| | | | |
|---|---|---|---|
| ST. JOHN FISHER COLLEGE | CONTROLLER'S POLICY AND PROCEDURE DOCUMENTS | Date Issued: | Last Updated: 14-AUG-2023 |
| | | Subject: Faculty & Staff Banner Finance Training Manual | |
| | Section: Finance | Document Id: FI-3000-10-007 | |

| | Written By | Reviewed By | Approved By |
|---|---|---|---|
| Date | 20-Sep-2006 | | |
| Printed Name | Beverly Senecker | | |
| Signature | | | |
| Title | | | |

## Table of Contents

# 1. Introduction

## 1.1. Purpose

This document is a manual to help guide faculty and staff with functions and features of Banner Finance. Banner Finance is used to monitor department budgets, access account balances and reconcile account activity. This document assumes the user has already had training in Banner Navigation or enough experience with Banner to follow the formats and conventions of the system.

## 1.2. Scope

The scope of this document is to give faculty and staff exposure to Banner Finance, along with the skills necessary to navigate within Banner Finance and its forms. The examples chosen are functions or forms that are frequently used by faculty and staff. This manual explains the following:

- St. John Fisher University's chart of accounts
- How to access the available Banner Finance forms and what information they provide
- How to find information on the Banner Finance forms

## 1.3. Reference Information

### 1.3.1. Reference Documents

### 1.3.2. Reference areas

Banner Finance information can be found on mysjf.edu in the A-Z Department listing under both the Controller's Office and the Business Office. Both links direct you to the same page.

## 2. Chart of Accounts

This section describes the Chart of Accounts used by St. John Fisher University. The Chart of Accounts is the set of numbers that is used for tracking all financial transactions for the University. It provides a mechanism to report common information and a way of tracking an entity's assets and liabilities. It provides an alignment (or hierarchy) of the organization codes for the schools and administrative departments of the University.

### 2.1. What is a FOAPAL

The term FOAPAL is an acronym used by Banner Finance. It is comprised of the first letter of the words: **F**und, **O**rganization, **A**ccount, **P**rogram, **A**ctivity, and **L**ocation. The Chart of Accounts uses each of these subsets to create unique numbers to differentiate between departments and organizations. The Fund, Organization, Account, and Program codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The Activity and Location codes are used to provide more specific detail to the FOAP.

| Example: | Fund | Org | Account | Program | Activity | Location |
|---|---|---|---|---|---|---|
| | **11100 -** | **2001 -** | **71200 -** | **30 -** | **COMREP -** | **00** |
| | Operating Fund | Faculty Committees | Supplies | Academic Support | Computer Replacement | N/A |

### 2.2. Fund (F)

The Fund code is the designation for a financial and accounting entity in which transactions are recorded and utilized to carry on specific activities, in accordance with prevailing regulations, restrictions, or limitations. In simple terms, it describes where the money is coming from.

The Fund code that is used most frequently is the general operating fund (**11100**). This number is generally used for departmental budgets. There are separate Fund codes used for restricted funds, endowment funds, grant funds, plant funds, auxiliary enterprise funds and / or student agency funds. These codes are obtained by contacting the Controller.

### 2.3. Organization (O)

The Organization code describes the department or club organization that is spending the money. The Organization code often names a specific department.

Example: Faculty Committees = **2001**

### 2.4. Account (A)

The Account code defines the expense and/or revenue. It describes what the money is being spent on.

Example: Supplies = **71200**

### 2.5. Program (P)

The Program code describes a function, such as instruction, institutional support, fundraising, or physical plant. This code is generally used for reporting purposes.

Example: Academic Support = **30**

### 2.6. Activity (A)

The Activity code allows for temporary units of work, subsidiary functional classifications, or short duration projects. It allows a FOAP to have several different sub-topics. For example, instead of creating a separate fund for each capital project, this code is used to differentiate the activities within it. Likewise, instead of creating accounts that are specific to an organization, activity codes are used.

| | | |
|---|---|---|
| Examples: | Operating Project - | OIT Computer Replacement = **COMREP**<br>Homecoming Reunion Weekend = **HRW** |
| | Capital Project – | Facilities Carpet Replacement = **REPCAR**<br>Kearney Hall Boiler = **KHBOIL** |

### 2.7. Location (L)

The Location code describes a specific place or area where the FOAP is occurring. This code is often used to define the location of a fixed asset and/or is helpful for universities that have several satellite offices and need to differentiate between the different locations. The Location is currently not being used by St. John Fisher University.

### 2.8. Index (I)

The Index is an accounting code that creates a "shortcut" to accounting for specific organizational budgets. It automatically provides ***part*** of the FOAPAL information. In FGIBDST, the Organization Budget Status form, for example, entering an Index automatically inserts the Fund, Organization, and Program codes. Thus, the user would only have to enter the Account code to complete the FOAP.

However the index should ***not*** be used when submitting or approving a document, purchasing card, or invoice. The full FOAP or FOAPA should ***always*** be used in these cases. Although some indexes currently exist, the Business Office no longer creates index shortcuts for organizational budgets.

## 3. Banner and Banner Finance

Banner is integrated, application software that St. John Fisher University uses to maintain information regarding our students, employees, faculty, alumni, and university finances in a single database.

All data entered into Banner is performed in the Production database. This is known as PROD.

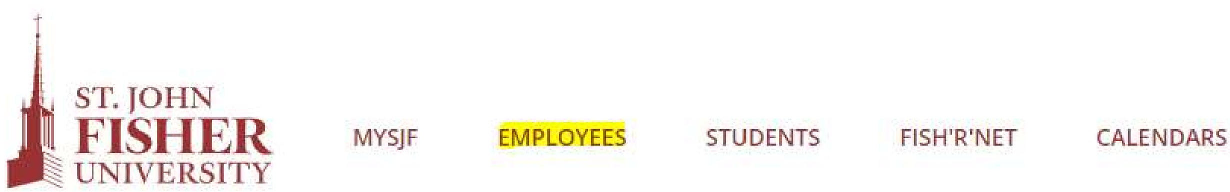
### 3.1. Access to Banner

Usually a manager fills out a security form to request access to certain areas of Banner for their employee. This form indicates which module(s) and specific forms that the employee should have access to. When all necessary approval signatures are attained, this form is forwarded to the OIT department. In conjunction with the security form, the employee must complete a confidentiality agreement. This agreement is also forwarded and retained by OIT.

When forms from the Finance module are requested, the Finance office makes security updates in the system for accessing financial data pertaining to Funds and Organizations. When the updates are completed for Banner security, the employee is informed that their access is ready for use. Banner is most commonly accessed through the mysjfc webpage.

The preferred internet provider for Banner is Chrome. Use your network logon name and password to sign into mysjf.edu.

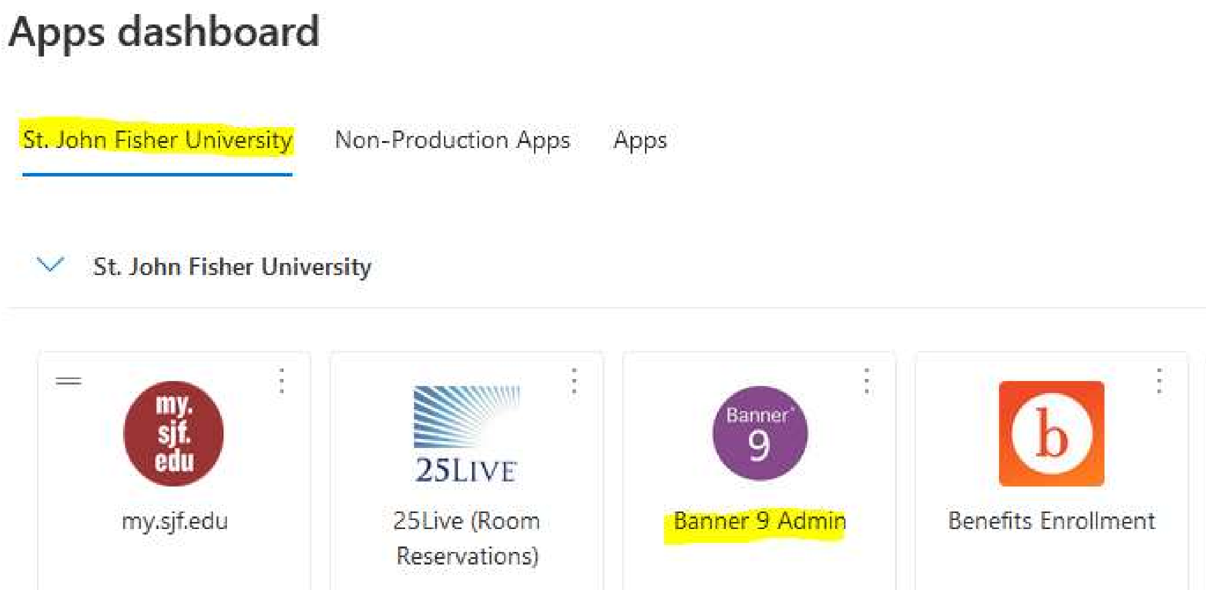
Click on Employees.




Click on the Launchpad.

## 3.2. Log on

Click on the Banner 9 Admin icon in the St. John Fisher University tab.



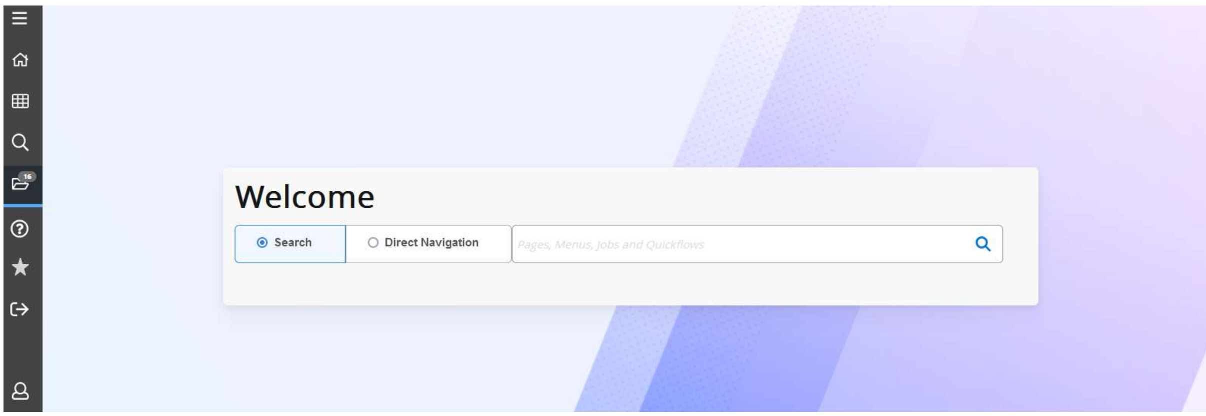

With single sign-on, you are automatically logged onto Banner when you click the Banner 9 link in the Launchpad.

- If you sign out of Banner, and want to sign in again from the Banner window, then you will use your network logon and network password again.
- Or, if you are still in the mysjf.edu webpage, then just click the Banner 9 link again.

Once logged into Banner, your logon username provides the security level at which you can access forms and data.

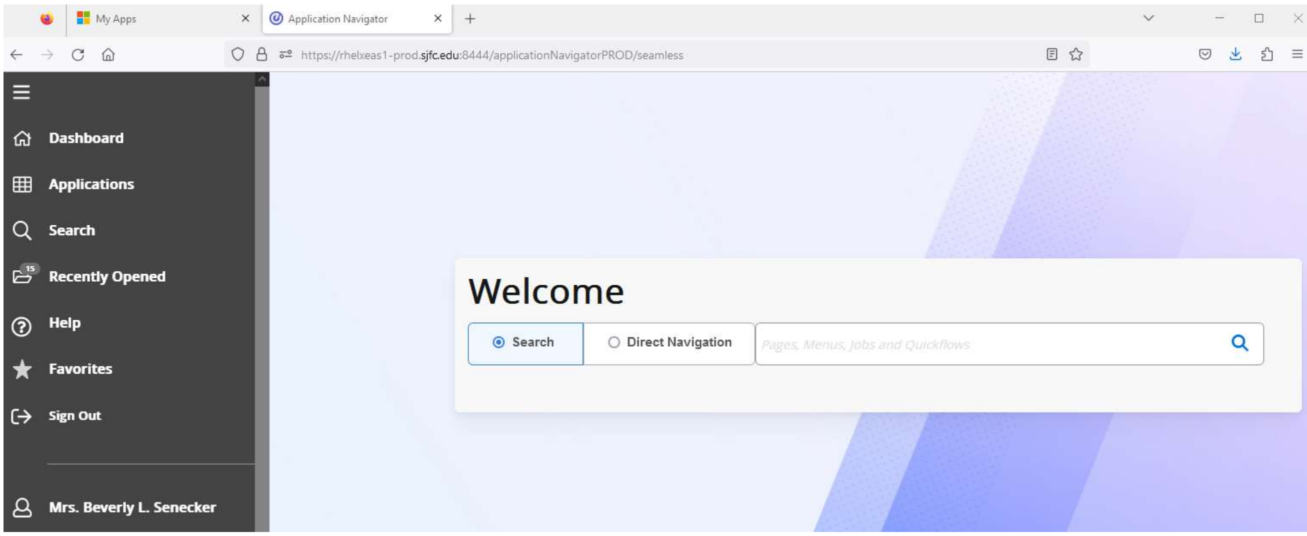
## 3.3. Main Menu

Upon logging on, the Banner "Welcome" page appears and is ready for input. Your logon id has security values built within it that allows or disallows your movement within forms.

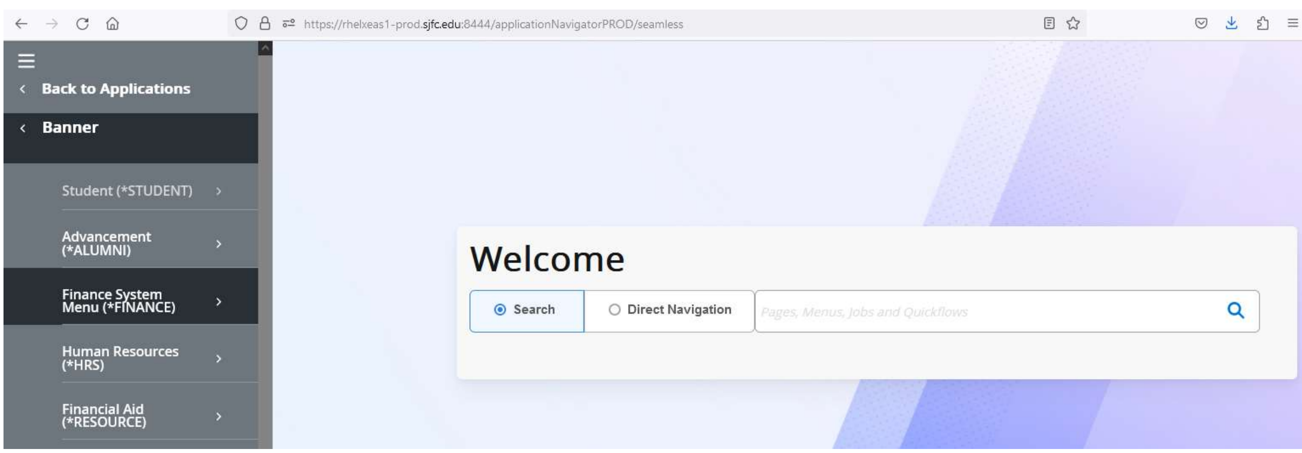


### 3.4. Maneuvering to other screens

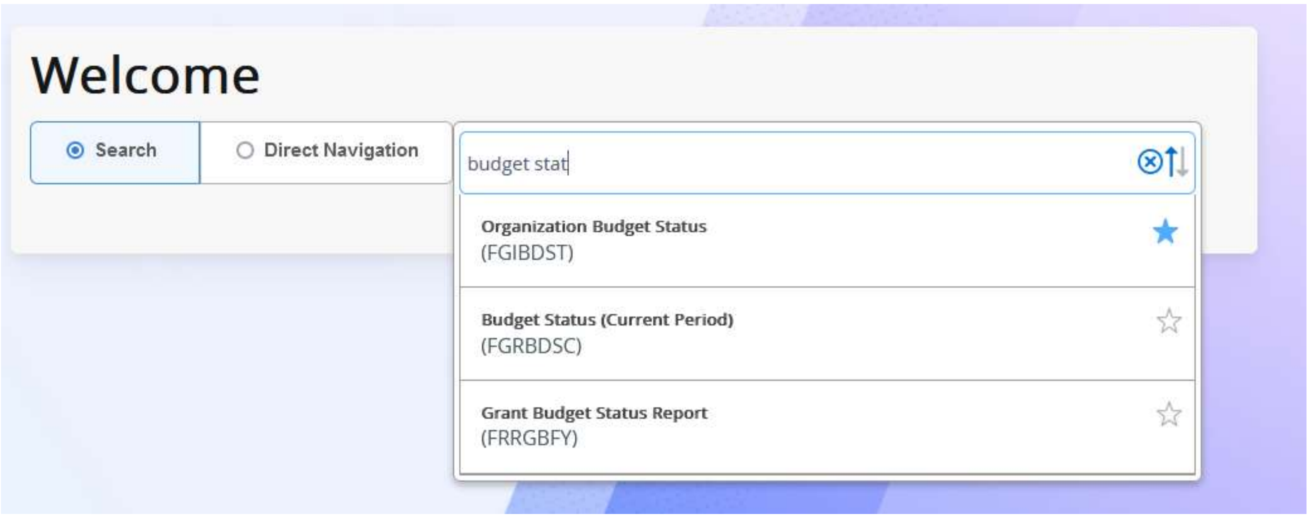
There are many ways to navigate through Banner including: Hierarchical Menus, the “Search” field, or just typing in the function name. The Toggle Menu in the upper left (also known as the Hamburger Menu) shows the name description for each functional icon. Click the Toggle Menu again and the descriptions “roll up” leaving just the icon on the Welcome page.



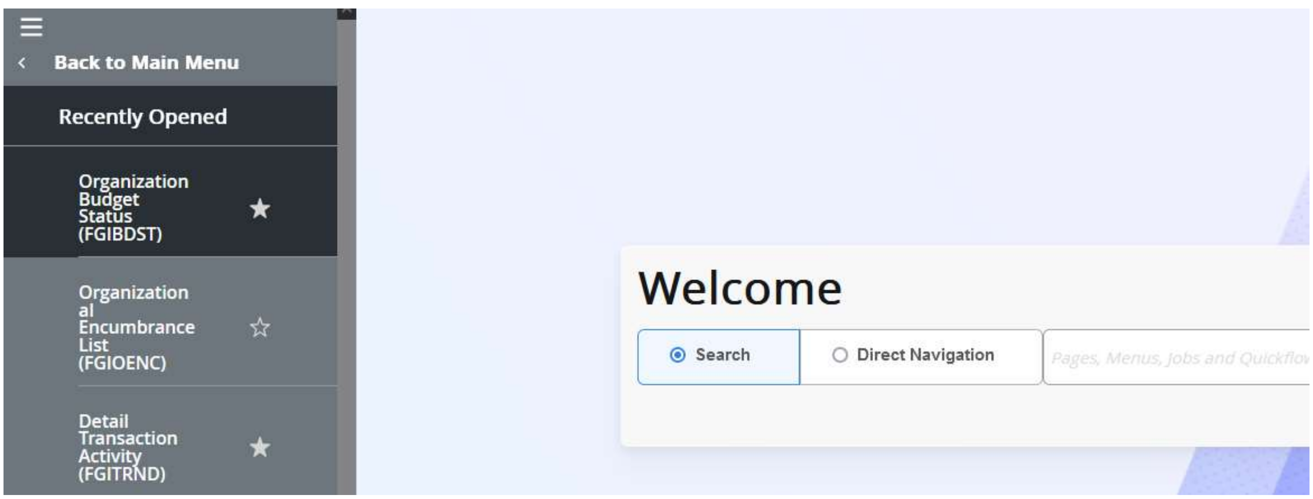

One way to access a form is to click on the Applications Menu. The Banner menu displays each Banner module. Each module has a hierarchy of forms and allows the user to drill down to deeper levels of forms and processes. The My Banner menu allows the user to save specific forms and processes in a list to be retrieved any time. My Banner is similar to a “favorites” list. The forms are retained in this list until the user removes them.



Another way is to use the “Search” fields. Enter all or part of a word or topic that you are looking for. Banner displays choices as it finds matches to your entry. For example, if the letters entered are “budg” (for budget) a large list will display. As more letters are typed, such as, “budget stat”, the list of choices is narrowed down. Likewise, if the letters entered are “fgib”, a different list of choices is displayed, matching on those letters.




As forms and processes are selected, they are saved in the Recently Opened Folder. Opening this folder shows the most recent forms or actions that were selected or used during this Banner session. Upon logging off, the Recently Opened Folder is emptied. After logging back into Banner, you will either need to search again for the desired forms or choose them from the Application Menu.

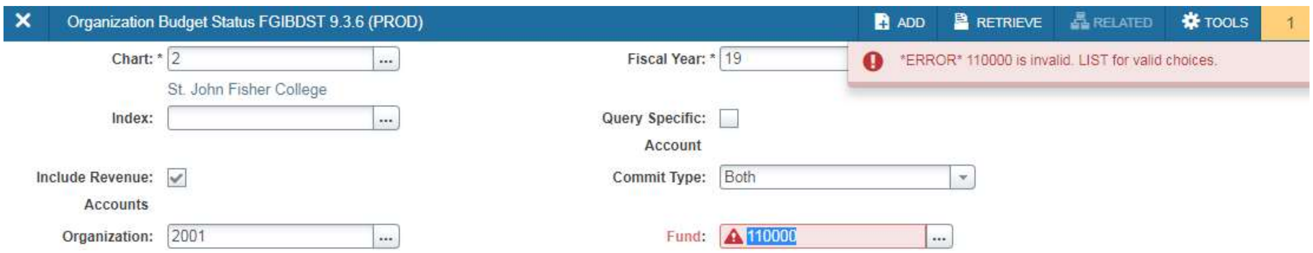


### 3.5. Status Line

The bottom of every Banner screen displays the Status of the entry. It shows what Banner is trying to process from the command entered.


### 3.6. Hints, Warnings, and Errors

Hints, warnings, and error messages are displayed in the upper right corner of the Banner screen. It briefly tells why Banner could not complete its request.




Common auto hint messages are:

- *ERROR* <name> is invalid. LIST for valid choices.
  (This message displays when a person does not have access to a form or it is not spelled correctly.)
- Invalid function; press SHOW KEYS for valid functions.
  (The proper response to this message is to try the function again.)
- Enter a query; press F8 to execute.
- Query cause no records to be retrieved. Re-enter.

### 3.7. Next Section / Previous Section

The Next Section / Previous Section buttons are located in the bottom left corner of your screen.


You can also use a sequence of keyboard strokes to perform these Banner functions. For example, to move to the Next Page / Section, press the **[Alt]** key plus the **[Page Down]** key.

To move to the Previous Page / Section, press the **[Alt]** key plus the **[Page Up]** key.

## 4. Commonly Used Banner Finance Forms and Reports

The following is a brief list of Finance forms that are commonly used by departments and student organizations.

| | |
|---|---|
| FGIBDST | Organization Budget Status<br><br>This provides a snapshot of each budget account line for a specific department or organization. |
| FGIBSUM | Organization Budget Summary<br><br>This provides a quick summary of the grand totals for revenue, labor, and expense lines. |
| FGIOENC | Organization Encumbrances (Purchase Orders)<br><br>This provides a quick summary of all purchase orders that are currently open for a specific organization. |
| FGITRND | Detail Transaction Activity<br><br>Showing one account at a time, this provides the specific detail of the revenue and expenses that are totaled on the FGIBDST screen. |
| FGZODTA | Report of Organization Budget and Transaction Activity<br><br>This is the same data that is shown in FGITRND, but in a report style format. Instead of showing one account at a time, as in FGITRND, each account is listed with the detail. |
| FGIENCD | Detailed Encumbrance (Purchase Order) Activity<br><br>This provides specific information about a purchase order, including whether it is open or closed, the amount of money still on the purchase order, and the invoice numbers and dollar amounts that have been charged against it so far. |

## 4.1. FGIBDST – Organization Budget Status

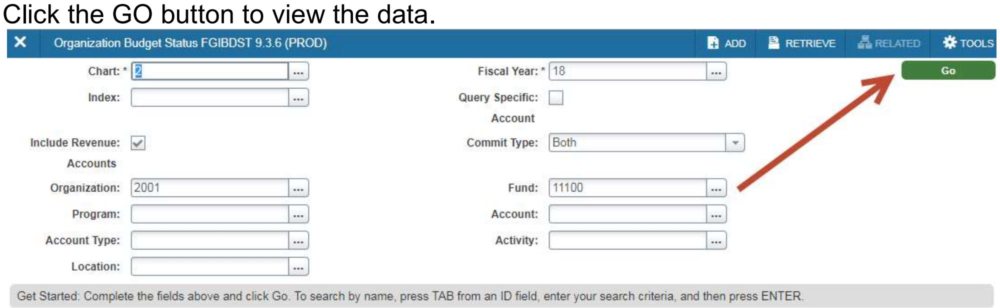
This form provides budget, revenue, and expense information for departments and student agencies. It indicates the year-to-date totals of all active accounts associated with the Fund and Organization that have been entered. This form does not provide information on a balance sheet account (i.e. assets or liabilities).

Revenue accounts begin with the number 5, labor and benefit expense accounts begin with the number 6, and general office expense accounts begin with the number 7.

Type FGIBDST in the Search field, then fill in the appropriate header block input fields.

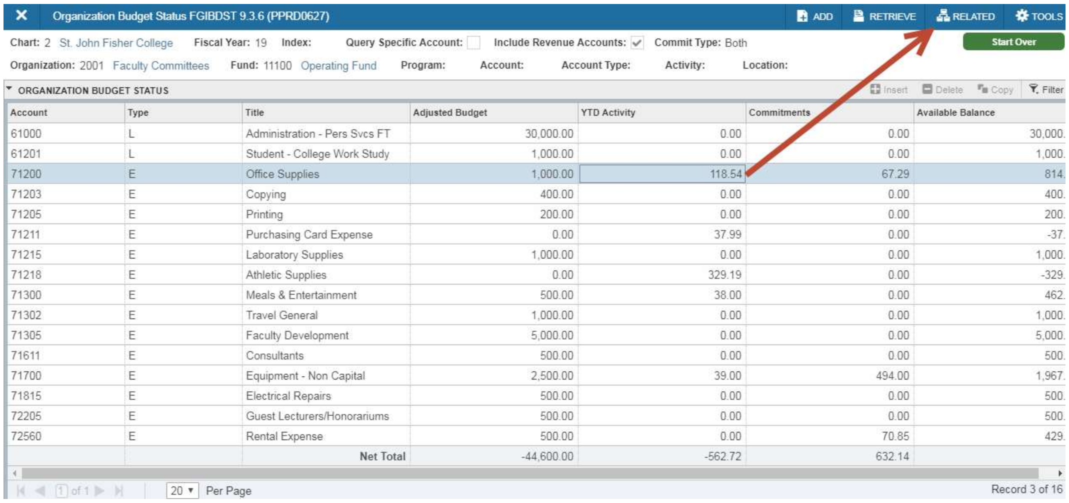
Chart: Use “2” to view anything after May 31, 2006.
Fiscal Year: This is a 2-digit number representing the fiscal year.
Index: Leave this blank.
Orgn: Enter your Organization code.
For operating budgets, this will ***automatically*** fill in
the Fund code and the Program code when you tab off the field.
Fund: Enter your Fund code, if not displayed or needing to change it.
Program: Leave this blank. (Always!)
Account: Leave this blank to see everything. Enter 71200 if only want to see expenses.
Acct Type: Leave this blank.
Activity: Leave this blank, unless looking for detail about a specific Activity Code.
For Example: Strategic Initiative SI1801, enter SI1801
Location: Leave this blank.

Click the GO button to view the data.



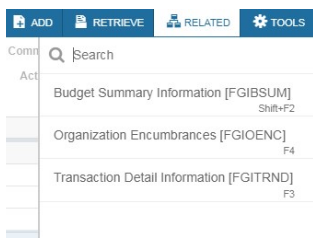

The budget data displays.

To see more specific information pertaining to a specific account:
Click on the (Year to Date) **YTD Activity** field for that account, and then click the RELATED tab in the upper right corner of the form, above the Start Over button.



From the RELATED tab, select one of the following:

Budget Summary Information [FGIBSUM]
Organization Encumbrances [FGIOENC]
Transaction Detail Information [FGITRND]



## 4.2. FGIBSUM – Organization Budget Summary

This form provides a summary of the budget information for a specific organization.

FGIBSUM can be accessed from FGIBDST or from the Search field in the main menu.

In FGIBDST, click the cursor on any Account code, in the lower half of the screen. Then use the RELATED tab and select Budget Summary Information [FGIBSUM]. The information automatically displays.

Organization Budget Summary FGIBSUM 9.2.2 (PPRD0627) ADD RETRIEVE RELATED TOOLS

Chart of Accounts: 2 Fiscal Year: 19 Organization: 2001 Faculty Committees Fund: 11100 Operating Fund Commit Indicator: Both Start Over

ORGANIZATION BUDGET SUMMARY Insert Delete Copy Filter

| Account Type | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|---|---|---|---|---|
| Revenues | | | | |
| Labor | 31,000.00 | 0.00 | 0.00 | 31,000.00 |
| Direct Expenditures | 13,600.00 | 562.72 | 632.14 | 12,405.14 |
| Transfers | | | | |
| Net: Revenue minus(Labor + Exp... | -44,600.00 | -562.72 | | |
| | | Total Commitments | 632.14 | |

1 of 1 10 Per Page Record 1 of 4

**NOTE**: If accessing this form from the Search field, the desired Organization and Fund must be entered. The Chart of Accounts and Fiscal Year fields will default to the current parameters. However, these can be changed to get previous fiscal year data.

FGIBSUM input fields from Search field:

| | |
|---|---|
| Chart: | Use “2” to view anything <u>after</u> May 31, 2006. |
| Fiscal Year: | This is a 2-digit number representing the fiscal year. |
| Orgn: | Enter your Organization code. |
| Fund: | Enter your Fund code. |
| Commit: | Auto-fills Both; so, leave as is. |

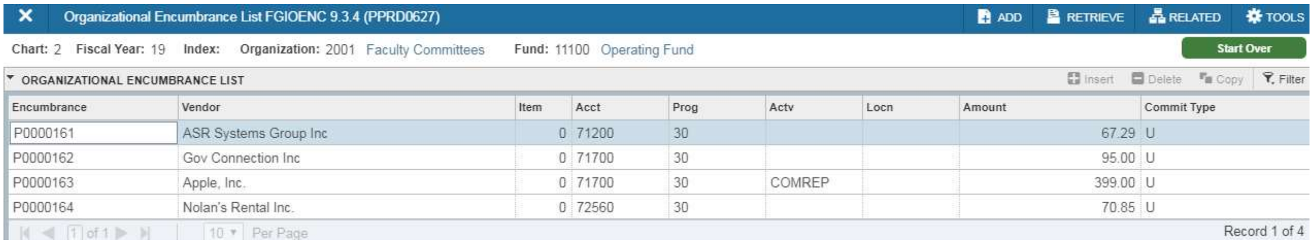
Next Section To view the data

## 4.3. FGIOENC – Organization Encumbrances

This form displays a list of all encumbrances (purchase orders) for a specific organization.

FGIOENC can be accessed from FGIBDST or from the Search field in the main menu.

In FGIBDST, click the cursor on any Account code, in the lower half of the screen. Then use the RELATED tab and select Organization Encumbrances [FGIOENC]. The information automatically displays.



Organizational Encumbrance List FGIOENC 9.3.4 (PPRD0627) | ADD | RETRIEVE | RELATED | TOOLS

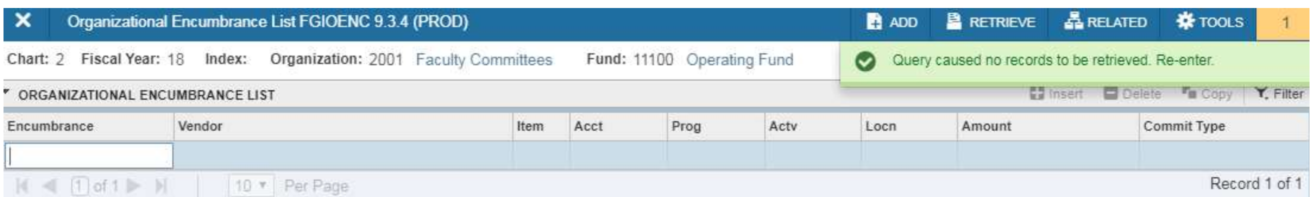
Chart: 2 Fiscal Year: 19 Index: Organization: 2001 Faculty Committees Fund: 11100 Operating Fund | Start Over

ORGANIZATIONAL ENCUMBRANCE LIST | Insert | Delete | Copy | Filter

| Encumbrance | Vendor | Item | Acct | Prog | Actv | Locn | Amount | Commit Type |
|---|---|---|---|---|---|---|---|---|
| P0000161 | ASR Systems Group Inc | 0 | 71200 | 30 | | | 67.29 | U |
| P0000162 | Gov Connection Inc | 0 | 71700 | 30 | | | 95.00 | U |
| P0000163 | Apple, Inc. | 0 | 71700 | 30 | COMREP | | 399.00 | U |
| P0000164 | Nolan's Rental Inc. | 0 | 72560 | 30 | | | 70.85 | U |

1 of 1 | 10 Per Page | Record 1 of 4

If there are no open purchase orders, you will get a message.



Organizational Encumbrance List FGIOENC 9.3.4 (PROD) | ADD | RETRIEVE | RELATED | TOOLS | 1

Chart: 2 Fiscal Year: 18 Index: Organization: 2001 Faculty Committees Fund: 11100 Operating Fund

Query caused no records to be retrieved. Re-enter.

ORGANIZATIONAL ENCUMBRANCE LIST | Insert | Delete | Copy | Filter

| Encumbrance | Vendor | Item | Acct | Prog | Actv | Locn | Amount | Commit Type |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

1 of 1 | 10 Per Page | Record 1 of 1

**NOTE**: If accessing this form from the Search field, the desired Organization and Fund must be entered. The Chart of Accounts and Fiscal Year fields will default to the current parameters. However, these can be changed to get previous fiscal year data.

FGIOENC input fields from the Search field:

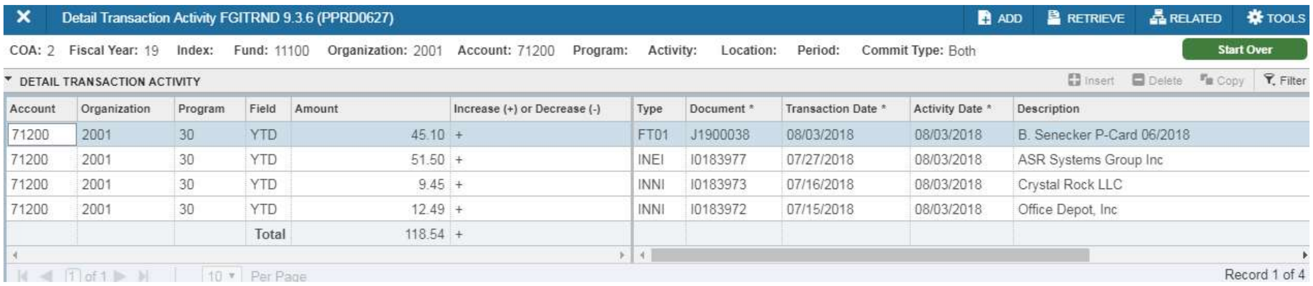
| | |
|---|---|
| Chart: | Use “2” to view anything after May 31, 2006. |
| Fiscal Year: | This is a 2-digit number representing the fiscal year. |
| Index: | Leave this blank |
| Orgn: | Enter your Organization code. |
| Fund: | Enter your Fund code. |

Click the GO button to view the data.

## 4.4. FGITRND – Detail Transaction Activity

This form provides detailed information on the operating ledger accounts: revenues and expenses. It does not provide information on a balance sheet account (i.e. assets or fund balances). Access to this form can be obtained from the Banner home page Search field or from within FGIBDST.

The easiest way to access FGITRND is from within FGIBDST. In FGIBDST, click the cursor on the **YTD Activity** amount (or Account code), in the lower half of the screen that detail is desired for. Then use the RELATED Tab and select Transaction Detail Information [FGITRND]. The information automatically displays.




| Account | Organization | Program | Field | Amount | Increase (+) or Decrease (-) | Type | Document * | Transaction Date * | Activity Date * | Description |
|---|---|---|---|---|---|---|---|---|---|---|
| 71200 | 2001 | 30 | YTD | 45.10 | + | FT01 | J1900038 | 08/03/2018 | 08/03/2018 | B. Senecker P-Card 06/2018 |
| 71200 | 2001 | 30 | YTD | 51.50 | + | INEI | I0183977 | 07/27/2018 | 08/03/2018 | ASR Systems Group Inc |
| 71200 | 2001 | 30 | YTD | 9.45 | + | INNI | I0183973 | 07/16/2018 | 08/03/2018 | Crystal Rock LLC |
| 71200 | 2001 | 30 | YTD | 12.49 | + | INNI | I0183972 | 07/15/2018 | 08/03/2018 | Office Depot, Inc |
| | | | Total | 118.54 | + | | | | | |

**NOTE**: If accessing this form from the Search field, a query must be performed to get the desired data.

FGITRND input fields from Search field:

| | |
|---|---|
| Chart: | Use "2" to view anything after May 31, 2006. |
| Fiscal Year: | This is a 2-digit number representing the fiscal year. |
| Index: | Leave this blank. |
| Fund: | Enter your Fund code. |
| Orgn: | Enter your Organization code. For operating budgets, this will automatically fill in the Fund code, if it was blank. |
| Account: | Enter the Account code that you want to see the expenses for. |
| Program: | Leave this blank. |
| Activity: | Leave this blank, unless looking for detail about a specific Activity Code. |
| Location: | Leave this blank. |
| Period: | Leave this blank. |

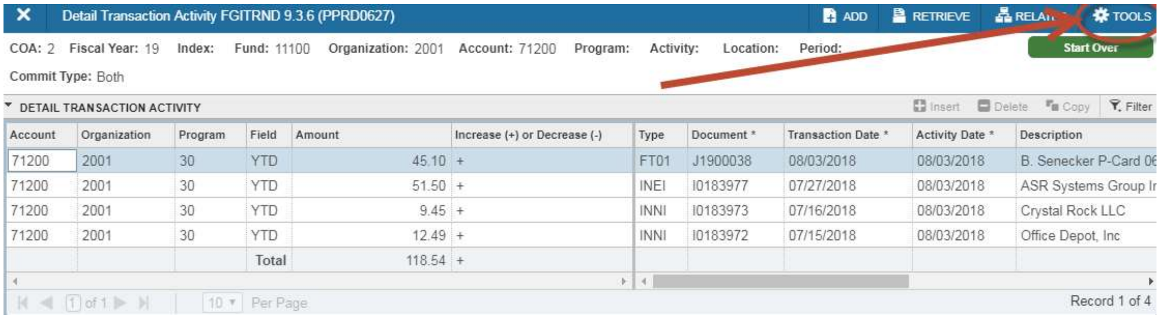
Click the GO button to get the next set of Basic filters.

In the Account box: Type the account that you want to see detailed transactions for (i.e. 71200)
In the Field box: Type YTD

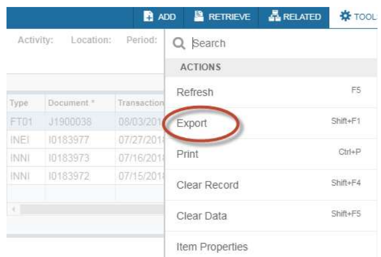
Click the GO button in the lower right to execute the query to display all of the data.

FGITRND: To export (copy) the data to an Excel spreadsheet:

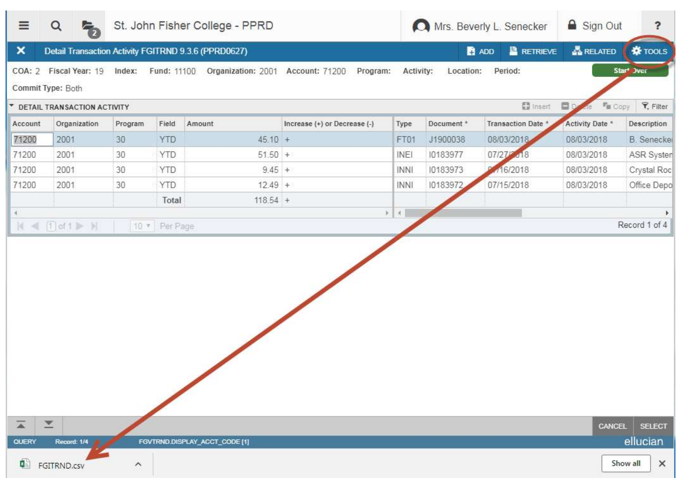
While viewing the displayed data in FGITRND, click on the TOOLS tab in the upper right corner of the screen. This will display the TOOLS menu.



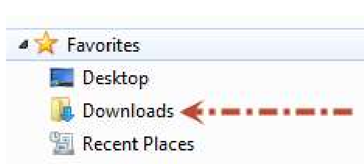

Now click Export.




The menu will close and the exported FGITRND file will appear at the bottom of your screen. You may need to use the corners of your Banner screen to shrink the size to be able to see the file. Chrome's default is to block pop-ups, so be sure to allow pop-up blockers.




This exported Excel file is found in your Downloads folder in Windows Explorer.



## 4.5. FGZODTA – Organization Detail Activity with Security Report

This report provides a detailed listing of the data in FGIBDST. The more specific parameters that are entered, the more limited the report is. This report can be run to the database for viewing online or it can be printed.

Type FGZODTA in the Search field. When the form appears, click the GO button to get the additional input fields.

FGZODTA input fields:

| | |
|---|---|
| Printer: | Enter Database (to view online) or choose a printer name (to print). |

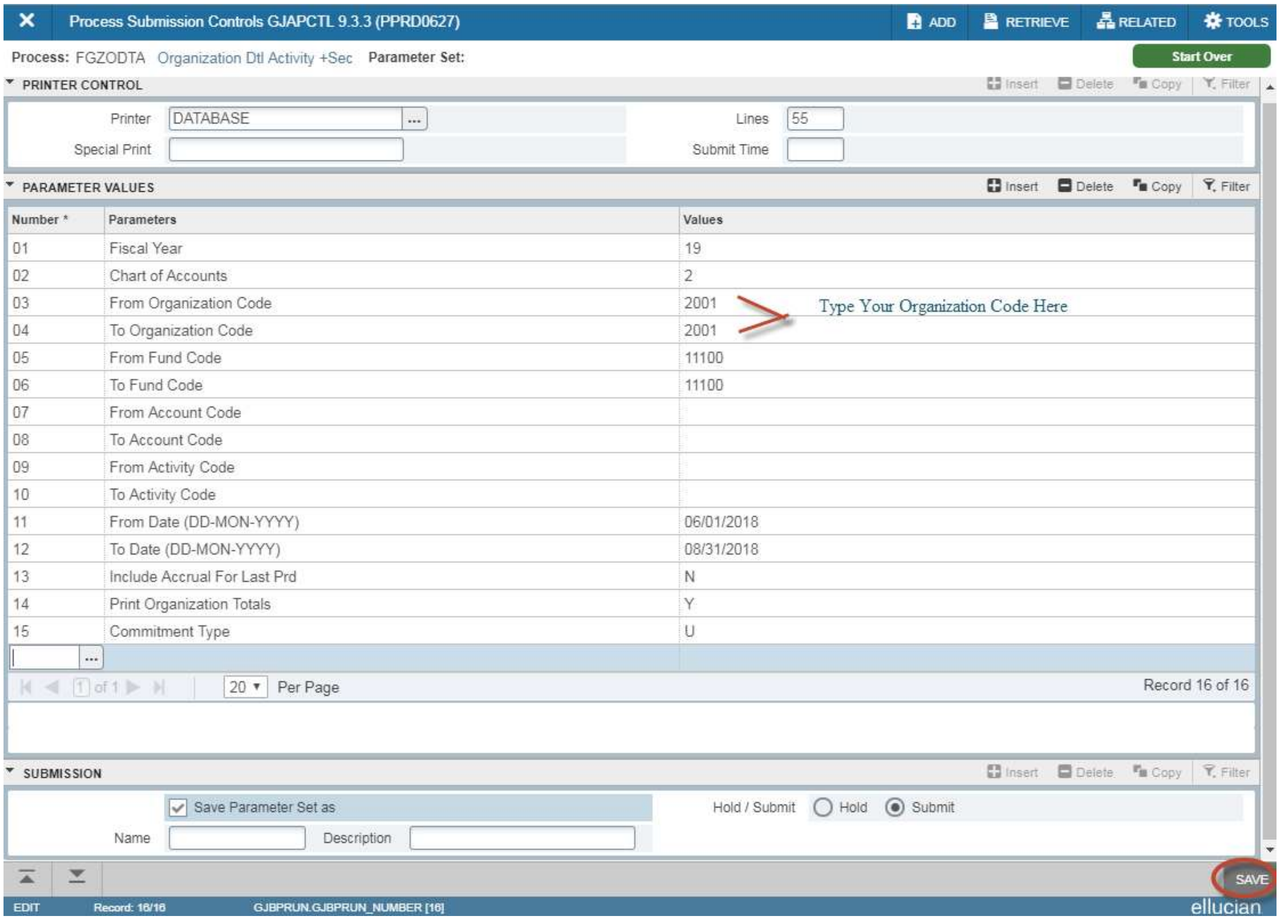
Next Section

| | |
|---|---|
| Fiscal Year: | Enter 2-digit year |
| Chart: | Use “2” to view anything after May 31, 2006. |
| From / To Org: | Enter specific Organization codes <or><br>Leave this blank to get all Organizations that you have access to. |
| From / To Fund | Enter specific Fund codes <or><br>Leave this blank to get all Funds that you have access to. |
| From / To Account | Enter specific Account codes <or><br>Leave this blank to get all Accounts. |
| From / To Activity | Enter specific Activity codes <or><br>Leave this blank to get all Activity Codes. |
| From Date | Enter the beginning date of the search criteria.<br>This date ***must be*** within the fiscal year entered on line 01. |
| To Date | Enter the ending date of the search criteria.<br>This date ***must be*** within the fiscal year entered on line 01.<br>If the “To Date” is the **last** date of the month, the listing will show totals. |
| Include Accruals | N |
| Print Totals | Y |
| Commitment Type | U |

Next Section

| | |
|---|---|
| Save Parameters | Click this box to save your input for next time. |

Press [F10] or **SAVE** icon (in the lower right corner of the screen) to save and process these values.



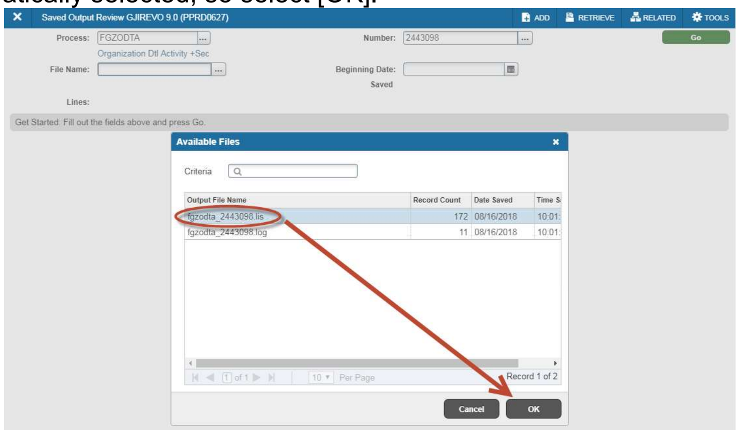

Upon saving your input entries, you will receive some status messages. Click on the TOOLS number to acknowledge any messages.


Still in FGZODTA, we now want to view the online data from the Database:

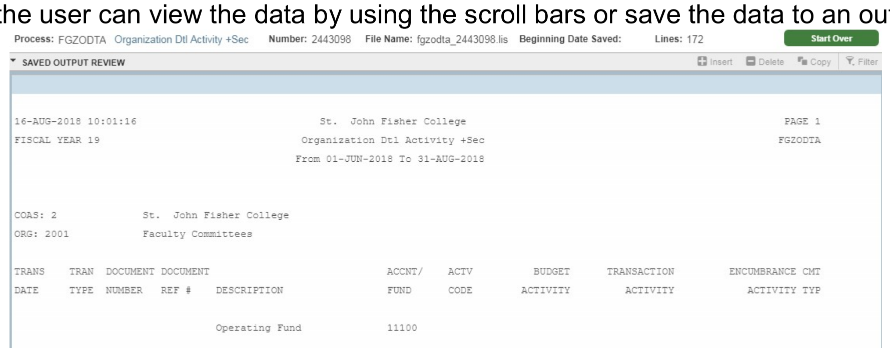
Click on the RELATED tabs menu and select Review Output [GJIREVO]

Click **in** the File Name field. If the cursor stays there, the system has processed your request.
If the cursor jumps back to the Number field, it is still processing your request. Wait a minute and try to click in the File Name field again.

Then double click in the File Name field. When the Available Files window displays, the output file (fgzodta_.lis) is automatically selected, so select [OK].



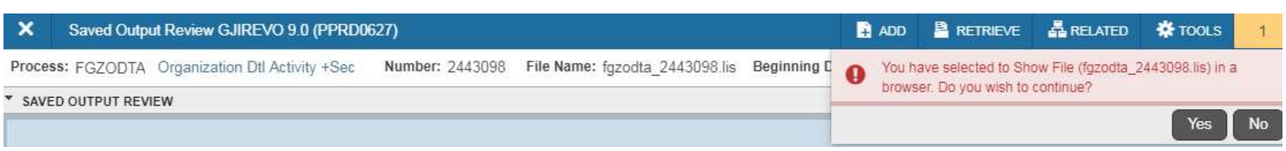

At this point, the user can view the data by using the scroll bars or save the data to an output file.




FGZODTA: To save the data to an output file:

Click on the TOOLS tab menu and select Show Document (Save Document and Print File). This function is about halfway down the list, under the OPTIONS title.

Select Yes to the question, "Do you wish to continue?"




The data now displays as a text file on the screen through a browser. The user can review, print, or save the data.

To print the output file:
Right click on output file.
Select Print…
Choose the Destination (Printer or PDF)
Click Save

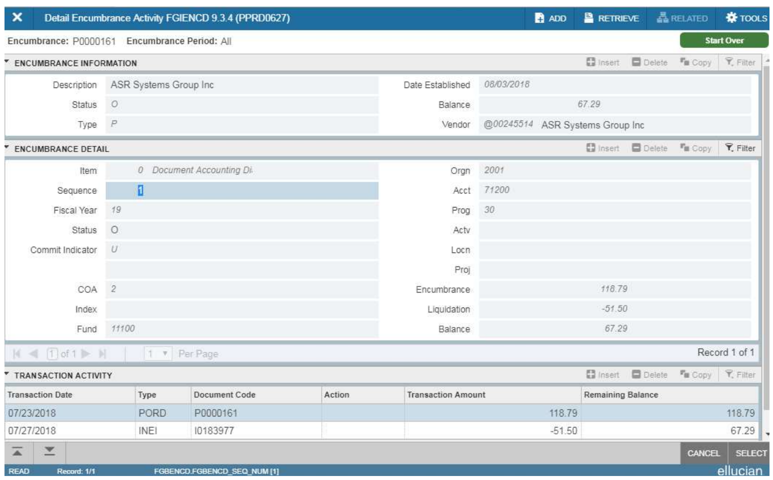
## 4.6. FGIENCD – Detail Encumbrance Activity

The Detail Encumbrance Activity form displays detail information about a specific encumbrance (purchase order). The form includes specific information about the creation of the purchase order, as well as, any transactions posted to the purchase order.

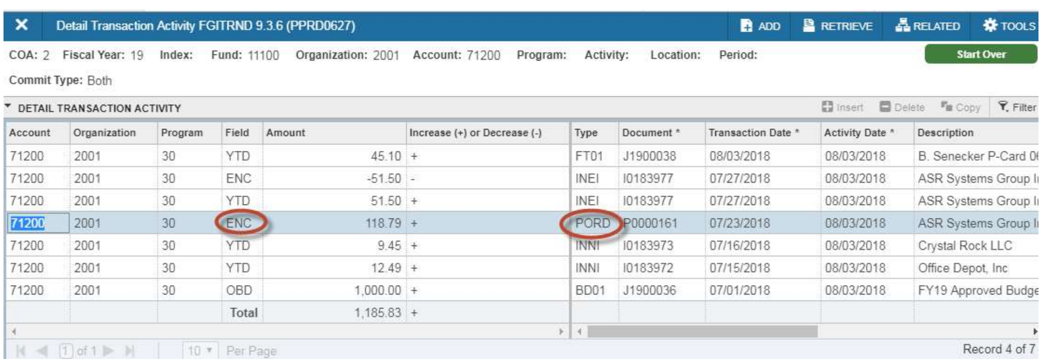
FGIENCD is the most easily accessed from the Search field on the main home page. However it can also be accessed from FGITRND (within FGIBDST).

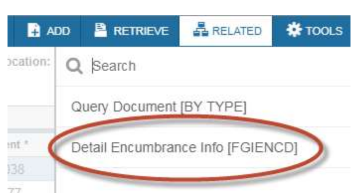
FGIENCD input field:
Encumbrance: Enter a purchase order number for your department.

Click the GO button on the upper right side of the screen to execute the request and display the data.




**NOTE**: If accessing this form from FGITRND, click the cursor in the lower half of the screen on a line containing a purchase order. The Field column must be ENC. Then use the RELATED Tab and select Detail Encumbrance Info [FGIENCD]. The information automatically displays for that purchase order.



## 5. Banner Finance Terminology

- COA stands for Chart of Accounts and will usually default to "2".

- The fiscal year is the last two digits of the fiscal year
  Example: 19 is fiscal year 2019; June 1, 2018 through May 31, 2019

- Some forms may require fiscal period. The fiscal period is the 2-digit month.
  Example: June is 01, December is 07, and May is 12.

- Some forms or reports may require a date that is usually in the format of DD-MMM-YYYY.
  In most cases, Banner will accept and convert a date entry in the format of MM/DD/YY.
  **To get today's date, type the letter "t" or "T" (no quotes) in the date field and press [TAB].**

- Transactions are located by document numbers in the Banner Finance system. The following are the symbols for different document types:

  - B Budget
  - I Invoice / Voucher
  - J Journal Voucher
  - P Purchase Order
  - R Cash Receipt
  - V Voucher to pay Invoice
  - 0 Check number

- The following are document types that are used in Banner Finance.

  - BD01 Budget entry
  - CD05 Cash Disbursement
  - CNNI Voided / Canceled Check
  - CR05 Cash Receipts
  - FT01 Journal Entry/ Transfer between 2 or more Funds
  - INEI Check to pay invoice (Encumbered PO)
  - INNI Check to pay invoice (Blanket PO or Direct Pay)
  - JE15 Journal Entry within the same fund
  - PORD Purchase Order
  - PCRD Cancel Purchase Order
  - CORD Purchase Order Change Order

- D = Debit and C = Credit

- In operating accounts, which are the revenues and expenses, the detail shows a plus sign (+) or a minus sign (-). The plus sign indicates that the transaction has the normal balance for that account. The minus sign indicates that the transaction has the "opposite balance than is expected for that account. Therefore a plus sign in a revenue account means an increase in revenue, while a plus sign in an expense account means an increase in expenditures.

# 6. Policy, Procedures, and Forms

## 6.1. Controller's Policy and Procedures

The Business Office is currently creating policy and procedure documents for easy reference. They will be located on the Controller's Office webpage and in the Finance Department's Public folder, when available.

## 6.2. Commonly Used Business Forms

Commonly used business forms are located on the Controller's Office webpage and in the Finance Department's Public folder. In some cases, the forms have been created in Excel and then converted to Adobe. Thus there could be two forms with the same name, but different document types. Please feel free to use the type of form (Excel or Adobe) that you are most familiar with. Please refer to the individual request form for specific details and requirements.

### 6.2.1. Purchasing Cards

Purchasing card purchases are now performed online and uploaded for all business expense purchases. All supporting documentation and receipts are required, along with the FOAPs assigned for all purchases.

### 6.2.2. Business Expense and Payment Forms

These forms must be filled out and handed in for department travel or payment reimbursement. All supporting documentation and receipts are required. Small receipts must be taped onto a blank white piece of paper, as they will be scanned into Banner for storage and retaining purposes. Thus, the use of staples is not allowed and documents will be returned for correct labeling. Department Head approval and account codes are required.

### 6.2.3. Cost/Expense Transfer Request Form

This form is used to make corrections to transactions that have been charged to the wrong FOAP. If the correction is within your own budget, then it only requires the budget managers approval. However, if the correction is moving a transaction to another department's budget area, then it requires both the manager where the transaction currently is, and the manager of where the transaction is being moved. Also, anything over $3000 requires the VP or Dean approval, as well.

## 6.3. Tax Exempt Forms

The University is tax exempt and these forms should be used for all University purchases. The Business Office does not reimburse tax. Tax Exempt forms are available in the Business Office.

# 7. Purchasing

## 7.1. Purchasing Guidelines (The Best Way To Make a Purchase)

All departmental purchases should be made utilizing a Purchase Order Request Form.

Please contact the **Purchasing Department** so they can facilitate the most appropriate vendor for the purchase. (purchasing@sjf.edu or 585-385-8049)

A **Purchase Order Request Form** must be used for the following.

- If this is a purchase for a **capital** expense.
- If this is a purchase for **technology**, such as computer hardware or software, such as computers, laptops, keyboards, monitors, software *for any reason*, etc., please contact OIT as they must facilitate this order.
- If this is a purchase for **equipment** (lab equipment, machinery, etc.).
- If this is a purchase for **furniture**.
- If this is a purchase for a **service contract**.
- If the items have been **planned for** and are being ordered ahead of time.
    - Especially, if you have already received a quote from a vendor and plan to order from them.
- If your department **uses this vendor often** for a variety of purchases (including repetitive purchases, recurring rentals, or just specific separate purchases) that you order yourself.
- If this is a purchase on a Grant, please contact Brenna Donoghue (585-899-3773) in the Business Office so she can facilitate the most appropriate means.

**Amazon orders must go through the SJF Prime Business account.** If you do not have a login, please contact the Purchasing Department. You must have a FOAP on each order or the order will not be processed.

**Staples orders:** These orders are direct billed from the website. Please contact the **Purchasing Department**, if your department does not have an account set up for Staples.

**Hotels, Cars, Travel:** Please contact the **Purchasing Department** for current information.