Life after SAMAS

What is Changing?

The Finance System:
Procurement & Contracts, Vouchering, General Accounting, Property, Sponsored Research, Budget and Ledgers.

The Chart of Accounts:
SAMAS department numbers and object codes have been translated into Banner Fund/Org/Program combinations (FOPs) and account codes.

A crosswalk is available to help in linking new Banner codes with old SAMAS codes. Crosswalk Training begins May 25 as part of the Banner Navigation and Banner Finance Report training classes. These new codes will be required for most entries into Banner.

Interdepartmental Charges:
These will be submitted to Finance & Accounting Services on specially designed spreadsheets allowing for quick and easy upload into Banner. This should eliminate posting delays.

RMEN:
RMEN will no longer be available. This information will be provided via an easily accessible on-line report.

Banner Problems:
Call the Help Desk at x2075.

Vendor Checks:
We will be processing and printing vendor checks. There will be no state warrants for vendors.

Budget:
Budget will be reserved as soon as a purchase requisition is entered into Banner by Procurement & Contracts.

What is NOT Changing?

The Student System:
Admissions, Registration, Financial Aid, and Cashiering

Cashiering/AR:
Cashiering and Accounts Receivable will continue to use SAMAS department numbers and object codes. These will be cross-walked to the proper Banner codes for posting to the ledgers. Transactions submitted to Cashiering should be coded with SAMAS department numbers and object codes to avoid delays in posting.

Purchase Requisitions:
This form will still be available through the P&C Web site. The form is to be filled out and submitted in hard copy to Procurement & Contracts, at least through December 31, 2004.

Departmental Ledgers:
The new report will have a different view that allows for enhanced data interpretation. Reports will contain all information previously available on the SS185. Training on how to use this new report will begin on May 17, 2004.

CICS Problems:
Continue to contact Workstation Managers.

Payroll:
Payroll will continue to be processed by the state until January 1, 2005.

Budget Transfer/Set-up/Amendment Form:
Departments will continue to complete this form, available on the Office of University Budget’s Web site, and submit to the Office of University Budgets for processing.

How Do I’s...?
Documentation is now being developed to help users find answers to “How do I’s...?” questions from their desktops.
Appropriately referred to as “How Do I’s?”, these documents detail Banner processes in a step-by-step format, allowing Banner users to work through procedures on their computer while following along in the related documentation. “How Do I’s?” and policies will soon be available in one central location and will provide Banner users with easy access to relevant documentation.
Banner Finance Reporting: Making It Work for You

You are in charge of keeping track of your department’s budget and you regularly access ledgers for your account. On July 1, the reports and the way you access them will change as the campus rolls out Banner Finance.

For the past few months, members of the Banner Finance implementation team have been working with a Reporting Pilot group drawn from various UWF departments to specify reporting needs and design user-friendly formats. Their conclusions are being turned over to an ITS team that will develop the reports. The pilot group will then verify the accuracy and readability of reports produced from test data. The first reports will be designed to take the place of RMEN and the current SS185 departmental ledgers. A second group of departmental users will begin training on the new reports the week of May 17. In the course of its training, this group will review the new reports to determine that all reporting requirements have been met. These reports will be available on the Banner go-live date of July 1.

Training sessions for current users of RMEN and/or the SS185 reports will begin May 25. Sessions will run two hours. The following subjects will be addressed:
- Access reports
- Identify report data
- Understand report data elements

Registration for Banner Finance Reporting training begins on May 14. Users interested in attending these sessions can register at the HR Reservation Desk. The course will be titled BRREP01 – Banner Reporting Training, Session 1.

“How Will We” Train All These People?

Faced with the challenge of providing technical and functional implementation team members with the knowledge and skills to lead UWF’s move from SAMAS to Banner, the answer was to build an ERP Training Room. The training room was set up in the ITS Support Center building to accommodate the expanded training requirements that could not be met by the ITS Training Lab. The ERP room has 16 student workstations with flat-screen monitors, and one instructor workstation attached to a projector. Students can follow along as instructors lead them through step-by-step instructions.

Classroom training has been conducted since September 2003 in the new facility. In addition to standard training, each Friday the room houses “Work and Learn Day” during which Finance Implementation Team members gather with pilot groups to work and train together as they determine how UWF will use the Banner system.

As Banner Finance functions continue to go live, the ERP Training Room will play a major part in ensuring departmental users have the education and training required to transfer from SAMAS to Banner.

Work Sessions

P-Card work sessions concluded on April 29. The sessions allowed P-Card approvers to walk through the Banner P-Card process under the supervision of trainers and provided hands-on learning using their own data. The work sessions were well-received by users and will continue to be utilized as additional Banner modules go live.
Finance Phase I Training

Finance Training is underway and is being accomplished through several learning cycles.

Implementation Team members began training early in 2003. From this initial training and several months of hands-on work, they determined how Banner will be used to carry out UWF’s financial tasks.

As Implementation Team members progressed in their learning experience, additional members from their respective areas were brought in and worked with the team to further capture UWF financial tasks using Banner.

Cycle III Training expanded to departmental users. This training began with P-Card Approvers who attended Basic Banner Navigation, Chart of Accounts classes, and sessions on Approving PCards. Cashiering and Student Accounts also received training to assist in reconciling Banner codes with former SAMAS codes. The last portion of this cycle of training will include all departmental users who currently use RMEN and/or the SS185 reports.

Cycle IV Training will be conducted in the form of additional work sessions after the July 1 Go-Live and the start of Finance Project Phase II Training. By using the cycle method, training will continue as more functions and new employees come on board.