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UNIVERSITY FINANCE STRUCTURE ([click here](#) to return to contents)

Division of Business Affairs

University Controller	University Budgets	Business & Auxiliary Services	Facilities Planning & Management	Human Resources
Financial Reporting, Training & Systems Management Cash & Investment Management Tax Compliance Accounts Payable Student Financial Services	Budget Development & Administration Capital Finance	Purchasing Business Services	Construction Building Services Operations	Payroll Human Resources

Contact Information

Office of University Controller

Website: bsu.edu/about/administrativeoffices/controller

Phone: 765-285-8444

Email: erpfinance@bsu.edu

Office of Accounts Payable

Website: bsu.edu/about/administrativeoffices/accounts-payable

Phone: 765-285-1327

Email: ap@bsu.edu

Student Financial Services (Formerly Office of Bursar & Loan Administration)

Website: bsu.edu/about/administrativeoffices/student-financial-services

Phone: 765-285-1643

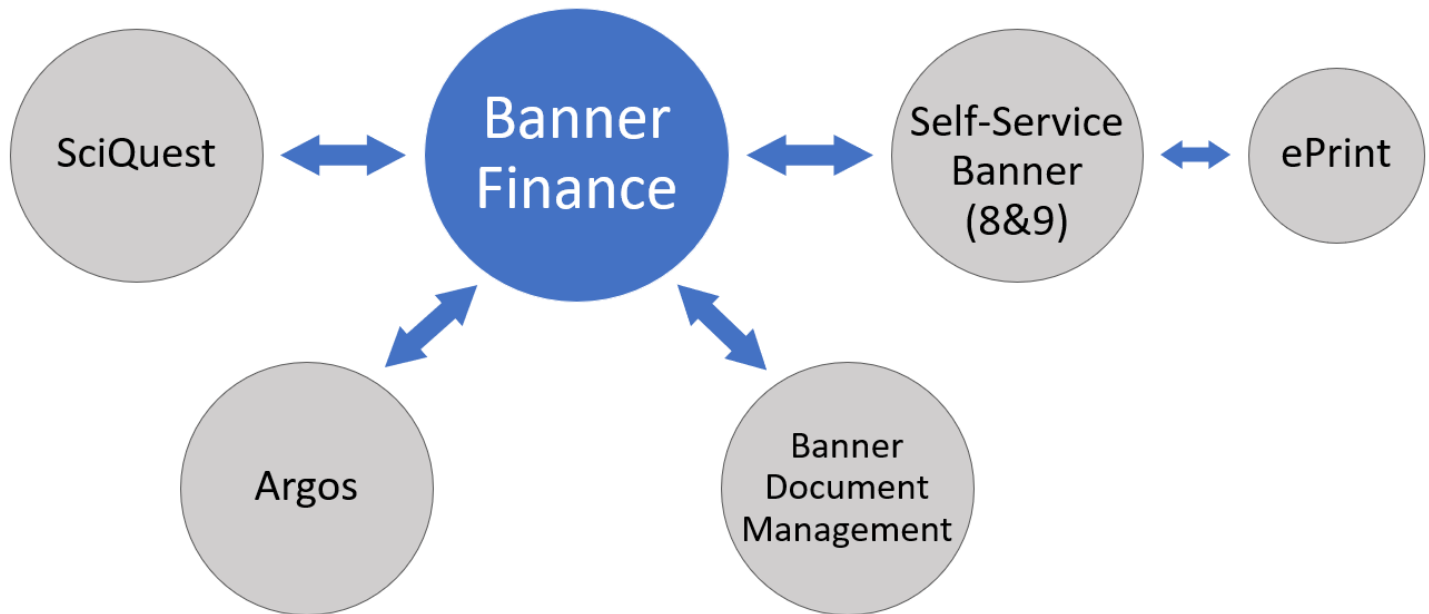
Email: sfs@bsu.edu

Office of University Budgets

Website: bsu.edu/about/administrativeoffices/budget

Phone: 765-285-1122

FINANCIAL SYSTEMS OVERVIEW ([click here](#) to return to contents)



Banner Finance

Primary enterprise system for University financial transactions.

Access from my.bsu.edu, select "Banner" (see next page for illustration).

Self-Service Banner

In addition to providing access to personal information (pay stubs, W-2s, etc.), 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, SSB8 and SSB9 (Self-Service Banner New). In the near future, SSB8 will be discontinued.

Access from my.bsu.edu, select "Self-Service Banner (New)" or "Self-Service Banner (SSB)" (see next page for illustration).

Argos

Used to view key financial, budget, and payroll reports using data pulled directly from Banner Finance.

Access from my.bsu.edu, select "Argos Web Viewer" or "Argos Developer" (Argos Developer requires special access; see next page for illustration).

Banner Document Management

Centralized, electronic repository for University documents.

Access from my.bsu.edu, select "Banner Document Management (BDM)" (see next page for illustration).

Welcome to Finance



ePrint

Used for viewing automated reports generated from Banner. 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).

SciQuest

Online procurement system for the University.

Access from my.bsu.edu, select "SciQuest".



Important Links

Banner

Self-Service Banner (SSB)

Students: Find your BSU ID, your class registration, your financial aid, view eBill, and more

Employees: Check your vacation and sick time, view paystubs, etc.

Banner

Access to more complex Banner features and functions

Argos Developer

Develop reports from multiple sources of data on campus

BannerWorks

Accessibility for Self-Service Banner (SSB)

An accessible version of Self-Service Banner

Banner Document Management (BDM)

System to upload, review, and manage documents in Banner

Argos Web Viewer

Access to view various Argos reports

Banner Training Materials

A list of all training materials (documents, videos, etc.) for advanced Banner features.

Self-Service Banner (New)

Upgraded version of Self Service Banner. Some features for students and faculty are not yet available and will be added at a later date.

Workflow

Tools to design and implement process workflow in Banner

SciQuest

The university purchasing and acquisition software.

Welcome to Finance



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

HelpDesk

Password Reset
Forgot your password? Click here to reset

Report an Issue
Contact the HelpDesk to let us know that something is broken or to get help with a problem

Knowledge Base
Find self-help resources to troubleshoot problems or answer questions

Request Services
Explore the catalog for services, software, access, and new items

Chat w/HelpDesk
Technology HelpDesk chat support is available weekdays 9am - 4:30pm Eastern Time (For password resets, please call)

Chat w/Ball State Information
BSU Information (non-technical) chat support is available weekdays from 9am - 4:30pm Eastern Time

CRQ - Change Request

Enterprise Servers, Backup/Restore, Cloud Svs, SFTP

Health

Network

Project Requests

Security Access

ServiceNow Support

UC4 Schedule Automation

Select the appropriate security access form

Banner - Finance

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

Argos

Request security access to Argos.

ePrint - Payroll Distribution ...

Request security access to ePrint.

SciQuest

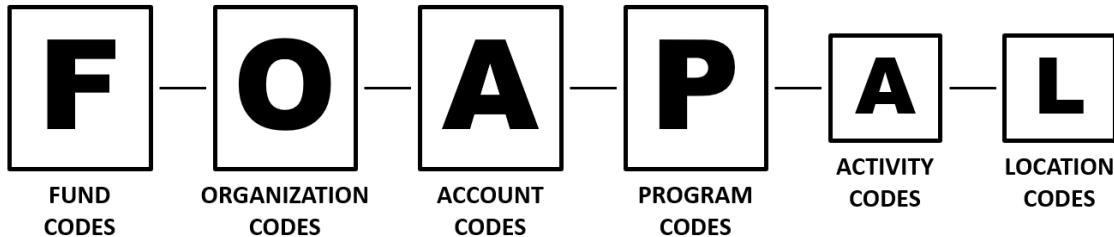
Access to become an approver, requestor, or shopper in BSU's purchasing and acquisition system.

BDMS

Request security access to BDMS.

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 (F-O-A-P) are required for financial transactions; the last two codes (A-L) are optional



Fund Codes



- 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	Designated Funds	Restricted Funds	Auxiliary Funds
<ul style="list-style-type: none"> 100xxx-101xxx Range General operating funds Can be used by multiple orgs. 	<ul style="list-style-type: none"> 11xxxx-17xxxx Range Projects, field studies, special events, student affairs, RIA, etc. 	<ul style="list-style-type: none"> 2xxxxx Range Federal & state funding, financial aid, grant funds, etc. 	<ul style="list-style-type: none"> 3xxxxx Range University business units Housing, dining, parking, athletics, etc.
Agency Funds	Plant Funds		
<ul style="list-style-type: none"> 8xxxxx Range University holds funds on behalf of another agency Student orgs, direct loans, etc. 	<ul style="list-style-type: none"> 9xxxxx Range Campus construction projects, renovations, etc. 		

“Funds by Organization”
Report in Argos

Funds associated to organizations

Begin Date: 11/05/2021

End Date: 11/05/2021

Select Orgn(s)

- 19000 - VP for General Counsel
- 190010 - VP for General Counsel
- 2000 - Coll of Architecture & Planning
- 20000 - Coll of Architecture & Planning
- 200010 - CAP Deans Office
- 200020 - Architecture
- 200025 - Ctr Historic Preservation
- 200030 - Landscape Architecture
- 200040 - Urban Planning
- 200050 - Ctr Environmental Design Res & Serv

Quickview Results

Fund Code	Title	GrantCode	OrgDefCode	FundProgDefCol
110018	CarryForward - CAP	110018	200010	2006
130080	RIA Fillwalk	130080	200010	2002
130322	RIA Beaubien	130322	200010	2002
130400	IDC Deans Ofc Arch & Planning	130400	200010	2002
130490	IDC CAP Indy Center	130490	200010	2002
130525	RIA Mounayer	130525	200010	2002
140002	21st Fund Coll of Arch & Planning	140002	200010	2001

Organization Codes



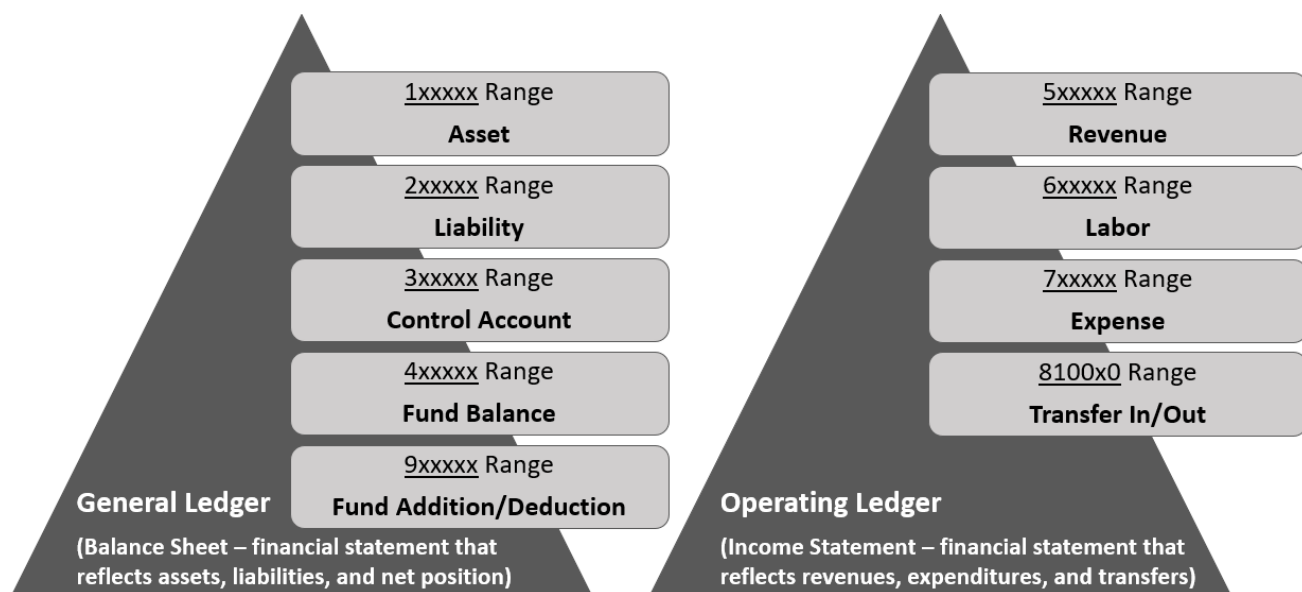
- Organization codes represent an administrative office, a unit of budgetary responsibility, or a department
- Can be defined as “WHO” is spending the funds
- All organization codes are six digits



Account Codes



- 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



Welcome to Finance



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	Sales made to other university departments; DO NOT use when selling to university funds: 115xxx, 145Xxx, 146Xxx, or 8xxxxx
591120 – IntraUniversity Sales Taxable	
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.)	Equipment purchases valued at \$5,000 or more individually (capital/fixed asset)
738520 (Auxiliary Equip., ‘3’ Funds only)	
738515 (Software Educational)	Software purchases valued at \$100,000 or more per license (capital/fixed asset)
738525 (Software Auxiliary, ‘3’ Funds only)	
810010 – Transfer In (credit)	Move funding between two funds in order to provide support or fund a deficit; these account codes must be used together
810020 – Transfer Out (debit)	

Welcome to Finance



Revenue 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 “FGRACHTH”. 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.

Funds				Revenue Account Codes	
Range	Hierarchy	Titles		Revenue Coding to be used:	Category
100100 119999				Revenue coding is limited, use same account codes as before.	
115000 115999	11500	Ball State Foundation		Account Codes: 55XXX	Foundation Revenue
120000 140999	12000	Associate Provost/Dean Graduate School		Account Codes: 570000-579999	Sales & Service Educational Activity
	13000	Sponsored Programs		Account Codes: 570000-579999	Sales & Service Educational Activity
	14000	Assoc Provost / Dean University College		Account Codes: 570000-579999	Sales & Service Educational Activity
141000 141999	14100	Financial Aid		Account Codes: 550010-550060	Non Government Grants & Contracts
142XXX 143999	14200	Student Affairs/Student Life/Student Organizations		Account Codes: 570000-579999	Sales & Service of Educational Activities
	14225	Student Affairs/Student Life		Account Codes: 570000-579999	Sales & Service of Educational Activities
	14250	Student Affairs/Student Life Org		Account Codes: 570000-579999	Sales & Service of Educational Activities
	14300	Recreation Services		Account Codes: 570000-579999	Sales & Service of Educational Activities
144000 165009	14400	Athletics		Account Codes: 591000-591109	Other Operating Revenue
	14500	Burris Laboratory School		Account Codes: 570000-579999	Sales & Service of Educational Activities
	14600	Indiana Academy		Account Codes: 570000-579999	Sales & Service of Educational Activities
	14700	Center for Media Design		Account Codes: 591000-591109	Other Operating Revenue
	14800	Controllers Office		Account Codes: 591000-591109	Other Operating Revenue
	14900	Conferences		Account Codes: 591000-591109	Other Operating Revenue
	15000	Departmental Designated		Account Codes: 570000-579999	Sales & Service of Educational Activities
	150353	Convocation Cultural Series		Account Codes: 590000-590999	Auxiliary Enterprise - Other
	15800	Provost		Account Codes: 570000-579999	Sales & Service of Educational Activities
	16000	Information Technology		Account Codes: 591000-591109	Other Operating Revenue
	160015	Computer Maintenance & Repair		Account Codes: 570000-579999	Sales & Service of Educational Activities
	160017	Computer Showcase Center		Account Codes: 570000-579999	Sales & Service of Educational Activities
	160042	Student Print Mgt Initiative		Account Codes: 570000-579999	Sales & Service of Educational Activities
	16100	Field Studies Trips		Account Codes: 570000-579999	Sales & Service of Educational Activities
	16200	Internal Grants		Account Codes: 570000-579999	Sales & Service of Educational Activities
	16300	Immersive Learning		Account Codes: 570000-579999	Sales & Service of Educational Activities
	16400	P & L Centers		Account Codes: 591000-591109	Other Operating Revenue
	16500	Finance (165000 to 165009 ONLY)		Account Codes: 591000-591109	Other Operating Revenue
	16600	Strategic Plan Initiatives		Account Codes: 591000-591109	Other Operating Revenue
145X00 145X99	145X0	Burris Extracurricular Activities		Account Codes: 591000-591109	Other Operating Revenue
146X00 146X99	146X0	Indiana Academy Extracurricular Activities		Account Codes: 591000-591109	Other Operating Revenue
165010 165999	16500	Finance (165010 and higher ONLY)		Account Code: 591210	Non-Operating Revenue
200001 239999	20000	Federal		Account Codes 530010-530020	Federal Grants and Contracts
240000 254999	24000	State		Account Codes: 540010-540032	State & Local Grants & Contracts
	25000	Local		Account Codes: 540010-540032	State & Local Grants & Contracts

Welcome to Finance



BALL STATE
UNIVERSITY

Revenue Code Mapping to Funds (cont.)

Funds			Revenue Account Codes	
Range	Hierarchy	Titles	Revenue Coding to be used:	Category
255000 260029	25500	Foundation	Account Codes: 550010-550060	Non-Government Grants & Contracts
	25700	Grants from Non-Profits	Account Codes: 550010-550060	Non-Government Grants & Contracts
	25800	Individuals and Corporations	Account Codes: 550010-550060	Non-Government Grants & Contracts
	26000	Restricted Other	Account Codes: 550010-550060	Non-Government Grants & Contracts
265000 265999	26500	IN Acad	Account Codes: 591000-591109	Other Operating Revenue
270000 270000	27000	Federal Work Study	Account Codes: 530010-530020	Federal Grants & Contracts (Note C)
270001 270001	27000	State Work Study	Account Codes: 540010-540032	State & Local Grants & Contracts
271000 279999	27100	Other Work Study Program	Account Codes: 591000-591109	Other Operating Revenue
280000 280005	28000	Scholarships (280000 TO 280005 ONLY)	Account Codes: 550010-550060	Non Governmental Grants & Contracts
280006 289999	28000	Scholarships (280006 and higher ONLY)	Account Code: 592010 & 591099	Federal & State Scholarships (mostly)
	28100	Government Scholarships	Account Code: 592010	
300000 319999		(EXCLUDES 310120)		
	30000	Housing	Account Codes: 580000-589999	Auxiliary Enterprise - Residence Life
	31000	Dining	Account Codes: 580000-589999	Auxiliary Enterprise - Residence Life
310120 310120	310120	University Catering	Account Codes: 590000-590999	Auxiliary Enterprise - Other
320000 329999	32000	Vehicle Facilities	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32500	Student Center	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32600	Daily News	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32625	Emens Auditorium	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32650	Intercollegiate Athletics	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32700	Bookstore	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32725	Central Stores	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32750	Photo Services	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32800	Printing Services	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32825	Display Services	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32850	Telephone and Central Mailing	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32865	University Bus Service	Account Codes: 590000-590999	Auxiliary Enterprise - Other
	32875	Health & Life Insurance	Account Codes: 590000-590999	Auxiliary Enterprise - Other
400000 400109	40000	Loan Funds	Account Codes: 591000-591109	Other Operating Revenue
410000 410006	41000	Loan Reserves	Usually No Revenue To Record	
800000 899999	83000	Student Organizations	Account Codes: 591000-591109	Other Operating Revenue
	85000	Faculty and Other Agency	Account Codes: 591000-591109	Other Operating Revenue

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

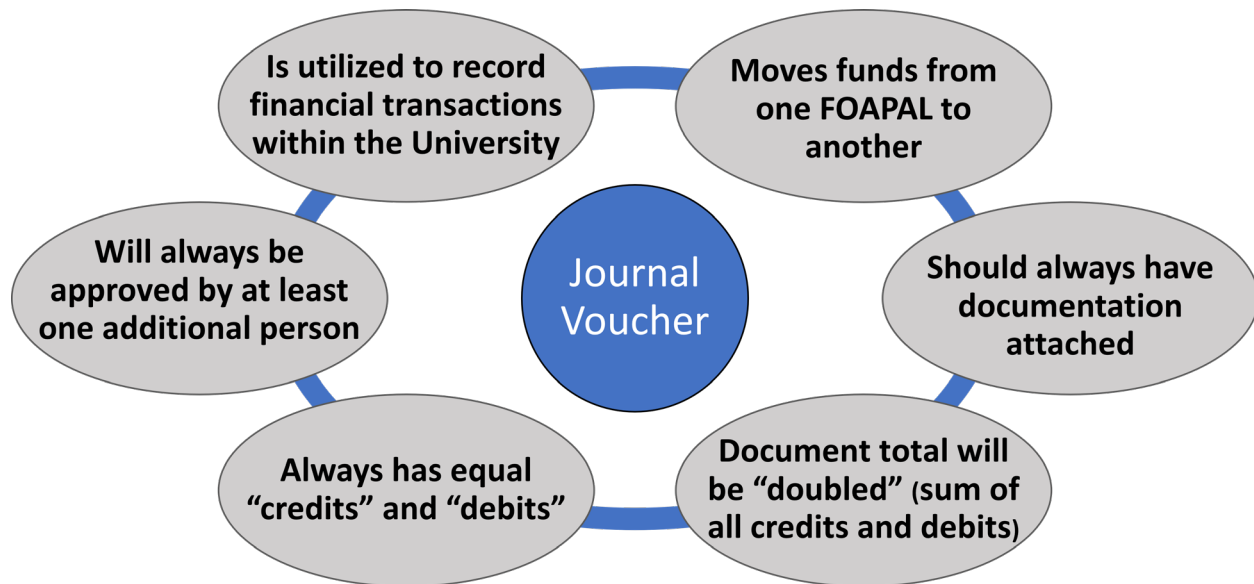
Used with Agency Funds

Program Code Lookup

Fund: **CAP SIM Lab**
Orgn: **CAP Deans Office**
Program Code is: **2001**
Source table is: **FTVFUND**

“Program Code Lookup”
Report in Argos

JOURNAL VOUCHERS ([click here to return to contents](#))



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

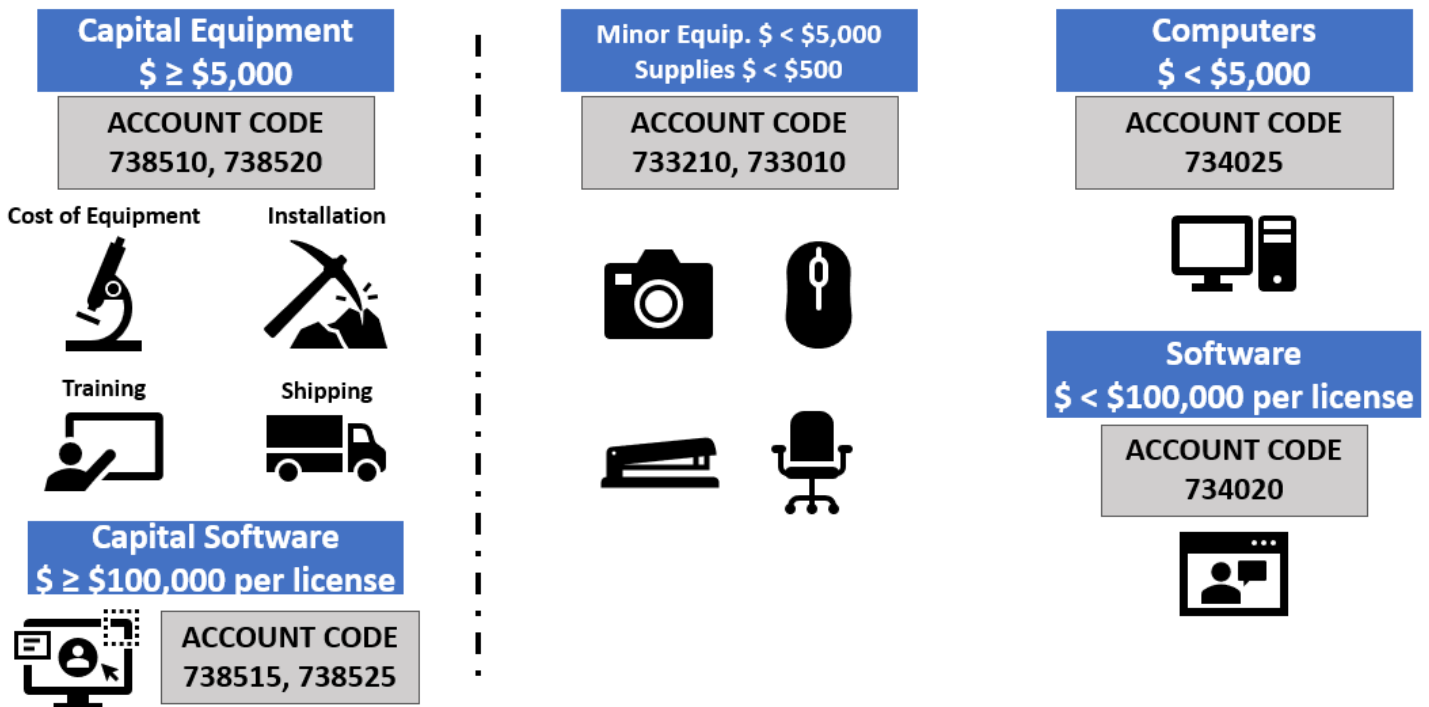
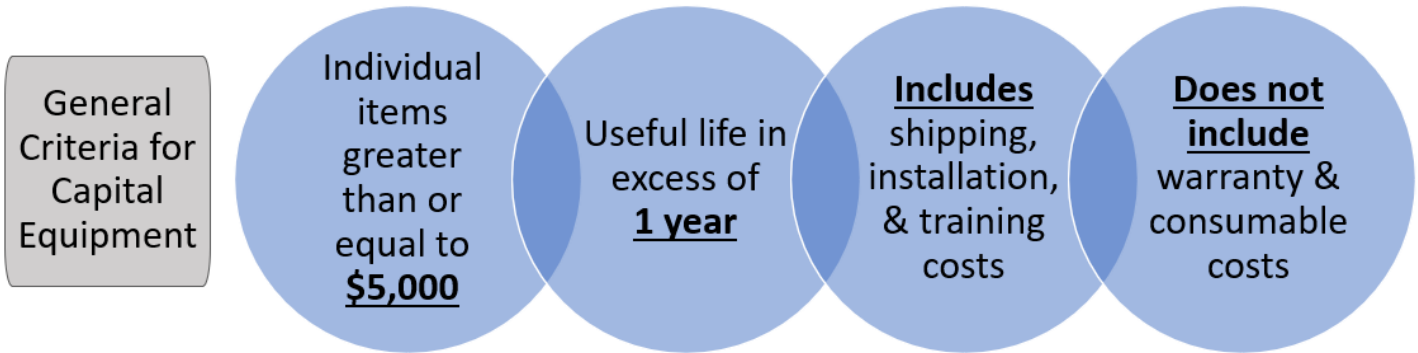
Completed (“P” in FOADOCU):
approved & posted to Banner

**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.



B450's

- Submitted through SciQuest
- 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

ARGOS REPORTS ([click here to return to contents](#))

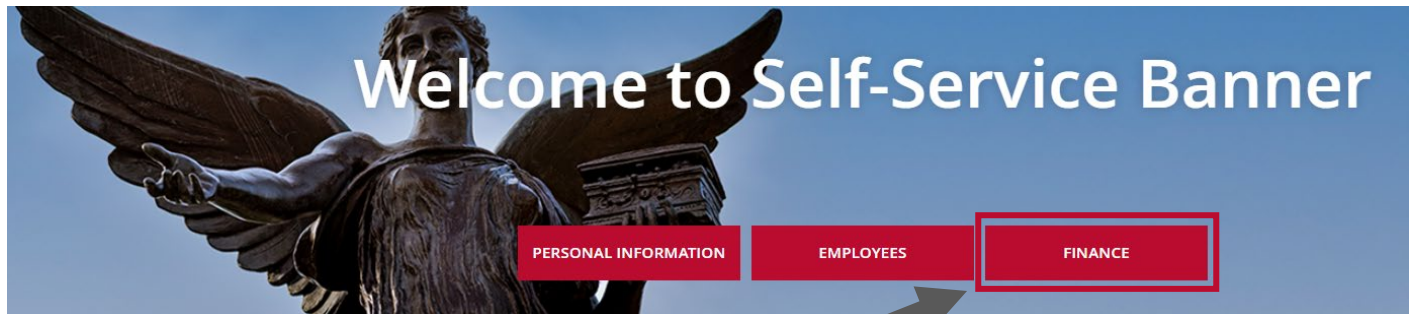
- Argos allows you to view key financial, budget, and payroll reports using data pulled directly from Banner Finance

Commonly Used Argos Reports

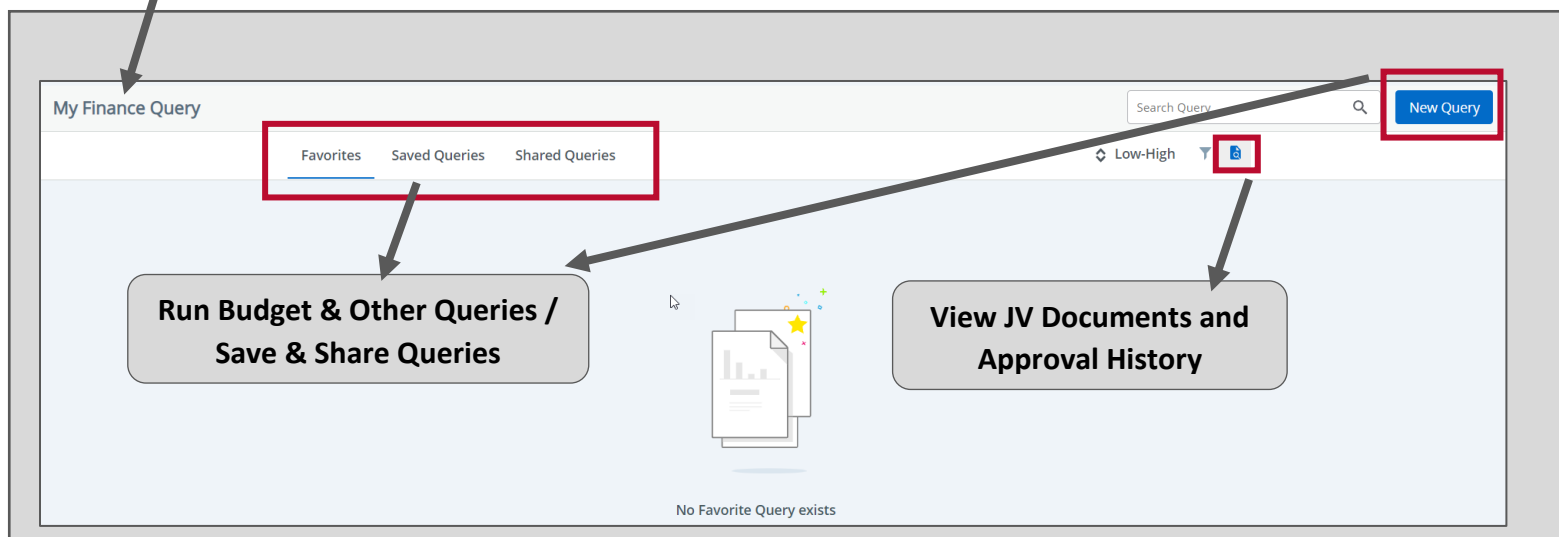
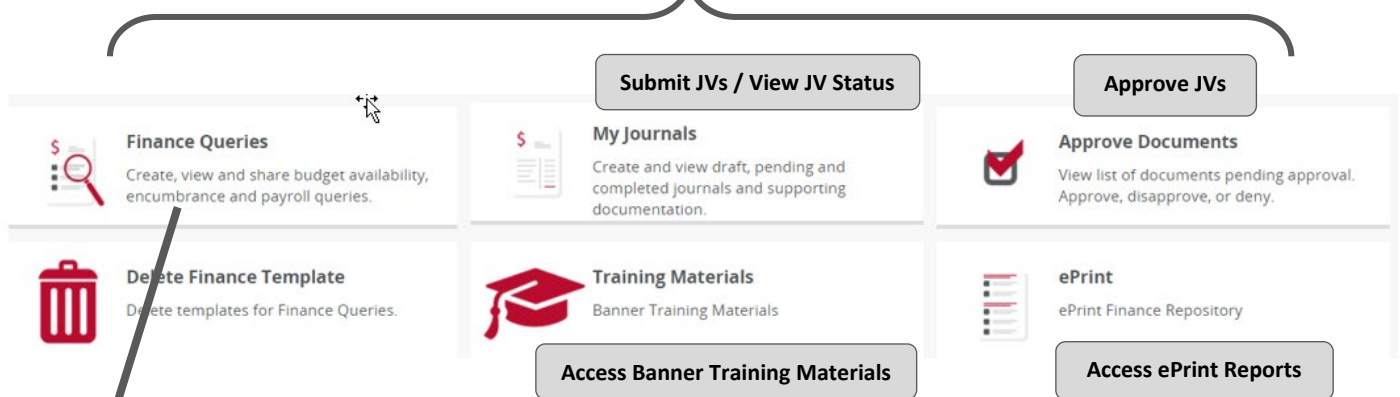
Report Area	Report Name in Argos (<i>can search by report name</i>)
GL Balances by Account Code	General Ledger by Account
Operating Ledger Balances by Account Code	Operating Ledger Summary with details
Operating Ledger Transactions	Rev/Exp Transaction History WITH security
Fixed Asset Info.	Find a Fixed Asset in Banner
Program Codes	Program Code Lookup
Fund Info.	Funds by Organization

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, SSB8 and SSB9 (Self-Service Banner New); 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	Monthly Close
Begins <u>July 1</u>	Last day for Journal Entries 4th business day of the following month
Ends <u>June 30</u>	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

Welcome to Finance



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 myBSU - Banner - Banner Training Materials	erpfinance@bsu.edu
Request Access to Finance Systems	Controller's Office	Link myBSU - Remote Teaching, Working, and Learning - 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/travelinfo	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 myBSU - Form Finder - Foundation Argos Access	fdnfinance@bsu.edu
Foundation Withdrawal Form	Foundation	Link myBSU - Form Finder - Foundation Withdrawal Form	fdnfinance@bsu.edu
Personnel Actions	Human Resources	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	sfs@bsu.edu
Sponsored Projects Policies	Sponsored Projects Administration	Link bsu.edu/about/administrativeoffices/sponsored-projects-administration	spadmin@bsu.edu
IT University Data Stewards	IT	Link (policytech)	Various – see link

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

Banner Naming Conventions

Banner uses 7 “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	Position 2	Position 3	Position 4	Position 5	Position 6	Position 7
F	G	I	T	B	S	R

Position 1: System Identifier
(identifies the primary system owning the form, table, or report)

Position 2: Module Identifier
(identifies the module of the form, table, or report)

Position 3: Object Type Code
(identifies the type of form, table, or report)

The last four letters are an abbreviation of the page itself

Position 1 Common Characters

F – Banner Finance
G – Banner General
N – Banner Position Control
P – Banner HR/Personnel
R – Banner Financial Aid
S – Banner Student
T – Banner Accounts Receivable

Position 2 Common Characters (Banner Finance)

A – Accounts Payable
F – Fixed Assets
G – General Ledger
O – Operations
P – Purchasing
R – Research
T – Validation Form/Table

Position 3 Common Characters (Banner Finance)

A – Application Form
I – Inquiry Form
Q – Query Form
M – Maintenance Form
V – 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			
System ID	# Prefix	Description	Responsible Area
AUTOFIX	VM	Vehicle Maintenance	Transportation
AUTORENT	AU	Auto Rentals-Fleet Commander	Transportation
BNKADJ	BA	Controller's Office Bank Adjmnts	Controller's Office
CENTSTOR	CS	Central Stores SciQuest	Purchasing Services
CHGBACK	CR	CASHNet Chargebacks	Controller's Office
CHRGCRD	CG	Credit Card Deposits	Controller's Office
CPYCNTR	CC	Copy Center Charges	Printing Services
DIEBOLD	DB	CS GOLD Dining Plus Usage	FIS
ECSI	EC	ECSI Transactions	Student Financial Services
FRDMPAY	FP	Freedom Pay Credit Card Trans Fees	Controller's Office
FUPLOAD	JZ	Fupload	Various / Controller's Office
JPMORG	JP	JP Morgan / Pcard Transactions	Accounts Payable
JVUPLOAD	JX	Fupload	Controller's Office
MAILING	MA	Central Mailing	Purchasing Services
PCARD	PC	Office Supply Vendor	Accounts Payable
PRNTSHP	PS	Print Shop Charges	Printing Services
RETIREE	RT	Retiree Upload	Payroll/Employee Benefits
RICOH	RP	RICOH Copier Charges	IT
STURFNDS	SR	FZRAPAY Student Refunds	Student Financial Services
SPACS	SP	SPA Cost Share	Budget Office
TELEPHON	TE	Telephone Services	IT
TRAVADVC	TV	Travel Advance Number	Accounts Payable
TRAVADVR	TJ	Travel Advance Recovery Number	Accounts Payable
TRAVREIM	TR	Travel Request Reimbursement Number	Accounts Payable
WORKORDR	WO	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
GRI0	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	Shortcut
Next Field or Item	TAB
Previous Field or Item	SHIFT + TAB
Down/Next Record	Down Arrow
Up/Previous record	Up Arrow
Next Page Down	Page Down
Previous Page Up	Page Up
Next Section	ALT+Page Down
Previous Section	ALT+Page Up
First Page	CTRL+Home
Last Page	CTRL+End
Choose/Submit	ENTER
Edit	CTRL+E
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Duplicate Item	F3
Duplicate Selected Record	F4
Clear Page /Start Over/Refresh /Rollback	F5
Insert/Create Record	F6
Search or Open Filter Query	F7
Execute Filter Query	F8
List of Values	F9
Save	F10
More Information	CTRL+SHIFT+U
Print Screenshot	CTRL+Alt+P
Export	SHIFT+F1
Add BDM Documents	ALT+A
Retrieve BDM Documents	ALT+R
App Nav - Application Menu	CTRL+M
App Nav - Dashboard/Home	CTRL+SHIFT+X
App Nav - Display Recently Opened Items	CTRL+Y
App Nav - Side Search	CTRL+SHIFT+Y
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T