

Subject: [Staffmemos] Finance/Purchasing Tab Information & Training

From: Cali Bell <bellcali@isu.edu>

Date: Mon, 06 Jul 2009 11:34:47 -0600

To: facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

CC:

Dear ISU Employees,

The new Banner Finance brings many powerful tools that will allow us to keep track of our finances very closely. Finance/Purchasing features in BengalWeb are provided to those with a "financial" role, including Account Directors, ReqMasters, and anyone else given lookup privileges by an Account Director.

The **Finance tab** features channels that:

- Graphically track budget and expense information. **Please note, the Check Budget and Expense link will not return any records until fiscal year 2010 budgets or transactions are loaded into Banner.**
- Provide detailed budget and expense information, view documents, find account and commodity codes, and more . . .
- Allow quick access to commonly used Finance and Travel forms.
- Provide PI's (Principal Investigators) with grant expiration dates.

The **Purchasing tab** provides channels that:

- Provide employees with contact information for Purchasing Services' friendly staff members.
- Provide links to Account Codes used to reconcile P-Card expenses (old Object Codes). Find out who buys what, look up commodity codes, find information on purchasing contracts, track orders being processed by the State of Idaho (SICOMM), and quickly access commonly used Purchasing forms.

The [Finance/Purchasing](#) section of the Tigeri Training & Support site provides complete information on using all of the many features of the Finance & Purchasing channels found in our web portal. To find out more about Argos reporting, go to: <http://www.isu.edu/tigeri/training/argos/index.shtml>.

Where do Employees go for Training?

Finance Open Demonstrations

Everyone who is an Account Director, ReqMaster, or has Finance lookup privileges should attend one of these sessions to learn about budget & document queries, requisition approval, and more...

Place: Rendezvous 118 (no registration needed)
Dates/Times: 7/7 10 a.m.-12 p.m.
7/8 10 a.m.-12 p.m.

July 7 - Distance Learning Finance Demonstration, 2-4 pm in Pocatello – LIBR B16, Boise – 141, Twin Falls – C89, IF – 311

Argos Open Demonstrations

All Time Approvers, Account Directors, ReqMasters, and others with Finance or HR lookup privileges will be interested in learning how to use this reporting tool.

Place: Rendezvous 118 (no registration needed)
Dates/Times: 7/9 9-10:30 a.m.
7/14 9-10:30 a.m.
7/15 2-3:30 p.m.
7/22 9-10:30 p.m.

July 9 – Distance Learning Argos Demonstration, 2-3:30 pm in Pocatello – LIBR B16, Boise – 141, Twin Falls – C89, IF – 311

Finance & Argos Hands-On – optional

If you are a Time Approver, Account Director, ReqMaster or have Finance or HR lookup privileges and would like additional guided practice in a lab, or if you'd rather attend a hands-on session instead of an open demonstration, THIS IS FOR YOU! A training schedule is provided below.

Place: BA 506 (Register at freeway.isu.edu)
Dates/Times: 7/10 10 a.m.-12 p.m.
7/13 1-3 p.m.
7/16 10 a.m.-12 p.m.
7/20 10 a.m.-12 p.m.
7/24 10 a.m.-12 p.m.

See the Tigeri Training calendar at www.isu.edu/tigeri/training/calendar.shtml for more information about training opportunities.

If you have additional questions, or if you experience technical difficulties, contact the IT Service Desk at 282-4357(help) or email help@isu.edu.

Sincerely,

The Tigeri Project Team
www.isu.edu/tigeri

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