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number to which account your money is to be deposited or withdrawn.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 Organization’s money is to be deposited or

withdrawn.

1

Banner Index Codes

Organization Type

Education & General Operating

Qatar Operating Accounts FACR

HEETF

Auxiliary Enterprises
Auxiliary Enterprises

Unrestricted Local

Sponsored Programs

General Fund Appropriations

Service

General Fund Scholarships
Eminent Scholars General Fund

Eminent Scholars Foundation

Pool Accounts Work Study

Restricted Local

Federal Financial Aid

Moving and Relocation Accounts

Agency Fund

Hospital Services

Banner Index/Org Code Range Fund Source

1XXXXX State Funds

HQXXXX State Funds

2XXXXX State Funds

EFTXXX State Funds

31XXXX-35XXXX State Funds

36XXXX-39XXXX Local Funds

4XXXXX Local Funds

5XXXXX State Funds

AXXXXX State Funds

CXXXXX State Funds

FAXXXX State Funds

SAXXXX State Funds

SSXXXX State Funds

TXXXXX State Funds

WXXXXX State Funds

6XXXXX Local Funds

FFXXXX State Funds

PRXXXX State Funds

8XXXXX Agency Funds

H8XXXX State Funds

2

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.

3

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.

4

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.

5

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.

6