BANNER TERMINOLOGY & EDGAR WEB APPLICATIONS

Understanding the Accounting Distribution Line

The <u>Accounting Distribution Line</u> in Banner is made up of 6 components: **Fund, Organization, Account, Program, Activity** & **Location**... often referred to as <u>FOAPAL</u>.

Fund | The source of the funding

- o 6 characters (except for A1)
- o Always starts with a letter
- o First character tells you the type of fund:

FUND	DESCRIPTION	ТҮРЕ
A1	University Current Unrestricted	FY
D	Internally Designated Funds	FY w/ CF
G	Gift Funds	FY w/ CF
Н	Endowment Funds	FY w/ CF
R	Research Funds	ITD
B, P, M	Project Management	ITD

- > FY = Budgets for these funds start and end with the Fiscal Year
- > ITD = Inception-To-Date = ITD funds have a begin and end date
- > CF = Fund balances Carry Forward to the new fiscal year

Hint | Locating your Fund using the LOV Search Feature within Edgar WebApps

- o On any Web Application: Enter your ORGN code
- o Enter at least 1 digit into the **Fund Box** then press the 'List Funds' LOV Button
 - A list of Fund that you have access to within the ORGN code entered will appear. Select the corresponding radio button to select the Fund.

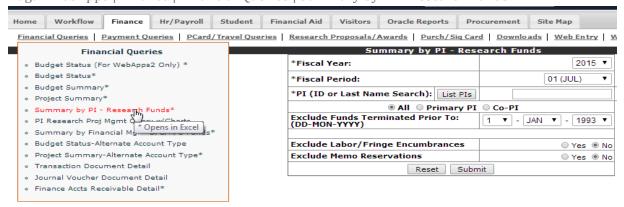
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Fund Owners

• Principal Investigator

- Qualified person designated by the institution to direct a research project or program.
- PI's oversee the scientific and technical aspects of a project and the day-to-day management of the research.
- o R (research funds) only.

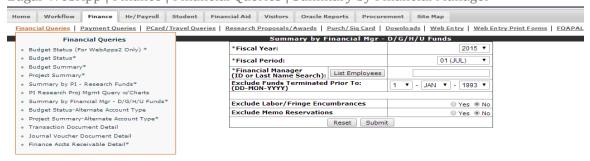
Edgar WebApps | Finance | Financial Queries | Summary by PI - Research Funds



Financial Manager

- o Similar to PI (Principal Investigator) except for non R(research) funds
- o Assigned to D, G or H funds
- o Set up through the Controller's office (contact Crystal Davis)

Edgar WebApp | Finance | Financial Oueries | Summary by Financial Manager



FM information also available on the Fund Code Download

Gift VS Revenue Funds

If you do not have an established fund, you must determine whether the money is gift
or revenue. Gifts are given without any expectation by the donor of receiving
something in return. Revenue is payment in exchange for goods and services.

Gift	Revenue
Sponsorship	Tickets to a special event
Scholarship	Tuition
Endowment	Registration fee
Trust	Greensheet sales

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

- o 6 characters
- o Always numeric
- o Example: 101000 President's office
 - First Number indicates DIVISION (ex: 1)
 - First Three Numbers indicate DEPARTMENT (ex: 101)
 - All Six Numbers indicate ORGANIZATION within Dept (ex: 101000,101025)

DIVISION	DESCRIPTION
0	Resource Development
1	President's Office
2	Provost
3	School of Humanities
4	School of Natural Sciences
5	Dean of Undergraduates
6	Finance & Administration
7	Brown School of Engineering
8	School of Social Sciences
9	VP Investments/Treasurer

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Acct (Account) | The type of revenue or expenditure

- o Five characters
- o Always numeric
- o First TWO DIGITS indicate ACCT TYPE
- o All FIVE DIGITS indicate ACCT CODE

Acct Type	DESCRIPTION
50	External Sales
58	Internal Sales
60	Labor Expenditures
62	Fringe Benefits
70	Supplies & Expenses
72	Travel
74	Facilities & Admin Costs
75	Equipment/Capital Improvements
80	Transfers Between Funds

Creating a List of Account Codes

To create a list of account codes used at Rice University.

Edgar WebApps | Finance | Downloads | Account Codes



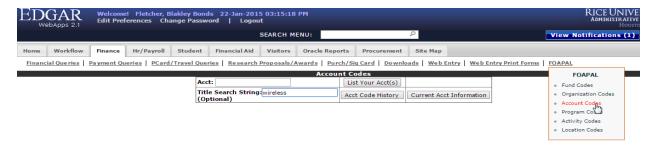
- Enter a range of account codes (example: to list all Expense acct codes enter 70000 to 79999)
- Uncheck the PREVIEW FIRST 50 RECORDS button

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Enterable	Web Entry	PCard	Term Date
Y = Data enterable	Y = Permitted for web entry forms	P = Permitted for PCard Reallocations	Account can no longer be used
N = Budget entries only	N = Not permitted for online use	T = Permitted for Travel	
		N = Permitted for neither Travel + PCard	
		B = Permitted for both Travel + PCard	

Searching for a single account code

Edgar WebApps | Finance | FOAPAL | Account Codes



- You can search by Account Code or Title string (example: search for 'Wireless' to find all account codes related to wireless charges)
 - 'Account Code History' will return both terminated and active codes
 - 'Current Account Information' will return only active codes

Prog (Program)

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

Actv (Activity)

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

Locn (Location)

 Used to indicate cost share matching for grants. They are generally used only with payroll in research departments, but can include S&E or Equipment depending upon the grant. Assigned by the Controller's office.

Category Codes

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