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Banner Administrative Finance Pages
Understanding Common Forms and Rule Codes

The following descriptions have been provided as quick reference for common Banner Finance Administrative Pages and data elements used. This is only a partial listing as there are numerous pages and various types of rule codes within the Banner system. For more information on pages and codes, please contact the respective financial areas as needed.

Common Banner Finance Forms (view based on end-user's access):

FGIBAVL – Budget Available Balance (by pool code)
This form provides available budget balances for personal services, nonpersonal services, travel, and equipment pools and transfers by organizational budget. It shows the current operating expenditure budget less year-to-date activity and commitments to arrive at the balance. No research can be performed from this form.

FGIBDSR – Budget - Executive Summary (similar to FGIBAVL)
Provides query roll up of activity by higher-level organization codes or fund codes using Banner's hierarchy feature.

FGITRND – Transaction Detail Activity
Displays detailed transaction activity for specified FOAP elements sorted by account. Transactions are shown with the newest information at the top. Use the horizontal scroll bar to move the window pane to the right to reveal additional information about entries (i.e., description).

FGIDOCR – Document Retrieval
Provides detailed information about all transaction types. Can be accessed from the Detail Transaction Activity Form [FGITRND] by clicking on the Query Document selection in the Related menu.

FGIOENC – Organizational Encumbrance –
Displays information about all open encumbrances by Org and/or Fund. Once completed, encumbrance information will not display here.

FGIENCD – Detail Encumbrance Activity
This screen displays detailed transaction activity for a selected original encumbrance entry as well as all transaction activity against the encumbrance. Information is displayed from oldest to newest and shows all transactions for the encumbrance (original encumbrance, partial/full payments, and changes). Used to find out if encumbrance is open or closed.

FOIDOCH – Document History
This screen displays the processing history for a specified document by a selected document type and code. Ability to see PO#, Banner-generated invoice number, and check number.

RADFORD UNIVERSITY

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When viewing Banner Finance pages, is it important to understand the following data elements. This is only a partial listing as there are hundreds of codes within the Banner system.

Rule Codes define the transaction processing and edits that determine how Banner Finance processes financial transactions. Rule Codes are organized in groups that process similar transaction types. They identify:

- ✓ The posting ledger
- ✓ The source of the transaction
- ✓ The effect on the budget
- ✓ The effect on year to date balances

Rule Codes are further described below in the following categories:

Budget transactions debit or credit an account based on its account type normal balance (revenue accounts are credited and expense accounts are debited). Each transaction updates a different sequence number of activity for the account.

- BDT – Departmental budget transfer (through SSB) - Temporary budget adjustment
- BD01 - Permanent adopted budget. (OBFP uses to set up initial budget)
- BD02 - Permanent budget adjustments (to BD01). (OBFP)
- BD03 - Temporary adopted budget. (OBFP)
- BD04 – Temporary adjusted budget (OBFP)
- BAT – Budget automated transfer (OBFP)
- BDD – Budget transfer delegated (OBFP)
- BDG – Grant budget transfers (OSPGM)

Procurement and Encumbrance transactions include posting and liquidation of an encumbrance. Encumbrances reserve funds so they are no longer available for use in other transactions. The primary benefit of encumbrance accounting is to avoid budget overspend.

- E010 – Post original encumbrance
- E032 - Total liquidation of an encumbrance (to $0.00 balance and Closed)
- E090 – Open Encumbrance Roll (from previous fiscal year – open POs)
- PORD - Establish purchase order
- PORP – Establish purchase order in Prior Year
- POPN – Purchase order open
- POLQ - Purchase order - request liquidation
- PCLQ - Cancel PO - reinstate request
- CORD – Change to purchase order

RADFORD UNIVERSITY

Banner Administrative Finance Pages
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Accounts Payable transactions include payment of vendor invoices, travel processing and issuance of checks.

- INNI - Accounts payable invoice without encumbrance (Direct Pay).
- INEI - Invoice with encumbrance.
- ICNI - Cancel invoice without encumbrance.
- ICEI - Cancel invoice with encumbrance.
- CNEI – Cancel check with encumbrance
- CNNI – Cancel check – no encumbrance

General Accounting transactions include journal vouchers (J# documents) and cash receipts. Routine charges for Facilities, Printing and Postage will be posted to your organization code via journal entry.

- FT01 - Inter Fund transfer
- FT3 - SPCC transactions
- DPT - Deposit
- CR05 - Cash receipt entry
- XT1 – Radford Local Inter Fund Transaction
- XPR – Radford Local CIPPS Payroll entry

RADFORD UNIVERSITY

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Financial Services – Contacts

Procurement & Contracts (eVA, Purchasing, Contract Agreements)

Phone: 540-831-5419, Email: purchase@radford.edu

Accounting Support Services (Vendor Management, Card Programs, Check Write)

Phone: 540-831-7613, Email: apas-web@radford.edu

Accounts Payable (Invoices, Payments, ChromeRiver, Christopherson Business Travel)

Phone: 540-831-7732, Email: acctspayable@radford.edu

Budget (Budget Development and Management)

Phone: 540-831-5760, Email: obfp@radford.edu

General Accounting (Journal Vouchers and Reconciliations)

Phone: 540-831-5536, Email: genacctg@radford.edu

Human Resources (Personnel Actions, Benefits, PeopleAdmin, Employment)

Phone: 540-831-5008, Email: hr@radford.edu

Additional Resources:

Administrative Systems Access (Access to Banner, PeopleAdmin, Other Admin Systems, etc.),

Email: idmangagement@radford.edu

Information Technology Support (Technology Trainer),

Email: acadcomp@radford.edu

Grants and Sponsored Programs – Office of Sponsored Programs and Grants Management

(OSPGM), Phone: 540-831-5035, Email: spgm@radford.edu