Banner/EAS Chart of Accounts (CoA) Clean-Up and Synchronization Project

Project Overview
Banner Advisory Committee (BAC)

July 9, 2015
Presentation Agenda

• Project Overview and Background
• Project Team and Governance
• Business Needs and Objectives
• Solution Overview
• Accomplishments to Date
• Possible Project Timeline
• Business Stakeholders
• Next Steps
• Q&A
Banner/EAS Chart of Accounts (CoA) Clean-Up and Synchronization Project

- Recommendation from the Compensation Process Improvement Committee (CPIC).
- Banner and EAS CoAs lack accuracy and/or organization.
- Projects facilitated on proper creation/maintenance/synchronization of the CoA for Banner and EAS:
  - Financial Management Tool (FMT)
  - Human Concepts Organization Chart
  - Banner Position Control
  - Various other reporting and process recommendations
- Formal project proposal approved in Nov. 2014.
CoA Project Overview for BAC

Project Team and Governance

Executive Sponsors
Ann McCorvey
Sabrina Ellis
David Steinour

Senior Leaders
Stella Apekey
Deb Dickenson

Project Owners
Sharon Heinle
Dale McLeod

Project Manager
Erin Summers

Comptroller Lead
Neena Ali

HRIS Lead
Mike Gardner

DIT-EIS Lead
Anna de Lapparent

SAIG Lead
Jeff Pearson

FD Leads
Dave Underwood
Jackie Ferree

DIT-BIS and Security
Mike Wolf
Mike Alford
CoA Project Overview for BAC

Business Needs and Objectives

**Reporting**
- More flexible reporting.
- Greater consistency, reliability, and understandability of data and processes.
- Better analytics.

**End User Experience**
- Flexibility for organization changes.
- CoA hierarchy resembling functional organization structure.
- User friendly design/easier to understand.
- Ability for users to self-serve.
- More streamlined organization structure.
- Better visibility between Banner and EAS with the ability to share knowledge.
- Quicker access to data (shorter turnaround time on requests).

**Process-Oriented Support**
- Improved, simpler mapping and reconciliation between the systems.
- Clear responsibilities and ownership of data/maintenance/processes.
- Improved efficiencies in data set up and maintenance.
- Better understanding of processes and education of stakeholders.

**Security**
- Easy to administer security, including add/update/delete and reporting/viewing.
- Consistent, appropriate granularity.
- Appropriate access for users to underlying data in each ERP.
Project consists of three phases:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>CoA Clean-Up (CoA Structure As-Is)</td>
<td>May 2015</td>
</tr>
<tr>
<td>Phase 2</td>
<td>Banner CoA Field Use Redesign</td>
<td>TBD</td>
</tr>
<tr>
<td>Phase 3</td>
<td>Automated Synchronization of CoA between EAS and Banner</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Phase 1: COMPLETE

CoA Clean-Up (CoA Structure As-Is):
1. EAS/Banner Organization Updates
2. Synchronization Stop Gap
3. Banner Organization Expiration Dates
4. Banner Organization Hierarchy Orphans
5. EAS Alias Description Updates
6. Banner Natural Account Updates
Phase 2: Planning, Analysis, and Design

Phase 2-Specific Requirements:

– Transact and report on the following FOAPAL elements in Banner *with meaning*:
  • Funding Source
  • Organization
  • Program

– Continue to allow for interfacing between EAS and Banner.

– Obtain consistency in values with EAS CoA elements to the extent possible.

SOLUTION OBJECTIVES

• Reporting
• End-User Experience
• Process-Oriented Support
• Security
# Phase 2: Straw Man (C-Funds)

<table>
<thead>
<tr>
<th>Banner Index (a)</th>
<th>Funding Source (b)</th>
<th>Funding Source Type (b)</th>
<th>Fund SDE (b)</th>
<th>Organization (c)</th>
<th>Account (d)</th>
<th>Program (e)</th>
<th>Activity (f)</th>
<th>Location (g)</th>
</tr>
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<tr>
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<td>110100</td>
<td>C</td>
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<td>412002</td>
<td>ADM</td>
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<td>412002</td>
<td>ACS</td>
<td>412003</td>
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<td></td>
</tr>
</tbody>
</table>

(a) Banner Index is a shortcut in Banner and is used on the EAS Banner mapping table; it is passed for student accounts/AR transactions/table lookups, but not payroll. It may be the same value as Organization except where multiple Programs exist.

(b) Funding Source values are unique to Banner but have meaning (e.g. represent a funding source); the EAS Funding Source value equivalent can be obtained by using the new SDE field in Banner; Funding Source Type will also be populated.

(c) Banner Organization values should be the same as the EAS Organization values with the exception of 200+/- Organizations.

(d) Account is populated at the transaction level.

(e) Program codes are equivalent to EAS Function codes.

(f) Activity will be used as a unique identifier within the FOAPAL; it is identical to the Banner Index, but is necessary to populate as only the FOAPAL elements are passed in payroll transactions. Activity will not represent activity or map to the EAS Activity field.

(g) Location is populated in some instances, but will not be reviewed, updated, or used as part of this project.
## Phase 2: Straw Man (Grants and Non-C-Funds)

### For Grants (EAS PTA) and Non-C-Funds

<table>
<thead>
<tr>
<th>Banner Index (h)</th>
<th>Funding Source (i)</th>
<th>Funding Source Type (i)</th>
<th>Fund SDE (j)</th>
<th>Organization (k)</th>
<th>Account (k)</th>
<th>Program (l)</th>
<th>Activity (m)</th>
<th>Location (n)</th>
</tr>
</thead>
<tbody>
<tr>
<td>156570 (Grant)</td>
<td>156570</td>
<td>A</td>
<td>AG00550</td>
<td>151501</td>
<td>SP1</td>
<td>156570</td>
<td></td>
<td></td>
</tr>
<tr>
<td>156571 (Grant)</td>
<td>156571</td>
<td>A</td>
<td>AG00550</td>
<td>151501</td>
<td>SP1</td>
<td>156571</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100276 (Non-C-Fund)</td>
<td>100276</td>
<td>R</td>
<td>RG01063</td>
<td>100377</td>
<td>ADM</td>
<td>100276</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100277 (Non-C-Fund)</td>
<td>100277</td>
<td>R</td>
<td>RG01064</td>
<td>100377</td>
<td>ACS</td>
<td>100277</td>
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<td></td>
</tr>
</tbody>
</table>

(h) Banner Index is a shortcut in Banner and is used on the EAS Banner mapping table. Banner Index values are not the same as any CoA elements in EAS; values are unique to Banner.

(i) For grants, the Funding Source in Banner represents the grant (PTA), not the sponsor. The sponsor (EAS Funding Source) can be obtained by using the new SDE field in Banner. For non-C-Funds, the Funding Source in Banner represents the Funding Source in EAS (Funding Source values are unique to Banner but have meaning (e.g. represent a funding source); the EAS Funding Source value equivalent can be obtained by using the new SDE field in Banner.). Funding Source Type will also be populated.

(j) Banner Organization values are equivalent to EAS Organization values.

(k) Account is populated at the transaction level.

(l) Program codes are equivalent to EAS Function codes. For grants, a PTA can only have 1 Function/Program.

(m) Activity will be used as a unique identifier within the FOAPAL; it is identical to the Banner Index, but is necessary to populate as only the FOAPAL elements are passed in payroll transactions. Activity will not represent activity or map to the EAS Activity field.

(n) Location is populated in some instances, but will not be reviewed, updated, or used as part of this project.
Phase 2: Proposed Scope

New CoA
1. Program with Logic to Update Banner Using New CoA Structure
2. Program to Update Banner Mapping Table in Banner
3. Banner $SDE$ (field) for EAS Funding Source Equivalent

Follow-On Clean-Up
4. Banner Script to End Date Organizations Not Mapped to EAS
5. Banner Hierarchy Updates

Other Impacts*
6. Updates to Interfaces

Ongoing Support
7. BI Reports for Synchronization

*There could be additional solutions needed depending on impact uncovered during remaining PAD.
For illustrative purposes only; timeline is not to scale.
The Phase 2 & 3 project schedules will be formally developed as part of PAD for each phase.
The CoA forms the backbone for all financial-related transactions.

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td>- Reporting and access to information</td>
</tr>
<tr>
<td></td>
<td>- Organization hierarchies</td>
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<tr>
<td></td>
<td>- Position control processes</td>
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<tr>
<td><strong>Compensation</strong></td>
<td>- CoA use for merit process</td>
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<tr>
<td><strong>Comptroller</strong></td>
<td>- Financial reporting and analytics</td>
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<tr>
<td></td>
<td>- CoA set up</td>
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<tr>
<td><strong>DIT-BIS (Business Intelligence (BI))</strong></td>
<td>- Security crossover</td>
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<tr>
<td></td>
<td>- Data governance</td>
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<tr>
<td></td>
<td>- Warehouse data structure</td>
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<tr>
<td><strong>DIT-EDS (SharePoint)</strong></td>
<td>- Document routing and repository for CoA requests</td>
</tr>
<tr>
<td><strong>DIT-EIS (Banner)</strong></td>
<td>- Reporting</td>
</tr>
<tr>
<td></td>
<td>- Interface monitoring</td>
</tr>
<tr>
<td><strong>DIT-EIS (EAS)</strong></td>
<td>- Reporting and reconciliation</td>
</tr>
<tr>
<td></td>
<td>- Interface maintenance and monitoring</td>
</tr>
<tr>
<td><strong>DIT-Security</strong></td>
<td>- Role creation, assignment, and monitoring</td>
</tr>
<tr>
<td>Stakeholder</td>
<td>Impact</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Finance Directors (FDs)</td>
<td>- Reporting and access to data</td>
</tr>
<tr>
<td></td>
<td>- Understanding data</td>
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<tr>
<td></td>
<td>- Organization set up requests</td>
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<tr>
<td>HRIS</td>
<td>- Security administration for organizations in Banner</td>
</tr>
<tr>
<td></td>
<td>- Report development</td>
</tr>
<tr>
<td>OVPR/GCAS</td>
<td>- Grant set up and maintenance</td>
</tr>
<tr>
<td></td>
<td>- EAS mapping</td>
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<tr>
<td>Payroll</td>
<td>- Downstream revenue/expense posting</td>
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<tr>
<td></td>
<td>- Understanding data</td>
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<tr>
<td></td>
<td>- Reporting</td>
</tr>
<tr>
<td>Provost</td>
<td>- Organization changes</td>
</tr>
<tr>
<td></td>
<td>- Future CoA needs</td>
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<tr>
<td>SAIG</td>
<td>- Crosswalk maintenance</td>
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<tr>
<td></td>
<td>- CoA set up</td>
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<tr>
<td>Student Accounts/Financial Aid/Registrar</td>
<td>- Downstream revenue/expense posting</td>
</tr>
<tr>
<td></td>
<td>- Understanding data</td>
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<tr>
<td></td>
<td>- Reporting</td>
</tr>
<tr>
<td></td>
<td>- Scholarship set-up as organizations in Banner</td>
</tr>
<tr>
<td>Treasury Management</td>
<td>- Endowment and advancement set-ups</td>
</tr>
</tbody>
</table>
Input from BAC Membership

• *Inventory* and *analysis* of *applications*, *interfaces*, and *key business reports* that may be impacted by Phase 2 Banner CoA changes.

• Communication with key stakeholders for input on above.

• Coordination with competing projects for Phase 2 schedule finalization.
Banner/EAS CoA Clean-Up and Synchronization Project

For More Information, Contact:

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