What is ROADS?

• ROADS
  Richmond’s
  Operational &
  Analytical
  Data
  Store

• The University’s data warehouse reporting system.
  • The data warehouse is a centralized repository of the University’s data designed for query and analysis rather than for processing transactions.
  • The data warehouse compliments the existing operational system, Banner.
  • Although ROADS is geared toward analytical processing of University data, it does contain the same transaction level data as Banner.
The Who...

Group 1: Continue to have Security/Access in Banner and ROADS

Super Users
• Super users include the school and division budget managers who are responsible for managing daily operations in Banner.
• ROADS reports will address the need to see the entire division along with individual transactions.

Group 2: Burst Reports

Vice Presidents and Deans
• Responsible for setting goals and objectives and for oversight of their entire division.
• From a budget reporting prospective, the ROADS reports have been designed to facilitate review of the entire division versus fund/org level review with current Banner reports.

Individual Budget Managers
• Individual users including faculty who are responsible for monitoring financial resources.
• They will continue to have reports (more robust) to meet their needs.
The Why…

1. The existing Banner Monthly Budget Reports provide information at the fund/org and account level with limited information on the budget detail and make high level review cumbersome.

New reports provide:
• Ability to conduct big picture analysis at the school or division level
• Documents were developed to allow for high level data retrieval, individual department analysis, or fund/org and account level review.
• The system allows for more dynamic querying and reporting and development of useful analytics.

2. Phase out of other systems
Beginning Spring 2015, the current Banner reporting tool, SQR will be "frozen" in time as the platform owner will no longer release patches, updates, fixes, etc. for the tool to ensure compatibility with system upgrades.

Similarly, the Discoverer reporting tool will no longer be supported beginning in June 2015.
The Pilot Group

Why?
Small scale roll-out so users can experiment with the budget document’s functionality, features, and data output and provide feedback before campus wide roll-out.

The Group’s Role
• Evaluate the document’s ease of use, functionality, etc.
• To run dual systems – Banner & ROADS and communicate presentation inconsistencies to OPB
• Provide feedback on areas of improvement including aesthetics
• Provide feedback on the varying perspectives the documents provide
Round 2

Three Highlights:
• Index Level documents include activity
• Detail of Transactions document has been revised
• Org Level Reports (burst) ready for review (difference between Discoverer)

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• Evaluate the document’s ease of use, functionality, etc.
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3 Documents

Budget to Actual Summary
Budget Summary
Detail of Transactions
Budget to Actual Summary
1. Begin by selecting the **Document Folder** - location of documents based on document type

2. Choose the desired document.

3. Select the desired prompts

   **Prompt** – A parameter used to filter data when executing a report or document. This is similar to existing Banner jobs that users run such as FPXTRAN. Options driven by Banner Permissions.

4. The output from a users prompt selection is the document

   **Documents** – A display of data from multiple reports with special functionality such as drilling and other interactive components.
FAQ: Index

Index is a convenience tool – it is a shortcut to the FOAPAL string with a default fund, org, and program. Activity is an optional default.

- The fund identifies the funding source and is tied to an organization.
- Organization codes are assigned to VP levels, schools, and departments through the use of Banner hierarchy levels.
- Program identifies how the funding category for financial statement purposes.
- Activity (optional) provides additional detail.

Required Segments for Posting an Entry

- Fund
- Org
- Account
- Program
- Activity
- Location-NA

Index

Optional input for Index
FAQ: Budget to Actual Summary By “Index”

- Provides detail of:
  - Continuing budget (original & adjusted)
  - Temporary budget (original & adjusted)
  - Selected current period & YTD expenses
  - Remaining available balance.

- Provides budget and actual details at the spending level by account with the ability to drill to transaction detail to review underlying information.
- The document can also be filtered by account and account level.

### Budget to Actual Summary by “Index”

Provides detail of temporary and continuing budget, selected current period & year to date expenses, with the remaining available balance. Drills to budget to actual detail for more information on account level activity.

**Fiscal Year:** FY14  
**Fiscal Period:** April

<table>
<thead>
<tr>
<th>Non-Labor Expenses</th>
<th>Program</th>
<th>Budget</th>
<th>Actual</th>
<th>Available Budget</th>
<th>% Spend</th>
<th>% Spend</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Continuing</td>
<td>Temporary</td>
<td>Total</td>
<td>Current Transactions</td>
<td>YTD Transactions</td>
</tr>
<tr>
<td>7000 - Operating Expenditures</td>
<td></td>
<td>$100</td>
<td>$0</td>
<td>$100</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>7017 Paper Supplies</td>
<td>261</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>7018 Computer Supplies</td>
<td>261</td>
<td>$1,575</td>
<td>$0</td>
<td>$1,575</td>
<td>$43</td>
<td>$805</td>
</tr>
<tr>
<td>7029 General Materials/Supplies</td>
<td>261</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>7031 Subscriptions</td>
<td>261</td>
<td>$450</td>
<td>$0</td>
<td>$450</td>
<td>--</td>
<td>$120</td>
</tr>
<tr>
<td>7032 Memberships</td>
<td>261</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>--</td>
<td>($20)</td>
</tr>
<tr>
<td>7044 Special Projects</td>
<td>261</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
<td>--</td>
<td>$100</td>
</tr>
<tr>
<td>7071 Vending</td>
<td>261</td>
<td>$675</td>
<td>$0</td>
<td>$675</td>
<td>--</td>
<td>$113</td>
</tr>
<tr>
<td>7072 Printing</td>
<td>261</td>
<td>$600</td>
<td>$0</td>
<td>$600</td>
<td>--</td>
<td>--</td>
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<tr>
<td>7081 Postage</td>
<td>261</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
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<td>--</td>
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<tr>
<td>7093 Fed Ex/UPS</td>
<td>261</td>
<td>$12,000</td>
<td>$0</td>
<td>$12,000</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>7101 Contractual Services</td>
<td>261</td>
<td>$1,600</td>
<td>$0</td>
<td>$1,600</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
The activity is an optional character code that is non-hierarchical and can be used to further define activities that cross funds and orgs.

- Although rarely used, provides departments a method of tracking specific revenues or expenses for a project or activity that the department needs to account for.

- Example:
  - A&S
    - Currently using activity to track professor start up funds.
    - One start-up org several activities to track specific spending for each professor.
Activity is now included with documents

- Filter in dynamic documents if left blank in the prompt
Detail of Transactions
Detail of Transactions

1. **Standalone:** Select the Detail of Transactions Document

2. Enter prompts, applicable month and activity if necessary
### Detail of Transactions

#### Budget to Actual Detail
- Provides detail on each transaction in the selected reporting period and clearly defines the transactions by type (continuing budget adjustment, temporary budget adjustments, and current revenue & expense transaction).
- Fund: 10000 - Current Unrestricted Fund
- Org: 2739 - Univ. Facilities/Boiler Plant
- Account Code:
- Fiscal Year: FY15
- Fiscal Period: November

<table>
<thead>
<tr>
<th>Account Code and Description</th>
<th>Transaction Date</th>
<th>Rule Class</th>
<th>Description</th>
<th>Document Number</th>
<th>User</th>
<th>Reference</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Budget Journals (BD01/BD10/BD20)</td>
<td>11/30/2014</td>
<td>HGNL</td>
<td>HR Payroll 2014 MO 12 0</td>
<td>F0074618</td>
<td>JMOGAN4</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>6121 Serv/Maint FT</td>
<td>11/29/2014</td>
<td>HGNL</td>
<td>HR Payroll 2014 BW 25 0</td>
<td>F0074666</td>
<td>JMOGAN4</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>6123 Serv/Maint OT</td>
<td>11/15/2014</td>
<td>HGNL</td>
<td>HR Payroll 2014 BW 24 0</td>
<td>F0074663</td>
<td>JMOGAN4</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>6124 Serv/Maint Other</td>
<td>11/11/2014</td>
<td>HGNL</td>
<td>HR Payroll 2014 BW 23 0</td>
<td>F0074492</td>
<td>JMOGAN4</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>6799 Staff Benefit Transfer</td>
<td>11/30/2014</td>
<td>HFNL</td>
<td>HR Payroll 2014 MO 12 0</td>
<td>F0074618</td>
<td>JMOGAN4</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>7029 General Materials/Supplies</td>
<td>11/30/2014</td>
<td>FT01</td>
<td>PS9010 Laminate</td>
<td>J0143091</td>
<td>jmorgan4</td>
<td>--</td>
<td>$2</td>
</tr>
<tr>
<td>7111 Rental Fees</td>
<td>11/11/2014</td>
<td>PPJV</td>
<td>November - Facilities Voucher</td>
<td>J0143141</td>
<td>SHOOF</td>
<td>--</td>
<td>$16,594</td>
</tr>
<tr>
<td>7193 Telephone Tolls</td>
<td>11/30/2014</td>
<td>TEJV</td>
<td>Nov Phone Expense</td>
<td>PH151130</td>
<td>THICKS</td>
<td>20151130</td>
<td>$12</td>
</tr>
<tr>
<td>7198 Cellular Telephones</td>
<td>11/30/2014</td>
<td>TEJV</td>
<td>Nov Phone Expense</td>
<td>PH151130</td>
<td>THICKS</td>
<td>20151130</td>
<td>$14</td>
</tr>
<tr>
<td>7255 Other Repair &amp; Maint</td>
<td>11/11/2014</td>
<td>INNI</td>
<td>Safety Kleen Corporation</td>
<td>J0829404</td>
<td>OPS1BANNER</td>
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<td>$265</td>
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<tr>
<td>7256 Vehicle Operation Expense</td>
<td>11/30/2014</td>
<td>PPJV</td>
<td>November - Gasoline Voucher</td>
<td>J0143132</td>
<td>SHOOF</td>
<td>--</td>
<td>$160</td>
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<td></td>
<td></td>
<td></td>
<td>November-Warehouse Mat'l Charges</td>
<td>J0143135</td>
<td>SHOOF</td>
<td>--</td>
<td>$333</td>
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</tbody>
</table>

**Total:** $102,105.35
Contrast to Existing Detail Report

- Does **not** provide a break out of transactions based on type (continuing budget, temporary budget, actual, encumbrances. All transactions are displayed together.

```
<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT TITLE</th>
<th>ADJUSTED</th>
<th>CURRENT PERIOD</th>
<th>BUDGET</th>
<th>ACTIVITY</th>
<th>RESERVATIONS</th>
<th>DOC</th>
<th>DOC REF</th>
<th>INVOICE</th>
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</thead>
<tbody>
<tr>
<td>7029</td>
<td>General Materials/Supplies</td>
<td></td>
<td>11.94</td>
<td>JP187591 ILASRADO</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>7029</td>
<td>OFFICEMAX CT*IN#0080001</td>
<td></td>
<td>-24.30</td>
<td>JP187592 ILASRADO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>OFFICEMAX CT*IN#00897889</td>
<td></td>
<td>24.30</td>
<td>JP187592 ILASRADO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>OFFICEMAX CT*IN#00897948</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7029</td>
<td>Account Totals</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7071</td>
<td>Vendacard</td>
<td></td>
<td>9.50</td>
<td>J0137374</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7193</td>
<td>Telephone Tolls</td>
<td></td>
<td>0.20</td>
<td>PH140531 20140531</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7193</td>
<td>May Phone Charge</td>
<td>0.00</td>
<td>0.20</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7198</td>
<td>Cellular Telephones</td>
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<td>129.98</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7198</td>
<td>May Phone Charge</td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revenue Detail Totals 0.00 0.00 0.00
Expense Detail Totals 0.00 234.35 0.00
NET Detail Totals 0.00 -234.35 0.00
```
FAQ: Contrast to Monthly Budget Report

- Does not provide users with a break out of continuing vs. temporary budget.
- Program only defined in the header.

![Monthly Budget Report Image]
Org Level Documents
The organization code identifies the unit of budgetary responsibility and/or departments within an institution.

- Org is normally used to define “who” spends the money and is responsible for tracking budget to actual activity.
  - Orgs only track revenue and expenses.
  - Orgs do not track cash, accounts receivable, accounts payable or any other asset or liability.

- Org/Fund relationships can be one to one, or one to many.

- Viewing org activity in Banner
  - Viewable in FGIBSDT

<table>
<thead>
<tr>
<th>Segment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Who is responsible for the money? Who does the money belong to?</td>
</tr>
<tr>
<td>(Org)</td>
<td>Who is spending the money?</td>
</tr>
</tbody>
</table>
The org hierarchy is an organizational structure where every entity in the organization is subordinate to a single entity.

The University is at the top of the organizational structure with subsequent levels beneath it.
Org Hierarchy

Hierarchy as displayed in banner
Org Hierarchy - Levels

Org Levels in Banner

- Org L1 – The University of Richmond

- Org L2 – (i.e. The Provost or Division VP)

- Org L3 – (i.e. Schools)

- Org L4 – (i.e. Department)

- Org L5

- Org L6

- Org L7

Data can be retrieved from ROADS based on the level of granularity desired by the user.
Data Enterable Orgs/ Departments (Level 5 in this example)
Where the financial activity occurs. Budget, revenues, expenditures and encumbrances (commitments) occur and are recorded in the org.
Currently

• Security in Banner is driven by fund and org combo (i.e. – many users across campus have access to fund 10000 – the data is limited to specific viewers based on org).

• However, within a department or unit, in order to secure viewing activity in Banner, the org chart was significantly expanded (i.e. travel funds within one department – each professor given his/her own org to limit access).

The Direction

• The goal is to limit Banner access/security to budget and accounting professionals (the super user group).

• Other users will continue to have accountability but from a report viewing perspective.
Distribution Example

Questions outstanding:
• Hyperlink vs. Attachment
• Multiple reports vs. multiple emails
• Hardcoding and managing users

Just don’t be alarmed when these start popping up in your email!
Next Steps

Further Review and comments

Jan - March  
(a) Distribution testing (Deans / Division heads?)
(b) Build-out additional org levels that will be burst
(c) Continue cleaning documents

Round 2 – Pilot Group

March  
Small Group Training with Larger Pilot Group

May  
Department Training (burst vs. power-users/database)

7/1/2015  
Lock down documents

Feedback & Surveys

Ongoing  
Surveys will be provided to solicit feedback on the documents, system, etc.

Survey for today’s training – link will be emailed