

BANNER TRANSACTIONS

BANNER TERMINOLOGY & EDGAR WEB APPLICATIONS

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 **FOAPAL**.

Fund | The source of the funding

- 6 characters (except for A1)
- Always starts with a letter
- 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

- On any Web Application: Enter your ORGN code
- Enter at least 1 digit 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.

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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

The screenshot shows the Banner Financial Queries interface. On the left is a navigation menu with 'Financial Queries' selected. The main content area is titled 'Summary by PI - Research Funds' and contains the following fields:

- *Fiscal Year: 2015
- *Fiscal Period: 01 (JUL)
- *PI (ID or Last Name Search): [List PIs] [Text Box]
- Radio buttons: All, Primary PI, Co-PI
- Exclude Funds Terminated Prior To: (DD-MON-YYYY) 1 - JAN - 1993
- Exclude Labor/Fringe Encumbrances: Yes No
- Exclude Memo Reservations: Yes No
- Buttons: Reset, Submit

- **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

The screenshot shows the Banner Financial Queries interface for 'Summary by Financial Mgr - D/G/H/U Funds'. The main content area contains the following fields:

- *Fiscal Year: 2015
- *Fiscal Period: 01 (JUL)
- *Financial Manager (ID or Last Name Search): [List Employees] [Text Box]
- Exclude Funds Terminated Prior To: (DD-MON-YYYY) 1 - JAN - 1993
- Exclude Labor/Fringe Encumbrances: Yes No
- Exclude Memo Reservations: Yes No
- Buttons: Reset, Submit

- 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

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

- 6 characters
- Always numeric
- 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

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Acct (Account) | The type of revenue or expenditure

- Five characters
- Always numeric
- First TWO DIGITS indicate ACCT TYPE
- 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

The screenshot shows the EDGAR WebApps 2.1 interface. At the top, it says 'Welcome! Fletcher, Blakley Bonds 22-Jan-2015 03:06:06 PM' with links for 'Edit Preferences', 'Change Password', and 'Logout'. Below this is a 'SEARCH MENU:' field. A navigation bar contains links for Home, Workflow, Finance, Hr/Payroll, Student, Financial Aid, Visitors, Oracle Reports, Procurement, and Site Map. Below the navigation bar are links for Financial Queries, Payment Queries, PCard/Travel Queries, Research Proposals/Awards, Purch/Siq Card, Downloads, Web Entry, and Web Entry Print Forms. The main content area is titled 'Account Codes' and contains a form with the following fields: 'Account Code From:' with the value '70000' and a 'List Accts' button; 'Account Code To:' with the value '79999' and a 'List Accts' button; 'Include Headings in File?' with radio buttons for 'Yes' (selected) and 'No'; and a checkbox for 'Preview first 50 records'. At the bottom of the form are 'Submit' and 'Clear' buttons.

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

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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

The screenshot shows the EDGAR WebApps interface. At the top, there's a navigation bar with 'Home', 'Workflow', 'Finance', 'Hr/Payroll', 'Student', 'Financial Aid', 'Visitors', 'Oracle Reports', 'Procurement', and 'Site Map'. Below this is a search menu with a search string 'wireless' entered in the 'Title Search String (Optional)' field. To the right, a dropdown menu for 'FOAPAL' is open, showing options like Fund Codes, Organization Codes, Account Codes, Program Codes, Activity Codes, and Location Codes. The 'Account Codes' option is highlighted.

- 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)

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

Actv (Activity)

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

Locn (Location)

- 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

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