Banner transactions
Banner Terminology & Edgar Web Applications
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Understanding the Accounting Distribution Line

The **Accounting Distribution Line** in Banner is made up of 6 components: **Fund**, **Organization**, **Account**, **Program**, **Activity** & **Location**… often referred to as **F O A P A L** .

Fund | The source of the funding

- o   6 characters (except for A1)
- o   Always starts with a letter
- o   First character tells you the type of fund:

FUND	DESCRIPTION	TYPE
A1	University Current Unrestricted	FY
D	Internally Designated Funds	FY w/ CF
G	Gift Funds	FY w/ CF
H	Endowment Funds	FY w/ CF
R	Research Funds	ITD
B, P, M	Project Management	ITD

- ➢   FY = Budgets for these funds start and end with the Fiscal Year
- ➢   ITD = Inception-To-Date = ITD funds have a begin and end date
- ➢   CF = Fund balances Carry Forward to the new fiscal year

Hint | Locating your Fund using the LOV Search Feature within Edgar WebApps

- o   On any Web Application: Enter your ORGN code
- o   Enter at least <u>1 digit</u> into the **Fund Box** then press the 'List Funds' LOV Button
    - ➢   A list of Fund that you have access to within the ORGN code entered will appear. Select the corresponding radio button to select the Fund.
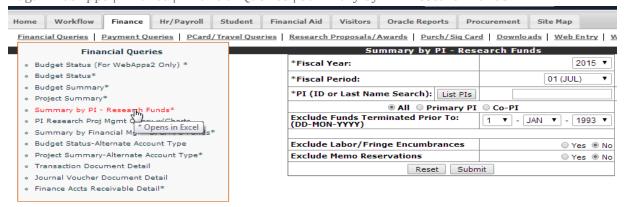
BANNER TRANSACTIONS
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Fund Owners

- **Principal Investigator**
  - Qualified person designated by the institution to direct a research project or program.
  - PI's oversee the scientific and technical aspects of a project and the day-to-day management of the research.
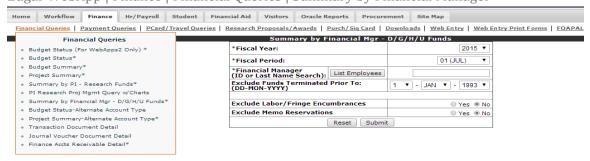 - R (research funds) only.

Edgar WebApps | Finance | Financial Queries | Summary by PI – Research Funds

- **Financial Manager**
  - Similar to PI (Principal Investigator) except for _non_ R(research) funds
  - Assigned to D, G or H funds
  - Set up through the Controller's office (contact Crystal Davis)

Edgar WebApp | Finance | Financial Queries | Summary by Financial Manager

  - FM information also available on the **Fund Code Download**

Gift VS Revenue Funds

  - If you do not have an established fund, you must determine whether the money is **gift** or **revenue**. **Gifts** are given without any expectation by the donor of receiving something in return. **Revenue** is payment in exchange for goods and services.

Gift	Revenue
Sponsorship	Tickets to a special event
Scholarship	Tuition
Endowment	Registration fee
Trust	Greensheet sales

Orgn (Organization) |The department responsible for managing the funds

- o 6 characters
- o Always numeric
- o Example: 101000 President's office
  - First Number indicates DIVISION (ex: 1)
  - First Three Numbers indicate DEPARTMENT (ex: 101)
  - All Six Numbers indicate ORGANIZATION within Dept (ex: 101000,101025)

DIVISION	DESCRIPTION
0	Resource Development
1	President's Office
2	Provost
3	School of Humanities
4	School of Natural Sciences
5	Dean of Undergraduates
6	Finance & Administration
7	Brown School of Engineering
8	School of Social Sciences
9	VP Investments/Treasurer

Acct (Account) | The type of revenue or expenditure

- o   Five characters
- o   Always numeric
- o   First TWO DIGITS indicate ACCT TYPE
- o   All FIVE DIGITS indicate ACCT CODE

Acct Type	DESCRIPTION
50	External Sales
58	Internal Sales
60	Labor Expenditures
62	Fringe Benefits
70	Supplies & Expenses
72	Travel
74	Facilities & Admin Costs
75	Equipment/Capital Improvements
80	Transfers Between Funds

Creating a List of Account Codes

To create a list of account codes used at Rice University.
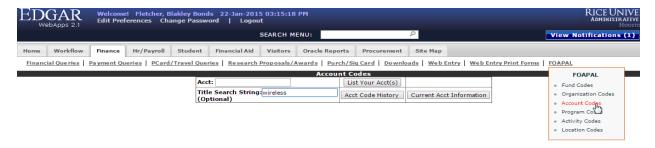
Edgar WebApps | Finance | Downloads | Account Codes

- o   Enter a range of account codes (example: to list all Expense acct codes enter 70000 to 79999)
- o   Uncheck the PREVIEW FIRST 50 RECORDS button

Enterable	Web Entry	PCard	Term Date
Y = Data enterable	Y = Permitted for web entry forms	P = Permitted for PCard Reallocations	Account can no longer be used
N = Budget entries only	N = Not permitted for online use	T = Permitted for Travel	
		N = Permitted for neither Travel + PCard	
		B = Permitted for both Travel + PCard	

Searching for a single account code

Edgar WebApps | Finance |FOAPAL | Account Codes

- o You can search by Account Code or Title string (example: search for 'Wireless' to find all account codes related to wireless charges)
  - • 'Account Code History' will return both terminated and active codes
  - • 'Current Account Information' will return only active codes

Prog (Program)
- o Automatically assigned by Banner based on the Fund + Orgn. Used by the Controller's Office for financial reporting and time & effort reporting.

Actv (Activity)
- o Optional | Department defined.
- o You decide which code to use, what activity (or person or event) it will indicate and when to use the code.
- o Aids intra-departmental project management and expense activity tracking.

Locn (Location)
- o Used to indicate cost share matching for grants. They are generally used only with payroll in research departments, but can include S&E or Equipment depending upon the grant. Assigned by the Controller's office.

Category Codes
- o Optional field for D, G and H funds | One category per fund can be added
- o 6 characters
- o Displayed on the Fund Code Download
- o Set up through the Controller's Office (contact Crystal Davis)