

# BUSINESS PROCESSES UNDER BANNER

PROCESS	BEFORE JULY 1, 2009	STARTING JULY 1, 2009*
<b>ACCOUNTING</b>		
Security for access and processing	· FMS on the Web	· Updated form on TUportal
Signature authorization	· Signature authorization form	· Updated form for FOAPAL · No change in process
Journal entry	· Journal entry form	· Updated form for FOAPAL · No change in process/ New workflow coming soon
Requesting a new center	· New center request form	· Updated form for FOAPAL · No change in process/ New workflow coming soon
Labor adjustments	· Journal entry transfer form	· Updated form for FOAPAL · No change in process
Accessing cost center	· FMS on the Web	· <b>TUportal Banner tab</b>
Accessing current financial transaction information	· FMS on the Web	· <b>TUportal Banner tab</b>
Request for grant number	· Request from OVPR	· <b>Automated interface through ERA</b>
Grant budget changes	· Form to Grant Accounting or FMS on the Web	· <b>Changes via Self Service Banner (SSB)</b>
<b>ACCOUNTS PAYABLE</b>		
Processing a check request	· Check request form	· Updated form for FOAPAL · No change in process
Processing a travel and expense form	· Travel and expense form	· Updated form for FOAPAL · No change in process
Independent contractor agreement	· Contractual agreement · Request for payment	· Updated form for FOAPAL · No change in process
Processing a receiver	· E-mail AP or sign off on an invoice	· <b>Create in TUmarketplace (except blanket orders)</b>
Processing a master order/ blanket invoice	· Add account and center · Sign form	· <b>Add FOAPAL for blanket orders only</b>
<b>BUDGET</b>		
Position control changes	· Send request to Budget Office or Cost Analysis	· Updated form for FOAPAL · No change in process
Initial budget submission for 2010 budget	· Send paper forms to Budget Office	· No change in process
Initial budget submission for 2011 budget	· Send paper forms to Budget Office	· Input via Self Service Banner (SSB)
Budget changes (operating budget)	· Send request to Budget Office	· <b>Make changes to budget via Self Service Banner (SSB)</b>

<b>BURSAR</b>		
Tuition remission	· Tuition remission form	· Updated form for FOAPAL · No change in process
Making deposits	· Treasurer's receipt	· Updated form for FOAPAL · No change in process
<b>FACILITIES</b>		
Facilities work orders	· Work order request form	· Updated form for FOAPAL · No change in process
Capital expenditures	· Capital expenditure request form	· Updated form for FOAPAL · No change in process
<b>HUMAN RESOURCES/PAYROLL</b>		
Hiring Faculty, Staff, Students	· iGreentree and Data Upload Systems	· Updated for FOAPAL · No change in process
Payroll distribution changes	· Expense distribution change form	· Updated form on TUportal · No change in process
Payroll overtime reporting and adjustments	· Overtime reporting form	· Updated form on TUportal · No change in process
Manual time reporting and adjustments	· Biweekly hourly time report form	· Updated form on TUportal · No change in process
Payroll adjustments	· Salaried payroll adjustment form	· Updated form on TUportal · No change in process
<b>PURCHASING</b>		
Purchasing	· PCard · TUmarketplace: catalog vendors only  · Ultimus Requisitioning Process	· No change in process · <b>Catalog and non-catalog vendors/Workflow approval/Replaces Ultimus</b> · <b>Replaced by TUmarketplace</b>
<b>REPORTING</b>		
Developing new reports	· Focus and Web Focus	· <b>Cognos-Finance only</b>
<b>OTHER</b>		
Contract approvals	· Financial impact statement	· Updated form for FOAPAL · No change in process

\*Changes in red represent new business processes.