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
- NEC – 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.

<table>
<thead>
<tr>
<th>BANNER FORM</th>
<th>FRS SCREEN</th>
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<tbody>
<tr>
<td>FGIOENC (Encumbrance by Fund/Organization)</td>
<td>021</td>
</tr>
<tr>
<td>FPIOPOF (Open Purchase Order by FOAP)</td>
<td>209</td>
</tr>
<tr>
<td>FPIOPOV (Purchase Order by vendor)</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>FPIORQF</td>
<td>(Open Requisition by FOAP)</td>
</tr>
<tr>
<td>FGIECD</td>
<td>(Encumbrance Detail Transactions)</td>
</tr>
<tr>
<td>FGIBDST</td>
<td>(Organization Budget Status)</td>
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<tr>
<td>FRTID</td>
<td>(Grant Budget Status) *</td>
</tr>
<tr>
<td>FGITBAL</td>
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</tr>
<tr>
<td>FTMBAL</td>
<td>(Fund Code Maintenance)</td>
</tr>
<tr>
<td>FGITBAL</td>
<td>(Grant Maintenance) *</td>
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<tr>
<td>FRAAREV</td>
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</tr>
<tr>
<td>FGITRND</td>
<td>(Detail Transaction Activity)</td>
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<td>FRTD</td>
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<tr>
<td>FAIVNDH</td>
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<tr>
<td>FOIVEND</td>
<td>(Vendor List)</td>
</tr>
<tr>
<td>FTMVEND</td>
<td>(Vendor Maintenance)</td>
</tr>
</tbody>
</table>

* Check number located on FOIDOCH (Document History) with the Invoice, PO, or requisition numbers found on FGITRND or FRTD

* 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