CONTENTS *(click on title to navigate to each section)*

UNIVERSITY STRUCTURE *(click here to return to contents)*

University Administration

Responsible for the overall guidance and strategic direction of the University; includes the Board of Trustees, President's Cabinet, University Senate, Staff Council, and the Student Government Association.

Provost
Leads academic affairs and is responsible for each of the University's academic colleges, plus the Graduate School, University College, & Honors College.

Marketing and Communications
Responsible for developing strategic messaging consistent with Ball State's mission, enduring values, strategic priorities, institutional identity (branding), and positioning.

General Counsel
Provides advice, counsel, and training in all legal areas affecting the University; serves as the point of contact for all external legal matters, including with state and federal agencies.

Strategy
Provides University-wide leadership in the development and implementation of the strategic plan for the University; oversees the offices of Strategic Planning Support, Institutional Research and Decision Support, and Community Engagement.

Enrollment Planning & Management
Responsible for admissions, financial aid and scholarships, registrar, and Cardinal Central.

Business Affairs *(additional detail on following pages)*
Responsible for business operations and financial planning for the University.

Information Technology
Provides and supports technology, communications, information, and collaborative services for the Ball State community.

Governmental Relations
Serves as Ball State University's principal voice and liaison with lawmakers, staff, and government agencies in local, state, and federal government.

Student Affairs
Provides direct student services and programming to enhance educational experience, such as housing, health services, counseling, and student employment.

Ball State Foundation/Alumni Association
Serves to help connect alumni, friends, and the community to Ball State through engagement and philanthropy.

People & Culture
Encompasses human resources services for the University, including recruiting, payroll, employee benefits, employee relations, and working well.

Intercollegiate Athletics
Supports 19 Division I athletics programs.

Division of Business Affairs

University Controller
- Financial Reporting, Training & Systems Management
- Cash & Investment Management
- Tax Compliance
- Accounts Payable
- Student Financial Services

University Budgets
- Budget Development & Administration
- Capital Finance

Internal Audit and Advisory Services

Ball State Sustainability

Business & Auxiliary Services
- Purchasing / Central Stores
- Business Services
- University Dining/Catering
- Recreation Services
- Printing Services
- Risk Management

Facilities Planning & Management
- Construction
- Building Services
- Facilities Planning
- Operations
- Landscape Services
- Transportation Services

Financial Reporting, Training & Systems Management

Email: erpfinance@bsu.edu	Phone: **765-285-8444**
Key Responsibilities:	Financial Reporting, Financial Transactions Oversight, Financial Systems Security/ Access/Maintenance, Financial Systems Training, Fixed Asset Accounting
Key Resources:	Closing Schedules/Fixed Asset Info./Journal Voucher FAQs Banner Resources & Training Finance System Access Requests *(see Requesting Finance System Access section for more info.)* Expense Reimbursement Policy (Accountable Plan) Allowable Expenditures Policy Procedure for Research Incentives (Tango Gift Cards)

Accounts Payable

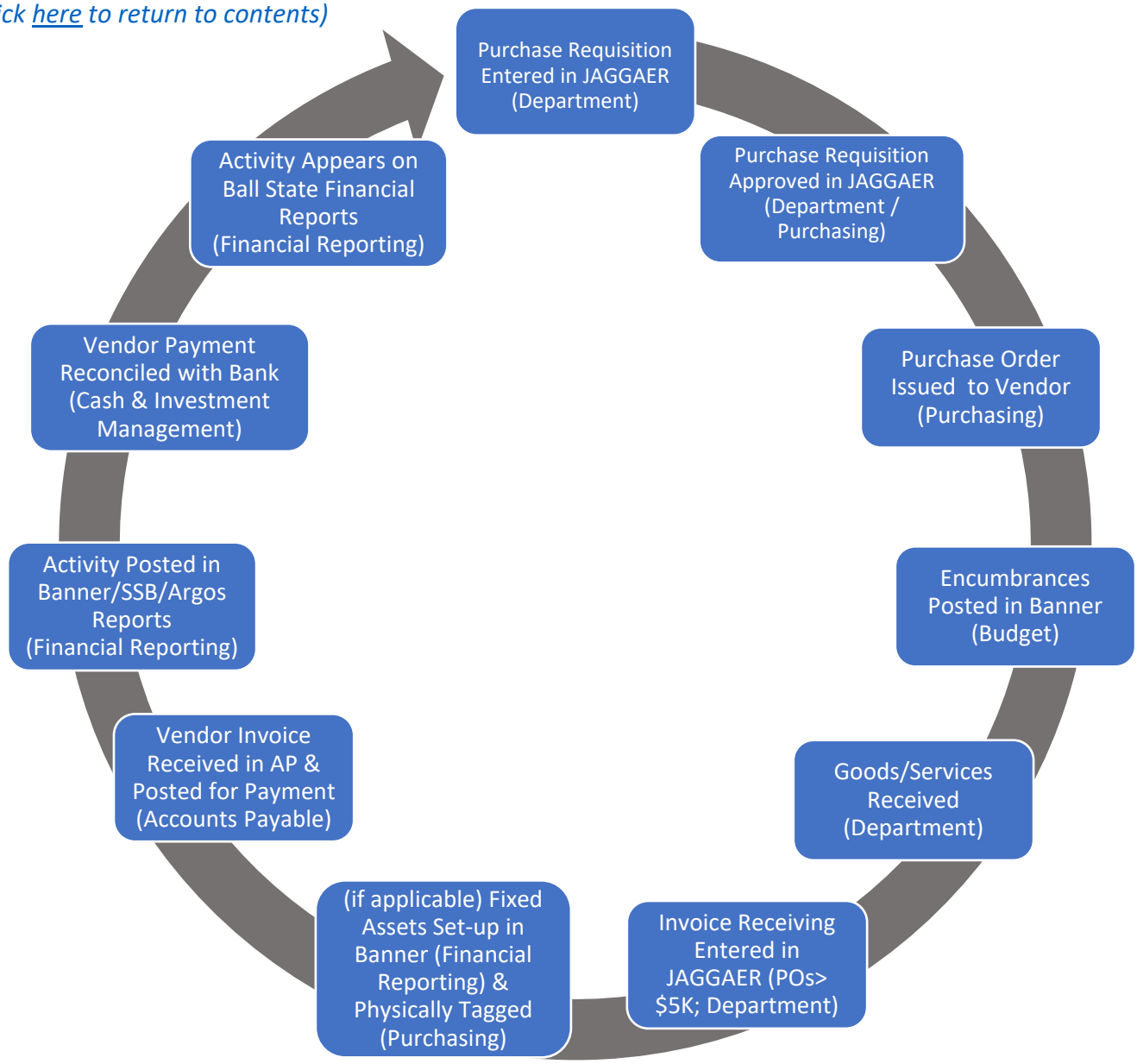
Email: ap@bsu.edu	Phone: **765-285-1327**
Key Responsibilities:	Purchase Order Invoices, P-Card Statements/Audits, Direct Payment Requests, Chrome River, Travel Expense Reimbursements, Travel Booking, Direct Travel Payments
Key Resources:	Ball State Travel Policy Travel Info. & Training Non PO Payment Request Form Instructions Invoice Notes and FAQ

Purchasing

Email: procurement@bsu.edu	Phone: **765-285-1532**
Key Responsibilities:	JAGGAER, Purchasing Requisitions/Orders, P-Card Administration, Bids/Request for Proposals (RFPs), Office/Equipment Moves, Central Mail, Central Stores
Key Resources:	Purchasing Card Policy General Procurement Policies & Procedures JAGGAER Training Manual

P2P (PROCURE TO PAY) CYCLE (for Showcase Suppliers and Non-Catalog Items)

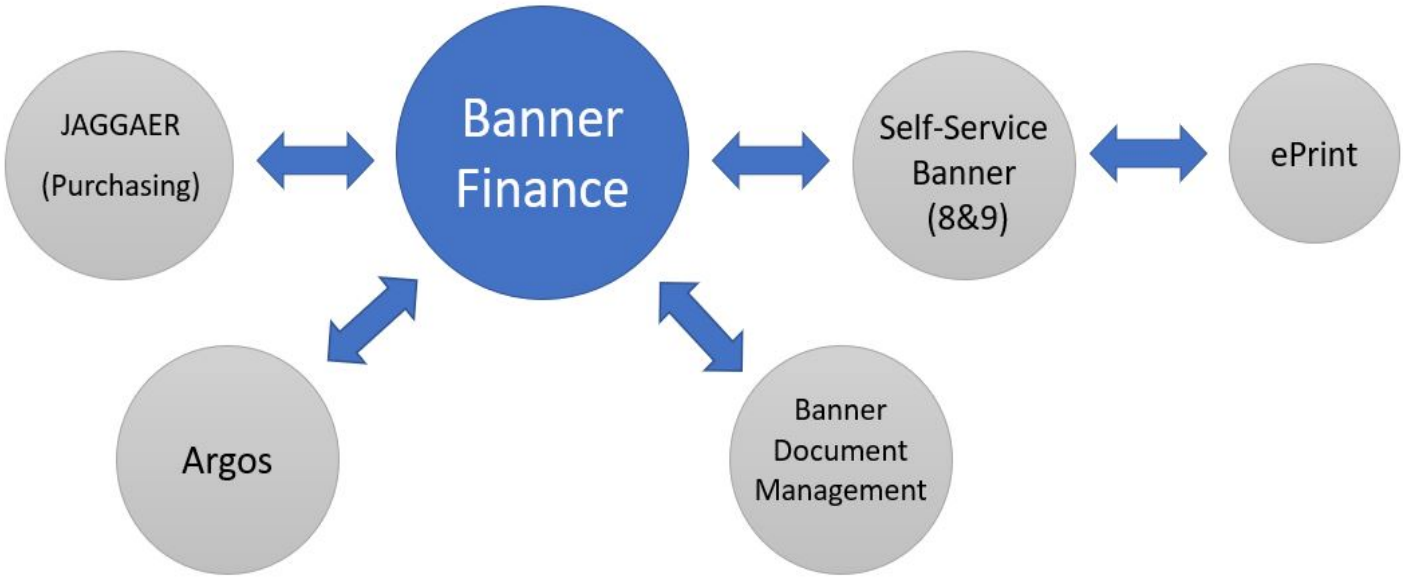
(click here to return to contents)



Variations to this process could include:

- P-Cards (used to make allowable, small charges [less than $2,500] directly with vendors – be sure to review additional information, forms, and policies on the Purchasing website)
- JAGGAER Supplier Request Form (used to set-up suppliers that have not been used in the past 24 months)
- JAGGAER Sole Source Request Form (used for orders >$15,000 when only one supplier source is available)
- JAGGAER Non PO Payment Request Form (used for direct pay or after the fact transactions)
- JAGGAER Wire Request Form (used to remit payment to vendors through a wire transfer)
- Bid Process (competitive bids may be issued for purchases between $1,000-14,999, and are required for purchases greater than $15,000)

FINANCIAL SYSTEMS OVERVIEW *(click here to return to contents)*



Banner Finance
Primary enterprise system for University financial transactions. Security access to Banner Finance must be requested through ServiceNow *(see "Requesting Finance System Access" section)*.

Access from myballstate.bsu.edu, select "Banner" (*see below for illustration*).

Self-Service Banner (SSB) - Finance
Allows you to perform key Banner functions and queries without going directly into Banner. There are currently two SSB versions available to users, SSB9 and SSB8 (SSB Old). In the near future, SSB8 will be discontinued. Security access to Self-Service Banner is granted as part of Banner Finance general access.

Access from myballstate.bsu.edu, select "Self-service Banner" or "Self-service Banner (old)" (*see below for illustration*).

Argos Finance
Used to view key financial, budget, and payroll reports using data pulled directly from Banner Finance. Security access to Argos Finance must be requested through ServiceNow *(see "Requesting Finance System Access" section)*. Most Argos Finance reports require specific fund/org access, therefore access to Argos will be limited without Banner Finance general access.

Access from myballstate.bsu.edu, select "Argos Web Viewer" or "Argos Developer" (*Argos Developer requires special access; see below for illustration*).

Banner Document Management (BDM)
Centralized, electronic repository for University documents. B-F-DOCS is the most commonly accessed BDM folder, which allows users to see documentation related to journal vouchers and purchase requisitions/ invoices. Security access to B-F-DOCS is granted as part of Banner Finance general access. Other folders must be requested through ServiceNow *(see "Requesting Finance System Access" section)*.

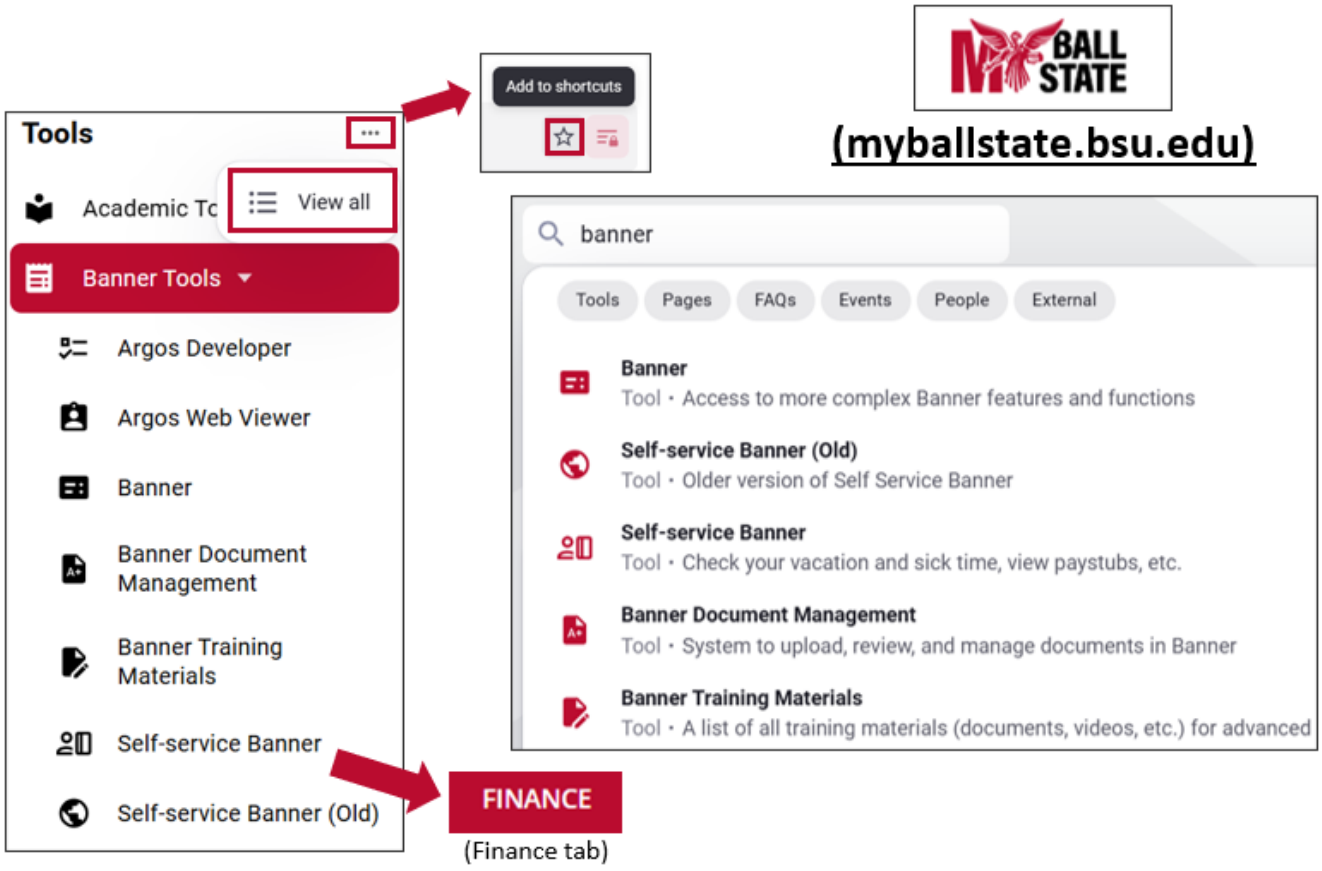
Access from myballstate.bsu.edu, select "Banner Document Management" (*see below for illustration*).

ePrint
Used for viewing automated reports generated from Banner. Security access to all ePrint reports is granted as part of Banner Finance general access ***except*** "Payroll Distribution Report (NHRDIST)". To gain access to NHRDIST, see the Requesting Finance System Access section and select "ePrint - Payroll Distribution Report (NHRDIST)". Also, all ePrint reports require specific fund/orgs to access, so please be sure to list all fund/orgs you need access to on your access request.

Access from Self-Service Banner (*see Self-Service Banner section for illustration*).

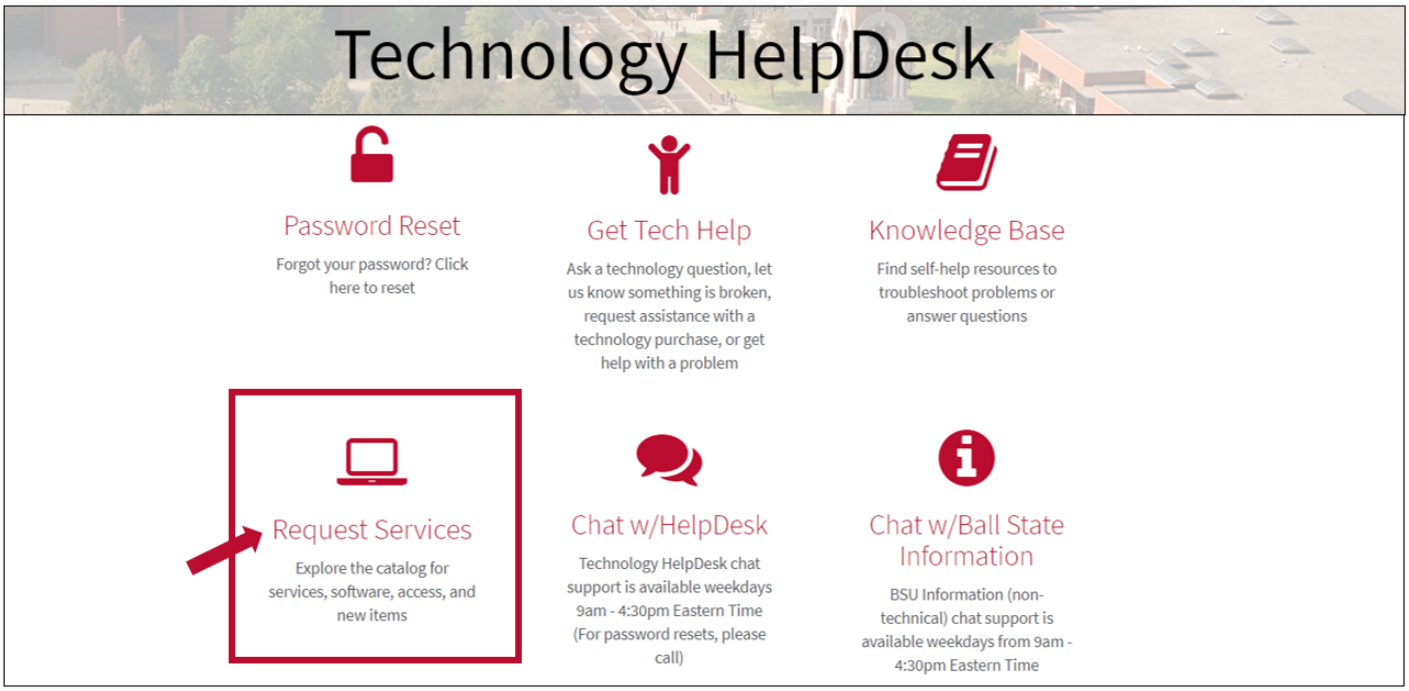
JAGGAER
Online procurement system for the University. Security access to JAGGAER must be requested through ServiceNow *(see "Requesting Finance System Access" section)*.

Access from myballstate.bsu.edu, select "JAGGAER".



REQUESTING FINANCE SYSTEM ACCESS *(click here to return to contents)*

Access to all financial systems can be requested through the help desk: **bsu.service-now.com/helpdesk**



Argos
Request security access to Argos.

Banner - Finance
Access to create or approve journal vouchers and to review financial transactions in application navigator or SSB.

SciQuest
Access to become an approver, requestor, or shopper in BSU's purchasing and acquisition system.

Select the appropriate security access form

BDM
Request security access to BDMS.

*** Access to B-F-DOCS is automatically granted with Banner access**

ePrint - Payroll Distribution R…
Request security access to ePrint.

*** Access to ePrint reports, with the exception of payroll distribution, is automatically issued with Banner access**

Who can I request finance system access for?

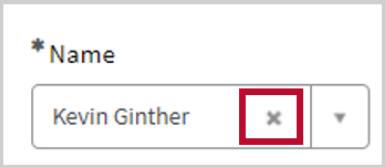
For Yourself

Ensure your personal information on ServiceNow form is accurate

- Name/phone/email/dept./supervisor
- If *not correct,* please **DO NOT** manually update – contact HR or (in unique situations) Controller's Office

For Someone Else

Click on "X" next to name to update



When can I request finance system access?

New BSU Employee
Access can be requested prior to start date if ALL info. populates correctly on ServiceNow form

Existing Employee / Same Position
Request access at any time

Existing Employee / New Position
Request access AFTER start date as all security access will be wiped with new position #

Exiting Employee
Access can be requested to be removed at any time, but if an employee takes a new position or leaves the University, most access will be removed automatically

FOAPAL DEFINITION & COMPONENTS *(click here to return to contents)*

- FOAPAL codes align to our chart of account structure in Banner Finance
- The first four codes (FOAP) are required for financial transactions; the last two (AL) are optional

F	O	A	P	A	L
FUND CODES	ORGANIZATION CODES	ACCOUNT CODES	PROGRAM CODES	ACTIVITY CODES	LOCATION CODES

Fund Codes F

- Fund codes represent different funding sources for the university
- Can be defined as "WHERE" the funds being used are coming from
- Fund codes are typically six digits
- Most commonly used fund is 100100 (Current Operating Fund)

Unrestricted Funds
- **100xxx-101xxx Range**
- General operating funds
- Can be used by multiple orgs.

Designated Funds
- **11xxxx-17xxxx Range**
- Departmental, sponsored projects/RIA, internal grants, field studies, immersive learning, special events, student affairs, etc.

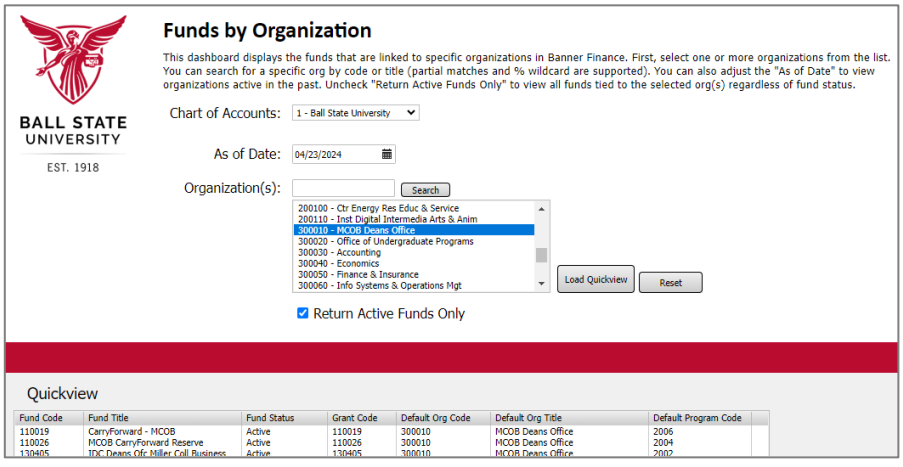
Restricted Funds
- **2xxxxx Range**
- Federal & state funding, grants, financial aid/work study, etc.

Auxiliary Funds
- **3xxxxx Range**
- University business units
- Housing, dining, parking, athletics, etc.

Agency Funds
- **8xxxxx Range**
- University holds funds on behalf of another agency
- Student organizations, direct loans, etc.

Plant Funds
- **9xxxxx Range**
- Campus construction projects, renovations, etc.

"Funds by Organization" Report in Argos

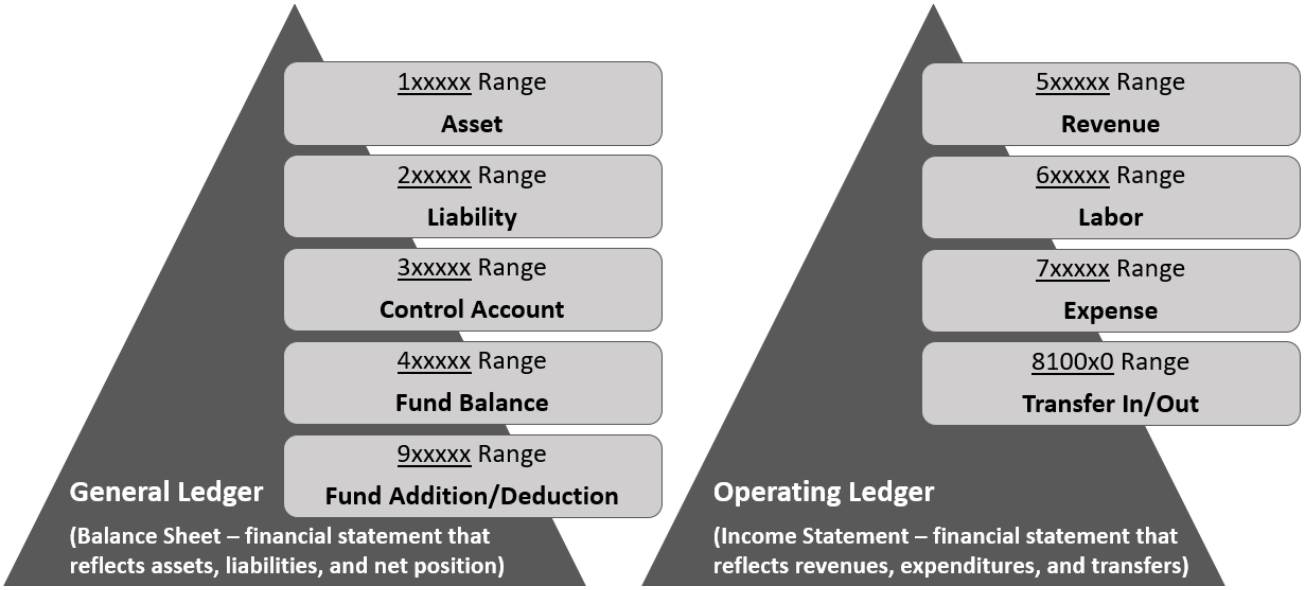


Organization Codes O

- Organization codes represent an administrative office, a unit of budgetary responsibility, or a department
- Can be defined as “WHO” is spending the funds
- All organization codes are six digits

Account Codes A

- Account codes can represent an asset, liability, income, labor, expenditure, or transfer
- Can be defined as “WHAT” we are spending the funds on
- All account codes are six digits



Account Ranges / Associated Banner Finance Pages

	Account Range	Account Type	Banner Page	Description	Page Type
General Ledger (Balance Sheet)	1xxxxx	Asset	FGITBSR	Trial Balance Summary	Summary
	2xxxxx	Liability	FGITBAL	General Ledger Trial Bal.	Summary
	3xxxxx	Control Account	FGIGLAC	General Ledger Activity	Detail
	4xxxxx	Fund Balance			
	9xxxxx	Fund Addition/Deduction			
Operating Ledger (Income Statement)	5xxxxx	Revenue	FGIBDSR	Executive Summary Page	Summary
	6xxxxx	Labor	FGIBDST	Organization Budget Status	Summary
	7xxxxx	Expense	FGITRND	Detail Transaction Activity	Detail
	8100x0	Transfer In/Out			

FGITBSR vs FGITBAL: FGITBSR Trial Balance Summary shows the fund balance. This is the "available balance" for designated funds (funds that begin with '1' except for the general fund).

FGIBDSR vs FGIBDST: FGIBDSR Executive Summary Page gives the option to query based on predecessor fund, such as "15000," which would show the activity for all of the departmental designated funds within the selected org code.

Select Account Codes / When to Use

Account	When to Use
591110 – IntraUniversity Sales Non-Taxable 591120 – IntraUniversity Sales Taxable	Sales made to other university departments; DO NOT use when selling to university funds: 115xxx, 145Xxx, 146Xxx, or 8xxxxx
733010 (Supplies)	Supplies and non-computer equipment purchases less than $500
733210 (Minor Equipment)	Non-computer equipment purchases between $500 - $4,999
734025 (Computer Purchases)	Computer purchases less than $5,000
734020 (Software Purchases)	Software purchases less than $100,000 per license
730080 (Other Contract Services)	Warranty/maintenance contract purchases
738510 (Educational Equip.) 738520 (Auxiliary Equip., '3' Funds only)	Equipment purchases valued at $5,000 or more individually (capital/fixed asset)
738515 (Software Educational) 738525 (Software Auxiliary, '3' Funds only)	Software purchases valued at $100,000 or more per license (capital/fixed asset)
810010 – Transfer In (credit) 810020 – Transfer Out (debit)	Move funding between two funds in order to provide support or fund a deficit; these account codes must be used together; "DO NOT use with these funds: 115xxx, 145Xxx, 146Xxx, or 8xxxxx

Revenue Account Code Mapping to Funds

When recording revenue from an EXTERNAL entity, it is important to ensure the proper revenue account code is utilized. Use the chart below to help determine the proper revenue account by identifying the fund or fund range that is recording the revenue under "Funds" below, and then referencing the corresponding range of revenue codes under "Revenue Coding to be used". This chart offers a **range** of revenue account codes; to find a specific revenue code within the corresponding range, you can refer to Banner screen "FTVACCT" or ePrint report "FGRACTH". As a reminder, if revenue is being recorded from another University department, account code 591110 or 591120 (IntraUniversity Sales) should be used. Also, program code 1014 should be used with ALL revenue account codes.

Revenue Reorganization
Begin Date 07.01.2013

**** Exceptions to Range Noted**

Funds				Revenue Account Codes	
Range		Hierarchy	Titles	Revenue Coding to be used:	Category
100100	114999		Educational Activities	Account Codes: 570000-579999	Sales & Service of Educational Activities
			Non-Educational Activities	Account Codes: 591000-591109	Other Operating Revenue
115000	115999	11500	Ball State Foundation	Account Codes: 550040-550043	Foundation Revenue
120000	120999	12000	Associate Provost/Dean Graduate School	Account Codes: 570000-579999	Sales & Service of Educational Activities
125000	125999	12500	Provost - Start Ups & Supplementals	Account Codes: 570000-579999	Sales & Service of Educational Activities
130000	139999	13000	Sponsored Programs	Account Codes: 570000-579999	Sales & Service of Educational Activities
140000	140999	14000	Assoc Provost/Dean University College	Account Codes: 570000-579999	Sales & Service of Educational Activities
141000	141999	14100	Financial Aid	Account Codes: 550010-550060	Non Government Grants & Contracts
142000	142999	14200	Student Affairs/Student Life/Student Organizations	Account Codes: 570000-579999	Sales & Service of Educational Activities
142250	142499	14225	Student Affairs/Student Life	Account Codes: 570000-579999	Sales & Service of Educational Activities
142500	142999	14250	Student Affairs/Student Life Org	Account Codes: 570000-579999	Sales & Service of Educational Activities
143000	143999	14300	Recreation Services	Account Codes: 570000-579999	Sales & Service of Educational Activities
144000	144499	14400	Athletics	Account Codes: 591000-591109	Other Operating Revenue
145000	145999	14500	Burris Laboratory School	Account Codes: 570000-579999	Sales & Service of Educational Activities
145X00	145X99	145X0	Burris Extracurricular Activities	Account Codes: 591000-591109	Other Operating Revenue
146000	146999	14600	Indiana Academy	Account Codes: 570000-579999	Sales & Service of Educational Activities
146X00	146X99	146X0	Indiana Academy Extracurricular Activities	Account Codes: 591000-591109	Other Operating Revenue
147000	147999	14700	Center for Media Design	Account Codes: 591000-591109	Other Operating Revenue
148000	148999	14800	Controller's Office	Account Codes: 591000-591109	Other Operating Revenue
149000	149999	14900	Conferences	Account Codes: 591000-591109	Other Operating Revenue
150000	157999**	15000	Departmental Designated	Account Codes: 570000-579999	Sales & Service of Educational Activities
150353	150353	15000	Convocation Cultural Series	Account Codes: 590000-590999	Auxiliary Enterprise - Other
150626	150631	15900	Designated – Other Operating	Account Codes: 591000-591109	Other Operating Revenue
150654	150654	15900	Designated – Other Operating	Account Codes: 591000-591109	Other Operating Revenue
158000	158999**	15800	Provost	Account Codes: 570000-579999	Sales & Service of Educational Activities
158033	158033	15800	University Research	Account Codes: 560010-560060	Indirect Cost Recovery
160000	160999**	16000	Information Technology	Account Codes: 591000-591109	Other Operating Revenue
160015	160015	16000	Computer Maintenance & Repair	Account Codes: 570000-579999	Sales & Service of Educational Activities
160017	160017	16000	Computer Showcase Center	Account Codes: 570000-579999	Sales & Service of Educational Activities
160042	160042	16000	Student Print Mgt Initiative	Account Codes: 570000-579999	Sales & Service of Educational Activities
161000	161999	16100	Field Studies Trips	Account Codes: 570000-579999	Sales & Service of Educational Activities
162000	162999	16200	Internal Grants	Account Codes: 570000-579999	Sales & Service of Educational Activities
163000	163999	16300	Immersive Learning	Account Codes: 570000-579999	Sales & Service of Educational Activities
164000	164999	16400	P & L Centers	Account Codes: 591000-591109	Other Operating Revenue
165000	165009	16500	Finance	Account Codes: 591000-591109	Other Operating Revenue
165010	165999**	16500	Finance	Account Code: 591210	Non-Operating Revenue
165030	165030	16500	Print Management Initiative	Account Codes: 591000-591109	Other Operating Revenue
166000	166999	16600	Strategic Plan Initiatives	Account Codes: 591000-591109	Other Operating Revenue
167000	167999	16700	Internal Grants	Account Codes: 570000-579999	Sales & Service of Educational Activities
168000	168999	16800	Designated Partnership Scholarships	Account Codes: 570000-579999	Sales & Service of Educational Activities
169000	169999	16900	Sustainability Grants	Account Codes: 591000-591109	Other Operating Revenue
170000	170999	17000	BSUF Reimbursements	Account Codes: 550040-550043	Foundation Revenue

Revenue Account Code Mapping to Funds (cont.)

Revenue Reorganization
Begin Date 07.01.2013

**** Exceptions to Range Noted**

Funds				Revenue Account Codes	
Range		Hierarchy	Titles	Revenue Coding to be used:	Category
200000	239999	20000	Federal	Account Codes 530010-530020	Federal Grants and Contracts
240000	254999	24000	State	Account Codes: 540010-540032	State & Local Grants & Contracts
250000	250999	25000	Local	Account Codes: 540010-540032	State & Local Grants & Contracts
255000	255999	25500	Foundations	Account Codes: 550010-550060	Non-Government Grants & Contracts
257000	257999	25700	Grants from Non-Profits	Account Codes: 550010-550060	Non-Government Grants & Contracts
258000	258999	25800	Individuals and Corporations	Account Codes: 550010-550060	Non-Government Grants & Contracts
260000	260999**	26000	Restricted Other	Account Codes: 550010-550060	Non-Government Grants & Contracts
260028	260028	26000	Applied Anthropology Laboratories	Account Codes: 591000-591109	Other Operating Revenue
265000	265999	26500	IN Academy	Account Codes: 591000-591109	Other Operating Revenue
270100	270109	27000	Federal Work Study	Account Code: 592010	Federal & State Scholarships
271000	279999	27100	Other Work Study Program	Account Codes: 591000-591109	Other Operating Revenue
280000	280005	28000	Scholarships	Account Codes: 550010-550060	Non Governmental Grants & Contracts
280006	280999	28000	Scholarships	Account Codes: 592010 & 591099	Federal & State Scholarships / Other Op. Revenue
281000	281999	28100	Government Scholarships	Account Code: 592010	Federal & State Scholarships
300000	310119	30000	Housing	Account Codes: 580000-589999	Auxiliary Enterprise - Residence Life
310000	310999**	31000	Dining	Account Codes: 580000-589999	Auxiliary Enterprise - Residence Life
310120	310120	310120	University Catering	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320000	320499	32000	Vehicle Facilities	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320500	320599	32500	Student Center	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320600	320624	32600	Daily News	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320625	320649	32625	Emens Auditorium	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320650	320674	32650	Intercollegiate Athletics	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320675	320699	32675	BAS Concessions	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320700	320724	32700	Bookstore	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320725	320749	32725	Central Stores	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320775	320799	32775	Alumni Center Operations	Account Code: 591210	Non-Operating Revenue
320800	320824	32800	Printing Services	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320850	320864	32850	Telephone and Central Mailing	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320865	320874	32865	University Bus Service	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320875	320999	32875	Health & Life Insurance	Account Codes: 590000-590999	Auxiliary Enterprise - Other
321000	321099	32100	Interdisciplinary Clinics	Account Codes: 590000-590999	Auxiliary Enterprise - Other
322000	322099	32200	IT Unified Communications	Account Codes: 590000-590999	Auxiliary Enterprise - Other
400000	400999	40000	Loan Funds	Account Codes: 591000-591109	Other Operating Revenue
410000	410999	40010	Loan Reserves	Usually No Revenue To Record	
800000	802999	80000	Third Party Scholarships	Account Codes: 910010 & 910020	Agency
830000	830999	83000	Student Organizations	Account Codes: 591000-591109	Other Operating Revenue
850000	850999	85000	Faculty and Other Agency	Account Codes: 591000-591109	Other Operating Revenue
890000	890999	89000	Construction Escrow Agency	Account Codes: 910010 & 910020	Agency
A10000	A99999	A1-9000	Lifetime Learning	Account Codes: 570000-579999	Sales & Service of Educational Activities

Program Codes P

- Program codes represent the source of the income, or the purpose of the expenditure
- Allows us to "categorize" our expenditures into functional areas of the University
- All program codes are four digits

1014 – Other Revenue Sources

Includes all sources of Revenue (5xxxxx accounts)

2001 – Instruction

Expenses for all activities that are part of an institution's instruction program

2002 – Research

Expenses for activities specifically organized to produce research

2003 – Public Service

Expenses for activities to provide non-instructional services for the benefit of those that are external to the institution

2004 – Academic Support

Expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service

2005 – Student Services

Expenses incurred for admissions, registrar, and activities that contribute to students' emotional and physical well-being

2006 – Institutional Support

Expenses for central, executive-level activities concerned with management and long-range planning for the institution

2007 – Physical Plant

Expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant

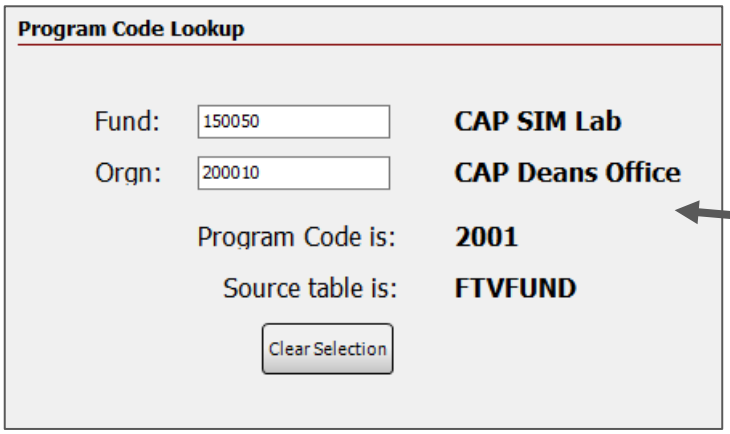
2008 – Scholar. & Fellowships

2009 – Auxiliary Enterprises

Expenses affiliated with auxiliary units, which are managed to operate as a self-supporting activity

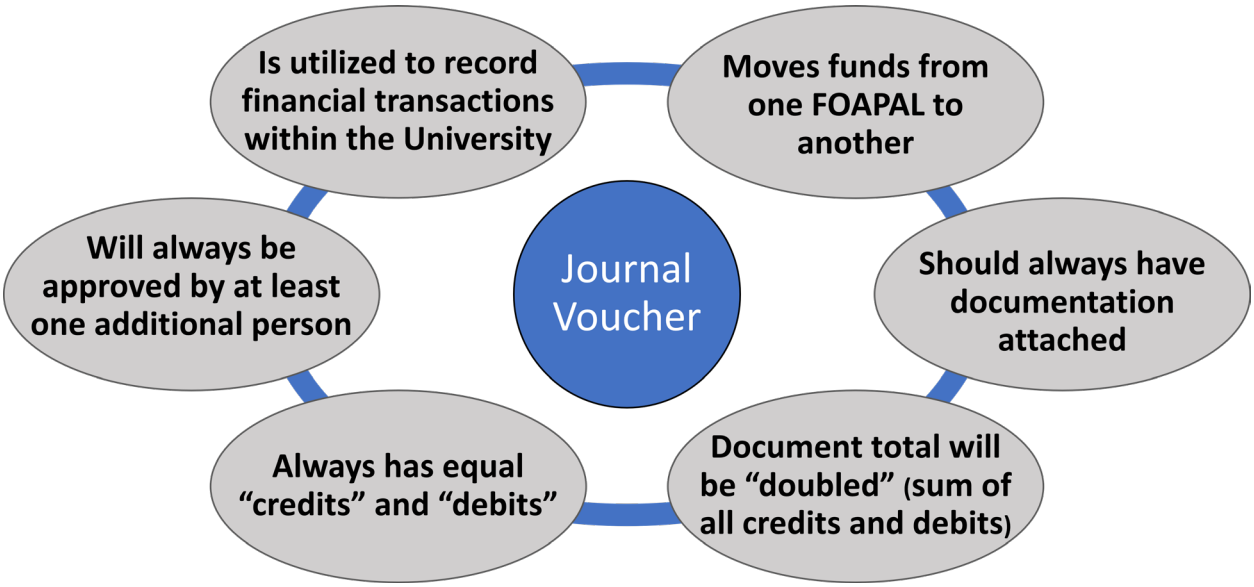
2010 – Deductions

Used with Agency Funds



"Program Code Lookup" Report in Argos

JOURNAL VOUCHERS *(click here to return to contents)*



JV Topic	Banner Screen
How do I submit a JV? How do I attach documentation to a JV?	Self-Service Banner (My Journals) **OR** Banner FGAJVCM (Journal Voucher Mass Entry) **OR** Banner FGAJVCQ (Journal Voucher Quick Entry)
How do I add additional pages to my documentation?	Banner Document Management (BDM)
How do I view the status of my own JVs?	Self-Service Banner (My Journals) **OR** Banner FOADOCU (Document by User)
How do I disapprove or modify my own JV?	Self-Service Banner (My Journals) **OR** Banner FOADOCU (Document by User) **AND** Banner FGAJVCM (Journal Voucher Mass Entry)
How do I see who is next to approve a JV?	Self-Service Banner (Finance Queries) **OR** Banner FOAAINP (Document Approval)
How do I see the approval history of a JV?	Self-Service Banner (Finance Queries) **OR** Banner FOIAPPH (Document Approval History)
How do I approve a JV?	Self-Service Banner (Approve Documents) **OR** Banner FOAUAPP (User Approval)
How do I view a posted JV?	Self-Service Banner (Finance Queries) **OR** Banner FGIDOCR (Document Retrieval Inquiry)

Draft ("I" in FOADOCU): started but not completed

Pending ("C" in FOADOCU): completed but not approved

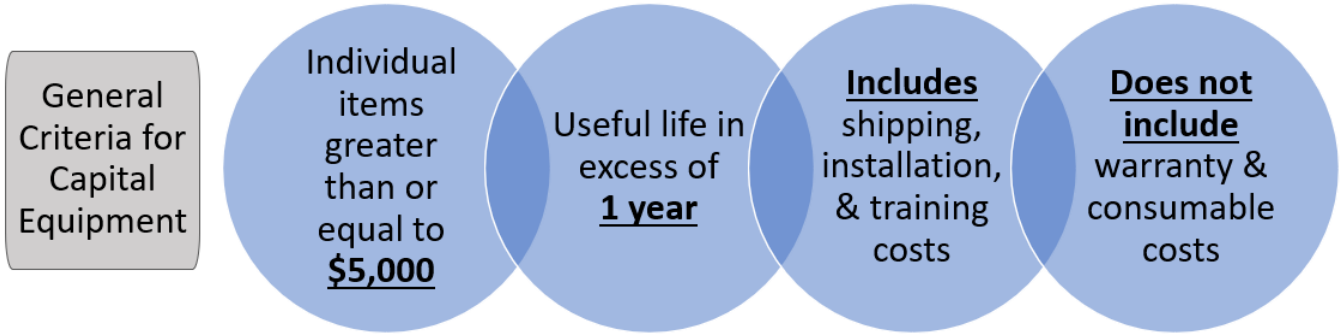
Completed ("P" in FOADOCU): approved & posted to Banner

Click Here to link to all JV Procedures and JV FAQs

[Help Desk / Knowledge Base / Banner 9]

CAPITAL (FIXED) ASSETS *(click here to return to contents)*

- Item in which the cost is "capitalized" and "depreciated" over a defined period of time
- Capital items include land, infrastructure, buildings, furniture, and equipment
- Location and maintenance of all fixed assets is the responsibility of each Org.



Capital Equipment
$ ≥ $5,000
ACCOUNT CODE
738510, 738520

Cost of Equipment

Installation

Training

Shipping

Capital Software
$ ≥ $100,000 per license

ACCOUNT CODE
738515, 738525

Minor Equip. $ < $5,000
Supplies $ < $500
ACCOUNT CODE
733210, 733010

Computers
$ < $5,000
ACCOUNT CODE
734025

Software
$ < $100,000 per license
ACCOUNT CODE
734020

B450s

- Submitted through JAGGAER
- Request equipment moves (Transfer, Inter-Department, Excess, Long-Term Storage, etc.)

Fixed Asset Verification Process

- Annual process
- Initiated through Office of University Controller
- Verify all asset locations and P-Tag #s by organization code

COMMON BANNER PAGES *(click here to return to contents)*

- These are commonly used pages/reports in Banner (Application Navigator)
- Pages can be searched for by using either their Acronym or Form Title

Page Type Legend			
Accounts Payable/Purchasing		Finance- JV Creation	
Accounts Receivable		Finance- JV Approval	
General		Finance- JV Research	
Finance- Transaction/Balance Research			

Type	Acronym	Form Title	Purpose	Notes
	FAIINVE	Invoice/Credit Memo Query	Review invoice by invoice #	Enter into FGIDOCR for just accounting. Look in JAGGAER for more details and atatchment.
	FAIVNDH	Vendor Detail History	List of invoices/checks by vendor ID	Delete fiscal year to see all invoices. Use FOICOMP to search for the vendor ID.
	FOIDOCH	Document History	Look up related docs in AP: inv #/PO/check #	Doc Type: PO, INV or CHK.
	FPIOPOF	Open Purchase Orders by FOAPAL	Look up open POs by fund/FOAP	
	TFAMASS (TSAMASS)	Billing Mass Data Entry Form	Enter changes to multiple non-student accounts	Other departments (like Burris, IU Health, and Student Housing) use this form to enter batches of charges on students' accounts.
	TGIACCD	Account Detail Query Page	Query AR data by detail code, finance feed, etc	Can look up AR details behind finance feed doc. Only worlls for details through AR. "Miscellaneous" AR (like eMarkets) will not show up here.
	TGIRCPT	Receipt Query Page	Enter CashNET trans # & see detail codes/trans	Receipt # = CashNET Tx #. Review details. Use for "Miscellaneous" AR.
	TSAAREV	Accoutn Detail Review Page - Student	Research transactions on an AR account	shows finance feed on each line. Has attachments for manual transactions through BDM.
	GUAMESG	General Message	Approval/disapproval message by JV#	Query by disapproved JV to review message.
	GUISRCH	General Search	Search person by email address, phone #, etc.	Useful to look up ID by email address.
	FGIBAVL	Budget Availability Status	Summary of budget by FOAP	
	FGIBDSR (FGIBDST)	Executive Summary Page	Summary of Operating Ledger Account Balances by FOAPAL elements	Delete default org/program before hitting "Go." Put cursor in the cell of the balance you wan to drill down on under YTD column in account code row and hit F3 to open FGITRND. Hit F3 again to open FGIDOCR for highlighted line.
	FGIDOCR	Document Retrieval Inquiry	View JV line-by-line detail & open attachment	Export to Excel to review large documents.
	FGIGLAC	General Ledger Activity	Drilldown of FGITBSR/FGITBAL transaction detail	
	FGIOPAL	Operating Activity Query and Export	Query to find operating ledger account balances	

Type	Acronym	Form Title	Purpose	Notes
	FGITBAL	General Ledger Trial Balance Page	GL Summary by Fund	No fund balance - use FGITBSR instead
	FGITBSR	Trial Balance Summary	GL Summary by Fund, including **Fund Balance**	Highlight account code row & hit F3 to drill down which opens FGIGLAC. Hit F3 again to open FGIDOCR for highlighted line.
	FGITRND	Detail Transaction Activity Page	Drilldown of FGIBDSR/FGIBDST- trans detail	Open directly to do very open searching. Delete all FOAP elements, hit "Go," and select your filters from here. Use "YTD" in "field" filter for only posted transactions (not encumbered).
	FGAJVCM	Journal Voucher Mass Entry	Create Journal Vouchers (JVs)	
	FOAUAPP	User Approval	Approve JVs within banner	
	FGIJSUM	Journal Voucher Summary	View **completed not approved** JVs	No results means the JV is incomplete or posted. This is only for JVs in approvals. This page can be used to add documentation to a JV that has been completed but not yet approved.
	FGIJVCD	List of Suspended Journal Vouchers	List of incomplete or in approval JVs (not posted)	
	FOAAINP	Document Approval	Look up remaining required approvals by JV #	
	FOADOCU	Document by User	All documents by user ID	You can disapprove your own JV here or search for all JVs by user ID, including other users, by fiscal year.
	FOIAPPH	Document Approval History	Look up originator and approvers of JV	Doesn't show who still needs to approve.

ARGOS REPORTS *(click here to return to contents)*

— Argos allows viewing of key financial/budget/payroll reports using data pulled directly from Banner Finance

Commonly Used Argos Reports

Report Area	Report Name in Argos *(can search by report name)*
GL Balances by Fund/Account Code	General Ledger Balance Summary
Operating Ledger Balances by Account Code	Operating Ledger Summary with details
Operating Ledger Transactions	Rev/Exp Transaction History WITH security
Fixed Asset Info.	Find a Fixed Asset in Banner
Program Codes	Program Code Lookup
Fund Info.	Funds by Organization
Fund Balances	Fund Balance
Budget Availability	Budget Availability Report
Activity Codes	Activity Code Lookup
Workday	Workday FDM to Banner FOAPAL Crosswalk

What is a Wildcard (%) character?

A wildcard character (%) can be used to increase your search flexibility by representing unknown or multiple characters. A wildcard can be used in many Argos and Banner queries.

Examples:

— ACT% will return all matching values that start with "ACT"
— %ACT will return all matching values that end with "ACT"
— AC%T will return all matching values that start with "AC" and end with "T"

What are automated, monthly reports?

Argos reports can be automatically run and emailed to users on the 10th of each month. Monthly report options include:

— Budget Availability Report
— Designated/Auxiliary Fund Activity Report (often set up for 17% funds)
— General Ledger Summary Report

To add or edit the monthly distribution for automated reports, reach out erpfinance@bsu.edu.

General Ledger Summary Report

Fund	Status	Fund Description	Fiscal Year Beginning Balance	Additions	Deductions	Transfers	Present Balance	Liabilities	NonCash Assets	Cash	Encumbrances
	A		-$6,270.33	$0.00	$6,398.69	-$951.97	-$823.61	$0.00	$0.00	$823.61	$0.00

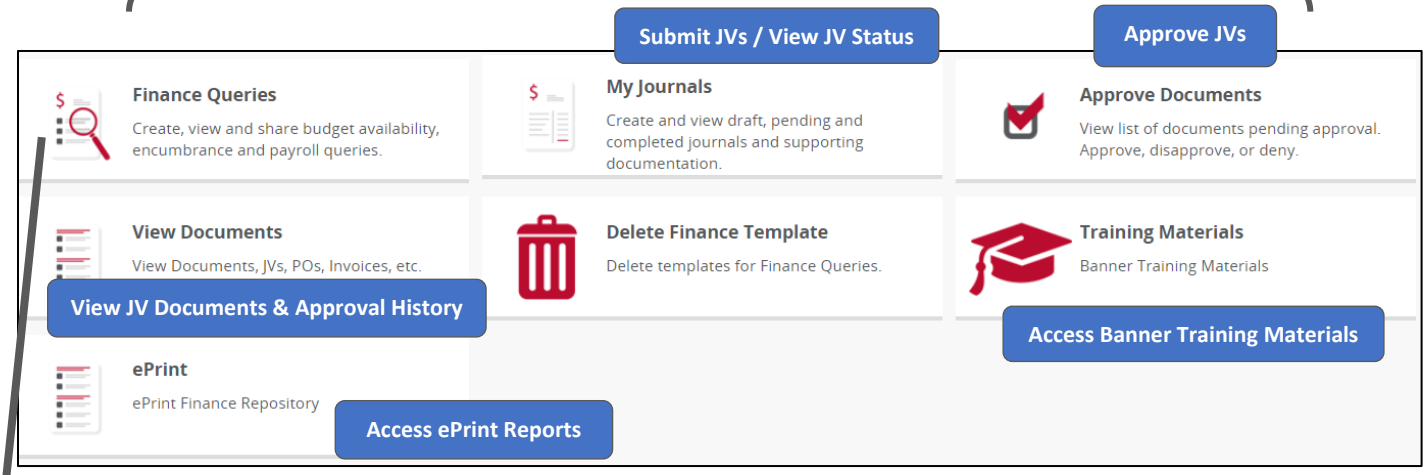
Budget Availability

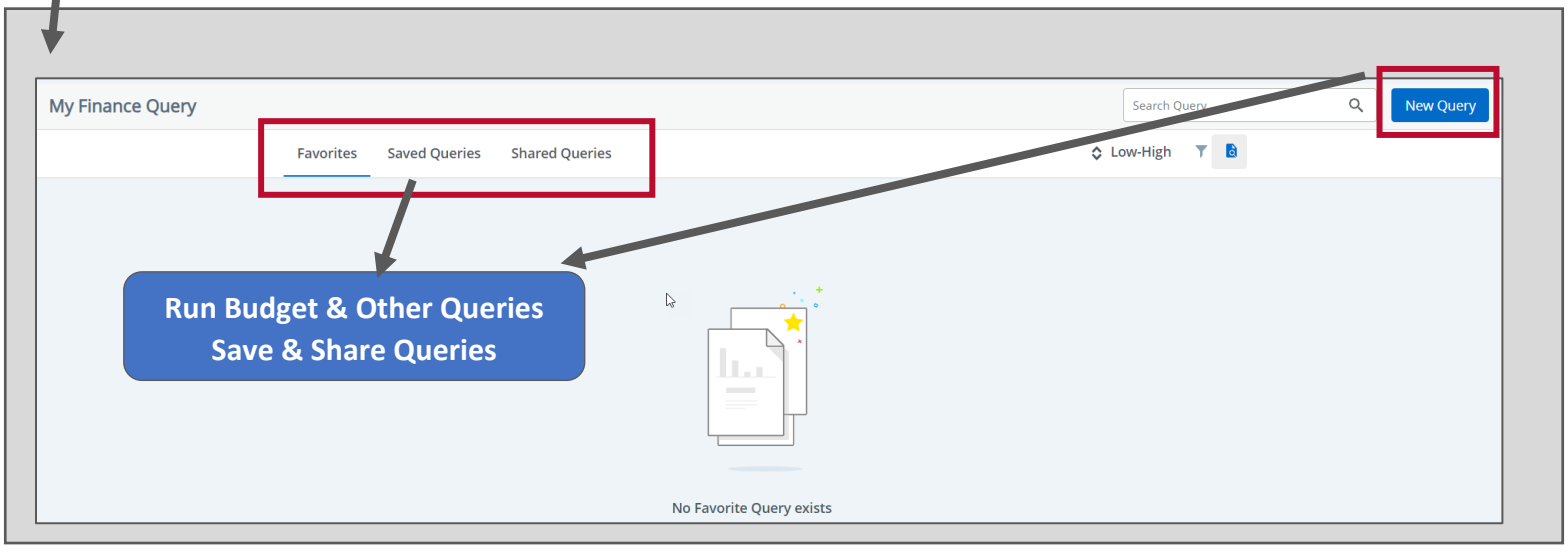
Budget Pool	Acct Code	Account Title	Fund Code	Orgn Code	Month	YTD Activity	Encumbrance	Summary
B00012	B00012	Remission of Fees Grad & Doc			0.00	0.00	0.00	15,000.00
	650011	Graduate Assistant Fee Remission			0.00	13,600.00	0.00	(13,600.00)
						Balance Available	**B00012**	**$1,400.00**

SELF-SERVICE BANNER *(click here to return to contents)*

- Self-Service Banner (SSB) allows you to perform key Banner functions and queries without going directly into Banner
- There are currently two SSB versions available to users: SSB9 & SSB8 (SSB Old) -- in the near future, SSB8 will be discontinued

Access These Reports/Functions Through the Finance Menu





OTHER RESOURCES *(click here to return to contents)*

Important Dates

University Fiscal Year

Begins
July 1

Ends
June 30

Monthly Close

Last day for Journal Entries
4th business day of the following month

Month End Close
5th business day of the following month

Monthly close schedules can be found online by clicking here

Fiscal Year Periods (for reports/queries)

01 – July
02 – August
03 – September
04 – October
05 – November
06 – December
07 – January
08 – February
09 – March
10 – April
11 – May
12 – June

14 – Fiscal Year

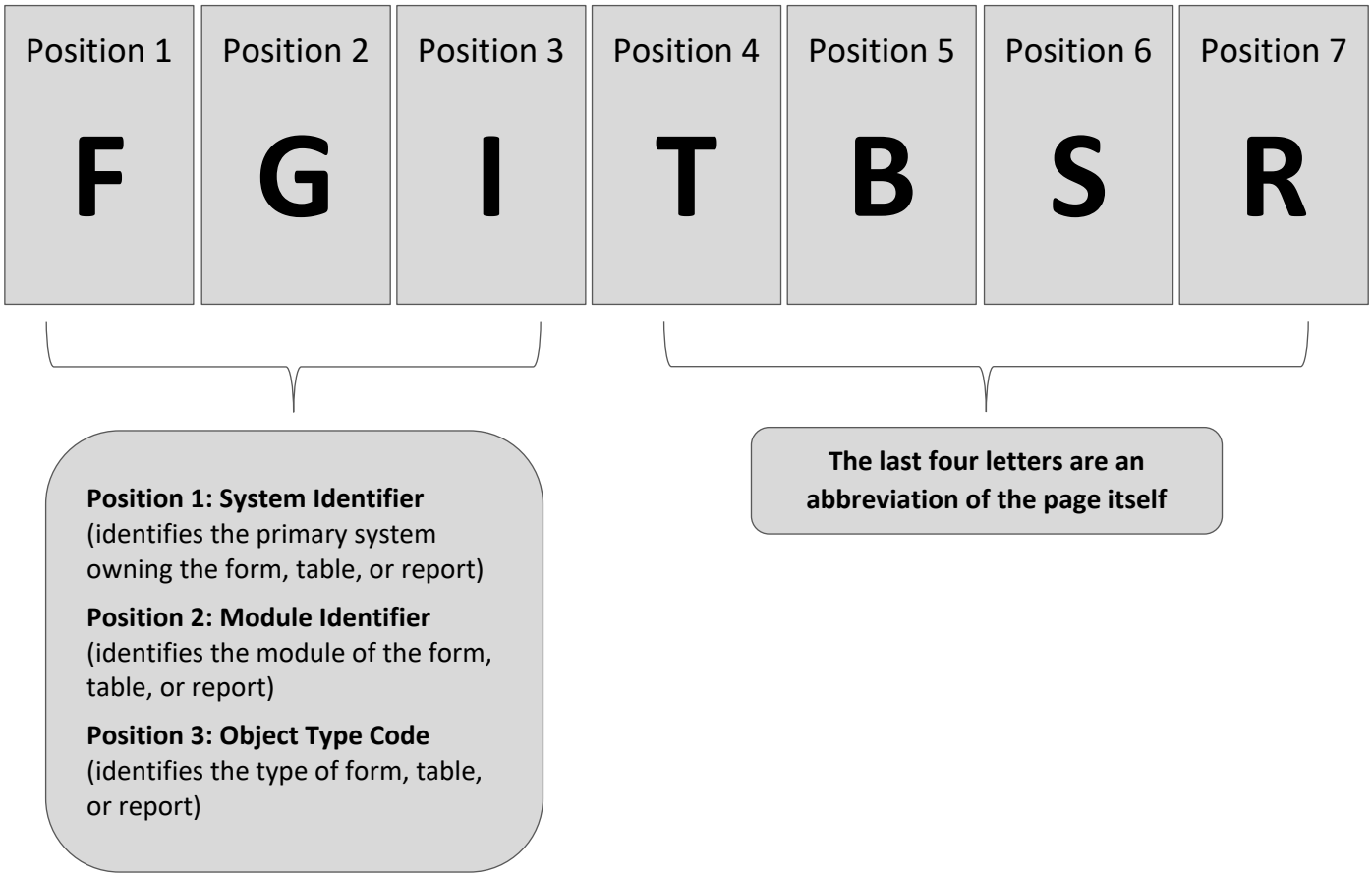
Links to University Resources

Topic	Owner	Website Link / URL*	Email
Finance Policies / Tax Compliance / Cash & Investment Management / PCI Compliance	Controller's Office	Link bsu.edu/about/administrativeoffices/controller	erpfinance@bsu.edu bsutax@bsu.edu
Banner Training / Resources	Controller's Office	Link myballstate - Banner - Banner Trainin Materials	erpfinance@bsu.edu
Request Access to Finance Systems	Controller's Office	Link bsu.service-now.com/helpdesk	erpfinance@bsu.edu
Accounts Payable / Forms / Purchasing Card	Accounts Payable	Link bsu.edu/about/administrativeoffices/accounts-payable	ap@bsu.edu
Travel Information / Policies / Training	Accounts Payable	Link bsu.edu/about/administrativeoffices/accounts-payable/travel	travel@bsu.edu
Procurement Policies / Training / Purchasing Card	Purchasing Services	Link bsu.edu/about/administrativeoffices/purchasing	procurement@bsu.edu
BSU Foundation Resources	Foundation	Link bsu.edu/foundation	fdnfinance@bsu.edu
Request Argos Access to Foundation Accounts	Foundation	Link Form Finder - Foundation Argos Access	fdnfinance@bsu.edu
Foundation Withdrawal Form	Foundation	Link Form Finder - Foundation Withdrawal Form	fdnfinance@bsu.edu
Personnel Actions	Office of People and Culture	Link bsu.edu/about/administrativeoffices/humanresources/	humanresources@bsu.edu
Student Financial Services Resources / Deadlines	Student Financial Services	Link bsu.edu/about/administrativeoffices/student-financial-services	askSFS@bsu.edu
Sponsored Projects Policies	Sponsored Projects Administration	Link bsu.edu/about/administrativeoffices/sponsored-projects-administration	spadmin@bsu.edu

*URL subject to change based on website restructuring. Please contact erpfinance@bsu.edu to notify of any broken links.

Banner Naming Conventions

Banner uses seven "character" names for all forms, tables, and processes (i.e. FGITBSR). The characters can help to identify the owner and/or purpose of a particular screen within Banner.



Position 1 Common Characters	Position 2 Common Characters (Banner Finance)	Position 3 Common Characters (Banner Finance)
F – Banner Finance	A – Accounts Payable	A – Application Form
G – Banner General	F – Fixed Assets	**I – Inquiry Form**
N – Banner Position Control	**G – General Ledger**	Q – Query Form
P – Banner HR/Personnel	O – Operations	M – Maintenance Form
R – Banner Financial Aid	P – Purchasing	V – Validation Form/Table
S – Banner Student	R – Research	
T – Banner Accounts Receivable	T – Validation Form/Table	

* The first three character of FGITBSR (as an example) are bolded above; the final 4 characters, "TBSR", is an abbreviation for "Trail Balance Summary"

Current Banner Regular FUPLOADs (Finance Upload of JVs) & Document Prefixes

Document # Prefix	System ID	Description	Responsible Area
AU	AUTORENT	Auto Rentals-Fleet Commander	Transportation
BA	BNKADJ	Controller's Office Bank Adjmnts	Controller's Office
BR	BUSREQ	Bus Requisitions	Transportation
CC	CPYCNTR	Copy Center Charges	Printing Services
CG	CHRGCRD	Credit Card Deposits	Controller's Office
CO	CRSMRCNT	Course Merchant	Lifetime Learning
CP	POCLOSE	Encumbrance Closing	Budget Office
CR	CHGBACK	CASHNet Chargebacks	Controller's Office
CS	CENTSTOR	Central Stores SciQuest	Purchasing Services
CU	COURSERA	Coursera NR Fee Discount Clearing	Controller's Office
DB	DIEBOLD	CS GOLD Dining Plus Usage	FIS
EC	ECSI	ECSI Transactions	Student Financial Services
FP	FRDMPAY	Freedom Pay Credit Card Trans Fees	Controller's Office
HP	HLTHPRM	Health Premiums	Controller's Office
IN	INBOUND	Inbound Exemption detail code fupload	Controller's Office
JP	JPMORG	JP Morgan / Pcard Transactions	Accounts Payable
JX	JVUPLOAD	Fupload	Controller's Office
JZ	FUPLOAD	Fupload	Various / Controller's Office
LS	LGHTSPD	Lightspeed Tech Store Transactions	Tech Store
MA	MAILING	Central Mailing	Purchasing Services
PC	PCARD	Office Supply Vendor	Accounts Payable
PS	PRNTSHP	Print Shop Charges	Printing Services
RP	RICOH	RICOH Copier Charges	IT
RT	RETIREE	Retiree Upload	Payroll/Employee Benefits
SP	SPACS	SPA Cost Share	Budget Office
SR	STURFNDS	FZRAPAY Student Refunds	Student Financial Services
TE	TELEPHON	Telephone Services	IT
TJ	TRAVADVR	Travel Advance Recovery Number	Accounts Payable
TR	TRAVREIM	Travel Request Reimbursement Number	Accounts Payable
TV	TRAVADVC	Travel Advance Number	Accounts Payable
VM	AUTOFIX	Vehicle Maintenance	Transportation
WO	WORKORDR	Work Orders	Facilities Planning and Management

Current Banner Rule Codes

Below is a list of common rule codes you MAY see on monthly reports. This list is to help clarify how or why some charges are on your report. Most will see a select few from this list. Please contact **erpfinance@bsu.edu** with any questions or concerns.

Controller's Office	
Rule Class	**Description**
APS1	Banner Student - APPL CHG-Like
APS2	Banner Student - APPL CHG - Diff
APS3	Banner Student - APPL PAY - Like
APS4	Banner Student - APPL PAY - Diff
BA2	Vehicle Facilities Bank Adjustments
BA3	University Libraries Bank Adj
BA4	Other Bank Adjustments
CHS1	Banner Student Charges/Non-Cash Pay
J16	Accounting Only Journal Voucher
JE16	General Journal Entry (Inter-Fund)

Accounts Payable	
Rule Class	**Description**
ACDC	Cancel Addl Charges on Credit Memo
ACDI	Cancel Addl Charges on Invoice
ACEC	Cancel Addl Chrg on C/M w/ Encumb
ACEI	Cancel Addl Chrg on Inv w/Encumb
ACII	Cancel Addl Chrgs on Inv w/G/L Acct
ADDI	Additional Charges on an Invoice
ADEC	Addl Chrg on Credit Memo w/ Encumb
ADEI	Addl Charges on Invoice w/Encumb
ADII	Addl Charges on Invoice w/G/L Acct
BA5	Accounting Office Bank Adjustment
CNNC	Cancel check - C/M w/o encumbrance
CNNI	Cancel Check - Invoice w/o encumb
CSS1	Banner Student - Cash Payments
CSS2	Banner Student Payment/Release Dep.
ICNC	Cancel Credit Memo w/o Encumbrance
ICNI	Cancel Invoice without Encumbrance
INEI	Invoice with Encumbrance
INNI	Invoice without Encumbrance

Budget Office	
Rule Class	**Description**
BD01	Permanent Adopted Budget
BD02	Permanent Budget Adjustments
BD03	Temporary Adopted Budget
BD04	Temporary Budget Adjustment
BD1	Budget Load
BXF	Self Service Non Salary Budget Xfer
BXS	Salary Budget Transfers

SPA	
Rule Class	**Description**
GB1	Grant Permanent Budget
GFX	Correct Grant I/C - CS
GRAP	Grant Application of Payment
GRAR	Accrued Accounts Receivable
GRBL	Billed Accounts receivable
GRIC	Grant - Indirect Cost Charge
GRIO	Grant Indirect Cost Encumbrance
GRIR	Grant - Indirect Cost Recovery
GRRF	Grant Refund
GRRV	Grant - Accrued Revenue

Payroll	
Rule Class	**Description**
BA1	PR & Emp Benefits Bank Adjustments
HEEL	Payroll - Employee Liability
HGNL	Payroll - Gross Exp. No Liquidation
HGRB	Payroll - Gross Benefit Expense
HNET	Payroll - Net Pay

Purchasing	
Rule Class	**Description**
PORD	Establish Purchase Order

Banner Shortcuts

Action	PC Shortcut	Mac Shortcut
Next Field or Item	TAB	TAB
Previous Field or Item	SHIFT + TAB	SHIFT + TAB
Down/Next Record	Down Arrow	Down Arrow
Up/Previous record	Up Arrow	Up Arrow
Next Page Down	Page Down	Page Down
Previous Page Up	Page Up	Page Up
Next Section	ALT+Page Down	Fn+ALT+Page Down
Previous Section	ALT+Page Up	Fn+ALT+Page Up
First Page	CTRL+Home	CTRL+Home
Last Page	CTRL+End	CTRL+End
Choose/Submit	ENTER	ENTER
Edit	CTRL+E	CTRL+E
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q	CTRL+Q
Duplicate Item	F3	Fn+F3
Duplicate Selected Record	F4	Fn+F4
Clear Page/Start Over/Refresh/Rollback	F5	F5
Insert/Create Record	F6	F6
Search or Open Filter Query	F7	Fn+F7
Execute Filter Query	F8	Fn+F8
List of Values	F9	Fn+F9
Save	F10	Fn+F10
More Information	CTRL+SHIFT+U	CTRL+SHIFT+U
Print Screenshot	CTRL+Alt+P	
Export (CSV file)	SHIFT+F1	SHIFT+Fn+F1
Add BDM Documents	ALT+A	ALT+A
Retrieve BDM Documents	ALT+R	ALT+R
App Nav - Application Menu	CTRL+M	CTRL+M
App Nav - Dashboard/Home	CTRL+SHIFT+X	
App Nav - Display Recently Opened Items	CTRL+Y	CTRL+Y
App Nav - Side Search	CTRL+SHIFT+Y	CTRL+SHIFT+Y
Open Related Menu	ALT+SHIFT+R	Fn+ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T	Fn+ALT+SHIFT+T