

BANNER ADMIN QUICK REFERENCE

Tipsheet Version 1.1

ACCESS

Banner Admin is accessed via the AUAccess portal. The link to the portal is found on the 'Employees' page of the Auburn University website. Once the portal is accessed select the 'Finance' tab and the 'Banner Admin' link.

COMMONLY USED RULE CODES

The following commonly encountered Rule Class Codes define the transaction type which will be used when processing a Banner entry. In FRS these codes were called 'Transaction Codes', such as 048 for check disbursement, 050 for Purchase Order encumbrance, or 064 for Purchasing Card transaction. The rule class codes are identified in the 'Type' column on forms FGITRND (Detail Transaction Activity) and FRIGTRD (Grant Transaction Detail).

REQUISITION AND PURCHASE ORDER

REQP – Requisition – reservation
RCQP – Cancel Requisition
PORD – Establish purchase order
POLQ – Purchase order liquidation
PCLQ – Cancel purchase order
E100 - Establish general encumbrance

ACCOUNTS PAYABLE

DNNI – Check payment without encumbrance
DNNC – Check payment without encumbrance – Credit memo transaction
DNEI – Check payment with encumbrance
DNEC – Check payment with encumbrance – Credit memo transaction
CNNI – Cancel check without encumbrance
CNNC – Cancel check without encumbrance – Credit memo transaction
CNEI – Cancel check with encumbrance
CNEC – Cancel check with encumbrance – Credit memo transaction
INNI – Accounts Payable invoice without encumbrance
INNC – Credit memo without encumbrance
INEI – Accounts Payable invoice with encumbrance
INEC – Credit memo with encumbrance
ICNI – Cancel invoice without encumbrance
ICNC – Cancel credit memo without encumbrance
ICEI – Cancel invoice with encumbrance
ICEC – Cancel credit memo with encumbrance

BUDGET

BD01 – Permanent adopted budget
BD02 – Permanent budget adjustments
BD03 – Temporary adopted budget
BD04- Temporary Budget Adjustment
AU04- Auburn University temporary budget adjustment (used for Budget Transfers)

GENERAL LEDGER

CRO5 – Cash receipt entry
BTA- Bank Transfer between banks on same chart (Inter-Fund)
BTI- Bank Transfer between banks on different charts (Inter-Chart)
CRG- Direct Charge

DCSR – Direct cash receipt
 DEC- Department Error Correction
 ITV- Internal Transaction Voucher
 JE15 – Intra-fund general journal entry (debit and credit Fund numbers must be the same)
 JE16 – Inter-fund general journal entry
 FT01 – Inter-fund transfer
 JE25 – Interchart journal entry (used for entries between AU, AUF, AAA, or TUF)
 JLD - Payroll Feed
 JFC - Works Purchasing Card Feed

PAYROLL

HEEL- Payroll employee liability
 HERL- Payroll employer liability
 HFNL- Payroll Fringe chargeback
 HNET- Payroll net pay

CONTRACT & GRANT

GRAR – Accrued Accounts Receivable
 GRRV – Accrued Revenue
 GRIC – Indirect cost Charge
 GRIR – Indirect cost Recovery
 ITD – Project-to-Date Balance Load from FRS

STUDENT

CA1- Student charges
 CA2- Student Application of Payments
 CS1- Student Cash Payment

BANNER ADMIN FORMS STRUCTURE

Banner Admin forms (screens in FRS) are named using seven alpha characters. All Finance forms begin with an 'F'. The remaining letters describe the module (2nd character), form type (3rd character), and form function (4th – 7th characters).

MODULE (2ND character):

G – General Ledger
 A – Accounts Payable
 P – Purchasing
 O – Finance Operations
 B – Budget & Position Control
 F – Fixed Assets
 R – Research Accounting

FORM TYPE (3rd character):

I - Inquiry
 Q - Query
 A - Application
 M - Maintenance
 V - Validation

BANNER FORMS TO FRS SCREEN CROSSWALK

The following shows the relationship between the Banner Admin forms and the FRS screens. In some cases there are multiple Banner forms to replace on FRS screen.

BANNER FORM

FRS SCREEN

FGIOENC (Encumbrance by Fund/Organization)	021
FPIOPOF (Open Purchase Order by FOAP)	
FPIOPOV (Purchase Order by vendor)	209

FPIORQF (Open Requisition by FOAP)	
FGIENCD (Encumbrance Detail Transactions)	
FGIBDST (Organization Budget Status)	019
FRIGITD (Grant Budget Status) *	
FGITBAL (General Ledger Trial Balance)	018
FTMFUND (Fund Code Maintenance)	006 & 009
FRAGRNT (Grant Maintenance) *	
FGIGLAC (General Ledger Activity)	023 & 027 (GL)
FRAAREV (Research Accounting Payments Entry) *	
FGITRND (Detail Transaction Activity)	023 & 027 (SL)
FRIGTRD (Grant Transaction Detail) *	
<ul style="list-style-type: none"> • Check number located on FOIDOCH (Document History) with the Invoice, PO, or requisition numbers found on FGITRND or FRIGTRD 	
FAIVNDH (Vendor Detail History)	113 & 118
FOIVEND (Vendor List)	102 & 202
FTMVEND (Vendor Maintenance)	103 & 203

* Forms to be used for Contract & Grant accounts, Project Construction accounts, and Athletic accounts

CHART OF ACCOUNTS

The following information describes the Auburn University Fund, Organization, and Account structure (the 'F', 'O', and 'A' of FOAP).

FUND STRUCTURE

- 101 AU Main Campus Unrestricted
- 102 AUM Unrestricted Funds
- 103 AAES Unrestricted Funds
- 104 ACES Unrestricted Funds
- 200 AU Restricted Funds
- 270 AU Restricted Gifts
- 326 AU Restricted Scholarships
- 338 AU Restricted Fellowships
- 350 AUM Restricted Funds
- 354 AUM Restricted Gifts
- 358 AUM Restricted Scholarships
- 359 AUM Restricted Fellowships
- 360 AAES Restricted Funds
- 370 AAES Restricted Gifts
- 371 AAES Restricted Scholarships

372 AAES Restricted Fellowships
374 ACES Restricted Funds
375 Federal Governmental Appropriations
385 Federal Governmental Appropriations
390 ACES Restricted Gifts
500 AU Auxiliary Enterprise
501 AUM Auxiliary Enterprises
503 AU Student Loans
508 AUM Student Loans
510 AU Quasi-Endowments
520 Endowment Investment Pool
530 AUM Quasi-Endowments
600 AU Endowments
620 AUM Endowments
650 AAES Endowments
655 ACES Endowments
700 AU Annuities & Life Income Fds
800 Agency Funds
840 AUM Agency Funds
920 Unexpended Plant Funds
940 Renewal and Replacement
945 AUM Renewal and Replacement
955 Retirement of Indebtedness
956 AUM Retirement of Indebtedness
960 Investment in Plant
961 AUM Investment in Plant
990 Bank Fund

ORGANIZATION STRUCTURE

1XXXXX – In a data enterable organization code signifies a Division 1 (Main Campus) Organization

2XXXXX – In a data enterable organization code signifies a Division 2 (AUM) Organization

3XXXXX – In a data enterable organization code signifies a Division 3 (AAES) Organization

4XXXXX – In a data enterable organization code signifies a Division 4 (ACES) Organization

ACCOUNT STRUCTURE

10xxx – Assets

20xxx – Liabilities

30xxx – Control Accounts

40xxx – Fund Balances

50xxx – Revenues *

60xxx – Salaries & Wages *

70xxx – Expenditures *
80xxx – Transfers
90xxx – Fund Additions
95xxx – Fund Deductions

* In relation to the Account structure, the following explains the expenditure types found in the 'Type' column on forms FGIBDST and FRIGITD:

R – Revenue
L – Labor
E – Other Operating Expenditures

DOCUMENT NUMBERING LEADING ALPHA(S)

Document numbers in Banner will begin with the following alpha characters:

AF – AUM A/R Feed
BB – FRS GL Balance Load
BD – FRS Budget Load (Non-Contract & Grant)
BG – Budget Load (mainly for Charts F, M and T)
BS – Bookstore Direct Charges
CC – CopyCat Direct Charges
D – Document Tag Number (Fixed Assets)
DC - Dixon Conference Center Direct Charges
E – General Encumbrance Number
FA – SIS BRS Accounting Feed
FB – FRS Balance Loads
FC – Facilities Direct charge Feed
FL – LMS Accounting Feed
FM – AUM Accounts Receivable Feed
FP – HRS Payroll Accounting feed
FS – Food Service Direct Charges
FY – Foy Union Direct Charges
G – Deferred Grant Calculations JV
H – Direct Cash Receipts
I – Invoice Code
IA – AU BRS Student Refund
IM – AUM Student Refunds
IT – OIT Direct Charges
J – Journal Entry Code
M – Fixed Assets Accounting Adjustments
NP – Net Pay for Payroll
P – Purchase/Change Order Code
PB – Contract & Grant Project Balance Load from FRS
PP – Contract & Grant Project Budget Load from FRS
R – Requisition Code
RF – RESF Direct Charges
SE – Scholarship Encumbrances
SP – Sympro Cash Receipts Feed (Treasury Services)
T – Origination Tag Number (Fixed Assets)
TC – Tiger Card Direct Charges
TE – TES Direct Charges
TS – Treasury Services Direct Charges

WK – PPS Works Purchasing Card Feed

FIELD CODE INDICATORS

ABD – Adjusted Budget (Rule Class AU04/BD04)

ENC – Encumbrance (Purchase Order)

OBD – Original Budget (Rule Class BD01)

RSV – Reservation (Purchase Requisitions)

TMP – Temporary Budget Adjustment

YTD – Year to Date