Banner Finance Implementation Update

We would like to thank everyone for their cooperation and patience as we transition to Banner. We know that the community has lots of questions. We appreciate your patience with us as we work to answer your questions, build our new processes, and provide information and training to the community. As Banner works differently from CX, some of our processes are still evolving. We will keep you informed as we go through the implementation. Items in **red text** below are some process changes and important information.

Visit the Banner Finance Website for additional information on the Finance conversion at: https://springfield.edu/banner.

Procurement Office Update:

At this time, all expense paperwork (such as Purchase Orders, Check Requests and Expense Reports) should still be submitted in paper form.

NEW PURCHASE ORDER PROCESS: Purchase orders are now being entered and printed in Banner. Process changes include:

1. Your copy of the Purchase Order will be returned to you via email as a PDF.
2. You will no longer receive the "green" receiver copy. Payment will be made when you sign the vendor's invoice. When you sign the invoice, you should include:
   a. Okay to Pay
   b. Purchase Order Number
   c. Signature
   d. Date
3. If this is the final invoice for the purchase order please add – "Final Invoice, close PO".
4. Once the invoice is signed, please scan and email it to accountspayable@springfield.edu.
5. We would also prefer to email the vendor a PDF copy of the Purchase Order. When possible, please include a contact name and their email address on the Purchase Order Request.

Expense Report Forms
The College's mileage rate changed effective July 1, 2022. We have updated the forms to reflect the new rate. They are located on the Purchasing and Accounts Payable PrideNet page.

W.B. Mason
We have updated all the general ledger account codes in W.B. Mason. If we missed something please let us know. Many of you order paper for the shared multi-function machines scattered across campus. That account has been renamed to Network Printing.

New Account Numbers
Banner is the system of record for all financial transactions as of July 1, 2022. This means you should be submitting all expense paperwork with the new full account number. The crosswalk was shared with your PLT member and is the available on the Banner Finance Website. There are some significant changes to the Chart of Accounts in Banner.

Some Account Number Tips:

- Every full account number is twenty-one digits, which consists of the Fund, Org, Account and Program. We need all those digits in order to create a Purchase Order or pay an invoice.
- The "Account" aspect of the full account numbers was developed and categorized based on required IRS reporting. As such, there are many new accounts available, and some that are no longer available.
- *IMPORTANT ACCOUNT INFORMATION:* When providing the full account number, use the Fund, Org and Program code as it appears on the Crosswalk. Please use Appendix B (attached) to select the appropriate Account code based on what you are expensing. While the crosswalk includes an Account number, we are finding that many account numbers used in CX were not the correct accounts/category – for example, Supplies accounts were often used for Software purchases. As Supplies and Software are required to be reported in different categories for our annual Federal Tax return, we need to change this practice and report Software in the correct category. The Procurement Office is closely reviewing the full account numbers for expense paperwork received and correcting accounts when needed. Please begin to make these changes as you submit new requests.
- On Appendix B we have added some notes to accounts to help determine which accounts should be used. We will continue to update these with additional information and guidance.

Accounts Payable Check Update:
We are currently still processing check runs through CX. For all July 1 and forward transactions that are being paid from CX, expenses are being posted to a CX clearing account and then will be re-posted in Banner to the appropriate expense account. Because this posting will be a journal entry rather than a Vendor Payment posting in Banner, the entry detail will be a little different. This also means that the Vendor Payment information will reside in CX and not be available in Banner. We will keep you informed as to when we will begin processing payments through Banner.

Chart of Accounts Information Sessions Update:
We know that there are lots of questions about the Chart of Accounts. We are planning to do Chart of Accounts Information Sessions in mid-to-late August to provide additional guidance and answer as many questions as we can. We anticipate having both in-person and Zoom sessions. Notification and sign-up for the sessions will be sent out in August.

Accounts Receivable/Check Deposit Update:
While Banner is the system of record for all financial transactions as of July 1, 2022, the Banner Student (which includes Student Accounts, Accounts Receivable and Cashiering) is scheduled to go live in Spring 2023. This means that all deposits made at the Cashier's window are being entered into CX, and then have to be re-entered in Banner.

NEW ACCOUNTS RECEIVABLE CHECK DEPOSIT PROCESS: When bringing deposits to the Cashier's Window, please include both the old CX account number and the new Banner account number. If the deposit is for a new account that is not in CX (such as a new grant or restricted account), the deposit will go into a clearing account in CX (10-00000-1057), and will go into the correct account in Banner.

Budget Update:
The FY2022-2023 Budget is scheduled to be uploaded to Banner in August. We know that the change in accounts/categories that we are implementing will have budget impact (for example the software expenses that were originally budgeted under supplies), and we will take that into account as we prepare the upload.

Best Contacts: Below are the best contacts for related questions:

Subject	Contact	Email	Phone
Purchase Orders	Denise Acevedo	accountspayable@springfield.edu	X3641
Check Requests	Julie Critz	accountspayable@springfield.edu	X3314
P-Card/Works	Kerry Connors	kconnors@springfield.edu	X3728
W.B. Mason	Denise Acevedo	accountspayable@springfield.edu	X3641
Expense Report Forms	Julie Critz	accountspayable@springfield.edu	X3314
Accounts Receivable Check Deposit Accounts	Accounting	accounting@springfield.edu	X3643
Account Access	Accounting	accounting@springfield.edu	X3643
Cashier/Deposit Hours	Student Accounts	studentaccounts@springfield.edu	X3183

Sincerely,

Tanya Sears
Associate Vice President for Finance & Administration & Controller