

Banner Index Codes

- Many Banner forms use the Banner Index field to retrieve and post information. Index codes were developed to save time and ensure that data is accurately entered into Banner. An Index is the same 6 digit code as a 6 digit organization (org code) and defaults to a unique combination of Fund, Org (organization), and Program code that represent part of the FOAPAL in Banner.
- The Banner FOAPAL can be a complex concept to grasp, but here is a simple way to think of how transactions are organized by the FOAPAL:
 - I made a purchase using this money (**FUND**) for my department (**ORG**). I purchased this type of product or service (**ACCOUNT**) to fulfill this particular function (**PROGRAM**).
- An index code can be compared to a bank account number. When you provide a bank with your account number, the bank knows who you are and the routing number to which account your money is to be deposited or withdrawn. In the same way, when you provide Banner with an Index code, Banner knows your Org, and to which Fund and Program your Org's money is to be deposited or withdrawn.

Banner Index Codes

Organization Type	Banner Index/Org Code Range	Fund Source
Education & General Operating	1XXXXX	State Funds
Qatar Operating Accounts	HQXXXX	State Funds
FACR	2XXXXX	State Funds
HEETF	EFTXXX	State Funds
Auxiliary Enterprises	31XXXX-35XXXX	State Funds
Auxiliary Enterprises	36XXXX-39XXXX	Local Funds
Unrestricted Local	4XXXXX	Local Funds
Sponsored Programs	5XXXXX	State Funds
General Fund Appropriations	AXXXXX	State Funds
Service	CXXXXX	State Funds
General Fund Scholarships	FAXXXX	State Funds
Eminent Scholars General Fund	SAXXXX	State Funds
Eminent Scholars Foundation	SSXXXX	State Funds
Pool Accounts	TXXXXX	State Funds
Work Study	WXXXXX	State Funds
Restricted Local	6XXXXX	Local Funds
Federal Financial Aid	FFXXXX	State Funds
Moving and Relocation Accounts	PRXXXX	State Funds
Agency Fund	8XXXXX	Agency Funds
Hospital Services	H8XXXX	State Funds

LEDGERS

Banner indexes (org codes) are grouped by type. The first one to three digits identifies the ledger and type of organization.

State Fund Indexes-Ledgers 1, 2, 3, 5, H8, etc. State rules apply to these indexes. State regulations prohibit many types of expenses including alcohol, entertainment, social club memberships, Christmas expenditures, gifts or donations. Since these funds belong to the Commonwealth, departments are prohibited from processing expense transfers that charge (debit) a state index and credit a local index.

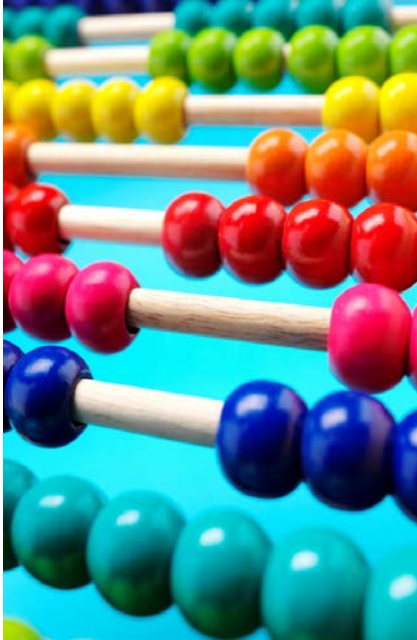
Local Fund Indexes-Ledgers 3, 4, and 6. In this case, the money in these orgs belongs to the University and is generally earned through gifts, investment income or income on endowments. Local fund indexes have fewer restrictions on expenditures.

LEDGERS

Agency Fund Indexes-Ledger 8. The cash in these orgs belong to student, faculty or other organization. The University has no claim on these funds, but rather acts as the paymaster for these organizations.

Accounts in Banner Finance

The Account is a 5 or 6 digit code that identifies the type of activity occurring in a fund or organization.



Activity is identified by the first digit:

- 1=Asset Accounts for Funds
- 2=Liability Accounts for Funds
- 3=Fund Balances and Control Accounts for Funds
- 4=Revenue Accounts for Organization Codes
- 5=Labor (salaries, fringe benefits, etc.) Accounts for Organization Codes
- 6=Other Cost Accounts (supplies, services, non-labor) for Organization Codes
- 7=Equipment and Capital Project Construction Accounts for Organization Codes
- 9=Transfer Accounts for Organization Codes

Banner account 620012, for example identifies a payment, encumbrance or other transaction for office supplies.

Accounts

Transactions are recorded in 6 digit accounts. Budget is often recorded in 5 digit summary accounts known as Budget Pools. See the example below.

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.4 (PROD)

Chart: V
Fiscal Year: 12
Index: 121101

Organization: 121101 Financial Reporting
Fund: 9100EG E and G General
Program: 5100 Fiscal Operations
Account:
Account Type:
Activity:
Location:

Query Specific Account
 Include Revenue Accounts

Commit Type: Both

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60000	E Contractual Services	15,650.00	0.00	0.00	15,650.00
600080	E Technical and Computer Co	0.00	0.00	9,000.00	-9,000.00
600087	E Personnel Mgmt Svs	0.00	0.00	0.00	0.00
60016	E Other Services	2,000.00	0.00	0.00	2,000.00
600212	E VITA Computer Oper Servis	0.00	84.25	0.00	-84.25
62000	E Supplies	22,000.00	0.00	0.00	22,000.00
620002	E Undistributed Charge Card	0.00	2,480.38	0.00	-2,480.38
620012	E Office Supplies	0.00	3,227.34	0.00	-3,227.34
620014	E Books Other Than Professic	0.00	340.50	0.00	-340.50
620018	E Computers less than 5,000	0.00	13,140.91	0.00	-13,140.91
620027	E Fuel University Vehicles and	0.00	66.10	0.00	-66.10
63000	E Telephone and Network Co	9,000.00	0.00	0.00	9,000.00
Net Total:		-1,932,332.00	-898,171.30	9,000.00	

Sup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 15/51 | ... | <OSC>