Financial Management at Rice

Financial Management (Excel/Banner) OWL-Space site (contains "how to" lessons, like checking your A1 balance and checking PCard clearing funds; "resources" folder contains a wealth of information on advanced topics, chart of accounts, deposits, and many more)

**Accessing Financial Management (Excel/Banner) Resources in OWL-Space**

**Step-by-Step guidelines to available reports, and when/why you would use them**

**Managing a budget**
- **Burn Rate report** (often run quarterly to show spending by account for a fund, or range of funds, summarized by month)
- **Fund Balance report** (displays major expense categories at the account type level. This report can be run for a fund, group of funds, or for a PI’s (R) Research and (D) Internally Designated funds. This report is commonly provided to the PI monthly to see the level of spending at each of their funds at each major expense category.)
- **Budget Summary report** (can be used to create a quick view of the available balance for a division, organization, or department for a set of funds)

**Managing personnel and payroll**
- Reports
  - Position incumbent (under construction)
  - Payroll downloads (trend over time) (under construction)
  - Payroll projection (under construction)
  - Labor encumbrances
    - *How much have we promised to pay this year in Labor?*
    - *How much has been paid this year in Labor?*
- Applications
  - **Web time entry** - click on link; log in to Esther; click on "Employee;" click on "Time Sheet"
  - Web Time Entry Instructions
  - Web Time Entry Short Instructions
  - **Online labor redistributions** - click on link; log in to Esther; click on "Employee;" click on "Labor Redistributions"
  - Online labor redistributions procedure manual

**Managing PCard Clearing Funds**
- Purchasing Card & Travel queries

**Managing property**
- Property Reports Quick Start Guide
- Fixed Assets download

**Important Excel skills**
- **Excel Basic Functions** (how to sort data; filter data; subtotal data)
- **Excel Keyboard Shortcuts**
- **Excel Advanced Functions** (how to enter a basic formula, insert a function)
- **Excel Skills for PC and Mac Video Tutorials**
Navigating Banner

**General Information**
- Introduction to Banner Finance
- Logging In

**Banner Finance**
- Dates
- Transactions
- Account Code Block
- FOAPAL Search Feature
- The Finance Tab

**Budget & Balance**
- Finding your Budget & Available Balance
- Additional ways to view your Budget

**Finding Your Transactions in Banner**
- View my current transactions
- Enter and view Memo Reservations

**Best practices tools/resources in Banner to facilitate financial management**

- **Financial Manager** (what it is; how to set and use the feature)
- **Activity Codes** (what they are; how to use them)
- **Category Codes** (examples; what they are; how to establish new ones)

**Financial Downloads**
- How to use the Financial Downloads (IE users may need to scroll down the page to find this)
- The Financial Downloads (IE users may need to scroll down the page to find this)

**Property Reports Quick Start Guide**

**PO Encumbrance reports** (Rice Marketplace item; currently on hold)

**Projections Application Training and Demos**
FAQs and Problem-solving

Current Funds
1. How much money is left in my A1?
2. I thought I cleared all my pcard charges so why is my D clearing fund not clear?
3. How do I use a table to assign accounts to a different group than the chart of accounts uses?
4. How do I run a financial transaction download?
5. What are the different rule codes and what do they mean?
6. What’s the difference between IDT – EX – BTM?
7. How do I use online EX and IDT forms?
8. What’s the purpose of Banner's Financial Manager feature, what can it do and how do I set up and use it?
9. What's an Activity Code, and why/how would I use one?
10. Do I have to re-enter data from Banner into my spreadsheet?

Payroll
1. What is Web Time Entry and how do I use it?
2. What are the procedures for Online Labor Redistribution, and how do I access the online form?

PCard
1. Help - I can’t log into Banner! What do I do?
2. How do I reset my password?

Property
1. How do I obtain access to the online PCR application?
2. When and how do I complete a PCR?
3. How do I get a listing of my equipment?
4. How do I properly code equipment purchases?