

Banner Finance Terminology

The Banner Chart of Accounts is made up of 4 mandatory & 2 optional data elements

Required

F - Fund (source of \$)

O – Organization (budgetary unit)

A – Account (rev/exp category)

P – Program (fin statement category)

Optional (and not being used in Banner)

A - Activity

L - Location

<u>Term</u>	<u>Definition</u>
Fund	<p>The F in FOAP. The fund code is a six-digit designation that identifies a source of funds. The first digit of the fund code begins with a number 2-9.</p> <p>2xxxxx = Operating 3xxxxx = Designated 4xxxxx = Endowment 5xxxxx = Research 6xxxxx = Other restricted 7xxxxx = Plant 8xxxxx = SABO 9xxxxx = Loans</p>
Organization	<p>The O in FOAP, often referred to as Org. The organization code is a six-digit code that identifies a unit of budgetary responsibility and/or a department within an institution. The org code always begins with the number 1.</p>
Account code	<p>The A in FOAP. The account code is a 5 digit number that relates to a revenue or expense type. The Banner account code is equivalent in meaning to the FRS object code. In most cases, the last 4 digits of the account code is equivalent to the FRS object code.</p>
Program	<p>The P in FOAP. The program code is used primarily as a method of classifying transactions for financial statement purposes.</p>
Activity	<p>The second A in FOAPAL. The activity code is an optional field that is <u>not being used in Banner Finance.</u></p>
Location	<p>The L in FOAPAL. This code is primarily used with Fixed Asset</p>

	module and is <u>not being used in Banner Finance.</u>
Index	Six-digit Banner number that can be used in place of the related Fund, Organization, and Program field codes. In most cases, the FRS account number is being used as the Banner index code.

Terminology related to the columns on Banner queries

<u>Term</u>	<u>Definition</u>
Adopted Budget	Original budget allocation given at the beginning of the Fiscal Year.
Budget Adjustment	Any additions or reductions made to the budget since the original allocation. This includes Temporary adjustments.
Accounted Budget	Current Budget. Original Budget plus or minus any Budget Adjustments. This is a system-generated column, which does not allow for “drilling” down to details.
Temporary Budget	Adjustments to budget in the current year that are temporary in nature.
Adjusted Budget	Current Budget. Original Budget plus or minus any Budget Adjustments. Total of all budget transactions. Details on actual transactions can be obtained by “drilling” down on this field.
Year to date	Year-to-date activity. Represents actual revenue and expenditures posted. For a Grant Inception to Date Query, this column will be titled Grant Inception to Date.
Encumbrances	Generated by purchase orders and general encumbrances; funds committed for future payments.
Reservation	Generated by requisitions; funds committed for future payments.
Commitment	Equal to the total budget set aside for future obligations. Commitments are the sum of Reservations and Encumbrances.
Available Balance	Remaining Budget left to spend. = Adjusted Budget +/- Commitments +/- Year to date

Terminology related to the parameters on Banner queries (in addition to FOAP)

<u>Term</u>	<u>Definition</u>
Fiscal Year	Represents the University’s fiscal year from July 1st to June 30th. For example “2009” relates to the year starting July 1st 2008, and ending June 30th 2009. NOTE: Information in Northeastern University’s Banner system begins with Fiscal year 2009. Therefore, no

	information for Fiscal Years prior to 2009 will be available on the system.
Fiscal Period	<p>The number related to the fiscal month.</p> <p>NOTE: The university fiscal year starts July (Not January), Therefore the month of May would be fiscal period “11” (not “05”).</p> <p>Note: NU does not use period 13 and 14.</p>
Chart, COA, Chart of accounts	Value representing a chart of accounts in Banner Finance. N is the character that represents the only chart being used.
Grant	The Grant number is a value that is assigned to all inception-to-date type funds. Although the field in Banner is named Grant, its use is not limited to research grant funds. Grant records are created for all non fiscal year funds.
Fund Type	<p>Funds rollup into a specific Fund Types. The Banner system has some reports which allow Fund Type as an optional parameter value to be requested.</p> <p><i>For a complete list of fund types, use the Code lookup function on your SSB query</i></p>
Account Type	<p>Account codes rollup into a specific Account Types. The Banner system has some reports which allow Account Type as an optional parameter value to be requested.</p> <p><i>For a complete list of account types, use the Code lookup function on your SSB query</i></p> <p><i>Note – 76 is the account type for discretionary spending pool</i></p>

General Terminology

SSB	Self Service Banner. Refers to the web based method of access to the Banner System used by most people. Functionality is limited to Reqs, Approvals, Queries and Budget Transfers.
INB	Internet Native Banner. Refers to the access method used primarily by Finance department users. Includes more functionality than SSB (e.g. creating invoices and Purchase Orders).

Address type	People and vendors within Banner can be set up with multiple address types. Examples for people are permanent, home and office. Examples for vendors are order from (PO) and remit to (AP).
Buyer	The individual in the Purchasing Department who created the PO.
Commodity	The item(s) or service(s) being purchased.
Commodity Level Accounting	A way of processing requisitions and purchase orders in which each “line” (commodity) of the requisition will have its own accounting distribution (FOAP). This option is not available using SSB for creating a requisition.
Document level Accounting	A way of processing requisitions or purchase orders in which the accounting distribution (FOAP) entered on the requisition applies to the whole requisition.
NSF	Non sufficient funds.
Requestor	The person who is logged into the system creating a requisition will default in as the Requestor. This name can be changed by the user. The name appears on the printed PO.
Requisition.	A request to make a purchase. Approved requisitions get converted into Purchase Orders.
Rule class code	Value representing the type of transaction (Requisition, PO, etc.) See Common Rule Codes doc for a complete list.
User ID	The ten character identification number associated with Banner Finance system users. The value is the person’s NUID preceded by the letter N.