Banner Finance Self-Service Reference

Transaction date conversion to fiscal year and accounting period
Banner converts the TranDate into the university Fiscal Year & Accounting Period.

Transaction Date	Fiscal / Budget Period	Fiscal Year
July 1-31, 2006	01	07 (i.e. 2006-2007)
August 1-31, 2006	02	07
September 1-30, 2006	03	07
October 1-31, 2006	04	07
November 1-30, 2006	05	07
December 1-31, 2006	06	07
January 1-31, 2007	07	07
February 1-29, 2007	08	07
March 1-31, 2007	09	07
April 1-30, 2007	10	07
May 1-31, 2007	11	07
June 1-30, 2007	12	07
Year-end processing	14 (no period 13)	07

The Budget Period on budget transactions should be selected to match the accounting period. The Controller's Office publishes a closing schedule to let users know when accounting periods are being closed at https://www.wright.edu/internal/finserve/processschedmenu.htm. For grants, the accounting periods are calculated based on the start of the project fiscal year.

FOAPAL (a.k.a. Chart of accounts string)

- **F**und: who is funding? (e.g. University-19xxxx, Auxiliary-4xxxxx, Foundation-5xxxxx, sponsored program-6xxxxxx, plant-8xxxxx, agency-9xxxxx.)
- **O**rganization: who is spending? (2xxxxx)
- **A**ccount: what is being recorded? (e.g. 730100 Office Supplies)
- **P**rogram: what is the purpose? (instruction, research, public service…)
- **A**ctivity: optional (e.g. procard card holder initials)
- **L**ocation: optional except for fixed assets (building and room)
- **Index**: feature for data input shortcut for Fund, Org, and Program. For example, input your org or fund in the index, then complete/validate and Banner will drop in the associated fund, org, and program. Review these and override, if needed. Then input your other chart elements such as account, activity (optional), and location (optional).

Common Document References	
Exxxxx =	Encumbrance document
Fxxxxx =	Feeder file from Human Resources, Bursar, or Alumni modules
Gxxxxx =	Sponsored Program Deferred Grant Calculations
Hxxxxx =	Direct Cash Receipt
Ixxxxx =	Invoice
Jxxxxx =	Journal Voucher (may be budget, expense, encumbrance, etc.)*
Lxxxxx =	Original University Budget Feed from Budget Module.*
Pxxxxx =	Purchase Order
Rxxxxx =	Purchase Requisition
Yxxxxx =	Receiving document

*Other WSU feeder system Journal Vouchers have 2-character prefixes:

Accounts Receivable Interface	AC	HRS Encumbrances (legacy)	HE
BAR Feed (legacy)	BA	HRS Expense (legacy)	HX
Budget Balance Roll at year-end	BD	Instrument Shop	IS
Center for Teaching & Learning	CL	Lab Store Inventory	LB
Central Mailroom	CM	Lab Animal Resources	LR
Controller's Office	CO	PNC Procurement Card	PR
Misc. Transaction Feed	DA	Printing & Mailing	PS
Catering/Food Service	DS	Sign Shop	SG
Office of BPRA	EB	SOM Mailroom	SM
Encumbrance Roll at year-end	EN	Telephone Charge Feed	TE
Electronics Shop	ES	CTL crosswalk (legacy)	UM
Foundation	FD	Wright One Card	WC,WO
Food Services One Card	FS	Web Paper Plus	WP
HRS Direct Deposit (legacy)	HD		

Common Rule Codes Used by Banner to Process Transactions	
AS__	Alumni module receipts
BD01:	Budget, Original
BD02 & BT2:	Budget, Permanent Adjustment
BD04 & BT4:	Budget, Temporary Adjustment
CA_, CB_	Student Module Charges
CR05:	Cash Receipt
DCSR:	Direct Cash Receipt
DN__:	Accounts Payable Disbursements
E___:	Encumbrance entries
G___:	Grant entries
H___:	HR Banner entries
I___:	Accounts Payable Invoices
J___:	Journal Voucher entries
MIS:	Miscellaneous Transaction from Bursar Office
PO__:	Purchase Order entries
CORD:	Establish Change Order
REQP:	Requisition with Reservation
RCQP:	Cancel Requisition

Banner Operating Accounts Structure	
5xxxxx	**Revenue**
61xxxx	**Salaries**
62xxxx	**Benefits**
71xxxx	**Contracted Services**
73xxxx	**Supplies**
74xxxx	**Travel**
75xxxx	**Information & Communications**
76xxxx	**Maintenance & Repairs**
77xxxx	**Misc. Non-Payroll Expense**
8xxxxx	**Transfers**
For a listing of specific accounts, please use WINGS Express Finance Code Lookup. Descriptions of specific accounts can be found at the Controller's Office website. Chart of Accounts link.	

Wildcards

Use **%** to represent 1 to many characters
Use _ to represent only 1 character

- **Suppl%** - returns any string starting with Suppl followed by any other characters. For example: Supplies Budget Pool
- **%Suppl%** - returns any string containing the string Suppl. For example: Supplies Budget Pool, Office Supplies, Computer Supplies…
- **21836_** - returns any 6-character code starting with 21836. For example: 218360…218369)
- Most alpha searches are case-sensitive with the exception of vendor names.

Tips-n-Techniques

- **Find the name from a w###abc User ID**: Go to Approve Docs and type in the w###abc User ID. Click the Submit Query button. The next screen shows ID and username.
  - **Text size**: For printing, it may be helpful to use your browser (Internet Explorer) to View/Text Size/Smallest. You may also use your browser to change Page Setup from portrait to landscape.
- **Document Status**
  Generally, finance documents follow this change in status:
  - **Completed**: required information is input and edited
  - **Approved**: the voucher and requisition are routed for approvals. Other financial docs may be automatically approved by the system
  - **Posted**: once financial docs are completed and approved, they are generally posted (unless there is a problem with the doc after it has been completed). Until a doc is posted it is considered "pending". Once a doc is posted, it may be viewed via Queries. While a doc is pending, it may be viewed via View/Approve Docs