Banner On-Line Budget

User Guide
NOTE: The links related to Banner Web for Finance can be accessed as follows:

Go to https://bannerselfservice.lafayette.edu/  Banner Self-Service

The purpose of this document is to guide you through the process of viewing your Banner budgets on-line. The user guide is divided into three sections and will take you from requesting on-line Banner access through an overview of each on-line budget form. The final section also provides an overview of general Banner terms and definitions. The following is a brief description of each of the sections:

**Section 1: “Getting Started”** In steps 1 through 8 you will learn how to request on-line access and the procedures on how to log into the Financial Information Menu. After you have successfully completed steps 1-8 you can call the Controller’s Office to schedule an appointment for an individual training session. If you have any difficulties completing steps 1-8, please call the Controller’s Office at extension 5136.

**NOTE: For individuals not familiar with general Banner forms and terms it is suggested that you review Section 3 before going on to Section 2. Section 3 provides an overview of general Banner terms and definitions and provides detailed explanations on the various components of the Banner FOAP (Fund, Organization, Account and Program).**

**Section 2: “On-line Budget Forms”** This section provides a detail description of each of the budget forms available on-line and examples on how to navigate through the forms, enter/execute queries, and how to download query information into Excel.

**Section 3: “General Information”** This section provides an overview of various Banner terms and definitions and provides detailed explanations of the various components of the Banner account number. This section is a “must read” for new Banner users and is a great review and reference guide for those more familiar with the Banner system.
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Section 1

Getting Started: In order to be granted on-line Banner budget access you will need to do the following:

1. Complete the **Banner On-Line Access Request Form** that can be found at:
   
   http://finadmin.lafayette.edu/information-for-faculty-staff/banner-access-training/

   ** A copy of the Banner On-Line Access Request Form can also be found on page 49 of this User Guide.

   **NOTE: If you are a current Banner Budget User and have already been set up and trained on the Banner INB product (forms “FGIBDST” or “FGIBDSR”) then please indicate that on the request form. Unless changes are needed, current users do not have to fill out the section of the Access Request Form related to fund/organization security as that was documented prior to your initial training.

2. Submit the completed and approved Banner On-line Access Request Form to the Controller’s Office, 202 Markle Hall.

3. The Controller’s Office will establish your on-line fund/organization security access as indicated on the **Banner On-Line Access Request Form**, which was completed under Step #1 above. The Controller’s Office will notify you when the security set up has been completed and, if necessary, will provide you with a User ID and password. Those individuals who already have access to other web functions will already have their User ID and password.

4. When you have received your User ID and Pin Number you can sign into the Banner Website. First, launch Internet Explorer. Under the Address Field type in the following URL address https://bannerselfservice.lafayette.edu/
5. To login click on the “Single Sign on to Banner Self Service” as shown above (see the print screen on the previous page for more information) on the Lafayette College Home Page. This will take you to the “User Login” screen as shown below: Enter your User ID and Pin number and click on “Login”
6. After completing the login, you will be taken to the Lafayette College Welcome screen. The Welcome screen may vary based on an individual’s web access. The Faculty and Administrator welcome screens are shown below: Click on the “Finance” Tab to continue.

NOTE: After the “Log in” button is pressed, the system may prompt you to either change your password (first time users or if your password has expired). You may also be prompted to create a Password “prompt” or “hint” question which the system will store for future use in case you need assistance remembering your pin.
7. This is the Financial Information Menu:

Click in either spot to enter the Financial Information Menu
Congratulations!!

You have successfully logged in to the Banner On-line Budget system.

Please call the Controller’s Office at extension 5136 if you wish to schedule an individual training session.

NOTE: For individuals not familiar with general Banner forms and terms it is suggested that you review Section 3 before going on to Section 2. Section 3 provides an overview of general Banner terms and definitions and provides detailed explanations on the various components of the Banner FOAP (Fund, Organization, Account and Program).
Section 2

Section 2: “On-line Budget Forms” This section provides a detail description of each of the forms that are available on-line. This section will do the following:

1. Give examples on how to navigate through the on-line menu options,
2. Illustrate how to enter and execute queries,
3. Outline the steps necessary to download query information into Excel,

Note: Before starting Section 2, you need to complete Section 1 “Getting Started”. Section 1, which is broken down into nine individual steps, provides instruction on how to request on-line access and how to log into the secure Banner budget website. You cannot continue from this point without having a User ID and Pin.

The following is a list and brief description of the query forms that are available on-line.

Financial Information Menu

Budget Queries – This is the main query tool available for on-line budget users (See pages 10-28).

Encumbrance Query – This query form allows budget users to electronically view purchase orders that have been entered into the Banner system (See pages 29-32).

View Documents – This query form allows budget users to electronically view invoices and purchase orders on-line (See pages 33-34).
The following is the screen that will appear once you have successfully completed Steps 1-9 in Section 1. This is the on-line menu screen.

This User Guide will cover Budget Queries first. Please click here on “Budget Queries” to continue.
Pulling down this menu shows you the three query choices. See pull down menu below.
Within the Budget Query form there are the following three types of queries:

- **Budget Status by Account** - allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts. *(See pages 13-23)*

- **Budget Status by Organizational Hierarchy** - allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts. *(See pages 24 -28)*

- **Budget Quick Query** – produces an Organization Budget Status Report that is year to date (for the fiscal year indicated in the original query), and contains the following columns: Adjusted Budget, Year to Date Activity, Commitments and Available Balance. This query does not allow you to view the account detail. *(See pages 29-31)*
Budget Status by Account Query:

Excerpt from the Banner on-line “Help” screen:

To save a query as a template enter a name in the Save Query As field (as shown on the next page). A query may be saved as a Personal or Shared template. A Personal query can be retrieved only by the user who created it. A Shared query can be retrieved by any user. Select the Shared check box to save a template as shared. “

To Create a Budget Status by Account query select this option and click on “Create Query” here.

Once you have saved a query you can retrieve it here to run again. See the excerpt from the on-line Banner help below for more on saving queries.
Check the boxes for the columns you wish to include in your query. Brief column descriptions are listed below.

1. **Adopted Budget**: This is the Trustee Approved Budget for the fiscal year selected.
2. **Budget Adjustment**: This column would include any approved one-time budget adjustments.
3. **Adjusted Budget**: This column would be the adopted budget (1) plus any budget adjustments (2).
4. **Temporary Budget**: This is a total of the temporary budget adjustments for the fiscal year.
5. **Year to Date**: This is the total of the actual year to date transactions.
6. **Encumbrances**: This is the amount of any outstanding unpaid purchase orders for a particular account code.
7. **Reservation**: This is the total of electronic requisitions pending approval. Currently, electronic requisitions are not being utilized.
8. **Commitments**: This is the total of the encumbrances and reservations.
9. **Available Balance**: This is the amount of the adjusted budget less year to date activity less commitments (columns 3 – 5 – 8).

**NOTE**: If you want to create a query that will show you just the basic information in Banner you would check the following columns:
- Adjusted Budget
- Year to Date
- Encumbrances
- Available Balance

To save a query as explained on page 13, enter the query title to be saved here. Example: “Department #1 Monthly Budget”
Once you have checked the boxes you wish to display in your query, the next step is to select the financial parameters. Once you have keyed in the necessary information, click submit query to continue. Below is a description of the parameter information:

- **Fiscal Year** – *(required)* four-digit code. This field should always default to the current fiscal year. For example, fiscal year 2014-2015 is “15”. You can click on the drop down menu to select the year you wish to query.

- **Fiscal Period** – *(required)* this field should always have a value by default. You can click on the down menu to select the period you wish to query. Fiscal Periods correspond with the fiscal year, which starts July 1st. An example of the fiscal periods would be as follows: 3=September 6=December 9=March, 12=June, and 14=All Periods.

- **Comparison Fiscal Year and Fiscal Period**: *(optional)* you have the option to display a second fiscal year and period for comparison purposes. If you choose to include comparison data you will need to fill in both the comparison fiscal year and fiscal period blocks.

- **Chart of Accounts**: *(required)* The only valid chart of accounts is = L.

- **Index** – *(optional)* four-digit code. Limited use on campus.

- **Fund** – *(required)* six-digit code that identifies the source of funds (i.e. 100100=E & G Operating, 100200=auxiliary).
- **Activity** – Not used at this time.
- **Organization** – *(required)* five-digit code that identifies the department to be queried, or you can use the %, as a query to show all the orgs associated with the fund selected.
- **Location** – Not used at this time.
- **Grant** – Used only for current opened research grants. No org needed when using this.
- **Fund Type** – Query by fund type limited to the Controller’s Office.
- **Account** – *(optional)* six-digit code that identifies the type of revenue or expenditure to be included in the query (i.e. 710xxx).
- **Account type**: Query by account type limited to the Controller’s Office.
- **Program** – *(optional)* two-digit code that identifies the type of reporting classification used in financial reporting (i.e. 70=instruction, 77=institutional support).
- **Include Revenue Accounts** – *(optional)* check this field if you want the query to include the revenue codes associated with the fund and organization chosen.

**Quick Query 🔄 Tips:**

- Refer to Section 3 for a more detailed description of the fund, organization, account and program codes.
- Don’t include an account code in the query unless that is the only account you want to query on – for most queries the account code field should be blank.
- For most queries don’t include a program code. By leaving the program code blank you will get all activity charged to the fund/organization shown in the query.
- Most budget users will have to include both a fund and an organization code in order to successfully complete a query.
The screen above shows the completed “Budget Status by Account” query for Department #3 Office budget. The amounts that are underlined can be queried on (single click) to show the detail that makes up the total shown above. The screen on the next page is the result of single click to account code “710341 – Regular Travel.”

NOTE: The report total field, as shown in the example above, displays the total amount spent in parenthesis. This is the result of the College not assigning “revenue” for each of the individual budgeted departments.
The above screen shows the transaction detail for the account code “710341– Regular Travel”

The following is a brief description of the columns shown above

- **Transaction date**: The date the transaction is posted to the Banner system.
- **Activity date**: The date the transaction is entered into the Banner system.
- **Document code**: The internal Banner number that identifies the transaction.
- **Vendor/Transaction Description**: Lists the vendor name (if an invoice) or the description of the journal entry or budget adjustment.
- **Amount**: Dollar amount of transaction.
- **Rule Class Code**: Identifies whether the transaction is a journal entry, budget adjustment, invoice payment, cash receipt or payroll transaction. Refer to Section 3 for a summary of frequently used rule codes.

**NOTE: For more information on downloading your query into Excel**
See page 32
- The document numbers that are shown underlined can be queried on (single click). The query will allow you to see the on-line document for that item. See below for an example of document number I0532627 – TimeValue Software.

The above screen shows the document that has been selected to view on-line. In order to view the actual invoice single click on the underlined invoice number as shown above.

In order to view the Purchase order related to this invoice, single click on the underlined Document Code field as shown above.

NOTE:
To view the on-line invoice, (See pages 20 & 21)
To view the on-line purchase order, (See pages 22 & 23)
Online invoice is broken into three parts. The first section, as shown above, is the Invoice Header. The main items shown within the Invoice Header are:

- **Invoice Number** – Invoice number as assigned by the Banner system. This appears in the top left-hand corner.
- **Purchase Order** – If invoice is being paid from a purchase order the purchase order number will be displayed in this field.
- **Invoice Date, Transaction Date and Payment Due date** – For most of the fiscal year the invoice and transaction date reflect when the invoice was entered into Banner. However, at fiscal year-end (June 30) the College is required to account for transactions in the fiscal year in which the goods and/or services were actually received or provided. For goods or services received prior to June 30, the transaction date will always be prior to June 30th even though the invoice may be dated and paid after June 30th. **For example:** If a department orders supplies from Monroe Systems and those supplies are delivered on June 29, the invoice for those supplies must be charged back to the month of June even if the related invoice is dated and paid within the month of July.
- **Total** – Total amount of the invoice
The second and third invoice sections, as shown above, are the Invoice Commodities and the Invoice Accounting.

The main items shown within the Invoice Commodities are: Item Number, Commodity, Description and PO Item.
The main items shown within the Invoice Accounting section are: Sequence number, COA (chart of accounts will always be “L”), Fiscal Year, FOAP (Fund, Organization, Account, and Program) and transaction amount.

Note: If you have any questions regarding specific items shown within an on-line invoice, please call the Procurement & Payment Services Office at extension 5144.

### Purchase Order Header

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>Change#</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0018608</td>
<td></td>
<td>Jun 18, 2016</td>
<td>Jun 18, 2016</td>
<td>Jun 30, 2016</td>
<td></td>
<td>220.40</td>
</tr>
</tbody>
</table>

Complete: Y  Approved: Y  Type: Regular

Cancel Reason:  Date: 

Requestor: dept.3  58120  Department #3

Accounting: Document Level

Ship to: Not Applicable

Attention: n/a

Contact:

Vendor: L00165466  Monroe Systems for Business

PO BOX 93477

Chicago, IL 60673-3477

Phone:  Fax:

Currency:

The on-line purchase order is divided into three parts. The first section, as shown above, is the Purchase Order Header. The main items shown within the Purchase Order Header are:

- **Purchase Order Number** – Purchase order number as assigned by the Banner system.
- **Change Order Number** – If applicable.
- **Order Date, Transaction Date and Delivery Date**
- **Information on the department making the purchase** - Department Name and Organization number
- **Vendor Number and Address**
The second and third purchase order sections, as shown above, are the Purchase Order Commodities and the Purchase Order Accounting.

The main items shown within the Purchase Order Commodities are: Item Number, Commodity, Description, Quantity, Unit and Tax information.

The main items shown within the Purchase Order Accounting section are: Sequence number, COA (chart of accounts will always be “L”), Fiscal Year, FOAP (Fund, Organization, Account, and Program) and transaction amount.

Note: If you have any questions regarding specific items shown within an on-line purchase order, please call Procurement & Payment Services Office at extension 5144.
Budget Quick Query – produces an Organization Budget Status Report that is year to date (for the fiscal year indicated in the original query), and contains the following columns: Adjusted Budget, Year to Date Activity, Commitments and Available Balance. This query does not allow you to view the account detail.

Quick Query Tips:

When using the “Budget Quick Query” you do not have the ability to choose which columns to be included in the query. The Budget Quick Query will contain the following columns:

- Adjusted Budget
- Year to Date
- Commitments and
- Available Balance

Please note that Budget Quick Query is a “view only” query. No amounts or document numbers can be viewed on-line from this query.
After entering parameter information click on “Submit Query”. Below is a description of the parameter information:

- **Fiscal Year** – *(required)* four-digit code. This field should always default to the current fiscal year. You can click on the drop down menu to select the year you wish to query.

- **Chart of Accounts**: *(required)* The only valid chart is = L.

- **Index** – *(optional)* four-digit code. Limited use on campus.

- **Fund** – *(required)* six-digit code that identifies the hierarchy fund to be queried.

- **Grant** – Not used at this time.

- **Organization** – *(required)* five-digit code that identifies the hierarchy organization code to be queried.

- **Account** – *(optional)* six-digit code that identifies the type of revenue or expenditure to be included in the query (i.e. 710xxx).

- **Program** – *(optional)* two-digit code that identifies the type of reporting classification used in financial reporting (i.e. 70=instruction, 77=institutional support).

- **Activity** – Not used at this time.

- **Location** – Not used at this time.

- **Include Revenue Accounts** – *(optional)* check this field if you want the query to include the revenue codes associated with the fund and organization chosen.
The above screen print shows the results of a Budget Quick Query for the fund selected. Notice that none of the fields are underlined. No additional level of documentation is available for review.
**Downloading a Banner Budget Query into Excel** – The following is an excerpt from the Banner on-line “Help” screen:

“Budget Query data can be downloaded to a Microsoft Excel spreadsheet to allow further editing of data to meet reporting needs. **This option is NOT available for the Budget Quick Query.**

Select Download Selected Ledger Columns to download only the operating ledger amounts corresponding to the selected columns to display on the report.

Select Download All Ledger Columns to download all available operating ledger amounts for the criteria entered.

User Calculated Columns may also be added to a query. Options include add, subtract, multiply, divide, or obtain a percentage variance of any two operating ledger columns. **This option is NOT available for the Budget Quick Query.**

To save a query as a template enter a name in the Save Query As field. A query may be saved as a Personal or Shared template. A Personal query can be retrieved only by the user who created it. A Shared query can be retrieved by any user. Select the Shared check box to save a template as shared.
The text box at left will appear if you click on the option “Download Selected Ledger Columns”. At this point you can either choose to open the file directly into Excel or save the file to a disk. 

The screen print below is the initial result of choosing to “Open” the file into Excel. Note: Although the option was to only download selected columns into Excel, some editing and/or formatting will be necessary in Excel to eliminate some unnecessary columns.

NOTE: The Excel file shown above contains other columns not shown on the screen print. This User’s Guide was not designed to go into extensive detail related to the download function. If you are interested in further information and/or training on this process, please call the Controller’s Office.
**Encumbrance Query Option** – From the On-line menu screen you have the ability to view Encumbrances on-line. In order to access this option single click on the “Encumbrance Query” menu item as shown below.
The Encumbrance Query allows you to view encumbrance information by account for specified FOAPAL parameters (Fund, Organization, Account, Program, Activity, and Location). The Encumbrance Status field should default to “All” to be able to view all encumbrances associated with the FOAPAL. A more detailed description of the parameters on the Encumbrance Query can be found on page 30.

Two types of queries may be saved. A "Personal" query is retrievable only by the user who created it. A "Shared" query is retrievable by any user.

Use Save Query As to avoid overwriting an existing template.
Items underlined may be selected for further review on-line. For example the Purchase Order #P0018599 for Fisher Scientific can be selected using a single click. The result of that query is shown below.
Using a single click this purchase order can be reviewed in detail. For an example of an on-line purchase order (See pages 22 & 23).
**View Document Option** – From the On-line menu screen you have the ability to view documents on-line. In order to access this option single click on the “View Documents” menu item as shown above.
After choosing a document type and entering the parameters (which would include a either a valid purchase order or invoice number) single click on the “View Document” option. The query would result in viewing either the on-line purchase order or invoice. For an example of an on-line invoice, (See pages 20 & 21). For an example of an on-line purchase order, (See pages 22 & 23).

♦ Choose a document type
♦ Enter a valid document number
♦ Select “View Document”

Quick Query Tips: Please note that not all document types shown are available for on-line query access. At this time the only documents available for on-line access are purchase orders, encumbrances and invoices.
Section 3

Section 3: “General Information” This section provides an overview of various Banner terms and definitions and provides detailed explanations of the various components of the Banner account number. This section is a “must read” for new Banner users and is a great review and reference guide for those more familiar with the Banner system.

This section will provide the following:

- A detailed description of each part of the Banner account number or FOAPAL.
- Definitions of common Banner terms.
- Various Job Aids to be used as reference tools. The job aids include:
  1. Banner On-line Request Form
  2. Desktop FOAPAL Summary Card – User can customize for quick reference guide to individual accounts.
  3. Organization/Program Reference Guide

General Information:

What is a FOAPAL anyway?

FOAPAL is the Banner term for a College account number. It is an acronym that stands for:

F – Fund code (six digit number) - Identifies; operating, restricted, endowed and plant funds.
O – Organization code (five digit number) - The organization (Department)
A – Account code (six digit number) - The natural classification of the transaction
  (Supplies, Telephone, etc.)
P – Program code (two digit number) – A code used for financial reporting by function
  (Instruction, Student Services, etc.)

**Total digits in a common account number = 19**

A – Activity code (Not currently in use at Lafayette College)
L – Location code (Not currently in use at Lafayette College)
Note: There are exceptions to when the 19-digit account number is used. The two most common exceptions to the 19-digit account number are:

1. **Agency Funds** – Agency funds only use the Fund (929xxx) and the Account (2xxxxx) codes making them 12 digits in length. Agency funds represent funds that the College maintains on the behalf of College related groups. The activity in these funds is not shown in the budget or operating statements for the College as they are not owned by the College. These funds and their activity are summarized and shown as a liability on the College’s Statement of Financial Position (a.k.a. the Balance Sheet).

2. **Travel Advance account** – The travel advance account also uses just the fund and account codes (100100-164011). The College uses this balance sheet account to hold all travel advances issued throughout the College. Advances are cleared when a completed and approved travel expense report is submitted indicating which account number (FOAP) should be charged for the travel.
At a glance - What your account number can tell you.

Believe it or not, you can tell a great deal about a Banner FOAP (Fund, Organization, Account, and Program) just by knowing what to look for. For example:

- The Fund code can tell you the type of income that supports that fund. (Examples: Unrestricted, Auxiliary, Endowment, Restricted Gift or Agency) or what source is providing the money for the fund. To learn more see the section on fund codes on page 38.

- The first digit of the Organization code can tell you which Division has oversight for the overall FOAP. To learn more see the section on Organization codes on page 39.

- The type of Account code that is used in a FOAP can tell you whether that particular document is related to the balance sheet (Fund and Account only) or the Operating Ledger (FOAP). Within the operating ledger there are revenue, salaries and fringe benefits, expenses, and transfers. To learn more see the section on account codes on page 40.

- The Program can reveal the overall financial reporting classification of the budget being used. Colleges and Universities throughout the country are required to report their expenses by major function. These classifications are used by various sources to compare and rank Universities and Colleges. To learn more see the section on program codes on page 41.
**Fund Codes** – The following are the most common fund types used by on-line budget supervisors:

- **100100** – Educational and General Fund. This fund code is used to account for the College’s Approved Operating Budget.
- **100200** – Auxiliary General Funds. This fund code is used to account for the College’s Approved Auxiliary Budgets (Examples: Residences Halls, Dining, and Bookstore).
- **120xxx and 210xxx** – The fund codes in this series account for the activity for the spendable income related to each of the College’s Endowments.
- **152xxx and 202xxx** – The fund codes in this series account for the activity, which results when individuals, organizations or business make gifts to the College, or when governmental agencies award the College a grant or contract.
- **35xxxx & 36xxxx** – The fund codes in this series account for the activity for each of the College’s Endowment Principal funds.
- **6xxxxx** – The fund codes in this series are managed by the Plant Operations department and account for the activity for each of the board approved plant related projects.
- **929xxx** – *(No on-line access due to Banner security constraints)* the fund codes in this series account for the activity for each of the Agency funds that are held by the College for outside groups.
**Organization Codes** – Each division within the College has a unique organization group(s). This shows, at a minimum, which division has oversight for that transaction. The current organization groups within the College are as follows:

- **1xxxx** – Executive Division
- **2xxxx, 4xxxx and 95xxx** – The Provost Division which includes all Academic Departments, The Dean of Studies Office, Enrollment Services, and the Campus-wide Technology budget.
- **3xxxx** – Dean of Students Division
- **5xxxx and 7xxxx** – The Finance and Administration Division, which includes Treasurer, Controller and Plant Operations.
- **8xxxx** – Financial Aid budget related reporting
- **90xxx and 91xxx** – The Division of Human Resources & General Counsel.
**Account Codes** – The following are the most common account types that would be seen by on-line budget users:

- 5xxxxx – Revenues,
- 6xxxxx – Salary and fringe benefits,
- 7xxxxx – Expenses (Non-Compensation)
- 8xxxxx – Transfers (**Controller’s Office use only**)

**TIP**: Did you know that the chart of accounts was designed so that for revenue accounts the first two digits of the account code are the same as the correct program code?

**Example**: For Miscellaneous Revenue – 599750 the correct program code is “59”; or that for summer camp revenue 508xxx the program code is “50”.

For expense account codes (6xxxxx and 7xxxxx), the first two digits of these account codes **do not** determine what the correct program should be. For more information see the section on program codes on **page 41**.
Program Codes – For financial reporting the college is required to report all revenues and expenses by major classification. The program code is used to accomplish this goal. The following are the most common expense program codes that are used by on-line budget supervisors:

1. Educational and General (E&G) –
   - 70 - Instruction
   - 71 – Public Service
   - 72 – Research
   - 73 – Academic Support
   - 74 – Student Services
   - 77 – Institutional Support
   - 80 – Physical Plant Operations
   - 81 – Scholarships & Fellowships

2. Auxiliary Enterprises –
   - 86 – Residence Halls
   - 87 – College Owned Fraternities
   - 88 – Dining Services
   - 89 – Bookstore
   - 90 – Rental Properties
   - 91 – College Hill Rental Program
   - 93 & 94 – Student Telecommunications

Tip: If you are unsure what program code to use with an organization code you can reference the Job Aid “Organization by Program Code” on page 50.
**Rule Codes:** The following is a list of some of the more frequently used rule codes used in the Banner system:

- CNEC – Cancel check credit memo with encumbrance
- CNEI – Cancel check invoice with encumbrance
- CNNC – Cancel check credit memo without encumbrance
- CNNI – Cancel check without encumbrance
- INNI – Invoice (No Encumbrance-Direct Pay)
- INEI – Invoice with encumbrance
- INNC – Credit memo no encumbrance
- INEC – Invoice with credit memo
- INII – Invoice with G/L account no encumbrance
- PCRP – Cancel purchase order prior year
- PORD – Purchase order
- JE15-Journal Type for Same Fund Transactions
- FT01- Journal Type for InterFund Transactions
- BD01- Journal Type for Adopted “Original Budget” Transaction
- BD02- Journal Type for Adjusted Permanent Budget Transaction
- BD04-Journal Type for Adjusted Temporary Budget Transactions
- FP- Journal Type for Fupload Journal Entry
- CR05-Journal Type for Cash Entry
- CR 07-Journal Type for Cash Entry
- CR 08-Journal Type for Cash Entry
**LAFFAYETTE**

**Banner Terms** – The following terms are defined below to describe many of the functions in the Banner Software Program.

- **Navigate** –to move from various fields and forms in Banner

- **What is a Query?** Querying is the process of looking to see what information is already entered in the Banner database. A query allows you to view the Funds and Accounts that you are responsible for in your department.
  
  Keyboard Shortcut: (Enter Query F7, Execute Query F8, Cancel Query F9)

- **Downloading into Excel** is the process of moving what you see on the computer screen to an Excel spreadsheet to create a customized reporting tool.
BANNER ON-LINE ACCESS REQUEST FORM

(Please complete a separate form for each individual requiring on-line Banner Access)

NOTE: This form can be found on the Lafayette College web site at the following address:

http://finadmin.lafayette.edu/files/2012/05/Banner-Finance-Access-Request-Form.pdf
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**Organization/Program Reference Guide**
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