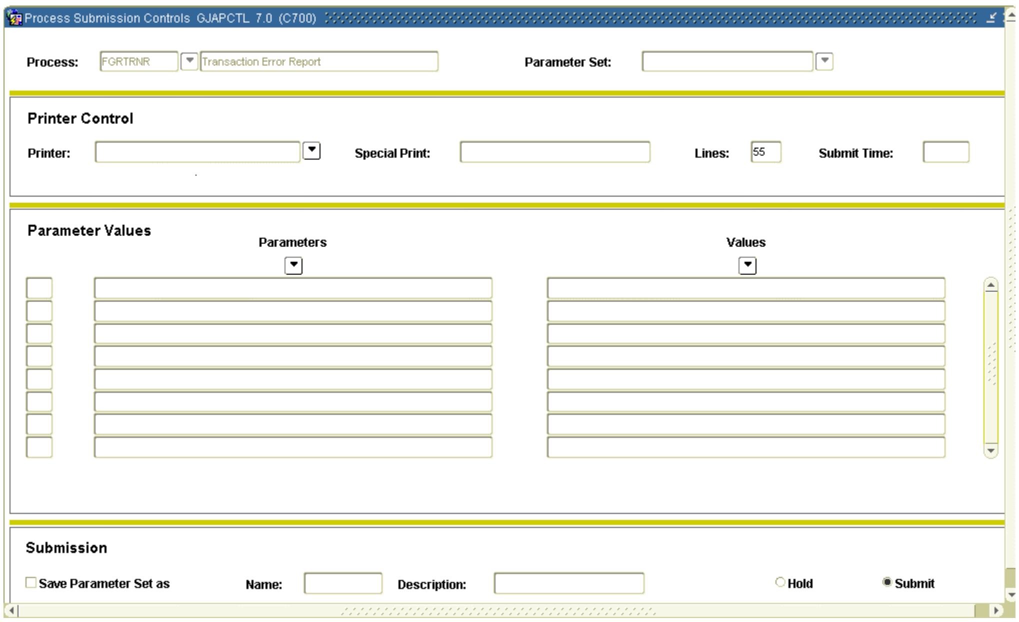
Interface process (FGRTRNI)

Post transactions to the financial ledgers when sending accounting transaction from an interface system to Banner Finance



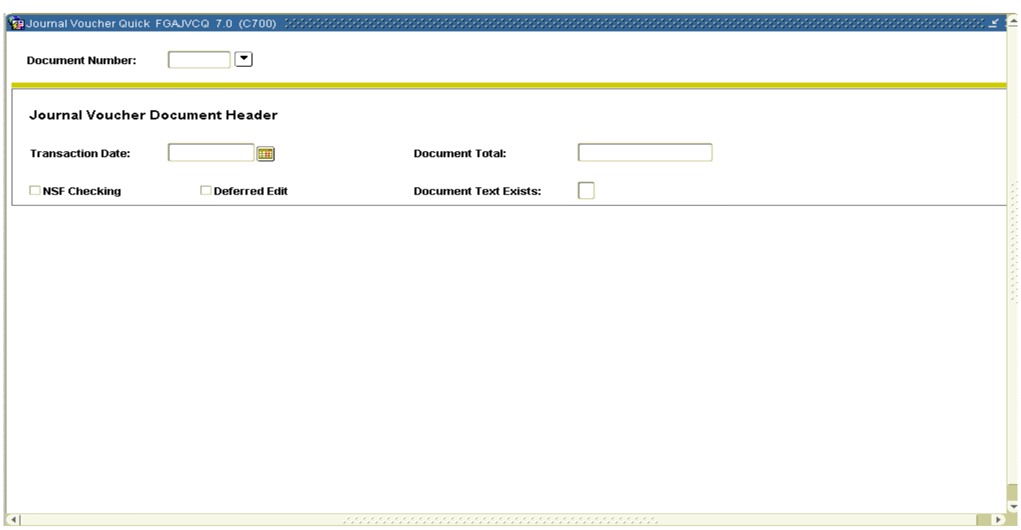
Transaction Error Report (FGRTRNR)

Prints the errors which have been generated from the Transactions Interface process (FGRTRNI)



Journal Voucher Quick Form (FGAJVCQ)

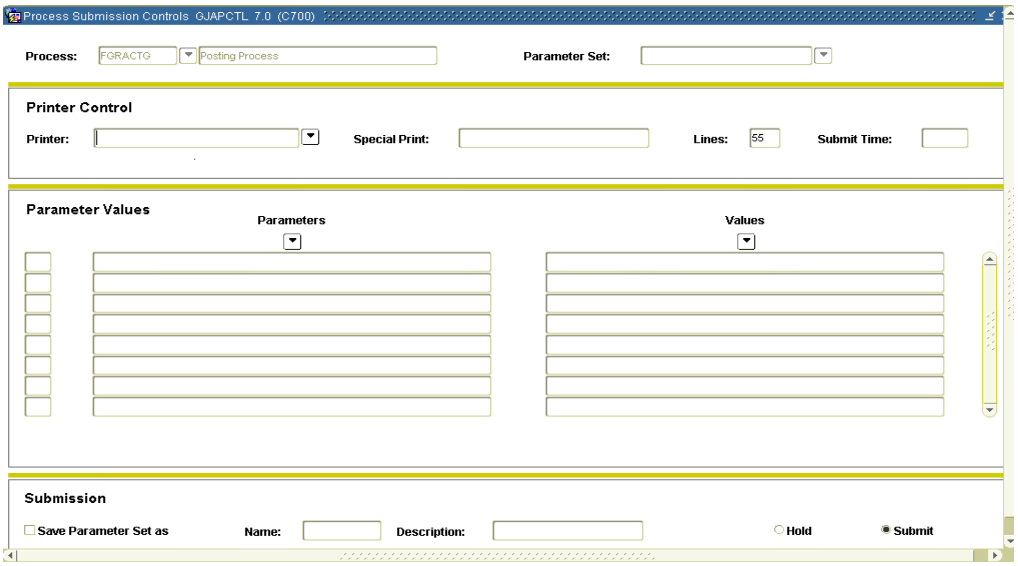
Form used to fix feed document errors that were displayed on FGRTRNR



Jump to TOC

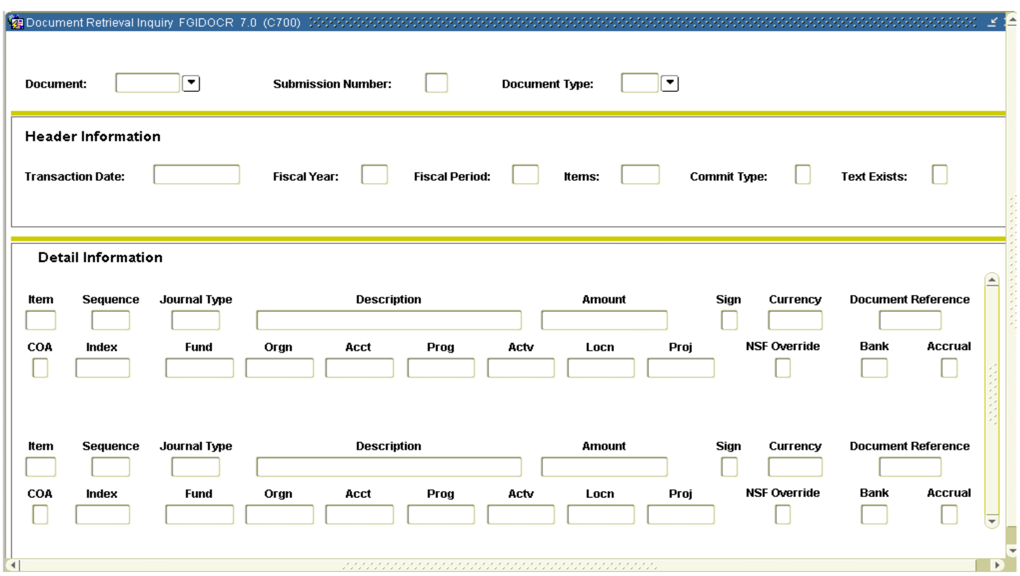
Posting process (FGRACTG)

Generates the postings to the financial ledgers for those transactions that have been edited, completed, and approved



Document Retrieval Inquiry Form (FGIDOCR)

Provides online query capability for all transactions processed by the System



Section F: Advancement to Finance Interface

Lesson: Interface Setup

Jump to TOC

Introduction

We need to define whether Banner will feed advancement transactions in detail or summary format.

In summary format, all transactions in the batch are summarized by account, date, and rule class, and then posted. In detail format, each individual transaction will create an accounting entry in the ledgers. In most cases, you would probably wish to feed in detail mode since the gift date is important to the endowment module.

These steps are necessary for setting up your system. In a production environment, you only need to perform these steps once.

Interface Setup

You will need to do three things to set up the Advancement to Finance Interface.

1. Create/verify the Finance rule classes
2. Set up the interface using the Advancement Control Form (AGACTRL).
3. Confirm the setup of the interface in system data maintenance.

Finance rule classes

For each of these categories, there exists a Finance Rule class as follows:

Category	Rule Code	Edits	Process Codes	Posting Action	Posting Modifier
Cash Gifts	ASCS	2801 (Default bank from fund) **or** 0004 (Default bank from Literal 1)	I061 O030 G010 G020 G021	N N N N N	
Gifts-in-Kind	ASLN		I061 O030 G010 G010	N N N R	Asset account to be debited
Pledges	ASPR		I061 O030 G010 G010	N N N R	Pledges receivable
P/R deductions	ASDE	2801 (Default bank from fund) **or** 0004 (Default bank from Literal 1)	I061 O030 G010 G010 G020 G020	N N N R N R	Payroll Clearing Fund Payroll Deduction Liability Account Payroll Clearing Fund

Note

You may need several ‘clone’ rules for different types of gifts-in-kind, different banks, etc.

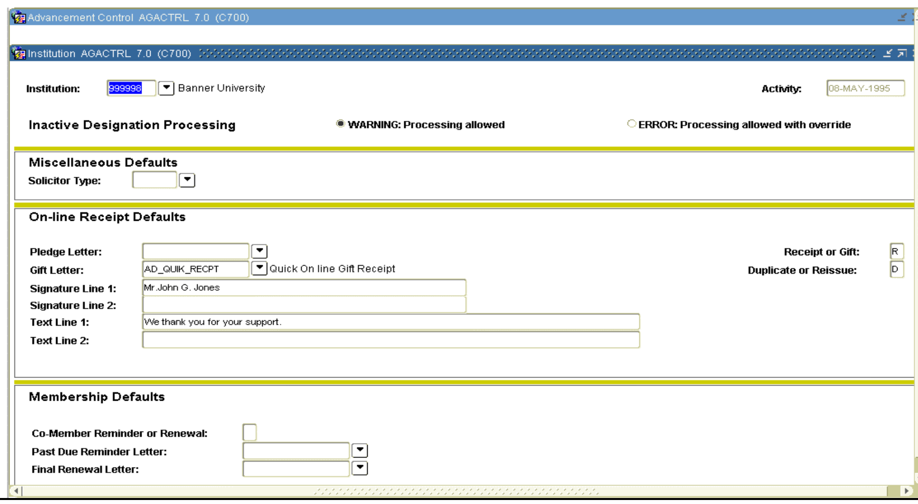
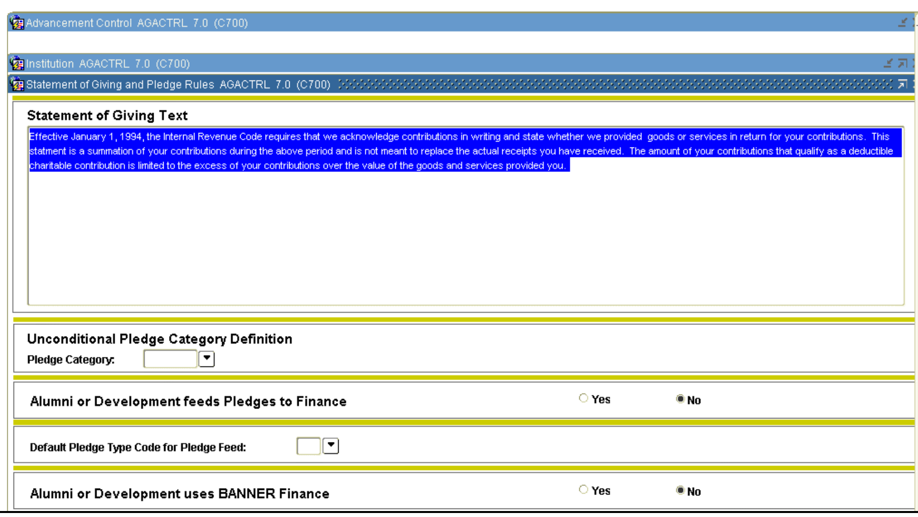
Section F: Advancement to Finance Interface

Lesson: Interface Setup (Continued)

Jump to TOC

Setting up the interface

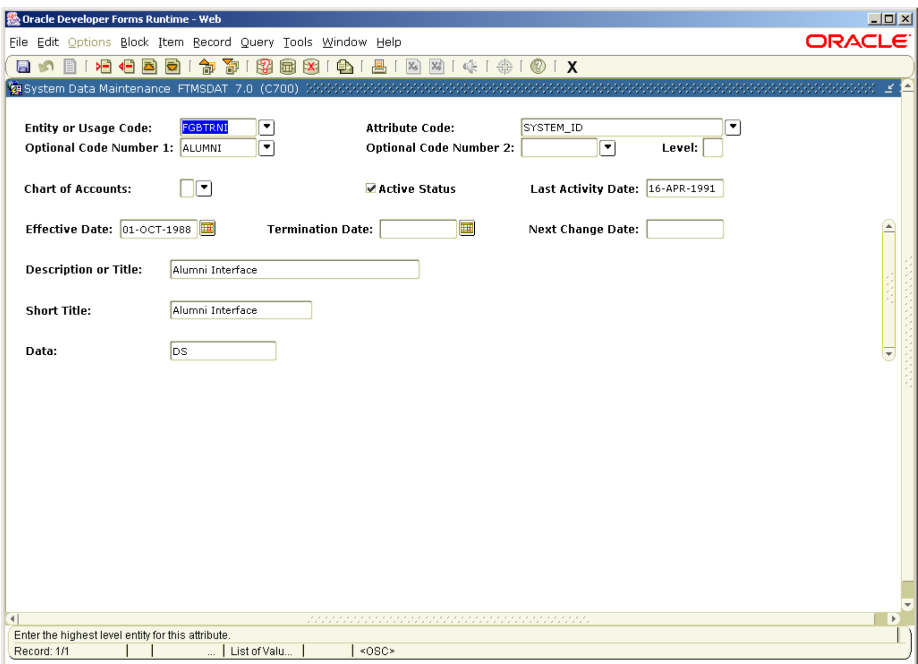
Follow these procedures to feed Banner Advancement data to Banner Finance.

Step	Action
1	Access the Advancement Control Form (AGACTRL).
2	Select the Institution option from the **Options** menu. 
3	Select the Statement of Giving and Pledge Rules option from the **Options** menu. 
4	Click the *Yes* radio button (if not already checked) in the **Alumni or Development feeds Pledges to Finance** section.

Procedure, continued

Step	Action
5	Select a **Default Pledge Type Code for Pledge Feed**.
6	Click the **Save** icon.
7	Click the *Yes* radio button (if not already checked) in the **Alumni or Development uses BANNER Finance** block.
8	Click the **Save** icon.
9	Click the **Exit** icon.

Confirming the setup of the interface in system data maintenance



Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the System Data Maintenance (FTMSDAT). Note: This form is used to maintain information integral to the processing or maintenance of various transactions and/or reports within the Finance System.
2	Click the **Enter Query** icon
3	Enter *FGBTRNI* in the **Entity** or **Usage Code** field
4	Enter ALUMNI in the **Optional Code Number 1** field.
5	Click the **Execute Query** icon
6	Verify that the **Data** field is populated with the value *DS*. • Valid values for the first character are *D(etail)* or *S(ummary)*. • Valid values for the second character are *S(uspend)* or *R(eject)*.
7	Click the **Exit** icon.

Section G: Advancement to Human Resources Interface

Lesson: Overview

Jump to TOC

Introduction

The goal of this section is to describe the primary interfaces from the Advancement to the Human Resources Banner system.

Intended audience

All Banner users.

Objectives

At the end of this section, you will be able to

- describe the interfaces from the Advancement to the Human Resources Banner system.

Prerequisites

To complete this section, you should have completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system.

Section contents

Section G: Advancement to Human Resources Interface

Lesson: Integration

Jump to TOC

Introduction

The Banner Advancement system integrates with the Banner Human Resources system. This interface allows for deductions from payroll in Banner HR to become gifts/installment payments in Banner Advancement. The interface runs two ways: Banner Advancement first feeds pledges to Banner HR, and then Banner HR feeds the deductions back to create the gift/installment payment records. It eliminates the old process of entering these pledge payments manually, one by one.

This option permits you to share information for

- Employee benefit processing – payroll deduction donations.

Features

The Advancement to Human Resource Interface has the following features:

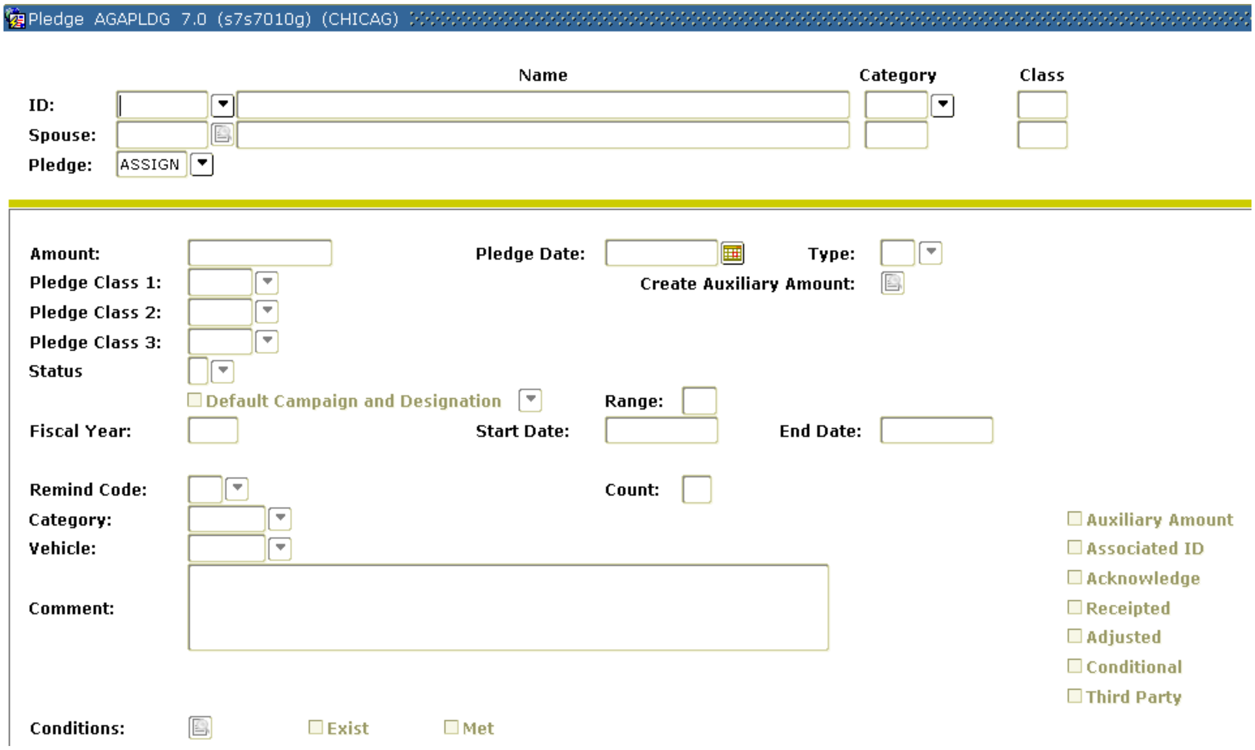
- automatic approval by HR for the deduction
- a customized installment plan to correspond to the payroll cycles
- multiple Deduction Codes for pledges going to multiple campaigns and/or designations
- allows adjustments to the pledges.

Advancement to Human Resource forms

Below is a description of each of the Advancement and Human Resource forms used in the Advancement to Human Resource Interface Day to Day process.

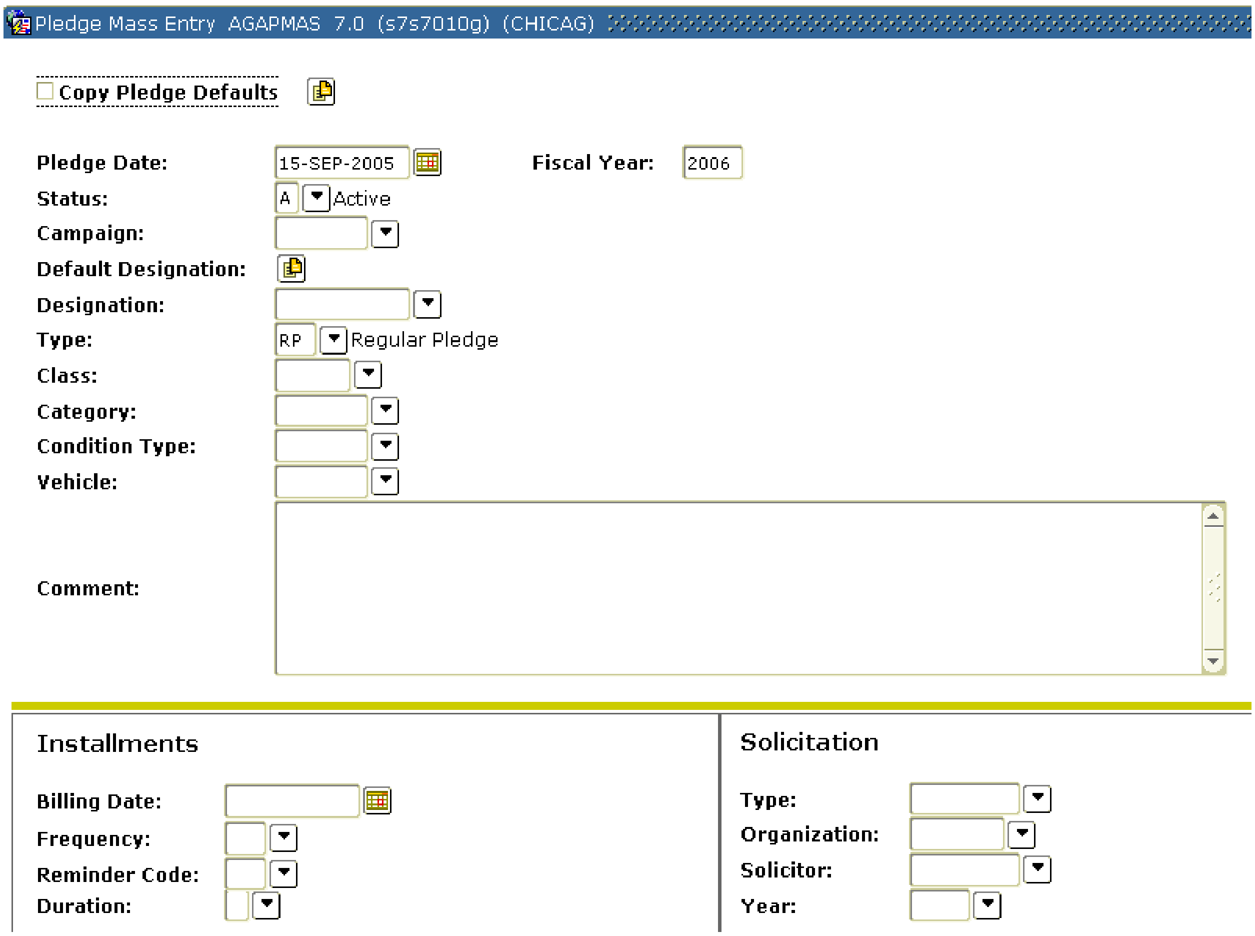
Pledge Form

Pledge Form (AGAPLDG) lets you enter new pledges and query existing pledges.



Pledge Mass Entry Form

Pledge Mass Entry Form (AGAPMAS) lets you enter high volumes of pledges with single campaign/designation combinations and establish installment and solicitation information, if necessary.



Pledge Mass Entry AGAPMAS 7.0 (s7s7010g) (CHICAG)

Copy Pledge Defaults

Pledge Date: 15-SEP-2005 Fiscal Year: 2006
Status: A Active
Campaign:
Default Designation:
Designation:
Type: RP Regular Pledge
Class:
Category:
Condition Type:
Vehicle:
Comment:

Installments

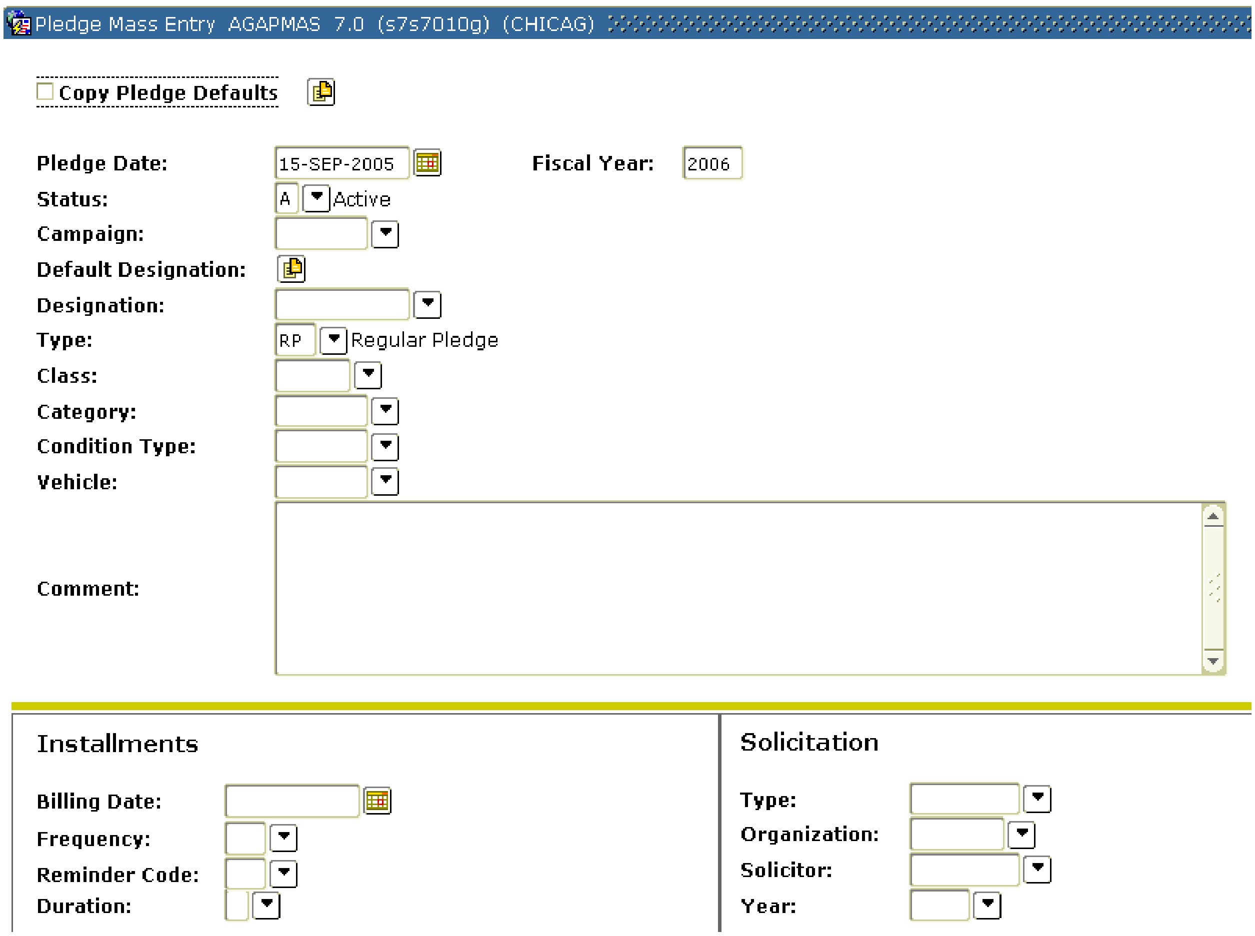
Billing Date:
Frequency:
Reminder Code:
Duration:

Solicitation

Type:
Organization:
Solicitor:
Year:

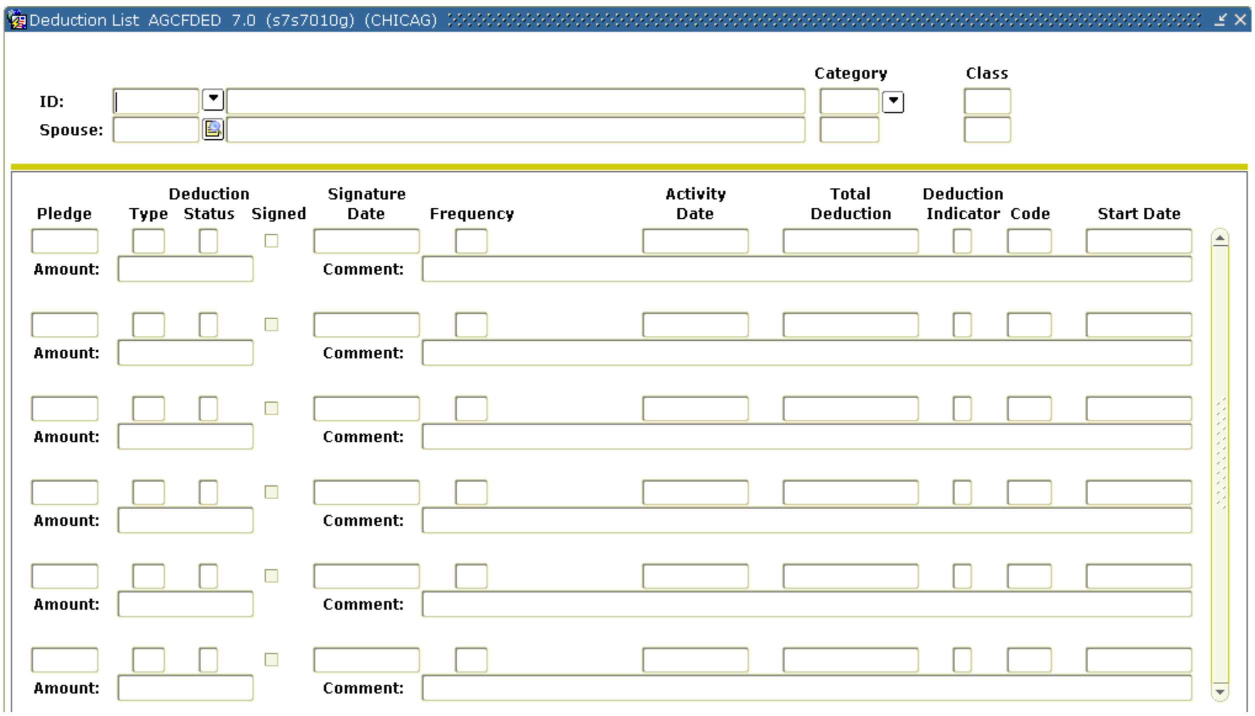
Pledge Installment Form

Pledge Installment Form (AGAPINS) lets you create and maintain installment plans for pledges and to provide data for the interface to the Banner Human Resources System.



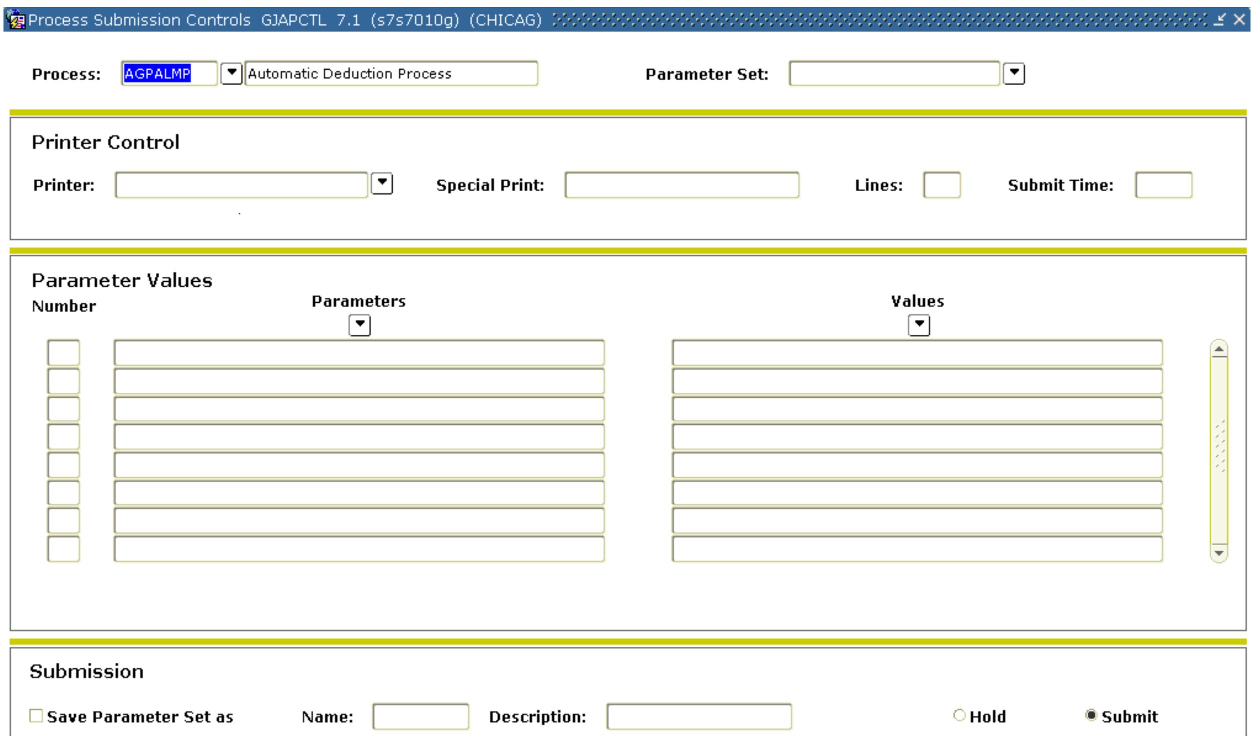
Deduction List Form

Deduction List Form (AGCFDED) displays all deduction information for a single ID.



Automatic Deduction Process

Automatic Deduction Process (AGPALMP) lets you create gift/installment payments in Advancement from the deduction information in Banner Human Resources.



Process Submission Controls GJAPCTL 7.1 (s7s7010g) (CHICAG)

Process: AGPALMP Automatic Deduction Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

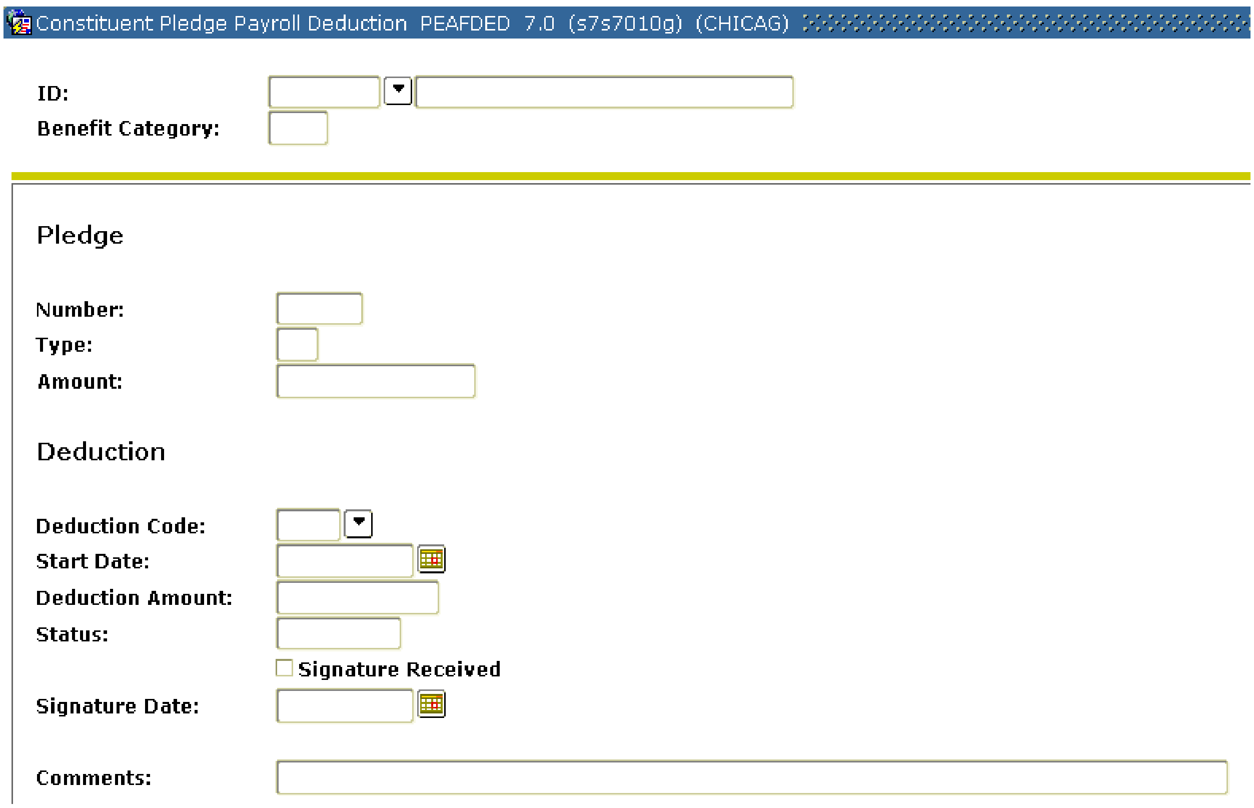
Number Parameters Values

Submission

Save Parameter Set as Name: Description: Hold Submit

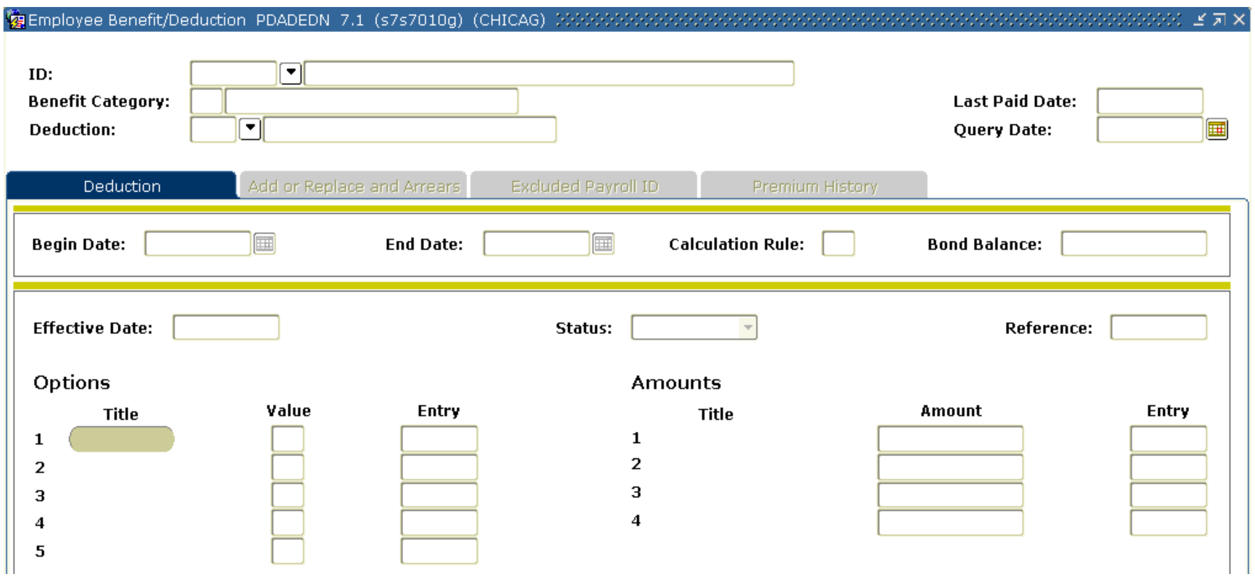
Constituent Pledge Payroll Deduction Form

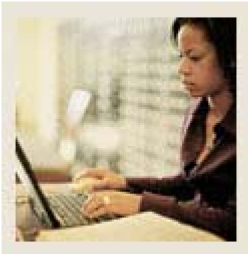
Constituent Pledge Payroll Deduction Form (PEAFDED) lets you approve the payroll deductions for gifts in the Banner Human Resources System. This is used to create the deduction information on the Banner Human Resources Employee Benefit/Deduction Form (PDADEDN).



Employee Benefit/Deduction Form

The Employee Benefit/Deduction Form (PDADEDN) lets you maintain the base information for deduction payments in the Banner Human Resources System.





Section G: Advancement to Human Resources Interface

Lesson: Interface Setup

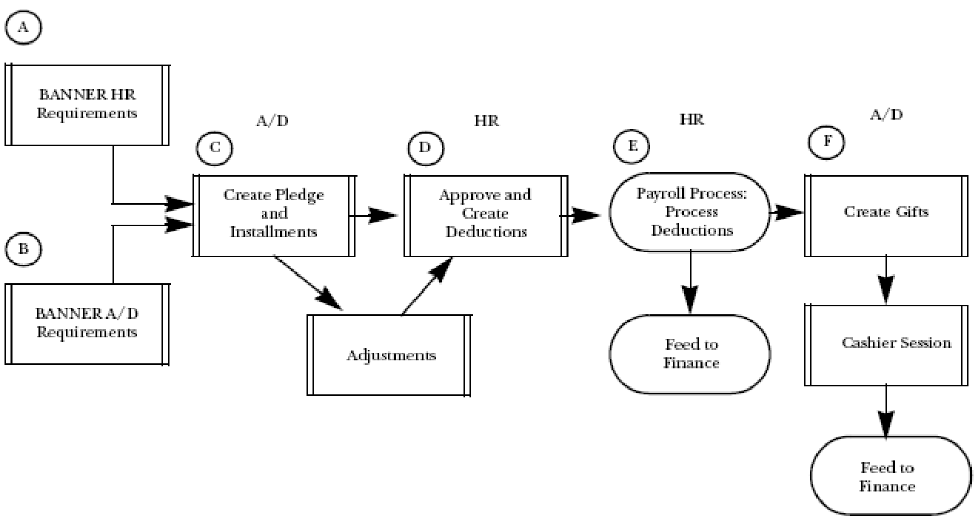
Jump to TOC

Introduction

Creating Pledge and Pledge installments begins the interface process between Advancement and Human Resources. All deductions must be initialized, creating a pledge with a specific pledge type. Installments must be created for each pledge. The installments feed information to Banner HR. This is done online and does not require any automated processes.

Flow diagram

This interface allows for deductions from payroll in Banner HR to become gifts/installment payments in Banner Advancement. The interface runs two ways: Banner Advancement first feeds pledges to Banner HR, and then Banner HR feeds the deductions back to create the gift/installment payment records.



Jump to TOC

Interface Setup

As shown in the flow chart, both Banner HR and Advancement feed to finance the transactions relating to the deductions. These transactions cannot be posted twice. This process is similar to the way FICA deductions are handled between Banner HR and Finance. Finance personnel need to enter a transaction to offset a liability account and produce an accounts payable check. This ensures that the money gets to the correct "bank" and fund. The proposed procedure for payroll deduction gifts as far as the finance system is concerned:

Step	Action
1	HR captures the deduction amount that is used to create a gift/ installment payment in Advancement. The deduction creates a credit to a liability account when HR feeds the same deduction to finance.
2	Finance creates a transaction to offset the liability. This may result in a check being produced.
3	Finance creates a second transaction to credit Accounts Receivable and debit Cash Receipt.
4	Advancement feeds the same gift/installment payment with a gift/payment type (such as rule class) that will debit Accounts Receivable and credit the actual designation of the gift/installment payment.

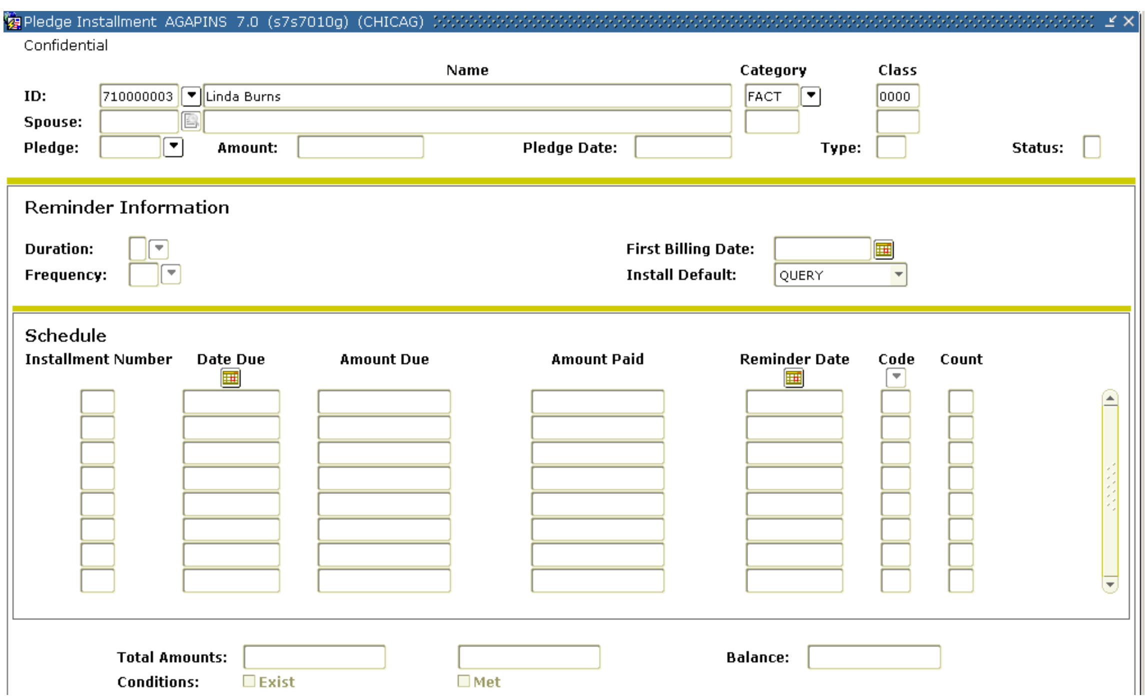
Create installments

If a donor wishes to pay a pledge in installments you can use the Pledge Installment Form (AGAPINS) to create installment records. The Banner Pledge Reminder process uses installment information to generate reminders for mailing to donors.

Installments are the source of the information needed by Banner HR. Once installments are created, the following data is sent to Banner HR:

- Constituent ID
- Full Pledge Amount
- Pledge Type
- Date of First Installment (Date when deductions should begin)
- Amount of First Installment (Amount to be deducted per payroll)
- Pledge Frequency Code (how often deduction should be made; from AGAPINS)
- Pledge Number
- Pledge Comment

Pledge Installment Form (AGAPINS)



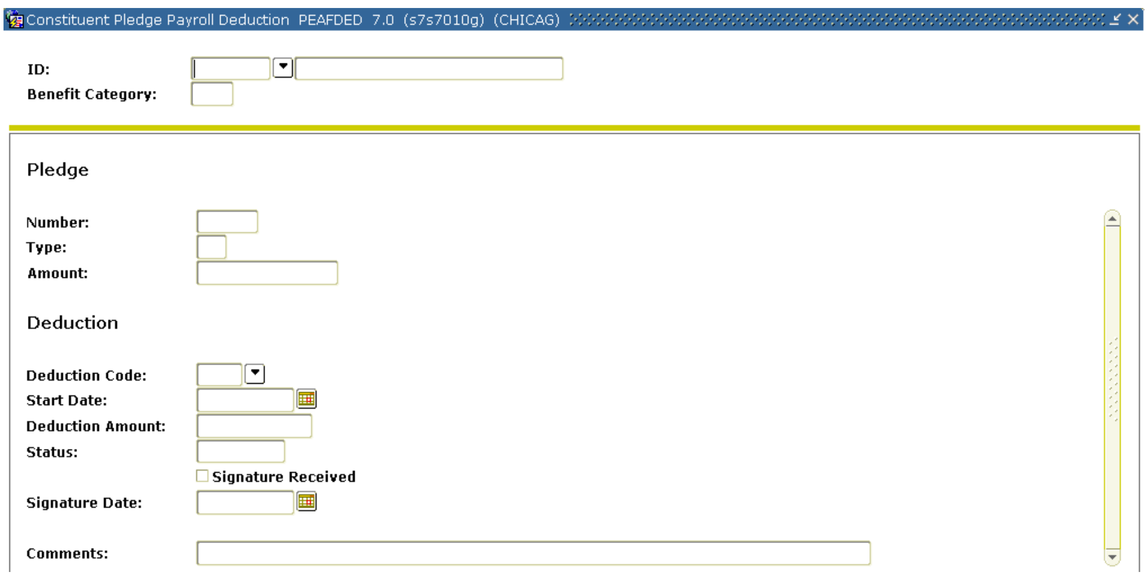
Jump to TOC

Human Resources: Approve and Create Deductions

This step is where payroll personnel approve and create deductions using the Constituent Pledge Payroll Deduction Form (PEAFDED):

- indicate that the employee has approved the deduction
- assign a deduction code to the pledge
- create the deduction record which the payroll process uses.

Constituent Pledge Payroll Deduction Form (PEAFDED)



Human Resources: Payroll Process/Process Deductions

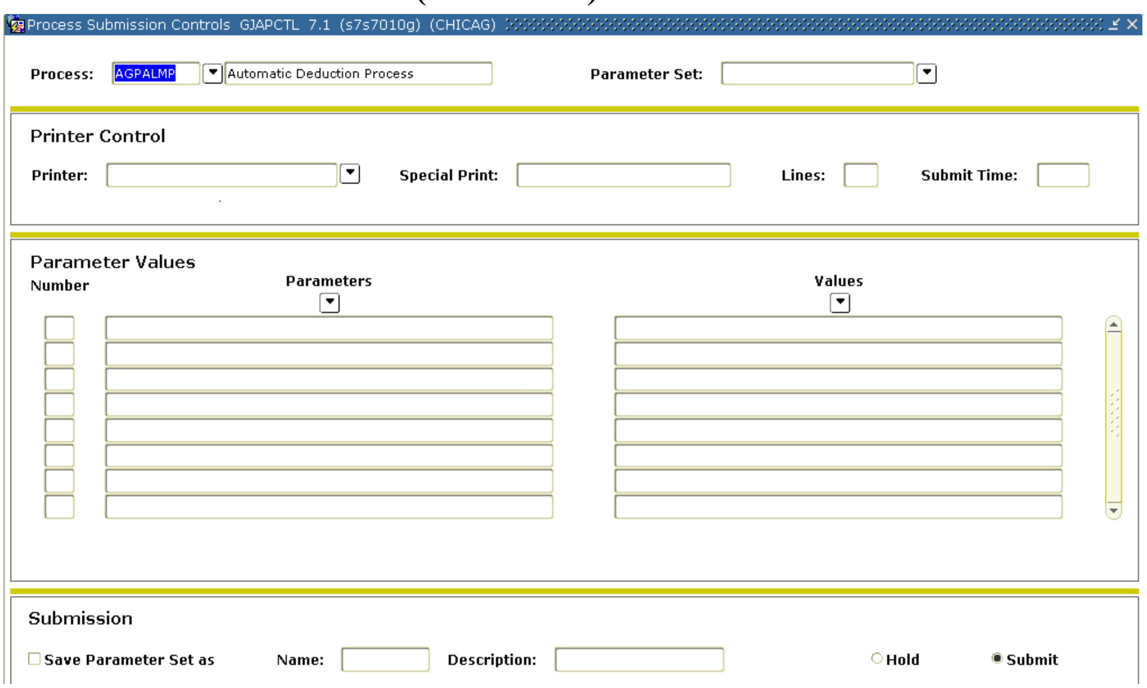
The HR payroll process is a series of steps which involves several reports and one COBOL program. The Pay Period Update Process (PHPUPDT) creates the deductions for the pledge installment payments. PHPUPDT places the deductions in a temporary table (GURALMP) which then allows Banner Advancement to create pledge payments.

The information created in the temporary table includes:

- Employee's/Constituent's ID
- deduction amount (pledge installment payment amount)
- payment source code of **BPAY**
- pledge number
- payment date (date printed on the check)

To complete this step, you need to run the Automatic Deduction Process (AGPALMP), which evaluates the deduction information, creates the gifts, and updates all appropriate giving history records for the constituent. The process can be run in report or update mode.

Automatic Deduction Process (AGPALMP)



Adjustments

Both Banner Advancement and Banner HR can adjust an employee's deduction information causing the deduction payment, when it is processed, to change. Adjustments made on the Banner Advancement side do not change the actual deduction record but do change the information displayed on AGCFDED and PEAFDED.

Adjustments in Banner HR should be made on PEAFDED. This then updates the deduction record on the Employee Deduction Form (PDADEDN). Adjusting in this manner allows Banner Advancement users to always see the most current information on AGCFDED, because adjustments made directly on PDADEDN do not adjust the information displayed on AGCFDED or on PEAFDED.

Adjustments in Banner Advancement can be made on the Pledge/Gift Adjustment Form (AGAADJS) or the Pledge Installment Form (AGAPINS). Adjustments made on these forms update **Ded Status** on AGCFDED and **Status** on PEAFDED.

Adjustments made on PEAFDED update PDADEDN; however, adjustments made on PDADEDN *do not update* PEAFDED. Since PHPDUPT uses the amounts and dates associated with the deduction record on PDADEDN, and not the record associated with PEAFDED (or AGCFDED), *adjustments do not take effect until* payroll personnel update **Received Signature** and **Signature Date** on PEAFDED.

Deduction status codes are displayed in **Ded Status** on AGCFDED and **Status** on PEAFDED.

Terminating a Deduction

Enter *Terminated* in **Status** in the Deduction Information of the Employee Deduction Form (PDADEDN). The next time the Pay Period Update Process (PHPUPDT) is run, it will put **I**(nactive) in **Status** on AGCFDED and PEAFDED.

Section H: Reference

Lesson: Overview

Jump to TOC

Purpose

The purpose of this section is to provide implementation tips and additional resources for using shared data in Banner.

Section contents

Section D: Reference

Lesson: Implementation Tips

Jump to TOC

Implementation Tips

- Expect to be overwhelmed
- Choose what parts of Banner you will go live with and what parts you will grow into
- Take excellent notes during system education
- Clean up the data that you want to convert NOW!
- Use your consultant and UDC Support Center, but do your research first
- Get on the SunGard Higher Education listservs.
- You will get out of the Banner implementation what you put in – what effort are you willing to give?
- Discuss concerns.
- Start the report writing process early.
- Document decisions.
- Anticipate weaknesses and develop a plan to deal with them.
- Go to project managers when necessary.
- Escalate issues when necessary.
- Keep up with tasks assigned to you in between visits from your consultant.
- Keep an open mind.
- Have a positive attitude.
- Celebrate your successes.

Section D: Reference

Lesson: Additional Resources

Jump to TOC

Additional Resources

If you would like additional information about specific interfaces, the following training workbooks are available:

- Accounts Receivable to Finance Interface
- Advancement to Finance Interface
- Advancement to HR Interface
- Human Resources to Finance Interface
- Student to Financial Aid Interface

Release Date

Jump to TOC

This workbook was last updated on 06/01/2006.