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**South Dakota Board of Regents  
Customization Id: SDBOR 025  
Banner® Finance  
Accrual to Cash Process  
Functional Specification**

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## 1 Introduction

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SunGard Higher Education will develop two new reports for SDBOR to use in reconciling and reporting information to the State Accounting System.

The Banner Finance system is essentially an accrual basis accounting system (in accordance with current Generally Accepted Accounting Principles GAAP). However, the South Dakota Board of Regents (SDBOR) is required to budget and report to state agencies on a cash basis. SunGard Higher Education will develop a report that SDBOR can use to adjust the Finance system each fiscal year from an accrual basis to a cash basis accounting.

SDBOR is also required to review expenses based on the State Accounting Code relationships. SunGard Higher Education will develop a detail expense transaction reconciliation report ordered by the existing State Company, Center and Account Attribute codes.

The Functional Specification document represents the outcome of an iterative review process. It is considered a product-planning document and does not represent a commitment to develop the described software changes in the manner presented. SunGard Higher Education reserves the exclusive right to determine, in its sole discretion, the enhancements to be developed by SunGard Higher Education and the manner in which they are developed.

## 2 Overview

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SunGard Higher Education will develop two new finance reports for SDBOR. The first will report accrual transactions for a particular fiscal year so they can be formatted into a journal entry for the current year. These transactions will be saved to a .slk file format for the users to review in Microsoft® Excel. The second will report detail expenditure transactions for a given period of time translated into the State Company, Center, and Account accounting codes.

## 3 Scope

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### 3.1 *Product Release*

The following release dependencies are required for this customization and may differ from the Statement of Work. Note that changes to the release after approval of this specification require a change request and may require additional project hours. It is the responsibility of the client to adhere to these releases and to notify SunGard Higher Education Customization Services of planned changes in releases before applying them to the client environment.

Module	Release Number
Banner General	7.4
Banner Finance	7.4

Platform/Operating System	Release Number
Oracle®	10g
Unix Platform	

### **3.2 Assumptions**

#### **3.2.1 Process Assumptions**

1. The processes will run in job submission.
2. SDBOR will be required to run the processes.
3. Banner Baseline Object Security will be invoked.
4. The process will not invoke Banner baseline Finance Fund and Organization security.
5. The Accrual to Cash Report will select transactions based on parameters entered in job submission and report them in a report and .slk file output.
6. SDBOR will use the Baseline FUPLOAD Process to load the JV into the Banner Finance System.
7. SDBOR is responsible for creating the JV/text file in the required format for using the FUPLOAD process.
8. Existing Company, Center and Account attribute relationships will be used by the new Expense Reconciliation Report.
9. Missing attributes for Company, Center or Account Codes will show as an error in the output.
10. Each institution will have the ability to select parameters and run the new Expense Reconciliation report to match expenditures to the State's monthly expense report.

#### **3.2.2 Additional Process Assumptions other than those stated in the SOW**

1. Expense accounts will be selected based on the internal account type codes for the State Expense Reconciliation Report.

#### **3.2.3 Development Assumptions**

1. Both Processes will run on a Banner database from job submission, the reports will not be generated from the ODS (Operational Data Store).
2. Since we are breaking on the second character of the fund type code, it is assumed that all fund types will have two characters.

### **3.3 Concerns**

N/A

### **3.4 Terminology**

N/A

### **3.5 Security**

This customization could add or alter objects that potentially impact the institution's security policy. The institution's security policy should be reviewed and adjusted

appropriately to add new objects such as forms or reports to the appropriate users and roles, or to adjust the security privileges for baseline objects being customized.

### 3.6 Site Policy Impact

This customization could have an impact upon institutional policies and procedures. It is the client's responsibility to review policies and procedures for changes that may be necessary based upon the customization.

## 4 Functionality

### 4.1 Functional Process Flow

#### 4.1.1 Accrual to Cash Report

SunGard Higher Education will create a new report that will identify and extract transactions entered as year end accruals so that they may be reviewed, approved and then posted to the Banner Finance module. Transactions will be selected based on the parameters the user enters into job submission. The objective of this process is to have the current year operating transactions to be reflective of cash basis accounting.

It should be noted that the process/methodology contained herein is for operational purposes only and should not be considered a complete change of the basis of accounting.

#### Set up

1. Establish a system ID on the System data Maintenance Form (FTMSDAT)
2. Establish the document numbering sequence on the Finance Document Numbering Form (FOMFSEQ)
3. Establish a rule class on Rules Maintenance Form (FTMRUCL) to post the accrual transactions to the new fiscal year
4. Establish school file naming convention (second position of the fund type) in GTVSDAX.

Crosswalk Validation GTVSDAX 7.1 (SDAKOTA7)

----- Internal -----

Code:	FZRACCS	Sequence:	1	Group:	TITLE	External Code:	3
Description:	FZRACCS School reporting title					Translation Code:	SDSU
Reporting Date:		<input type="checkbox"/> System Required	Activity Date:				08-JAN-2008

#### Process

1. User enters the process name in Direct Access or on the GJAPCTL form.
2. User executes job with the desired parameter set.
3. User will use process to select, extract, sort and report the accrual transactions and produce the excel output file (.slk format).

4. School personnel will review, approve and/or update the excel file to delete certain transactions that are not to be included in the upload.
5. Approved and updated excel file is converted to a text file by SDBOR suitable for the Baseline Finance Upload to GURFEED Process (FUPLOAD).
6. User will ftp the file to a specified directory.
7. Run the baseline FUPLOAD process to submit the transactions for posting to the Banner Finance system. (refer to the baseline process for information regarding the job parameters, file layout and additional set up requirements)

#### 4.1.2 State Expense Reconciliation Report

SunGard Higher Education will create a new Expense Reconciliation Report that will display Month-to-Date and Year-to-Date expenditures transactions for a specific time period to reconcile to the State. The report will be ordered by the State Company, Center and Account Codes and include the fund and org titles in the transaction detail reported. Expense Transactions will be selected based on their internal account type.

##### **Set up**

1. FTMFATA - Verify the Fund and Account attribute values are entered in the database. (The values should exist for STATECE, STATECO for each fund, and STATESA for each account).

##### **Process**

1. User enters the process name in Direct Access or on the GJAPCTL form.
2. User executes job with the desired parameter set.
3. User reviews the .lis file for any errors.
4. User corrects any missing attribute mappings on FTMFATA.
5. User executes job again with desired parameter set.
6. User uses .lis output to reconcile transactions to the State Accounting System.

#### **4.2 New Human Computer Interactions (HCI)/Form**

N/A

#### **4.3 Modified Human Computer Interactions (HCI/Forms)**

N/A

#### **4.4 New Web Applications**

N/A

#### **4.5 Modified Web Applications**

N/A

#### **4.6 New Processes**

N/A



**4.7 Modified Processes**

N/A

**4.8 New Reports**

**4.8.1 FZRACCS - Accrual to Cash Report**

The report will select certain transactions based on user supplied parameter values. It will sort and summarize these transactions as described below and will produce both a printed report and a .slk file as described below.

1. Report parameters

#	Parameter Label	Type/ Length	Req'd	Multi/ Single	Validation	List	Default Value	Help Text
1	Chart of Accounts	1	Y	S	FTVCOAS	Y	N	Enter COAS code to be reported
2	Fund Type	2	Y	S	FTVFTYP	Y	N	Enter Fund Type(s) to be reported, enter % for all Fund Types
3	Fiscal Year	4	Y	S	FTVFSYR	N	2007	Enter Fiscal Year of the accrual transactions to be reported
4	From Activity Date	8	N	S	N/A	N	N	Enter the beginning activity date of the accrual transactions to be reported. Beginning of time will be used if left blank.
5	To Activity Date	8	N	S	N/A	N	N	Enter the ending activity date of the accrual transactions to be reported. End of time will be used if left blank.

2. Only select transactions from the Finance Transaction Detail table (FGRTRND) that are:
  - a. Year to Date actual transactions – FGBTRND the Field column = ‘YTD’
  - b. For the Operating Ledger –FGBTRND the Ledger column = ‘O’
  - c. Posting Period = ‘14’
3. Include the following data for sorting and display in the report and excel file.
  - a. Chart
  - b. Level two Fund Type
  - c. Fund, Current Fund Title, Organization, Current Organization Title, Account, Program, Activity, Location
  - d. Document Number
  - e. Description – This is from the Transaction Header table FGBTRNH – Trans\_Desc column.
  - f. Document Reference Number from the Transaction Header table FGBTRNH and the ‘DOC\_REF\_NUM’ column
  - g. Rule Class – from the FGBTRND table - FGBTRND\_RUCL\_CODE
  - h. Transaction amount from FGBTRND
  - i. DR\_CR\_IND from FGBTRND – (Values could be +,-)
4. The data should be sorted as follows:
  - a. Second position of the Level two Fund Type (i.e. the school)
  - b. Level 2 Fund Type
  - c. Fund Code in the transaction
  - d. Program code of the transaction
  - e. Organization code of the transaction

- f. Account code of the transaction
  - g. Transaction document number
5. The data should be summarized as follows:
  - a. Fund Type level 2
  - b. Fund Code
  - c. Program
  - d. Organization code
  - e. Account Code
6. The report should page break on the second position of the Level two Fund Types.
7. The report headings should include both the 'code' value and the title for Fund Types, Fund Codes and Organization Codes.
  - a. e.g. fund code value and fund code title from the FTVFUND table
8. For each transaction display the following
  - a. Chart Code
  - b. Level 2 Fund type
  - c. Fund Code
  - d. Program Code
  - e. Organization Code
  - f. Account Code
  - g. Activity Code
  - h. Location Code
  - i. Document number
  - j. Description
  - k. Rule Class
  - l. Document Reference number
  - m. Transaction amount (needs to be decoded for summing of transaction amounts)
  - n. Transaction sign
9. After sorting the transactions based on the second position of the level two fund type produce one excel spreadsheet for each School (second position of the level two fund type).
10. Produce an excel spreadsheet of these transactions with the following columns
  - a. Chart
  - b. Level two fund type
  - c. Fund code
  - d. Organization code
  - e. Account code
  - f. Program code
  - g. Activity code
  - h. Location code
  - i. Document number
  - j. Description
  - k. Rule code
  - l. Doc ref num
  - m. Transaction amount
  - n. Transaction sign
  - o. Delete/Exclude – This column will be 'N' when the spreadsheet is produced.

The naming convention of the .slk files will be the GTVSDAX cross reference title for the second position of the fund type concatenated with the date and time stamp of the run. GTVSDAX entry

for 3 = SDSU. Here is an example of the %3 fund type ran on December 24, 2007 @ 12:30:59: SDSU12242007123059.slk. This will be saved in the \$DATA\_HOME directory.

Report Example:

FZRACCS 7.3 MC:xxx		South Dakota Board of Regents							Page 1				
		Accrual to Cash Report							RUN DATE	24-DEC-2007			
		Accrual Transactions for Fiscal Year 2007							RUN TIME	12:30:59 PM			
		Activity Date From 07/01/2007 to 09/30/2007											
School: SDSU													
COAS	Fund Type	Fund Code/Title	Org code/title	Account Code	Prog Code	Activity	Location	Document	Description	Rule Class	Doc Ref Num	Trans Amount	Trans Sign
1	RA	RA001 -Fund	10001 - Org	7110	10			F0000001	Testing Feed	CHS1	1234	-500.00	-
Total (7110)												-500.00	
1	RA	RA001	10001 - Org	7120	10			J0000002	Testing a Jou	JE16		200.00	+
	RA	RA001	10001 - Org	7120	10			J0000003	Testing Accru	JE16		250.00	+
Total (7120)												550.00	
Total(10001)												50.00	
1	RA	RA001	10002 - Org	7130	10			J0000002	Testing a Jou	JE16		10.00	+
1	RA	RA001	10002 - Org	7130	10			J0000003	Testing Accru	JE16		30.00	+
Total (7130)												40.00	
Total(10002)												90.00	
Total (RA001)												90.00	
Total (RA)												90.00	
Total for SDSU												90.00	

.slk output (will include the column headings in the file) example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	RA	RA001	10	10001	7110			F0000001	Testing Fe	CHS1	1234	-500.00	-	N
2	1	RA	RA001	10	10001	7120			J0000002	Testing a J	JE16		200.00	+	N
3	1	RA	RA001	10	10001	7120			J0000003	Testing Ac	JE16		250.00	+	N
4	1	RA	RA001	10	10002	7130			J0000002	Testing a J	JE16		10.00	+	N
5	1	RA	RA001	10	10002	7130			J0000003	Testing Ac	JE16		30.00	+	N

4.8.2 FZRSREC - State Expense Reconciliation Report

The report will select operating ledger expense transactions based on the parameters entered and display them in the State Accounting Code relationship. Currently, the attribute codes are entered in for each of the State Accounting Elements. State Company and State Center are attributes tied to the Fund Code and State Account is tied to the Banner Account Code. The attribute type and values must exist on the funds and accounts of the transactions being reported. If there are any missing relationships the report will only generate the error showing the missing relationship. The user will then correct the relationship and run the process again to get output. Expense transactions are selected based on their internal account type codes. Internal Account Types 60 and 70 will be selected.

1. Parameters

#	Parameter Label	Type/ Length	Req'd	Multi/ Single	Validation	List	Default Value	Help Text
1	Fiscal Year	4	Y	S	FTVFSYR	N	N/A	Enter Fiscal Year of the transactions to be reported.
2	Fiscal Period	2	Y	S	FTVFSPD	N	N/A	Enter the Fiscal Period of the transaction to be reported. Enter % for all periods
3	COAS Code	1	Y	S	FTVCOAS	Y	N/A	Enter COAS code of the transactions to be reported.
4	Fund Type	2	Y	S	FTVFTYP	Y	%	Enter the Fund Type of the transactions to be reported. Enter % for all Fund Types.
5	Fund Code	8	Y	S	FTVFUND	Y	%	Enter the Fund Code of the transactions to be reported. Enter % for all Fund Codes.
6	Organization Code	8	Y	S	FTVORGN	Y	%	Enter the Organization Code of the transactions to be reported. Enter % for all Organization Codes.
7	Account Type	2	Y	S	FTVATYP	Y	%	Enter the Account Type of the transactions to be reported. Enter % for all Account Types.
8	Account Code	8	Y	S	FTVACCT	Y	%	Enter the Account Code of the transactions to be reported. Enter % for all Account Codes.
9	Program Code	8	Y	S	FTVPROG	Y	%	Enter the Program Code of the transactions to be reported. Enter % for all Program Codes.

2. Report Examples

Here is an example of a run where there are missing attribute relationships for a fund and account:

```

PAGE 1
FZRSREC 7.3 MC: xxx                               South Dakota Board of Regents          RUN DATE 19-DEC-2007
                                                    FUNDS WITH MISSING ATTRIBUTES          RUN TIME 05:36 PM

Fund   STATECO  STATECE  STATESS  STATESU
-----  -
1110   NOTFOUND  NOTFOUND  NOTFOUND  NOTFOUND

PAGE 2
FZRSREC 7.3 MC: xxx                               South Dakota Board of Regents          RUN DATE 19-DEC-2007
                                                    ACCOUNTS WITH MISSING ATTRIBUTE ERRORS  RUN TIME 05:36 PM

Acct   STATESA
-----  -
2110   NOTFOUND

```

Report Example of a successful run:

FZRSREC 7.3 MC: xxx

South Dakota Board of Regents  
 State Expense Reconciliation Report  
 Fiscal Year: 2007 Period: 03

Page 1  
 RUN DATE 24-DEC-2007  
 RUN TIME 12:30:59 PM

State Company 2000  
 State Center 150101  
 State Account 52050821

Fund Code/title	Prog Code	Org code/title	Account Code	Activity	Location	Document	Description	Rule Class	Doc Ref Num	Trans Amount	Sign
1 RA001- Fund		10 10001 - Org	7120			J0000002	Testing a Journal	JE16		200.00	+
1 RA001- Fund		10 10001 - Org	7120			J0000003	Testing Accrual	JE16		250.00	+
1 RA001- Fund		10 10001 - Org	7130			J0000002	Testing a Journal	JE16		10.00	+
1 RA001- Fund		10 10001 - Org	7130			J0000003	Testing Accrual	JE16		30.00	+
YTD total Account 52050821			\$ 1,050.00	Reported Transaction Total for Account 52050821					490.00		

State Account 52050825

Fund Code/title	Prog Code	Org code/title	Account Code	Activity	Location	Document	Description	Rule Class	Doc Ref Num	Trans Amount	Sign
1 RA001- Fund		10 10001 - Org	7126			J0000004	Testing a Journal	JE16		600.00	+
1 RA001- Fund		10 10001 - Org	7139			J0000005	Testing Accrual	JE16		-120.00	-
1 RA001- Fund		10 10001 - Org	7139			J0000009	Testing a Journal	JE16		20.00	+
1 RA001- Fund		10 10001 - Org	7239			J0000010	Testing Accrual	JE16		30.00	+
YTD total Account 52050825			\$ 930.00	Reported Transaction Total for Account 52050825					530.00		

YTD Total Company 2000 Center 150101 \$ 1,980.00 Reported Transaction Total Company 2000 Center 150101 1,020.00

FZRSREC 7.3 MC: xxx

South Dakota Board of Regents  
 State Expense Reconciliation Report  
 Fiscal Year: 2007 Period: 03

Page 2  
 RUN DATE 24-DEC-2007  
 RUN TIME 12:30:59 PM

\*\*\* REPORT CONTROL INFORMATION - Release: 7.3 MC:xxx \*\*\*

Parameters have been entered via Job Submission.

Parameter Name	Value	Source	Message
Parameter Seq No:	10135		
Fiscal Year:	2007		
Fiscal Period:	03		
COAS Code:	1		
Fund Type:	FA		
Fund Code:	%		
Organization Code:	%		
Account Type:	%		
Account Code:	%		
Program Code:	%		

**4.9 Modification Reports**

N/A

**5 Database**

This section is reserved for information regarding the technical design and may be changed after specification approval without a change request as technical discovery commences.

**5.1 New Tables**

N/A

**5.2 Modified Tables**

N/A

**5.3 New Views**

N/A

**5.4 Modified View**

N/A

**5.5 New Functions**

N/A

**5.6 Modified Functions**

N/A

**5.7 New Procedures**

N/A

**5.8 Modified Procedures**

N/A

**5.9 New Packages**

N/A

**5.10 Modified Packages**

N/A

**5.11 New Other**

N/A

**5.12 Modified Other**

N/A

## **6 Approval to Proceed**

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The signatures below indicate that SDBOR 025 Accrual to Cash Process Functional Specification v2.doc meets the approval of the undersigned and thereby grants SunGard Higher Education the approval to proceed.

Please fax this approval page to Jason Norem at 610.578.3395.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name:

Print Title:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name:

Print Title:

## 7 Document History

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### Revision Record

Number	Date and Sections	Author	Notes
.01	12/17/07	Jason Norem	Initial Draft
.02	1/7/2008	Jason Noem/Dan Arnold	Changes made after internal review
1	1/8/2008	Jason Norem	Version sent to client
2	1/8/2008	Jason Norem	Updated version after client walkthrough
2.01	1/9/2008	Jason Norem	Updated based on email from client. Not a material change from the signed version 2.



