Alphabetical Listing of Banner Finance Terms

Account
The account code defines the natural classification of asset, liability, revenue, or expense. Account codes beginning with a 1 are assets, 2 are liabilities, 5 are revenues, and 7 are expenses and transfers.

Accounted Budget
This is for internal purposes and is the budget based on transaction date not the budget period.

Adjusted Budget
The end result of the budget process to date or the original budget plus or minus any adjustments made during the fiscal year.

Adopted Budget
This is the original budget transactions (BD01) and original temporary budget transactions (BD03). Budgets are based on the budget period entered on the transaction and not the transaction date.

Available Balance
This is the adjusted budget less year to date activity less commitments (reservations plus encumbrances).

Banner
Banner is a comprehensive and integrated information system consisting of Finance, HR, Student, Alumni, and Financial Aid modules. The finance module is used to record the financial transactions of the university. It stores transactions in an Oracle relational database, and users view the information using either INB (Internet Native Banner) http://www.angelo.edu/services/banner/login.php or Self Service Banner (RamPort on the Work Life tab and the Banner Self Service Links channel). Most often someone on campus using the term Banner is referring to INB or Internet Native Banner.

Block
Every Banner form consists of two or more blocks. Most forms contain a header block and a detail block with each block containing different information fields. Banner blocks are usually separated by a solid horizontal line.

Chart of Accounts
This includes fund, organization, account, and program information. This is a required field on any Banner form where it is present and the chart code is always A. The ASU chart of accounts can be found on RamPort, under the Work Life Tab, in the Controller's channel. An updated chart of accounts and a separate listing of the changes are posted to RamPort monthly.

Commitments

This is reservations plus encumbrances including general encumbrances for travel, purchase orders, and salary encumbrances.

Encumbrances

An encumbrance sets aside budget funds to pay for travel, goods and services, etc.

Field

The lowest level of detail in a form is a field. A field displays a specific data element. Examples of data fields include last name, vendor id, fund, account and document number.

Finance Self Service

Finance Self Service is a web based access to view and extract information from Internet Native Banner (INB) in a more user friendly format. The data in INB and Self Service is live or real time data.

Fiscal Period or Budget Period

The term used for the monthly accounting period within the fiscal year. This is a two digit code beginning with 01 for September and ending with 12 for August. The fiscal period 14 is used for year to date activity.

Fiscal Year

This is the annual period beginning September 1 and ending August 31 that denotes the period which the university budgets, accounts, and reports on the financial activity.

FOAP

This is an acronym for the accounting code block of numbers. The acronym FOAP is created by taking the first character of each the four components: **F**und, **O**rganization, **A**ccount, and **P**rogram. The FOAP communicates to Banner in alphanumeric code how a transaction will be posted to the general ledger, operating ledger, or encumbrance ledger. Other terms synonymous include FOAPAL and FOP.

Form

Banner screens may be referred to as forms.   A form is comprised of blocks and fields where you interactively enter and look up information. Every form has been assigned a unique name. Commonly used finance forms include FGIBAVL (Budget Availability), FGIBDST (Organization Budget Status), and FPAREQN (Requisition).

Fund
Fund is a four or five digit code identifying the source of funds, for example 0100 is Designated Tuition.

Organization
The org code, short for organization code, identifies the budgetary unit (department) responsible for managing the funds. The org code is needed to post budgets as well as revenues, expenses, and transfers.

Program
The program code defines the functional classification of revenue and expenses such as general administration, instruction, or public service.

Query
Queries are Banner searches for data using specific parameters. This is an information retrieval function.

Record
Every transaction in Banner is stored as a record. A record is comparable to a paper document in a file cabinet.

Reservation
Requisitions entered into Banner *reserve* budget funds to pay for orders not yet encumbered.

Transaction
Each financial event such as entering a requisition, issuing a purchase order, or paying an invoice is an example of a Banner transaction.

Year to date
Actual revenues and expenses accumulated in the current fiscal year.