



Account Managers Group



MIDWESTERN
STATE UNIVERSITY

mwsu.edu

Account Managers Group

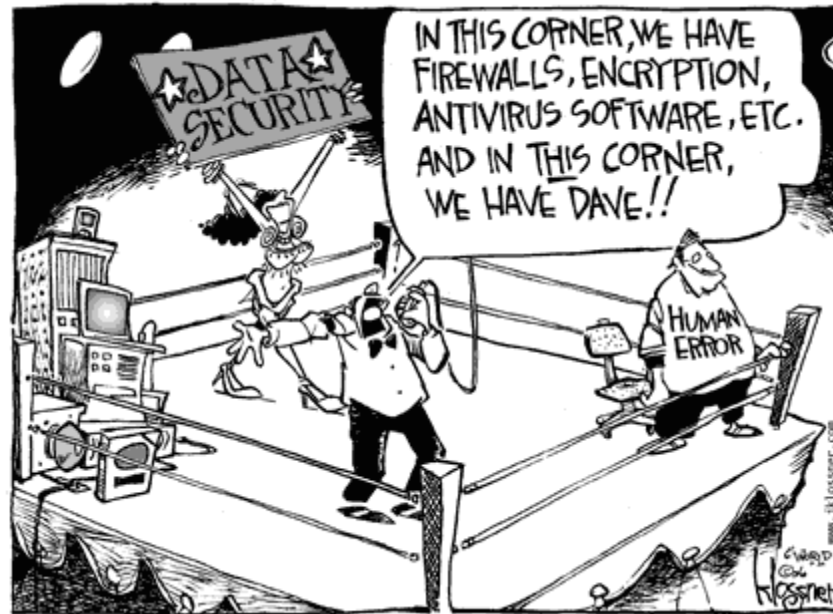
Welcome

Marilyn Fowlé

MIDWESTERN
STATE UNIVERSITY

Account Managers Group

Data Security



Jim Hall

Data Security



Security is only as strong
as you are!

MIDDLEBURY
STATE UNIVERSITY

Data Security



What Users Need To Know

- Passwords
 - Network access
 - ERP access (Banner)
 - For you and you alone (policy 4.181)
 - Complexity
 - Frequency
 - Access (physical, logical, WiFi, files)

Data Security



What Users Need To Know

- Passwords (continued)
 - Threats
 - Phishing
 - Malware

Account Managers Group

MSU Licensing Program

Julie Gaynor

MIDWESTERN
STATE UNIVERSITY

Account Managers Group

Online Purchase Requisitions: Banner Document Management

Joe Mrugalski

MIDWESTERN
STATE UNIVERSITY

Banner Document Management



Training Objective:

- To help you understand the most commonly made error when attaching back-up documents to your Banner purchase requisition.

BDM – Add Document



Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3

BDM - Add Document

Requisition: R0009620
Order Date: 10-SEP-2015
Delivery Date: 24-SEP-2015
Commodity Total: 2,312.00

Transaction Date: 10-SEP-2015
Comments:
Accounting Total: 2,312.00

In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

| Item | U/M | Tax Group | Quantity | Unit Price | Extended: |
|------------------|---|-----------|----------|------------|----------------------------------|
| 1 of 3 | EA | | 2.00 X | 771.0000 | 1,542.00 |
| Commodity | Description | | | | Discount: |
| | Computer, Dell Optiplex 3020 Minitower (210-ABIW) | | | | 0.00 |
| | Monitor, Dell 22" P2214H (320-9791) | | | | Additional: |
| | Soundbar, Dell Stereo USB AC511 (318-2885) | | | | 0.00 |
| | | | | | Tax: |
| | | | | | 0.00 |
| | | | | | Commodity Line Total: |
| | | | | | 1,542.00 |
| | | | | | Document Commodity Total: |
| | | | | | 2,312.00 |

Commodity Text
 Item Text
 Add Commodity
 Distribute

FOAPAL 1 of 1 Remaining Commodity Amount: NSF Override % USD

| COA Year | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | Extended: |
|----------|-------|-------|------|------|------|------|------|------|-----------------------------------|
| M | 16 | 23601 | 3600 | 7378 | 22 | | | | 2,312.00 |
| | | | | | | | | | Discount: |
| | | | | | | | | | 0.00 |
| | | | | | | | | | Additional: |
| | | | | | | | | | 0.00 |
| | | | | | | | | | Tax: |
| | | | | | | | | | 0.00 |
| | | | | | | | | | FOAPAL Line Total: |
| | | | | | | | | | 2,312.00 |
| | | | | | | | | | Document Accounting Total: |
| | | | | | | | | | 2,312.00 |

NSF Suspende

Enter commodity code . Use COUNT QUERY HITS to call FPIVPRD.

Record: 1/3 <OSC>

New Page, Import File & Append



The screenshot displays the Oracle Fusion Middleware Forms Services interface. The main window shows a requisition entry form with the following details:

- Requisition: R0009620
- Order Date: 10-SEP-2015
- Transaction Date: 10-SEP-2015
- Delivery Date: 24-SEP-2015
- Commodity Total: 2,312.00
- Accounting Total: 2,312.00

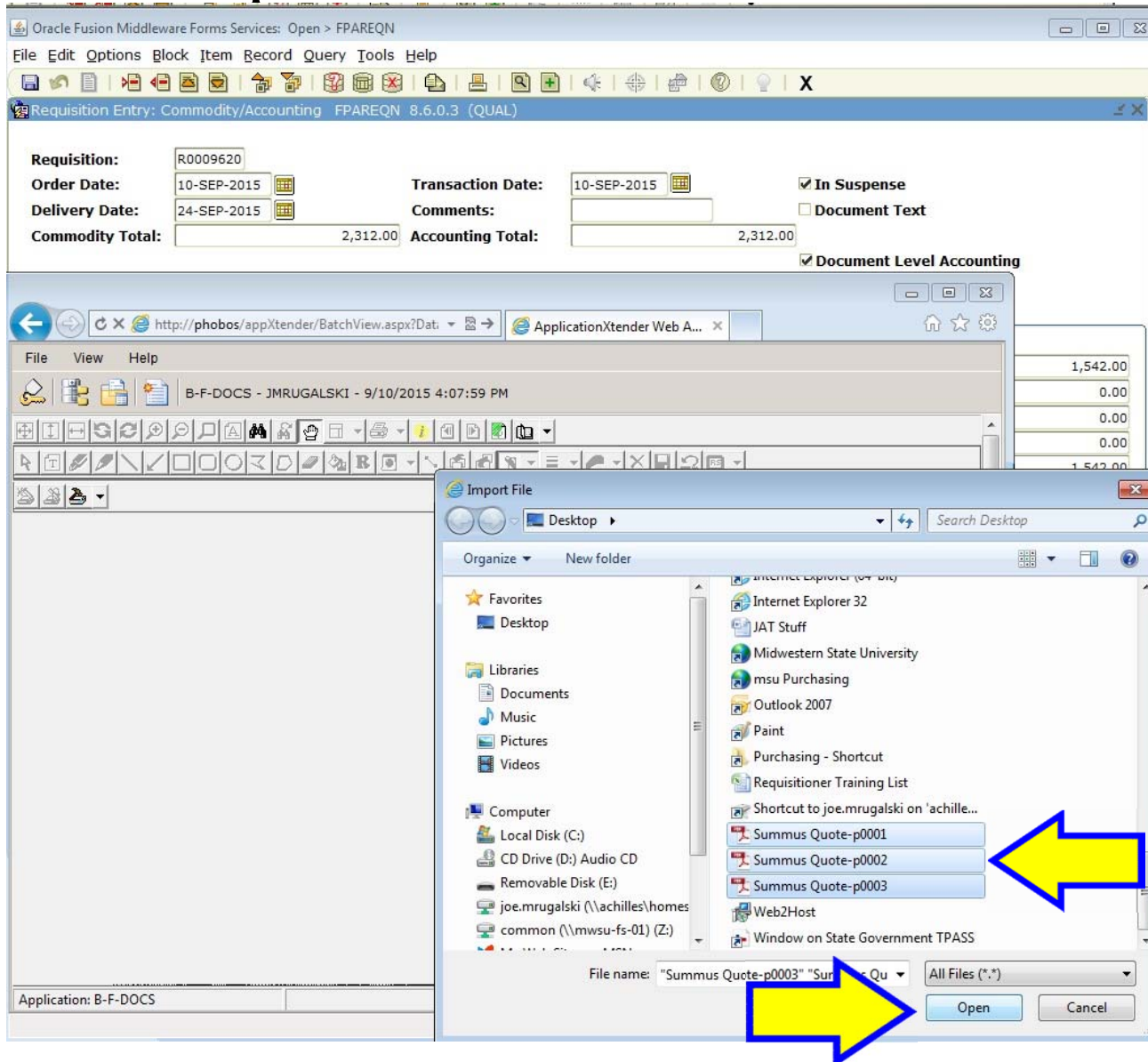
Checkboxes for **In Suspense**, **Document Text**, and **Document Level Accounting** are visible.

Overlaid on this is a file manager window titled "B-F-DOCS - JMRUGALSKI - 9/10/2015 4:07:59 PM". A context menu is open over the file list, with the following options:

- New Page
- Delete Page
- Apply Digital Signature
- Digital Signature History
- Go To Page...
- Go To Subpage...
- Scan
- Clipboard Paste
- Clipboard Paste Special
- Import File
- Insert After
- Insert Before
- Append

Three yellow arrows point to the "New Page", "Import File", and "Append" options in the context menu. The file list on the right shows several files with values like 1,542.00, 0.00, and 2,312.00.

Select & Open



The screenshot displays the Oracle Fusion Middleware Forms Services interface. The main window shows a requisition entry form with the following details:

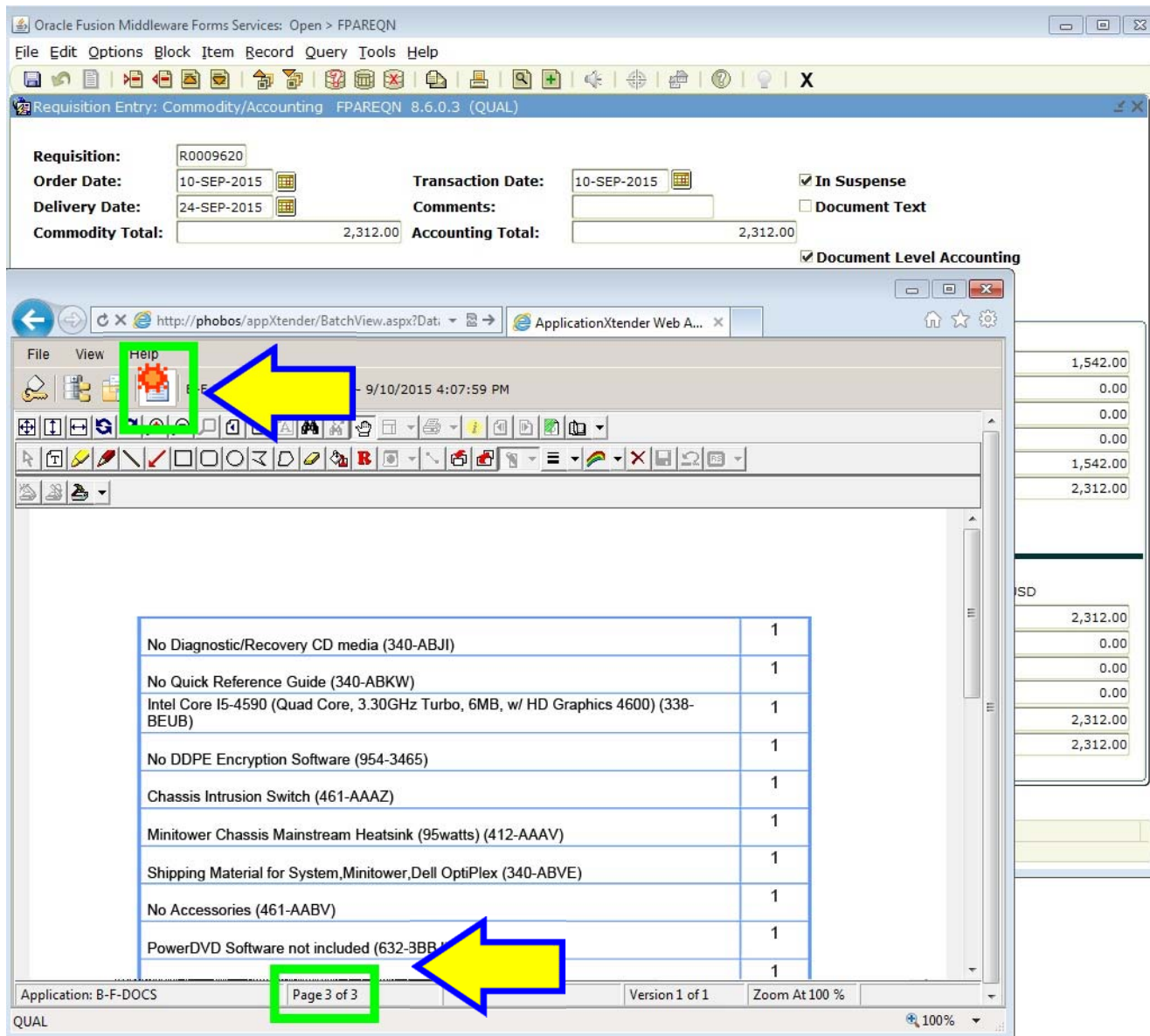
- Requisition: R0009620
- Order Date: 10-SEP-2015
- Transaction Date: 10-SEP-2015
- Delivery Date: 24-SEP-2015
- Commodity Total: 2,312.00
- Accounting Total: 2,312.00
- Options: In Suspense, Document Text, Document Level Accounting

An 'Import File' dialog box is open, showing the Desktop location. The file list includes:

- Internet Explorer (4...)
- Internet Explorer 32
- JAT Stuff
- Midwestern State University
- msu Purchasing
- Outlook 2007
- Paint
- Purchasing - Shortcut
- Requisitioner Training List
- Shortcut to joe.mrugalski on 'achille...
- Summus Quote-p0001
- Summus Quote-p0002
- Summus Quote-p0003
- Web2Host
- Window on State Government TPASS

Two yellow arrows highlight the 'Summus Quote-p0003' file in the list and the 'Open' button at the bottom of the dialog box.

Select "New" Icon



Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (QUAL)

Requisition: R0009620
Order Date: 10-SEP-2015 Transaction Date: 10-SEP-2015 In Suspende
Delivery Date: 24-SEP-2015 Comments: Document Text
Commodity Total: 2,312.00 Accounting Total: 2,312.00 Document Level Accounting

http://phobos/appXtender/BatchView.aspx?Dat... ApplicationXtender Web A...

File View Help 9/10/2015 4:07:59 PM

| | |
|--|---|
| No Diagnostic/Recovery CD media (340-ABJI) | 1 |
| No Quick Reference Guide (340-ABKW) | 1 |
| Intel Core I5-4590 (Quad Core, 3.30GHz Turbo, 6MB, w/ HD Graphics 4600) (338-BEUB) | 1 |
| No DDPE Encryption Software (954-3465) | 1 |
| Chassis Intrusion Switch (461-AAAZ) | 1 |
| Minitower Chassis Mainstream Heatsink (95watts) (412-AAAV) | 1 |
| Shipping Material for System,Minitower,Dell OptiPlex (340-ABVE) | 1 |
| No Accessories (461-AABV) | 1 |
| PowerDVD Software not included (632-3BB) | 1 |

Application: B-F-DOCS Page 3 of 3 Version 1 of 1 Zoom At 100 %

QUAL 100%

Purchase Requisition



The screenshot displays the Oracle Fusion Middleware Forms Services interface for a Purchase Requisition. The window title is "Oracle Fusion Middleware Forms Services: Open > FPAREQN". The main form contains the following fields and values:

- Commodity Code:** R0009620 (highlighted with a green box and a yellow arrow pointing from the left)
- Transaction Date:** 10-SEP-2015
- Delivery Date:** 24-SEP-2015
- Commodity Total:** 2,312.00
- Accounting Total:** 2,312.00
- In Suspense:**
- Document Text:**
- Document Level Accounting:**

Below the main form is a "Field Value" section with a table:

| Field Name | Value |
|------------------|-----------------------|
| BANK DOC TYPE | REQUISITION |
| DOCUMENT TYPE | REQUISITION BACKUP |
| TRANSACTION DATE | 10-Sep-2015 |
| VENDOR ID | M20144027 |
| VENDOR NAME | SUMMUS INDUSTRIES INC |
| FIRST NAME | |
| PIDM | 294377 |
| ROUTING STATUS | |
| ACTIVITY DATE | 2015-09-10 16:33:11 |
| VPDI_CODE | |

To the right of the table is a "QUOTATION" section with a DELL logo and the following details:

- Quote #:** 711239990
- Customer #:** 90019469
- Contract #:** 42AFU
- Customer Agreement #:** DIR-SDD-1951
- Quote Date:** 07/13/2015
- Date:** 7/13/2015
- Customer Name:** MIDWESTERN STA

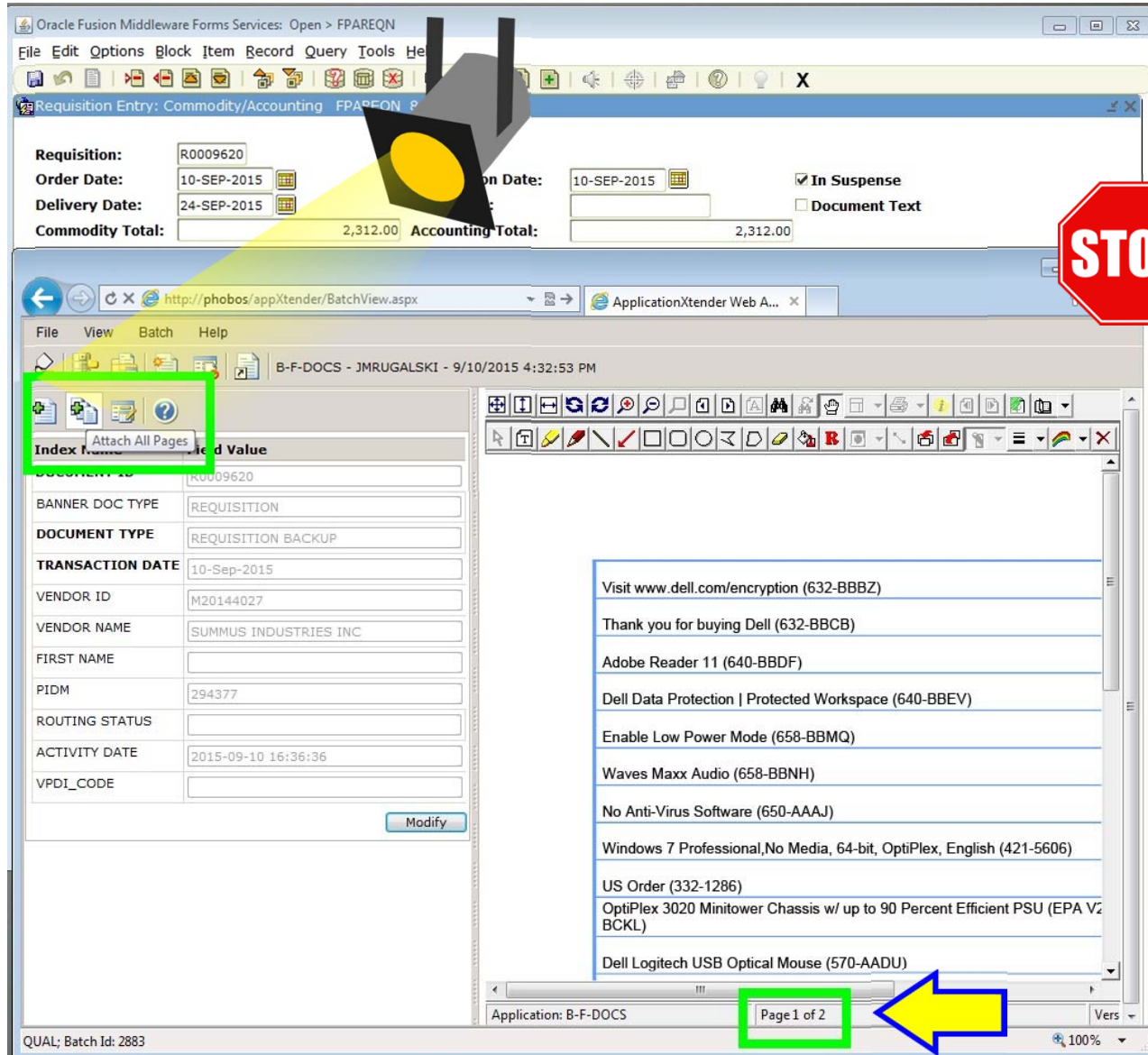
Below the quotation is a "Sales Professional Information" table:

| SALES REP: | HILARIO A SALINAS | PHONE: |
|----------------|--------------------------|------------|
| Email Address: | Hilario.Salinas@DELL.com | Phone Ext: |

At the bottom of the form is a "Save" button (highlighted with a green box and a yellow arrow pointing from the left).

At the bottom of the browser window, the page number "Page 1 of 3" is displayed (highlighted with a green box and a yellow arrow pointing from the left).

Attach All Pages



Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools He

Requisition Entry: Commodity/Accounting FPAREQN

Requisition: R0009620
Order Date: 10-SEP-2015
Delivery Date: 24-SEP-2015
Commodity Total: 2,312.00
Accounting Total: 2,312.00

In Suspense
 Document Text

http://phobos/appXtender/BatchView.aspx

ApplicationXtender Web A...

B-F-DOCS - JMRUGALSKI - 9/10/2015 4:32:53 PM

File View Batch Help

Attach All Pages

Index

| | |
|------------------|-----------------------|
| DOCUMENT ID | R0009620 |
| BANNER DOC TYPE | REQUISITION |
| DOCUMENT TYPE | REQUISITION BACKUP |
| TRANSACTION DATE | 10-Sep-2015 |
| VENDOR ID | M20144027 |
| VENDOR NAME | SUMMUS INDUSTRIES INC |
| FIRST NAME | |
| PIDM | 294377 |
| ROUTING STATUS | |
| ACTIVITY DATE | 2015-09-10 16:36:36 |
| VPDI_CODE | |

Modify

Visit www.dell.com/encryption (632-BBBZ)

Thank you for buying Dell (632-BBCB)

Adobe Reader 11 (640-BBDF)

Dell Data Protection | Protected Workspace (640-BBEV)

Enable Low Power Mode (658-BBMQ)

Waves Maxx Audio (658-BBNH)

No Anti-Virus Software (650-AAAJ)

Windows 7 Professional, No Media, 64-bit, OptiPlex, English (421-5606)

US Order (332-1286)

OptiPlex 3020 Minitower Chassis w/ up to 90 Percent Efficient PSU (EPA V2 BCKL)

Dell Logitech USB Optical Mouse (570-AADU)

Application: B-F-DOCS

Page 1 of 2

QUAL; Batch Id: 2883

100%

View or Exit Indexed Document



The screenshot shows a web browser window with the Oracle Fusion Middleware Forms Services interface. The browser address bar displays the URL: <http://phobos/appxtender/BatchIndexed.aspx?ParamEnc=2l>. The main content area shows a requisition entry form with the following fields:

| | | | | |
|------------------|-------------|-------------------|-------------|---|
| Requisition: | R0009620 | Transaction Date: | 10-SEP-2015 | <input checked="" type="checkbox"/> In Suspense |
| Order Date: | 10-SEP-2015 | Comments: | | <input type="checkbox"/> Document T |
| Delivery Date: | 24-SEP-2015 | Accounting Total: | 2,312.00 | <input checked="" type="checkbox"/> Document Level Accounting |
| Commodity Total: | 2,312.00 | | | |

A large green button with the word "EXIT" in white is positioned in the upper right corner of the form area. Below the form, a menu titled "All Document Pages Have Been Indexed" is displayed, containing the following options:

- Index Another Batch Document
- Import a New Batch Document
- Return to the Application List
- View Indexed Document
- Logout of AppXtender Web Access .NET

Three yellow arrows with blue outlines point to the "EXIT" button, the "View Indexed Document" menu item, and the browser window's address bar.

Viewing Indexed Document



Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (QUAL)

Requisition: R0009620
Order Date: 10-SEP-2015 **Transaction Date:** 10-SEP-2015 In Suspense
Delivery Date: 24-SEP-2015 **Comments:** Document Text
Commodity Total: 2,312.00 **Accounting Total:** 2,312.00 Document Level Accounting

http://phobos/appXtender/DocView.aspx?DataSource=QUA ApplicationXtender Web A...

File Document Page Help

Next page

QUOTATION
 Quote #: 711239990
 Customer #: 90019469
 Contract #: 42AFU
 Customer Agreement #: DIR-SDD-1951
 Quote Date: 07/13/2015
 Date: 7/13/2015 Customer Name: MIDWESTERN STATE UNIV

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

| | | | |
|-----------------------|--|-------------------|----------------|
| SALES REP: | HILARIO A SALINAS | PHONE: | 1800 - 4563355 |
| Email Address: | Hilario_Salinas@DELL.com | Phone Ext: | 7250005 |

| GROUP: 1 | QUANTITY: 1 | SYSTEM PRICE: \$771.00 | GROUP TOTAL: \$771.00 |
|--|-------------|------------------------|-----------------------|
| Description | | | Quantity |
| OptiPlex 3020 Minitower CTO (210-ABIW) | | | 1 |
| 8GB (2x 4GB) DDR3 Memory (0-AADC) | | | 1 |

Application: B-F-DOCS Page 1 of 3 Version 1 of 1 Zoom At 100%

Data Source: QUAL; Doc Id: 3147

Tips for Completing Requisitions



Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (QUAL)

Requisition: R0009620
Order Date: 10-SEP-2015 Transaction Date: 10-SEP-2015 In S
Delivery Date: 24-SEP-2015 Comments: Doc
Commodity Total: 2,312.00 Accounting Total: 2,312.00 Doc

EXIT

http://phobos/appXtender/DocView.aspx ApplicationXtender Web A...

File View Document Page Help

| Index Name | Field Value |
|------------------|-----------------------|
| DOCUMENT ID | R0009620 |
| BANNER DOC TYPE | REQUISITION |
| DOCUMENT TYPE | REQUISITION BACKUP |
| TRANSACTION DATE | 10-Sep-2015 |
| VENDOR ID | M20144027 |
| VENDOR NAME | SUMMUS INDUSTRIES INC |
| FIRST NAME | |
| PIDM | 294377 |
| ROUTING STATUS | |
| ACTIVITY DATE | 2015-09-10 16:36:36 |
| VPDI_CODE | |

Modify

DELL **QUOTATION**
Quote #: 711239990
Customer #: 90019469
Contract #: 42AFU
Customer Agreement #: DIR-SDD-1951
Quote Date: 07/13/2015
Date: 7/13/2015 Customer Name: MIDWESTERN S

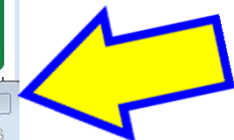
Thanks for choosing Dell! Your quote is detailed below, please review the quote for product and find errors or desire certain changes please contact your sales professional as soon as possible.

| Sales Professional Information | | |
|--------------------------------|--|------------|
| SALES REP: | HILARIO A SALINAS | PHONE: |
| Email Address: | Hilario_Salinas@DELL.com | Phone Ext: |

| GROUP: 1 | QUANTITY: 1 | SYSTEM PRICE: \$771.00 | GROUP |
|--|-------------|------------------------|-------|
| Description | | | |
| OptiPlex 3020 Minitower CTO (210-ABIW) | | | |

Application: B-F-DOCS Page 1 of 3 Vers

Data Source: QUAL; Doc Id: 3147 100%



BDM – Display Document



Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0 BDM - Display Document

Requisition: R0009620
Order Date: 10-SEP-2015
Delivery Date: 24-SEP-2015
Commodity Total: 2,312.00

Transaction: 10-SEP-2015
Accounting: 2,312.00

In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

| Item | U/M | Tax Group | Quantity | Unit Price | Extended: |
|--------|-----|-----------|----------|------------|-----------|
| 1 of 3 | EA | | 2.00 X | 771.0000 | 1,542.00 |

Commodity **Description**

| | |
|--|---|
| | Computer, Dell Optiplex 3020 Minitower (210-ABIW) |
| | Monitor, Dell 22" P2214H (320-9791) |
| | Soundbar, Dell Stereo USB AC511 (318-2885) |

Commodity Text
 Item Text
 Add Commodity
 Distribute

Discount: 0.00
Additional: 0.00
Tax: 0.00
Commodity Line Total: 1,542.00
Document Commodity Total: 2,312.00

FOAPAL 1 of 1 **Remaining Commodity Amount:** NSF Override % USD

| COA Year | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | Extended: |
|-----------------------------------|-------|-------|------|------|------|------|------|------|-----------|
| M | 16 | 23601 | 3600 | 7378 | 22 | | | | 2,312.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| FOAPAL Line Total: | | | | | | | | | 2,312.00 |
| Document Accounting Total: | | | | | | | | | 2,312.00 |

Enter commodity code . Use COUNT QUERY HITS to call FPIVPRD.
 Record: 1/3 ... <OSC>

Review Back-up Docs



Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (QUAL)

Requisition: R0009620
Order Date: 10-SEP-2015
Delivery Date: 24-SEP-2015
Commodity Total: 2,312.00

Transaction Date: 10-SEP-2015
Comments:
Accounting Total: 2,312.00

In Suspense
 Document Text
 Document Level Accounting

ApplicationXtender Web A...

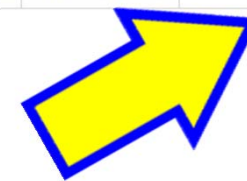
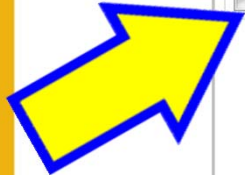
File Edit View Options Help

Query Results for Application 'B-F-DOCS' [Modify Query](#)

Document 1 - 1 of 1

| DOCUMENT ID | BANNER DOC TYPE | DOCUMENT TYPE | TRANSACTION DATE | VENDOR ID | VENDOR NAME | ACTIVITY DATE | VPDI_CODE | Pages |
|-------------|-----------------|--------------------|------------------|-----------|-----------------------|---------------------|-----------|-------|
| R0009620 | REQUISITION | REQUISITION BACKUP | 10-Sep-2015 | M20144027 | SUMMUS INDUSTRIES INC | 2015-09-10 16:36:36 | | 3 |

User:JMRUGALSKI; DataSource: QUAL; Application: B-F-DOCS



Things to Remember



- To obtain full functionality of BDM you need to use Internet Explorer 32.
- When using IE 32, **DO NOT** give in to the temptation to upload Java updates.
- Close BDM when you are finished viewing or adding your documents. Multiple opened sessions of BDM will cause error messages.
- PDF documents work the best.
- DO NOT** give in to the temptation to upload Java updates.



Account Managers Group

EPAF & Leave Balance Updates

Kathy Rice

MIDWESTERN
STATE UNIVERSITY



Leave Balance

Current Month – September 2015

Non-Exempt Employees

(Report all hours worked and not worked)

Non Exempt Leave Balances



Before Payroll Has Been Posted

- Balance Will Include:
 - ✓ The Previous Month's Balance (August)
- Balance Does Not Include:
 - Hours Earned or Accrued for the Current Month (September)
 - Used Hours for the Previous Month (August)

After Payroll Has Been Posted

Note: You will know that Payroll has been posted once you receive your Direct Deposit e-mail confirmation.

- Balance Will Include:
 - ✓ Hours Earned or Accrued Hours for the Current Month (September)
 - ✓ Hours That Were Taken In Previous Month (August)
- Balance Will Not Include:
 - Used Hours for Current Month (September)

Exempt Employees

(Individuals who only enter leave time)

Exempt Leave Balances



Before Payroll Has Been Posted

➤ Balance Will Include:

- ✓ The Previous Month's Balance (August)
- ✓ Used Hours for the Previous Month (August)

(Note: balance will be included only if the previous month's leave has been approved)

➤ Balance Does Not Include:

- Hours Earned or Accrued for the Current Month (September)

After Payroll Has Been Posted

Note: You will know that Payroll has been posted once you receive your Direct Deposit e-mail confirmation.

➤ Balance Will Include:

- ✓ Hours Earned or Accrued Hours for the Current Month (September)

➤ Balance Will Not Include:

- Used Hours for Current Month (September)

(Note: balance will not be reflected until leave report for current month has been approved)

Account Managers Group

Compensation Study Update

Dawn Fisher

MIDWESTERN
STATE UNIVERSITY

Account Managers Group

Updates

Valarie Maxwell

MIDWESTERN
STATE UNIVERSITY

2015 Fiscal Year Status

Fiscal Year End Timeline

| | |
|-----------------|--|
| August 31 | All cash receipts need to be received by the Business Office |
| September 1-15 | Final prior year payment processing |
| | Post final prior year semi-monthly payroll |
| September 15-30 | Reconciliation and account cleanup across all funds |
| | Make adjusting entries for deferrals and accruals |
| | Record all fixed asset transactions and update related debt service accounts |
| | Final revenue budget entries, budget transfers, cash transfers, etc |
| | Final reconciliation and account cleanup |
| October 1-5 | Analyze ending budget and fund balances & prepare budget carryover entry |

2015 Fiscal Year Status

Fiscal Year End Timeline (Cont.)

| | |
|--------------------------|---|
| October 1-5 | Post budget carryover entry |
| October 5-15 | Make any final adjustments to prior year and close old year |
| October 15 – November 20 | Prepare and finalize annual financial report and related submissions to the State |

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New in Fiscal Year 2016

- **Deferred Pay**
 - Expensing salaries as they are earned, not necessarily when they are paid.
 - Example: 9 month faculty chooses pay spread over 12 months.

Data Standards

What you type in Banner becomes a permanent part of that document.

- Data Standards
 - Type in upper and lower case, specifically the first character is capitalized and the rest are lower case
 - Never use a period within any name field
 - Never use a pound sign (#), the percent sign (%) or special characters in any data field
 - Use slashes and hyphens only as needed for fractions or clarity
 - Use only appropriate abbreviations
 - Double check your spelling
 - Short, sweet and professional

- Future Initiatives
 - Banner XE is coming
 - Degree Works

Suggestions?

Account Managers Group



Tip of the Month

Conditional Formatting – Outlook

Debbie Vaughn

Examples



<http://www.howto-outlook.com/howto/coloremailadvanced.htm>

Color code messages by words in the message

Color code messages by Category

Color code messages when the message is larger than 1MB and contains specific words

Color code messages received today addressed directly to me coming from specific persons

Color code messages that have a receipt request and is considered confidential

Color code a meeting request where you have not yet responded to

Account Managers Group

Open For
Questions and Answers



MIDV TERN
STATE UNIVERSITY

Account Managers Group



- ✓ Oct 14, 2015 – **FREE** Shred Day
- ✓ Oct 29, 2015 - 10:00 AM – AMG Mtg
- ✓ Nov 19, 2015 - 10:00 AM – AMG Mtg