

Banner Finance Rules Training Workbook

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Table of Contents

Section A: Introduction	4
Overview	4
Section B: Set Up	5
Overview	5
Viewing Existing Rule Classes	7
Creating a New Rule Class.....	10
Adding Edit Rules to a Rule Class	12
Adding Process Codes to a Rule Class.....	14
Adding Posting Modifiers to a Rule Class	17
Exercise for Gifts in Kind	20
Exercise for Budget Increase when Revenue Received	24
Self Check	27
Answer Key for Self Check.....	28
Section C: Reference	30
Overview	30
Setup Forms and Where Used	31
Day-to-Day Forms and Set Up Needed.....	32
Forms Job Aid	33
Commonly Encountered Rule Codes	34
Check Related Transactions	36
Budget Transactions	38
Interchart Transactions	39
Grant Accounting Transactions	40
Fixed Assets	42
Pro Rata	44
Other Transactions	45
Rules Used by the Direct Case Receipts Form.....	46
Edit Codes	47
Process Codes	56



Section A: Introduction

Lesson: Overview

◀ Jump to TOC

Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to accurately establish rules within the Banner Finance system for the routing and processing of documents. The workbook is divided into these sections:

- Introduction
- Set-up
- Reference

Intended audience

Finance office administrators and staff

Section contents

Overview	4
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Section B: Set Up

Lesson: Overview

◀ Jump to TOC

Introduction

Understanding the components of Finance rule codes will increase understanding of the Finance ledger posting process. All the Finance rule codes necessary to post all documents are delivered with the Banner software. Adding custom rule codes will increase flexibility and control of processing transactions.

Purpose

The purpose of this course is to help participants understand the components of the Banner-delivered rule codes. They will also learn how to build rule codes for special processing needs.

Intended Audience

Finance accounting administrators.

Objectives

At the end of this section, you will be able to:

- understand the rule edits and process codes and how they impact posting in the Banner Finance ledgers
- display an existing rule class code
- define a new rule class code
- modify an existing rule class code.

Prerequisites

To complete this section, you should have:

- completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- completed the Finance Overview training workbook
- completed the Finance Chart of Accounts training workbook
- security access to view the rules and to create custom rule codes in Banner.



Section B: Set Up

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

Section contents

Overview	5
Viewing Existing Rule Classes	7
Creating a New Rule Class.....	10
Adding Edit Rules to a Rule Class	12
Adding Process Codes to a Rule Class.....	14
Adding Posting Modifiers to a Rule Class	17
Exercise for Gifts in Kind	20
Exercise for Budget Increase when Revenue Received	24
Self Check	27
Answer Key for Self Check.....	28



Section B: Set Up

Lesson: Viewing Existing Rule Classes

◀ Jump to TOC

Introduction

Rule class codes are packets of posting instructions. Most of the Banner forms automatically invoke specific rule class codes and you are never prompted to provide the rule class code that is to be used.

The exceptions to this are the Journal Voucher Entry Form (FGAJVCD), the Journal Voucher Quick Form (FGAJVCQ), the Mass Journal Voucher Form (FGAJVCM), and the Encumbrance/Reservations Maintenance Form (FGAENCB). In each of these forms, you supply the rule class code ('Journal Type') that you want to employ.

Rule class codes are composed of four key elements:

- 'Balance Rule' controls how the journal voucher that employs this rule is to be balanced
- Edits, which control what can be entered in any given field of the journal voucher form
- Process Codes, the actual posting instruction 'packets'
- Posting Modifiers, where you can specify FOAPAL overrides for the posting action of the process codes.

Over four hundred rule class codes are provided with your software. For the most part, these rule class codes will satisfy your posting needs. You will only need to create new rule class codes in very special cases. You will learn about defining rule class codes later in this workbook.

Note: To view an existing rule class code, you must enter query mode first. If you select a rule class code to view without first performing a query, the hint line displays the message "This rule class already exists" and the system won't let you navigate to any other fields or blocks.

Note: If Rule Class Security is turned on and you use deferred editing of journals, then the person who creates a deferred journal voucher must be authorized to use the rule class codes associated with FGAJVCD. This is true whether the deferred journal is entered on FGAJVCD, FGAJVCQ, or FGAJVCM.



Section B: Set Up

Lesson: Viewing Existing Rule Classes (Continued)

◀ Jump to TOC

Purpose

The Rules Maintenance Form (FTMRUCL) is used to define transaction processing rules and edits which determine how Banner Finance processes your transactions. This form includes windows (blocks) for assigning each of the four key elements of a Rule Class Code.

Banner form

Rules Maintenance: FTMRUCL 7.0 (C700)

Rule Class: Active

Rule Class Type: Journal Type

Balancing Method:

Start Date: 15-DEC-2004 Termination Date: Last Activity:

Procedure

Follow these steps to view the existing rules.

Step	Action
1	Access the Rules Maintenance form (FTMRUCL).
2	Enter query mode (F7). <u>Note:</u> To view an existing rule class code, you must enter query mode first. If you select a rule class code to view without first performing a query, the hint line displays the message “This rule class already exists” and the system won’t let you navigate to any other fields or blocks.
3	Enter the rule class code in the Rule Class field or use the Search button to find it.
4	Execute the query (F8).
5	Click on <u>Rule Class Edit Information</u> in the Options menu or use the Next Block function (Ctrl/Page Dn). <u>Result:</u> The Rule Class Edit Details block displays. If any edit rules have been defined for the rule class code, they are displayed in this block.
6	Click on <u>Process Code Detail Information</u> in the Options menu or use the Next Block function (Ctrl/Page Dn). <u>Result:</u> The Rule Class Process Code Detail block will display. If any process codes have been assigned to the rule class code, they are displayed in this block. To move between records, use the Next Record (Dn Arrow) and Previous Record (Up Arrow) functions.



Section B: Set Up

Lesson: Viewing Existing Rule Classes (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	Click on <u>Posting Modifiers</u> in the Options menu. <u>Result:</u> The Rule Class Posting Modifier Detail block displays. If any posting modifiers have been defined for the rule class code, they are displayed in this block.
8	Click the Exit icon or use the exit function (Ctrl/q).



Section B: Set Up

Lesson: Creating a New Rule Class

◀ [Jump to TOC](#)

Scenario

You will create a new rule class code in this exercise. We're imagining that you want to create a rule class code to enable your departmental personnel to process budget adjustments – but, of course, you'll want to enforce some conditions regarding what they're able to change.

Some possibilities:

- They should not be able to increase the budget overall.
- They should only be able to deal with specific account codes or account code ranges within this organization budget.
- They should only be able to deal with the organization(s) to which they have authorized access.

We'll deal with the second and third conditions in subsequent exercises. Here we are going to create the rule class, itself, and supply a balancing method.



Section B: Set Up

Lesson: Creating a New Rule Class (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Rules Maintenance Form (FTMRUCL).
2	<p>Enter a unique code in the Rule Class field.</p> <p>For practice, enter your initials and the letter <i>D</i> (for example “<i>ABD</i>”).</p> <p><u>Note:</u> Each class participant must create a unique code. If more than one participant has the same initials, each must select a unique combination.</p> <p><u>Note:</u> It is recommended that, when you create your own Rule Codes, you only use 3 characters to always distinguish local Rule Codes from delivered baseline Rule Codes.</p>
3	<p>Enter a brief description in the Title field.</p> <p>For practice, enter <i>Departmental Budget Adjustment</i>.</p>
4	Select the Active Status check box.
5	<p>Select the rule class type from the pull-down menu next to the Active Status check box.</p> <p>For practice, select <i>Journal Type</i>. You can only create local Rule Codes to be used in the Journal Voucher Forms.</p>
6	<p>Enter the code in the Balancing Method field to be used for the input transaction or use the Search button to find one.</p> <p>For practice, enter or select <i>O</i> (“Debits = Credits for Each Organization”).</p>
7	<p>Enter the first date that you want this rule class to be in effect in the Start field of the Dates section.</p> <p><u>Note:</u> The system automatically displays the system date. Set this date back to correspond to the start date of your Chart of Accounts.</p>
8	<p>Enter the last date that you want this rule class to be in effect in the Termination field of the Dates section.</p> <p>Leave this field blank.</p>
9	Click the Save icon or use the SAVE function (F10).



Section B: Set Up

Lesson: Adding Edit Rules to a Rule Class

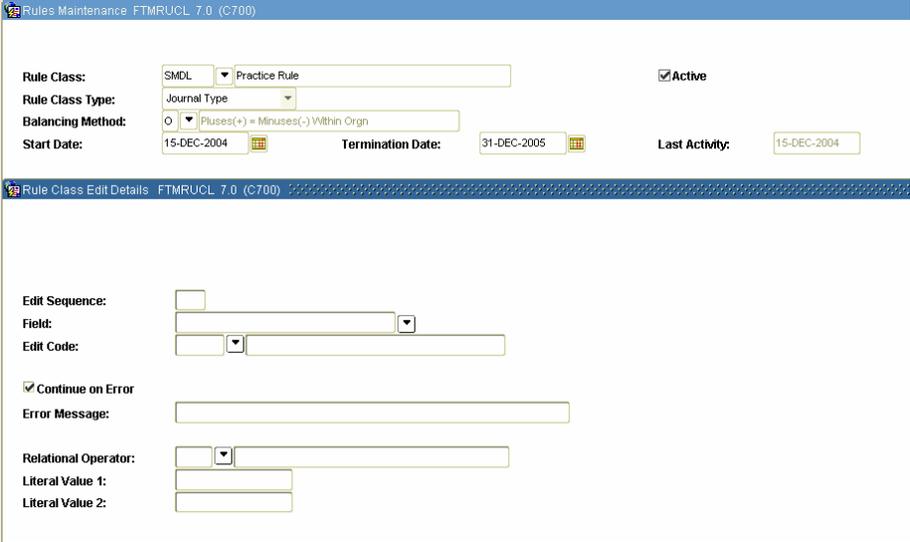
◀ Jump to TOC

Introduction

As mentioned in the preceding exercise, you may want to limit what actions users can perform to adjust their budget using your new rule class. One limit may be to the types of account codes that can be adjusted. For example, though their budget may include labor expense, you may wish to ensure that they can only process adjustments to their direct expenses.

Procedure

In this exercise, you'll set up edits to limit the account codes that can be used with your new rule class.

Step	Action
1	<p>Click on <u>Rule Class Edit Information</u> in the Options menu or use the Next Block function (Ctrl/Page Dn).</p> <p>Result: The Rule Class Edit Details window displays. Use this window to specify the edit data for the rule class code.</p> 
2	<p>Enter the sequence number of this edit rule in the Edit Sequence # field.</p> <p>For practice, enter <i>10</i>.</p>
3	<p>Enter the field attribute name of the journal voucher field that this edit rule applies to in the Field field or use the Search button to find it.</p> <p>For practice, enter or select <i>ACCT_CODE</i>.</p>



Section B: Set Up

Lesson: Adding Edit Rules to a Rule Class (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	<p>Enter the edit criteria for this edit rule in the Edit Code field or use the Search button to find it.</p> <p>For practice, enter or select <i>0003</i> (“Edit according to user criteria”).</p>
5	<p>Select the Continue on Error check box if you want the system to continue editing if an error is encountered by the system during transaction processing.</p> <p>For practice, select the check box.</p>
6	<p>Enter the free-form text that you want to appear on the editing screen for an error on this edit rule in the Error Message field.</p> <p>For practice, enter <i>You cannot make adjustments to the labor budget.</i></p>
7	<p>If you want to assign a relational operator to the edit rule, in the Relational Operator field, enter the operator symbol or use the Search button to find it.</p> <p>For practice, enter or select <i>!IN</i>.</p>
8	<p>If the relational operator is for a comparison, in the Literal Value 1 field, enter the value for the comparison. If you want a second comparison value, enter it in the Literal Value 2 field. Since we are trying to exclude the whole range of labor account codes (internal account type = 60) you will want to enter the lowest, level 1 labor account code for Literal Value 1 and the highest level labor account code for Literal Value 2. (If you are using Chart B, this will be account codes beginning with a ‘6’).</p> <p>Your instructor will provide the value(s) for you to enter.</p> <p><u>Note:</u> The account codes entered for Literal Value do <u>not</u> have to exist. You can, for example, enter ‘60000’ as literal value 1 and ‘69999’ as Literal Value 2, even if you do not have actual account codes for these values.</p>
9	<p>If you want to add another edit rule to the rule class, perform a Next Record function (Dn Arrow) and repeat steps 6 - 12, being sure to enter different values in the Edit Sequence # field.</p>
10	<p>Click on the Save icon or use the SAVE function (F10).</p>



Section B: Set Up

Lesson: Adding Process Codes to a Rule Class

◀ Jump to TOC

Introduction

Process codes are the ‘guts’ of the rule class code. The rule code that you’ve created in the preceding exercises will, at this point, cause no postings whatsoever. We have to supply it with process codes before it will perform any function at all.

Process codes come in four types, indicated by the initial character of the code (see ‘Process Codes’ in the Banner Finance Users Guide for a complete list):

Process Code	Name	Description
I	Initiator	These codes trigger the ledger entry process by determining whether an increase or a decrease will occur. Determines whether entries will be +/- or debits and credits.
O	Operating Ledger	Affects the Operating Ledger to determine which financial field will be affected. Internal sequence numbers 01 – Adopted budget 02 – Budget adjustments 03 – YTD actual 04 – Encumbrances 05 – Budget reservations 06 – Accounted budget 07 – Temporary budget
E	Encumbrance	These codes affect the posting, adjustments, and liquidation of purchase orders, encumbrances, and budget reservations.
G	General Ledger	These codes affect the General Ledger by interpreting the Initiator Process code to create the necessary debit and credit entries.

About process codes

A rule code is composed of an initiator process code and then a set of any or all of the remaining types. The best way to determine which process codes to add to a new rule code is to copy those that belong to a rule code that performs a similar function to the one you are trying to create. In our example, you’re trying to create budget adjustments. So, you’d be advised to review the process codes used in the standard Budget Adjustment rule class, BD02.



Section B: Set Up

Lesson: Adding Process Codes to a Rule Class (Continued)

◀ Jump to TOC

Warning

Creating rule codes is like writing a new program. It should first always be done in a TEST environment and the results of the postings examined thoroughly BEFORE the new rule is permitted into production.

Procedure

Follow these steps to add the process codes.

Step	Action
1	Perform the Rollback function (Shift/F7).
2	Enter query mode (F7).
3	Enter BD02 in the Rule Class field.
4	Execute the query (F8).
5	Click on <u>Process Code Detail Information</u> in the Options menu. <u>Result:</u> The Rule Class Process Code Detail block displays. Note each of the process codes. Use the down arrow key to view additional process codes. Make a note of all of the process codes used.
6	Perform the Rollback function.
7	Enter query mode (F7).
8	Enter the rule code you created in the previous exercises in the Rule Class field.
9	Execute the query (F8).
10	Click on <u>Process Code Detail Information</u> in the Options menu. <u>Result:</u> The Rule Class Process Code Detail block displays.
11	Enter the processing information the system should use when you post an entry using this rule code.
12	Enter the sequence number of this process code in the Process Sequence # field. For practice, enter <i>10</i> .
13	Enter the code of the process for the transaction posting procedure to be performed by the rule class in the Process Code field or use the Search button to find it. For practice, enter or select <i>I031</i> (“Plus = ATYP Normal”).
14	Enter the code for the posting action for the transaction in the Posting Action field or use the Search button to find it. For practice, enter or select <i>N</i> (“Normal Posting Action”).



Section B: Set Up

Lesson: Adding Process Codes to a Rule Class (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
15	Enter the code for the monetary amount to be posted in the Amount Indicator field or use the Search button to find it. For practice, enter or select <i>C</i> (“Converted amount”).
16	If the transaction is for zero amount posting, select the Allow Zero Posting check box. For practice, leave the check box unselected.
17	Enter the accrual impact code in the Accrual Impact field or use the Search button to find it. For practice, leave this field blank.
18	To add another process code to the rule class, perform a Next Record function (Ctrl/Page Dn) and repeat steps 12 - 17, being sure to enter different values in the Process Sequence # and Process Code fields. <u>Note:</u> Your second process code will be <i>O020</i> .
19	Click the Save icon (F10).
20	Click the Exit icon (Ctrl/q).
21	Access the Journal Voucher Entry Form (FGAJVCD) or the Journal Voucher Quick Form (FGAJVCQ) and process a journal voucher using your new rule class. Review the posting results in the Budget Status Query Form (FGIBDST).



Section B: Set Up

Lesson: Adding Posting Modifiers to a Rule Class

◀ Jump to TOC

Introduction

Posting modifiers allow you to assign FOAPAL overrides to the posting actions performed by the process codes of your rule class code. Posting modifiers have a standard use in some of the Banner Human Resources and Alumni rule class codes (refer to the Interface workbooks). For the most part, though, you will not need them. However, to see how they work, we'll add modifiers to your Budget Adjustment rule class code so that you can examine the resulting postings. Posting modifiers should not be associated with initiator process codes, as these have no posting action.

Procedure

Follow these steps to add the posting modifiers.

Step	Action
1	Access the Rules Maintenance Form (FTMRUCL).
2	Enter query mode (F7). <u>Note:</u> To view an existing rule class code, you must enter query mode first. If you select a rule class code to view without first performing a query, the hint line displays the message "This rule class already exists" and the system won't let you navigate to any other fields or windows.
3	Enter the rule class code that you created in earlier exercises in the Rule Class field or use the Search button to find it.
4	Execute the query (F8).
5	Click on <u>Process Code Detail Information</u> in the Options menu.

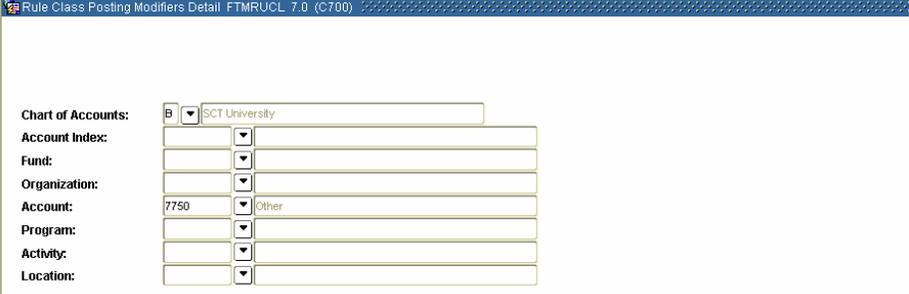


Section B: Set Up

Lesson: Adding Posting Modifiers to a Rule Class (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	<p>Click on <u>Posting Modifiers</u> in the Options menu.</p> <p>Result: The Rule Class Posting Modifier Detail block displays. Use this block to enter the Chart of Accounts and FOAPAL data for this rule class code.</p>    <p>Note: The <u>Posting Modifiers</u> option is displayed only when the Rule Class Process Code Detail block is accessed. If you are not in the Rule Class Process Code Detail block, you must click on <u>Process Code Detail Information</u> in the Options menu first.</p>
7	<p>Enter the code for the chart of accounts to be used for this rule class code in the Chart of Accounts field or use the Search button to find it.</p> <p>For practice, enter or select <i>B</i> (“SCT University”).</p> <p>Note: Always check with your consultant before using this function in a multi-chart implementation.</p>
8	<p>Enter the override account index code in the Account Index Code field or use the Search button (or F9) to find it.</p> <p>For this exercise, leave it blank.</p>
9	<p>Enter the override input fund code in the Fund field or use the Search button to find it.</p> <p>For this exercise, leave it blank.</p>



Section B: Set Up

Lesson: Adding Posting Modifiers to a Rule Class (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
10	Enter the override organization code in the Organization field or use the Search button (or F9) to find it. For this exercise, leave it blank.
11	Enter the override input account code in the Account field or use the Search button (or F9) to find it. For practice, enter 7750.
12	Enter the override input program code in the Program field or use the Search button (or F9) to find it. For this exercise, leave it blank.
13	Enter the override input activity code in the Activity field or use the Search button (or F9) to find it. For this exercise, leave it blank.
14	Enter the override input location code in the Location field or use the Search button (or F9) to find it. For this exercise, leave it blank. <u>Note:</u> You may enter as much or as little of a complete FOAPAL string as you choose. Whatever you enter as a posting modifier will override the corresponding value entered on the input transaction on the Journal Voucher. In this case, we are only overriding the account code.
15	Click on the Save icon (or F10).
16	Click on the Exit icon (or Ctrl/q).
17	Post a Journal Voucher using your new rule code in the Journal Voucher Entry form (FGAJVCD) or the Journal Voucher Quick form (FGAJVCQ). Review the resulting postings in the Budget Status Query form (FGIBDST).



Section B: Set Up

Lesson: Exercise for Gifts in Kind

◀ Jump to TOC

Introduction

In this exercise we will create a new rule code to account for gifts-in-kind to be processed. If your institution is going to be using the Banner Advancement system to feed gifts-in-kind transactions, you will need to create a rule code similar to this example.

If you do not already have an asset Account Code already established for Gift-in-Kind Assets, then create Account 1420 to be used in this exercise.

Procedure

Follow these steps to create the rule code.

Step	Action
1	Access the Rules Maintenance Form (FTMRUCL).
2	<p data-bbox="289 936 850 968">Enter a unique code in the Rule Class field.</p> <p data-bbox="289 1010 1235 1041">For this exercise, enter your initials and the letter <i>G</i> (for example “<i>ABG</i>”).</p> <div data-bbox="289 1077 1198 1604" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the 'Rules Maintenance' form for FTMRUCL 7.0 (C700). The 'Rule Class' field is set to 'ASLN' with the description 'Banner Alumni Gift of Land/Property'. The 'Rule Class Type' is 'Journal Type', 'Balancing Method' is 'Self Balancing', 'Start Date' is '01-OCT-1988', and 'Last Activity' is '22-DEC-1992'. The 'Chart of Accounts' is 'SCT University'. Below this, there are several dropdown menus for 'Account Index', 'Fund' (9400), 'Organization', 'Account' (1290), 'Program', 'Activity', and 'Location'.</p> </div> <p data-bbox="289 1650 1429 1717"><u>Note:</u> Each class participant must create a unique code. If more than one participant has the same initials, each must select a unique combination.</p> <p data-bbox="289 1724 1429 1787"><u>Note:</u> It is recommended that, when you create your own Rule Codes, you only use 3 characters to always distinguish local Rule Codes from delivered baseline Rule Codes.</p>



Section B: Set Up

Lesson: Exercise for Gifts in Kind (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
3	Enter a brief description in the Title field. For this exercise, enter <i>AB's Gift-in-Kind Test</i> .
4	Select the Active Status check box.
5	Select the rule class type from the pull-down menu next to the Active Status check box. Select <i>Journal Type</i> . You can only create local Rule Codes to be used in the Journal Voucher Forms.
6	Enter the code in the Balancing Method field to be used for the input transaction or use the Search button to find one. For this exercise, enter or select <i>S</i> ("Self Balancing").
7	Enter the first date that you want this rule class to be in effect in the Start field of the Dates section. <u>Note:</u> The system automatically displays the system date. Set this date back to correspond to the start date of your Chart of Accounts.
8	Enter the last date that you want this rule class to be in effect in the Termination field of the Dates section. Leave this field blank.
9	Click on <u>Rule Class Edit Information</u> in the Options menu or use the Next Block function (Ctrl/Page Dn). <u>Result:</u> The Rule Class Edit Information block displays.
10	Enter <i>10</i> in the Edit Sequence # field.
11	Enter or select <i>ACCT_CODE</i> in the Field field or use the Search button to find it.
12	Enter or select <i>0003</i> ("Edit according to user criteria") in the Edit Code field or use the Search button to find it.
13	Check the Continue on Error check box.
14	Enter <i>You can only use Revenue Account codes</i> in the Error Message field.
15	Enter or select <i>IN</i> in the Relational Operator field or use the Search button to find it.



Section B: Set Up

Lesson: Exercise for Gifts in Kind (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
16	Enter '5000' in the Literal Value 1 field and '5999' in the Literal Value 2 field.
17	Click on <u>Process Code Detail Information</u> in the Options menu or use the Next Block function (Ctrl/Page Dn). <u>Result:</u> The Rule Class Process Code Detail block displays.
18	Enter <i>10</i> in the Process Sequence # field.
19	Enter or select <i>I061</i> ("D/C Input; OPAL=ATYP") in the Process Code field or use the Search button to find it.
20	Enter or select <i>N</i> ("Normal Posting Action") in the Posting Action field or use the Search button to find it.
21	Enter or select <i>C</i> ("Converted amount") in the Amount Indicator field or use the Search button to find it.
22	If the transaction is for zero amount posting, select the Allow Zero Posting check box. For this exercise, leave the check box unselected.
23	Enter the accrual impact code in the Accrual Impact field or use the Search button to find it. For this exercise, leave this field blank.
24	Perform a Next Record function (Ctrl/Page Dn) and enter <i>20</i> in the Process Sequence # field.
25	Enter or select <i>O030</i> ("Post Year to Date Actual") in the Process Code field or use the Search button to find it.
26	Enter or select <i>N</i> ("Normal Posting Action") in the Posting Action field or use the Search button to find it.
27	Enter or select <i>C</i> ("Converted amount") in the Amount Indicator field or use the Search button to find it.
28	Perform a Next Record function (Ctrl/Page Dn) and enter <i>30</i> in the Process Sequence # field.
29	Enter or select <i>G010</i> ("Post General Ledger w/Trans. Dr/Cr.") in the Process Code field or use the Search button to find it.
30	Enter or select <i>R</i> ("Reverse of Normal Posting Action") in the Posting Action field or use the Search button to find it.



Section B: Set Up

Lesson: Exercise for Gifts in Kind (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
31	Enter or select <i>C</i> (“Converted amount”) in the Amount Indicator field or use the Search button to find it.
32	Click on <u>Posting Modifiers</u> in the Options menu or use the Next Block function (Ctrl/Pg Down).
33	Enter or select <i>B</i> (“SCT University”) in the Chart of Accounts field or use the Search button to find it. Note: Always check with your consultant before using a Posting Modifier in the Chart of Accounts field in a multi-chart implementation.
34	Leave the Account Index Code field blank.
35	Leave the Fund field blank.
36	Leave the Organization field blank.
37	Enter <i>1420</i> in the Account field.
38	Leave the Program field blank.
39	Leave the Activity field blank.
40	Leave the Location field blank. Note: You may enter as much or as little of a complete FOAPAL string as you choose. Whatever you enter as a posting modifier will override the corresponding value entered on the input transaction on the Journal Voucher. In this case, we are only overriding the account code.
41	Click on the Save icon (or F10).
42	Now create a journal to test your new rule code.

Note: This exercise is based on the normal accounting for gifts-in-kind: credit a Gift-in-Kind revenue account and debit a Gift-in-Kind asset account or a suspense account. Any change to this normal accounting for a gift-in-kind will necessitate a change in the processing codes used. Check with your consultant if you need to do different accounting.



Section B: Set Up

Lesson: Exercise for Budget Increase when Revenue Received

◀ Jump to TOC

Introduction

In this exercise we will create a new rule code to account for revenue in an enterprise where we want to also automatically increase the revenue budget.

Procedure

Follow these steps to create the rule code.

Step	Action
1	Access the Rules Maintenance Form (FTMRUCL).
2	Enter a unique code in the Rule Class field. For this exercise, enter your initials and the letter <i>B</i> (for example “ <i>ABB</i> ”). <u>Note:</u> Each class participant must create a unique code. If more than one participant has the same initials, each must select a unique combination.
3	Enter <i>AB’s Revenue w/Budget Increase</i> in the Title field.
4	Select the Active Status check box.
5	Select <i>Journal Type</i> from the pull-down menu next to the Active Status check box.
6	Enter or select <i>S</i> (“Self Balancing”) in the Balancing Method field.
7	Enter the start date of your Chart of Accounts in the Start field of the Dates section.
8	Leave the Termination field of the Dates section blank.
9	Click on <u>Rule Class Edit Information</u> in the Options menu or use the Next Block function (Ctrl/Page Dn).
10	Enter <i>10</i> in the Edit Sequence # field.
11	Enter or select <i>ACCI_CODE</i> in the Field field or use the Search button to find it.
12	Enter or select <i>3800</i> (“Default FOAPAL from ATYP”) in the Edit Code field or use the Search button to find it.
13	Check the Continue on Error check box.
14	Perform a Next Record function (Dn Arrow).
15	Enter <i>20</i> in the Edit Sequence # field.
16	Enter or select <i>ACCT_CODE</i> in the Field field or use the Search button to find it.
17	Enter or select <i>4451</i> (“Account must be Operating Account”) in the Edit Code field or use the Search button to find it.
18	Check the Continue on Error check box.



Section B: Set Up

Lesson: Exercise for Budget Increase when Revenue Received (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
19	Click on <u>Process Code Detail Information</u> in the Options menu or use the Next Block function (Ctrl/Page Dn). <u>Result:</u> The Rule Class Process Code Detail block displays.
20	Enter <i>10</i> in the Process Sequence # field.
21	Enter or select <i>I021</i> (“Plus = Credit / OPAL from ATYP”) in the Process Code field or use the Search button to find it.
22	Enter or select <i>N</i> (“Normal Posting Action”) in the Posting Action field or use the Search button to find it.
23	Enter or select <i>C</i> (“Converted amount”) in the Amount Indicator field or use the Search button to find it.
24	Perform a Next Record function (Ctrl/Page Dn) and enter <i>20</i> in the Process Sequence # field.
25	Enter or select <i>O030</i> (“Post Year to Date Actual”) in the Process Code field or use the Search button to find it.
26	Enter or select <i>N</i> (“Normal Posting Action”) in the Posting Action field or use the Search button to find it.
27	Enter or select <i>C</i> (“Converted amount”) in the Amount Indicator field or use the Search button to find it.
28	Perform a Next Record function (Ctrl/Page Dn) and enter <i>30</i> in the Process Sequence # field.
29	Enter or select <i>G020</i> (“Post Claim on Cash Input Fund”) in the Process Code field or use the Search button to find it.
30	Enter or select <i>N</i> (“Normal Posting Action”) in the Posting Action field or use the Search button to find it.
31	Enter or select <i>C</i> (“Converted amount”) in the Amount Indicator field or use the Search button to find it.
32	Perform a Next Record function (Ctrl/Page Dn) and enter <i>40</i> in the Process Sequence # field.
33	Enter or select <i>G021</i> (“Post Claim Same, Cash Opp Bank Fund”) in the Process Code field or use the Search button to find it.
34	Enter or select <i>N</i> (“Normal Posting Action”) in the Posting Action field or use the Search button to find it.



Section B: Set Up

Lesson: Exercise for Budget Increase when Revenue Received (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
35	Enter or select <i>C</i> (“Converted amount”) Amount Indicator field or use the Search button to find it.
36	Perform a Next Record function (Ctrl/Page Dn) and enter <i>50</i> in the Process Sequence # field.
37	Enter or select <i>G010</i> (“Post General Ledger w/Trans. Dr/Cr.”) in the Process Code field or use the Search button to find it.
38	Enter or select <i>N</i> (“Normal Posting Action”) in the Posting Action field or use the Search button to find it.
39	Enter or select <i>C</i> (“Converted amount”) in the Amount Indicator field or use the Search button to find it.
40	Perform a Next Record function (Ctrl/Page Dn) and enter <i>60</i> in the Process Sequence # field.
41	Enter or select <i>I031</i> (“Plus = ATYP normal”) in the Process Code field or use the Search button to find it.
42	Enter or select <i>N</i> (“Normal Posting Action”) in the Posting Action field or use the Search button to find it.
43	Enter or select <i>C</i> (“Converted amount”) in the Amount Indicator field or use the Search button to find it.
44	Perform a Next Record function (Ctrl/Page Dn) and enter <i>70</i> in the Process Sequence # field.
45	Enter or select <i>O021</i> (“Post Temporary Budget Adjustments”) in the Process Code field or use the Search button to find it.
46	Enter or select <i>N</i> (“Normal Posting Action”) in the Posting Action field or use the Search button to find it.
47	Enter or select <i>C</i> (“Converted amount”) in the Amount Indicator field or use the Search button to find it.
48	Click on the Save icon (or F10).
49	Now create a journal to test your new rule code.



Section B: Set Up

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

What Banner form do you use to view rule class codes?

Question 2

Why would you get the message “This rule class already exists” when you select a rule class code in the **Rule Class** field?

Question 3

How do you create a new rule class code?

Question 4

How can you limit the length of time a rule class code is in effect?

Question 5

How does the ‘O’ (Organization) balancing method ensure that there can be no overall increase to this budget when using this rule code?

Question 6

What do you need to do if you want transaction processing to continue if an edit error is encountered?

Question 7

How do you specify that you want a rule class code to allow zero amount posting?

Question 8

You can have only one set of posting modifiers for each rule class code. True or False?

Question 9

If you enter only the organization code as a posting modifier, what will the system use for the fund and account code values?

Question 10

How do you enter a rule for comparing values?



Section B: Set Up

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

What Banner form do you use to view rule class codes?

Rules Maintenance Form (FTMRUCL)

Question 2

Why would you get the message “This rule class already exists” when you select a rule class code in the **Rule Class** field?

Because you are trying to view an existing rule class code but haven’t used the Enter Query mode

Question 3

How do you create a new rule class code?

Enter a unique code name in the *Rule Class* field of the Rules Maintenance Form (FTMRUCL).

Question 4

How can you limit the length of time a rule class code is in effect?

Enter in the *Termination* field in the *Dates* section the last date that you want this rule class code to be in effect.

Question 5

How does the ‘O’ (Organization) balancing method ensure that there can be no overall increase to this budget when using this rule code?

This balancing method requires that debits=credits within the organization, so it will require that if budget is added to one account code, it must be deducted from another.

Question 6

What do you need to do if you want transaction processing to continue if an edit error is encountered?

Select the *Continue on Error* check box in the Rule Class Edit Details block of the Rules Maintenance Form (FTMRUCL).



Section B: Set Up

Lesson: Answer Key for Self Check (Continued)

◀ Jump to TOC

Question 7

How do you specify that you want a rule class code to allow zero amount posting?

Select the *Allow Zero Posting* check box.

Question 8

You can have only one set of posting modifiers for each rule class. True or False?

False – you can have posting modifiers for each process code associated with the rule class code – except for the initiator process code.

Question 9

If you enter only the organization code as a posting modifier, what will the system use for the fund and account code values?

Whatever is entered for fund and account on the Journal Voucher.

Question 10

How do you enter a rule for comparing values?

Enter a relational operator and literal value to a rule code edit.



Section C: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

Section contents

Overview	30
Setup Forms and Where Used	31
Day-to-Day Forms and Set Up Needed.....	32
Forms Job Aid	33
Commonly Encountered Rule Codes	34
Check Related Transactions	36
Budget Transactions	38
Interchart Transactions	39
Grant Accounting Transactions	40
Fixed Assets	42
Pro Rata	44
Other Transactions	45
Rules Used by the Direct Case Receipts Form.....	46
Edit Codes	47
Process Codes.....	56



Section C: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Purpose

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Rules Maintenance form	FTMRUCL	Journal Voucher Entry Form	FGAJVCD
		Journal Voucher Quick Form	FGAJVCQ
		Budget Status Query Form	FGIBDST



Section C: Reference

Lesson: Day-to-Day Forms and Set Up Needed

◀ Jump to TOC

Purpose

Use this table as a guide to the day-to-day forms and the set up forms needed for each.

Day-to-Day Form	Setup Forms Needed
Journal Voucher Entry form (FGAJVCD)	Rules Maintenance Form (FTMRUCL)
Journal Voucher Quick Form (FGAJVCQ)	Rules Maintenance Form (FTMRUCL)
Budget Status Query form (FGIBDST)	Rules Maintenance Form (FTMRUCL)



Section C: Reference

Lesson: Forms Job Aid

◀ [Jump to TOC](#)

Purpose

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
FTMRUCL	Rules Maintenance form	



Section C: Reference

Lesson: Commonly Encountered Rule Codes

◀ [Jump to TOC](#)

Introduction

The following rule codes are used for Requisition and Purchase Order transactions.

REQP

Requisition – budget reservation.

Note: The requisition transaction posts a budget reservation to the Operating Ledger and debits the Budget Reservation Control Account in the General Ledger. The offset to the Budget Reservations in the General Ledger is credited.

RCQP

Cancel requisition.

Note: Reversing a requisition through the cancel transaction reverses the above REQP entry.

PORD

Establish purchase order.

POLQ

Purchase order - request liquidation.

Note: Creating a purchase order posts a budget encumbrance in the encumbrance ledger. The transaction posts a debit to the Encumbrance Control Account. Encumbrance Reserve is credited because of the offset account relationship between Encumbrance Control and Encumbrance Reserve. If the PO incorporates a requisition, the second transaction liquidates the budget reservation that resulted from that requisition.

PCLQ

Cancel PO - reinstate request.

Note: If there was a requisition for the purchase order, then another transaction is performed to reinstate the Budget Reservation.



Section C: Reference

Lesson: Commonly Encountered Rule Codes (Continued)

◀ [Jump to TOC](#)

INNI

Accounts payable invoice without encumbrance.

Note: The typical invoice is debiting an expenditure account and crediting accounts payable. If the input account is a Operating Ledger account, the Year-to-Date Actual amount is updated. If the input account is a General Ledger account, the G/L amount is updated accordingly. The non-input side of the transaction is posted as the opposite sign of the input activity, to the accounts payable account.

INNC

Credit memo without encumbrance.

Note: As above, but a normal positive event for the input account creates a credit.

INEI

Invoice with encumbrance.

INEC

Credit memo with encumbrance.

Note: These transactions are identical to the above except that they also liquidate an existing encumbrance. This is accomplished with the E035 process code.

ICNI

Cancel invoice without encumbrance.

ICNC

Cancel credit memo without encumbrance.

ICEI

Cancel invoice with encumbrance.

ICEC

Cancel credit memo with encumbrance.



Section C: Reference

Lesson: Check Related Transactions

◀ Jump to TOC

Introduction

The transactions for checks reflect the Banner Finance System cash processing method. Each cash pool has a claim. Each fund has a claim account for each pool in which it participates. This account is offset by the corresponding account in the Bank Fund. The cash account in the Bank Fund reflects the cumulative cash balance for the organization. Thus, if a payment is made, there should be an overall credit to the organization's cash balance and there should also be a credit for the paying fund's claim on cash.

DNNI

Check - invoice without encumbrance.

Note: The standard check transaction for paying an invoice. This transaction writes a debit to Accounts Payable and credits the fund's claim on cash. The I011 process code interprets a positive entry to be a debit. Since the G020 routine always posts the opposite of the initiator routine (in this case the I011), it posts a credit to the fund's claim on cash account. In the Bank Fund, a debit is posted to the claim on cash account and a credit to the cash account.

DNNC

Check - C/M without encumbrance.

Note: A credit memo reduces the amount of a check to pay a vendor. Hence, this transaction is the reverse of the DNNI. The I021 process code interprets a positive entry to be a credit. The Accounts Payable account is credited and the cash account is debited.

DNEI

Check - invoice with encumbrance.

DNEC

Check - C/M with encumbrance.

Note: The System uses separate rule codes for checks paying invoices with an encumbrance. This is done so that if the check is cancelled, the encumbrance may be reinstated properly.

CNNI

Cancel check - invoice without encumbrance.

Note: Credits the expenditure on the input account and debits the fund's claim on cash account. In the Bank Fund, the claim on cash account is credited and the cash account is debited.



Section C: Reference

Lesson: Check Related Transactions (Continued)

◀ Jump to TOC

CNNC

Cancel check - C/M without encumbrance.

Note: Reverse of CNNI. The input account is debited. A credit is posted to the fund's claim on cash account. In the Bank Fund, the claim on cash account is debited and the cash account is credited.

CNEI

Cancel check - invoice with encumbrance.

Note: This rule code is used only when a check is cancelled and the invoice is re-established. The Accounts Payable account is credited net and the fund's claim on cash is debited net. In the Bank Fund, the cash account is debited net and the claim on cash account is credited. The budget encumbrance is reinstated.

CNEC

Cancel check - C/M with encumbrance.

Note: Reverse of CNEI; used for the credit memos when a check contains a combination of invoices and credit memos.



Section C: Reference

Lesson: Budget Transactions

◀ [Jump to TOC](#)

Introduction

All of these transactions debit or credit an account based on its account type normal balance (e.g., revenue accounts are credited). As can be deduced from the titles of these transactions, each updates a different sequence number of activity for the account. This is accomplished through different Operating Ledger (or O process codes) routines.

BD01

Permanent adopted budget.

BD02

Permanent budget adjustments (to BD01).

BD03

Temporary adopted budget.

BD04

Temporary budget adjustment (to BD03).



Section C: Reference

Lesson: Interchart Transactions

◀ Jump to TOC

JE25

Inter Chart journal entry.

Note: Use this rule code for a standard transaction between different charts of accounts. The G033 process code will read the System Control form to select the Inter Chart payable and receivable accounts.

FT01

Inter Fund transfer

Note: Use this rule code for a standard journal entry, which crosses funds (i.e. debits one fund and credits another). The G030 process code reads the Chart of Accounts form (FTMACCT) to select the inter fund due to and due from accounts to create a balanced transaction.

JE16

General Journal Entry (Inter-fund).

Note: This rule code obtains the inter fund account from the **Inter Fund Account** field on the Bank Code Rule Form (GXR BANK). A bank code is required for this rule to process correctly. The FT01 and JE16 rule codes normally function identically in a standard environment where the two accounts on FTMCOAS and the inter fund account on GXR BANK are identical, apart from the bank code requirement for JE16.

JE15

General Journal Entry (Intra Fund).

Note: This rule code requires the user to enter a transaction, which is balanced by fund.



Section C: Reference

Lesson: Grant Accounting Transactions

◀ Jump to TOC

Introduction

The following transactions are invoked whenever expenditures against a grant are posted, depending on the values supplied for the grant fund code as well as the indirect cost and cost sharing methods used.

GRAR

Accrued A/R.

GRRV

Accrued revenue.

Note: These two transactions record the income to the grant from the funding agency. The amount is calculated in accordance with whatever indirect cost and cost share methods are defined. If no indirect cost and cost share methods are used, the amount is equal to the expenditure amount.

The first transaction posts a debit to the unbilled receivable account on the Fund Code Maintenance Form (FTMFUND) or deferred revenue account specified by the Accrual Account in the **Accrual Account** field on the Fund Code Maintenance Form (FTMFUND).

The second transaction posts the credit to the revenue account specified in the **Revenue Acct** field on the Fund Code Maintenance Form (FTMFUND).

GRCC

Cost share charge.

GRCG

Cost share grant.

Note: These two transactions record the cost share expense and revenue based on the values defined in the cost share method associated with the grant.

The first transaction posts a debit to the FOAPAL string defined on the Cost Sharing Charge Account Form (FTMCSTD) and posts a credit to the **Inter Fund Due/To Acct** field on the Chart of Accounts Code Maintenance Form (FTMCOAS).

The second transaction credits the grant as defined either on the Cost Sharing Account form on the Cost Share Credit Code form (FTMCSTA) or on the Basis Definition form (FTMBASI) and posts a debit to the **Inter Fund Due/From Acct** field on FTMCOAS. The amount is calculated based on the cost share percent and the basis.



Section C: Reference

Lesson: Grant Accounting Transactions (Continued)

◀ Jump to TOC

GRIC

Indirect cost charge.

GRIR

Indirect cost recovery.

Note: These two transactions record the indirect cost recovery expense and revenue based on the values defined in the indirect cost recovery method associated with the grant.

The first transaction debits the grant in the **Indirect Cost Account** field defined for the Indirect Cost Charge Code Form (FTMINDA) and posts a credit to the **Inter Fund Due/To Acct** field on the Chart of Accounts Code Maintenance Form (FTMCOAS).

The second transaction credits the FOAPAL string defined for the Indirect Cost Distribution Form (FTMINDD) and debits the **Inter Fund Due/From Acct field** on FTMCOAS. The amount is calculated based on the indirect cost recovery method.



Section C: Reference

Lesson: Fixed Assets

◀ [Jump to TOC](#)

Introduction

These rules are invoked through the Fixed Asset Adjustment Form (FFAADJF) based on the specified function.

ADPR

Adjust depreciation.

DEPP

Record past depreciation.

DISP

Disposal of asset with depreciation.

DISN

Disposal without depreciation.

DISR

Disposal sharing of revenue.

GLAS

Change asset account for fixed asset.

GLEQ

Change equity account.

GLCE

Change cap fund/equity/asset.

GLCF

Change cap fund for fixed asset.

GLFE

Change cap fund and equity account.

GLRE

Reverse old fund/equity/asset.

SCAP

Subsequent capitalization for asset.



Section C: Reference

Lesson: Fixed Assets (Continued)

◀ [Jump to TOC](#)

SCAO

Capitalization of original tags.

WRIT

Write adjustments.

WRID

Write off with depreciation.

WOFF

Write off without depreciation.

WOFD

Write off without depreciation.



Section C: Reference

Lesson: Pro Rata

◀ [Jump to TOC](#)

Introduction

The following rules are invoked through the Pro Rata Cost Allocation Process (FGRPRAP).

AL01

Pro Rata Allocation for perm adopted budget.

AL02

Pro Rata Allocation for perm adjusted budget.

AL04

Pro Rata Allocation for encumbrance.

AL05

Pro Rata Allocation for budget reservation.

ALE3

Pro Rata Allocation for year to date activity.

ALR3

Pro Rata Allocation for year to date revenue.



Section C: Reference

Lesson: Other Transactions

◀ Jump to TOC

CR05

Cash receipt entry.

Note: This is a self-balancing transaction requiring a + (plus) or – (minus) sign in the D/C indicator field. The account entered on input is either the Revenue or Receivable account that should be credited. The cash related Process codes post the appropriate entries to the cash and cash inter fund accounts, both in the input fund and the bank fund.

REBT

Posts tax rebate based on the exemption information provided on the Tax Rate Code Validation Form (FTMTRAT) or the Rebate Form (FTMREBT).

REBX

Cancels rebate if exemption is not realized.

Note: The debit or credit for this posting, while determined by the initiator, posts the funds claim on cash opposite to the initiator. This process provides for the credit to a given fund's claim on cash when an invoice is paid.



Section C: Reference

Lesson: Rules Used by the Direct Case Receipts Form

◀ [Jump to TOC](#)

DCSR

Direct cash receipt.

TAXR

Remove tax liability on cash receipt.

RBTR

Return rebate on cash receipt.

REBD

Return exchange difference.

Note: This rule is invoked if the currency rate changes between the time the invoice posts and the time when the check is cut.



Section C: Reference

Lesson: Edit Codes

◀ Jump to TOC

Introduction

Following is a complete list of the edits available in the Banner Finance System. The most common edits used are 0001, 0003, 0004, 0005, 2801, 2803, 3800, 4450, 4451, 4452, 4453; but others may prove handy from time to time.

0000

Standard edits - System controlled. The system performs this series of edits to ensure the integrity of the transaction being processed. It validates the transaction date, calculates the fiscal year and fiscal period for the transaction, and checks transaction history for the posted document.

0001

Field is required. Use this edit in any field on the transaction. It requires that the named field contain a value.

0002

Field is not allowed. Use this edit in any field on the transaction. The named field may not contain a value.

0003

Edit field according to user defined criteria. Use this edit in any field on the transaction. It requires that the named field satisfy the criteria specified with the operator and literal fields. The operators and their functions are:

- = Equal - The named field must equal the value in the first literal field.
- != Not Equal - The named field must not equal the value in the first literal field.
- < Less - The named field must be less than the first literal field.
- !< Not Less - The named field must not be less than the first literal field.
- > Greater - The named field must be greater than the first literal field.
- !> Not Greater - The named field must not be less than the first literal field.
- >= Greater or Equal - The named field must be greater than or equal to the first literal field.
- <= Less or Equal - The named field must be less than or equal to the first literal field.



Section C: Reference

Lesson: Edit Codes (Continued)

◀ Jump to TOC

IN In - The named field must be in the range defined by the two literal fields. The range includes the literal values.

!IN Not In - The named field must be outside of the range defined by the two literal fields. The range includes the literal values.

0004

Default - cannot be overridden. This edit may be used in any field on the transaction. If the field does not have a value, the first literal value will be placed in the transaction. If the field has a value, it must be equal to the value in the first literal.

0005

Default if code is not provided. Use this edit in any field on the transaction. If the field does not have a value, the first literal value will be placed in the named field. If the field has a value, this edit will not take any action.

0400

Use this edit in the document number field. The document number must exist as an encumbrance header.

0600

Submission number must be zero. Use this edit in the system-controlled field submission number. The submission number being zero ensures that the transaction is not posted to an automatic journal, which would require a non-zero submission number.

0601

Submission number must not be zero. This edit is used in the system-controlled field submission number. The submission number being non-zero ensures that the transaction is posted to an automatic journal.



Section C: Reference

Lesson: Edit Codes (Continued)

◀ Jump to TOC

0800

Item number must be zero. This edit is in the Edit Number field. The item number is used in the Purchasing and Accounts Payable processes to identify the different commodities that are on a document. A zero item number ensures that the transaction is from a general accounting transaction form where an item number is not used.

0801

Item number must not be zero. Use this edit in the Item Number field. The item number is used in the Purchasing and Accounts Payable processes to identify the different commodities that are on a document. A non-zero item number ensures that the transaction is from a general accounting transaction form where an item number is not used.

1000

This edit uses the combination of the Document, Item, and Sequence numbers. The edit ensures that an encumbrance detail accounting distribution exists for the transaction. This edit does not check whether or not the document has been posted.

1001

This edit uses the combination of the Document, Item, and Sequence numbers. The edit ensures that an encumbrance detail accounting distribution does not exist for the transaction. This edit does not check whether or not the document has been posted.

1002

This edit uses the combination of the Document, Item, and Sequence numbers. The edit ensures that an encumbrance detail accounting distribution exists for a non-posted transaction. This ensures that the transaction is referencing an encumbrance accounting distribution that originated on the General Accounting Encumbrance Form and has not yet been posted.

1003

This edit uses the combination of the Document, Item, and Sequence numbers. The edit ensures that an encumbrance detail accounting distribution exists for a non-posted transaction. This ensures that the transaction is referencing an encumbrance accounting distribution for which the original transaction has been completely processed.

1800

This edit uses the document reference number. The edit ensures that the document number in the Document Reference field references a previously posted transaction.



Section C: Reference

Lesson: Edit Codes (Continued)

◀ Jump to TOC

2200

Transaction amount must be non-zero. This edit requires the transaction amount not contain a value of zero.

2201

Transaction amount must be zero. This edit requires the transaction amount contain a value of zero. This edit is used for a transaction (like an encumbrance cancellation), where the system calculates the posted amount; input is not needed.

2600

Must be Debit/Credit. This edit requires that debit/credit indicators contain a D or a C. This field is also checked by the standard system edits to ensure that the debit/credit indicator is consistent with the rule class definition. This edit provides a method for the user to specify that an error message displays when a debit/credit indicator does not contain a valid value.

2601

Must be + (plus) or a – (minus). This edit requires that debit/credit indicators contain a + (plus) or a – (minus). This is also checked by the standard system edits to ensure that debit/credit indicators are consistent with the rule class definition. This edit provides a method for the user to specify that an error message displays when the debit/credit indicator does not contain a valid value.

2801

Bank is required. Can default from Fund. This edit uses the Bank code (not the Cash Receipts Bank Code) from the fund record (FTMFUND). If the user does not enter the Bank code, the edit attempts to retrieve the default Bank code from the fund table. The edit ensures that there is a Bank code on the transaction. Note that this edit should be used after any edit that defaults the fund, or a Fund code may not be available for defaulting the Bank code.

2802

Bank is optional. Can default from Fund. This edit functions in the same manner as 2801, except that if the resulting Bank code is null, it is not considered an error.

2803

Default Cash Receipts Bank Code from Fund. This edit works the same way as 2801, but uses the Cash Receipts Bank Code.

3600

Must be current fiscal year. This edit uses the fiscal year to ensure that the transaction posts to the current fiscal year.



Section C: Reference

Lesson: Edit Codes (Continued)

◀ Jump to TOC

3800

The elements of the FOAPAL are defaulted based on the type of account on the transaction. If the account is a general ledger account, (internal account type other than 50, 60, 70, or 80), then only the fund is defaulted. If the fund is an operating account, (internal account type 50, 60, 70, or 80), then the full FOAPAL is defaulted. Activity and location are treated as optional.

Defaults the Account Index first, if present. For any element of the FOAPAL that is not valued from the Account Index, the system looks to the fund and organization for the defaults. Each fund type indicates whether to look for the fund or organization first as the source of default information. Typically, unrestricted funds look to the organization first.

3801

This edit operates like 3800, except for operating accounts the transactions must have an activity and location.

3802

Default full FOAPAL, account, and location allowed. This edit operates like 3800, except that the full FOAPAL defaults regardless of the Account type.

3803

Default full FOAPAL, account, and location required. This edit operates like 3801, except that the full FOAPAL is defaulted regardless of the Account type.

4000

Fund Required. The Fund code defaults if the fund is not present on the transaction. The account index is used first, if present. If the fund is not present after checking the account index, the organization is checked. This edit ensures that there is a fund on the transaction and attempts to provide one. This edit is similar to 3800, only it defaults the Fund code. This allows the user to control which fields may default and which fields must be input.

4050

Fund type (low) match user criteria. This edit functions like edit 0003, except that it uses the low level (level 2) Fund type instead of one of the user input fields.

4051

Fund type (high) match user criteria. This edit functions like edit 4050, except that it uses the high level (level 1) Fund Type code.



Section C: Reference

Lesson: Edit Codes (Continued)

◀ Jump to TOC

4200

Organization code is required for operating accounts, but not general ledger. This edit uses the Organization code and the Account type of the account on the transaction. The edit makes the organization conditionally required. The organization is required on the transaction if the account is an operating account (internal account type is 50, 60, 70, or 80). If the account is not an operating account, the organization is not allowed.

4201

Organization code is required. This edit uses the Organization code, Account Index, and Fund. The edit requires the organization, regardless of the account used on the transaction. The edit attempts to default the organization from the account index and fund if the field is not input on the transaction.

4205

Organization code required for OP. No default. This edit functions like 4200, except that it will not default the Organization code. The organization, if required, must be provided on the input transaction.

4400

Account code required. This edit requires that the Account code be present on the transaction. If the account is provided on the input transaction, it will attempt to default it from the Account Index.

4450

Account must be G/L account. This edit uses the Account type of the account on the transaction. The edit ensures that the account is a general ledger account (internal account type is other than 50, 60, 70, or 80).

4451

Account must be an operating account. This edit uses the account type of the account on the transaction. The edit ensures that the account is an operating account (internal account type 50, 60, 70 or 80).

4452

This edit functions like edit 0003, except that it use the low level (level 2) Account type of the account on the transaction instead of one of the user input fields.

4453

This edit functions the same as edit 4452, except that it uses the high level (level 1) Account type of the account on the transaction.



Section C: Reference

Lesson: Edit Codes (Continued)

◀ Jump to TOC

4600

Program code is required for operating account. No G/L account. This edit uses the Program code and the Account type of the account on the transaction. The edit makes the Program code conditionally required. The Program code is required on the transaction if the account is an operating account (internal account type 50, 60, 70, or 80). If the account is not an operating account, the Program code is not allowed.

4601

Program code is required. Defaults from Account Index, Fund/Organization. This edit uses the Program code, Account Index, Fund, and the Organization. The edit requires the program regardless of the account used on the transaction. The edit attempts to default the program from the Account Index, Fund, and Organization, if the field is not input on the transaction.

4605

Program code required for operating account. No default. This edit functions like 4600, except that it does not default the Program code. The Program code, if required, must be provided on the input transaction.

4800

Allow Activity code for operating account. No G/L. This edit uses the Activity code and the Account Type of the account on the transaction. The edit makes the Activity code conditionally allowed/not allowed. The Activity code is allowed on the transaction if the account is an operating account (internal account type 50, 60, 70, or 80). If the account is not an operating account, the code is not allowed.

4801

Required Activity code. Defaults Account Index or Fund/Organization. This edit uses the Activity code, Account Index, Fund, and Organization. The edit requires the activity regardless of the account used on the transaction. The edit attempts to default the activity from the account Index, Fund and Organization, if the field is not input on the transaction.

4802

Activity code defaults from account index or fund/ organization. This edit uses the Activity code, Fund, and Organization, and makes the Activity code optional.

4803

Activity code required for operating account. No G/L account.

4805

Activity code for operating account. No G/L. No default.



Section C: Reference

Lesson: Edit Codes (Continued)

◀ Jump to TOC

4806

Activity code required for operating account. No G/L account.

5000

Location code required for operating account. No G/L account.

5001

Location code required. Default from account index or fund/organization.

5002

Location code defaults from account index or fund/organization.

5003

Location code required for operating account. No G/L.

5005

Location code for operating account. No activity code for G/L.

5006

Location code required for operating account. No activity code for G/L.

5600

Document must exist on FGBENCH.

5601

Document must not exist on FGBENCH.

5800

ENCD Item Number must be zero.

5801

ENCD Item Number must not be zero.

6000

Document/Item/Sequence must exist on FGBENCH.

6001

Document/Item/Sequence must not exist on FGBENCH.



Section C: Reference

Lesson: Edit Codes (Continued)

◀ [Jump to TOC](#)

6002

FGBENCH detail without original posting.

6003

FGBENCH detail with original posting.



Section C: Reference

Lesson: Process Codes

◀ Jump to TOC

Definition

The General Accounting Transaction Process uses the rule-based architecture of the Banner Finance System. A Rule Class Code is a group of user-defined transaction processes and edits. These are posted to the Operating and General Ledgers.

Process codes perform the ledger processes behind the rule code. There are four types of Process codes:

- I (Initiator)
- O (Operating ledger)
- E (Encumbrance)
- G (General ledger).

I process code

Initiator process codes - These codes trigger the Ledger entry process by determining whether an increase or a decrease will occur. Determines whether entries will be +/- or debits and credits.

O process code

Operating Ledger process codes - Affects the Operating Ledger to determine which financial field will be affected.

Internal sequence numbers:

- 01 - Adopted budget
- 02 - Budget adjustments
- 03 - YTD actual
- 04 - Encumbrances
- 05 - Budget reservations
- 06 - Accounted budget
- 07 - Temporary budget

E process code

Encumbrance process codes - These codes affect the posting, adjustments, and liquidation of Purchase Orders, encumbrances, and budget reservations.

G process code

General Ledger process codes - These codes affect the General Ledger by interpreting the Initiator Process code to create the necessary debit and credit entries.



Section C: Reference

Lesson: Process Codes (Continued)

◀ Jump to TOC

Explanation

Inherent in rule development is the ability to establish user-defined field edits unique to each rule or transaction. Edits maintain that certain fields of information are required or that certain values be defaulted or compared under different conditions.

Where rule codes are used

Rule codes are used by seven major documents in the General Ledger system:

- Requisitions
- Purchase Orders
- Invoices
- Checks
- Fixed Assets Adjustment
- Direct Cash Receipts
- Journal Vouchers (includes feeds)
- Manual encumbrances.

Documents not requiring rule codes

Each document uses, or invokes, rule classes specific to that document. The first five of these documents (Requisitions, Purchase Orders, Invoices, Checks, and Fixed asset adjustments) do not require the entry of a rule class since the forms are programmed with the proper rules generating the necessary Operating and General Ledger entries. The Journal Voucher and Manual encumbrance forms, however, require input of a rule class code.

The most commonly used are described below.

BD01

Loads original budget entries to Operating Ledger revenue and expenditure accounts.

JE05

Loads beginning balance entries to General Ledger Accounts.

JE15

Accommodates transfers within funds.

FT01

Accommodates transfers between funds.

CR05

Performs cash receipts entries.



Section C: Reference

Lesson: Process Codes (Continued)

◀ Jump to TOC

I (Initiator process codes)

All rule codes must have an initiator process code and it must appear sequentially prior to any other process codes. The initiator determines whether the operating and encumbrance ledgers increase or decrease and whether debits or credits are posted to the general ledger.

Following are the most commonly used initiator process codes:

I011

This initiator requires that a transaction have either a + (plus) or - (minus) sign. A plus sign is always interpreted as a debit and a minus as a credit. In the operating ledger this will increase expenditures and transfers and decrease revenues (based on the normal balance of these account types). Postings in the encumbrance ledger will be determined by the “E” process code.

This initiator may be found on rule codes invoked by the Purchase Requisition, the Purchase Order, and the Invoice forms.

I021

This initiator also requires a transaction to have either a + (plus) or - (minus) sign. A plus sign is always interpreted as a credit and a minus as a debit. In the operating ledger this will decrease expenditures and transfers and increase revenues (based on the normal balance of these account types). Postings in the encumbrance ledger will be determined by the “E” process code.

I031

This initiator also requires a transaction to have either a + (plus) or - (minus) sign. A plus sign is always interpreted as being in the same direction as the normal balance of the account type. Typically this initiator is used in budget transactions, and a plus signed entry will increase budget while a minus sign will decrease budget (regardless of the normal balance of the account type). While this initiator may be used for other types of transactions, it should not be used with encumbrances.

I061

This initiator requires the user to enter debit or credit on a transaction. It is used only in rule codes intended for the Journal Entry form or for transactions coming from outside the Banner Finance system through feeds.



Section C: Reference

Lesson: Process Codes (Continued)

◀ [Jump to TOC](#)

O (Operating Ledger) process codes

These routines are necessary for budget and Y-T-D actual activity in the Operating Ledger. They then use the data established in the System Control Table (FTVACTL) to post to the appropriate General Ledger Control Accounts.

O010

Posts to the permanent adopted budget.

O011

Posts to the temporary adopted budget.

O020

Posts adjustments to the permanent adopted budget.

O021

Posts adjustments to the temporary adopted budget.

O030

Posts year-to-date actual.

O031

Posts year-to-date actual. Will post capitalization transactions on an immediate basis, but will not post grant accounting activity at the time of transaction.

O032

Posts year-to-date actual. The opposite of 0031. Will post grant accounting activity at the time of transaction, but will not post capitalization transactions on an immediate basis.

O033

Posts year-to-date actual. Posts neither capitalization nor grant accounting activity on an immediate basis. This process code is very valuable for the initial loading of Grant and capital Project inception-to-date information.



Section C: Reference

Lesson: Process Codes (Continued)

◀ Jump to TOC

E (Encumbrance Ledger) process codes

The encumbrance process codes handle posting the original encumbrance, adjusting existing encumbrances, posting reservations (internal commitments), and liquidating both encumbrances and reservations.

Posting an encumbrance or a reservation

These process rules are used when the input source is the Encumbrance Maintenance form or the Journal Voucher form. They will use the **Encumbrance Number** field as the key on the transaction. Note that distinguishing between budget reservations and encumbrances will allow you to designate certain items to “roll” forward at year-end while others are specific to the fiscal year in which they are created.

E010 and E012

Post an original encumbrance. E012 will allow subsequent accounting changes whereas E010 will require that the same accounting be used on all adjustments and liquidations.

E011 and E013

Post an original budget reservation. E013 will allow subsequent accounting changes whereas E011 will require that the same accounting be used on all adjustments and liquidations.

Since the purchase order number and the document number are the same for transactions input through the purchase order or requisition process, the following process codes use the document number as their key. The E117 process code is also used in Payroll encumbrance processing.

E116

Posts a budget reservation. Used on the Purchase Requisition form.

E117

May be used to post both original encumbrances and subsequent adjustments, but will not allow any change to the accounting.



Section C: Reference

Lesson: Process Codes (Continued)

◀ Jump to TOC

Adjust and liquidate an encumbrance or reservation

These codes perform adjustments and liquidations regardless of the input source, or whether the document number or encumbrance number is used.

E020

Posts an adjustment to any category of encumbrance used in the purchase order change transaction.

E030 and E035

Will post a partial or total liquidation to an encumbrance based on either the Final Payment indicator from the Invoice form or on the Partial/Total indicator on the Journal Entry form. These process codes are also used when canceling an invoice and re-establishing the encumbrance. E035 will allow subsequent accounting changes whereas E030 will require the same accounting as on the existing encumbrance.

E031 and E036

Will post a partial liquidation of an encumbrance and will not mark the encumbrance closed even though the balance may go to zero. E036 will allow subsequent accounting changes whereas E031 will require the same accounting as on the existing encumbrance.

E032 and E037

Will post a total liquidation of an encumbrance (to \$0.00 balance and Closed) regardless of the transaction amount specified. E037 will allow subsequent accounting changes whereas E032 will require the same accounting as on the existing encumbrance. Note that these must **always** be used with a + (plus) sign!

E090

Posts open encumbrances in period 00 of a new fiscal year. Used in the encumbrance roll process FGRENRL for those fund types where encumbrances are set to roll; for only those document types which are set to roll on the Chart of Accounts record (FTMCOAS).



Section C: Reference

Lesson: Process Codes (Continued)

◀ Jump to TOC

Non-cash related General Ledger process rules

These process codes control postings into the General Ledger (except for control accounts). Following are the most commonly used G process codes:

G010

Posts a G/L account input by the user and will ignore transactions with operating accounts.

G030

This code posts to the Due To or Due From Other Funds account. If there is a debit input, a credit is posted to the Due From Other Funds account. If there is a credit input, a debit is posted to the Due From Other Funds account. It is used in the Interfund Transfer (FT01) transaction and obtains the **Interfund Due/To Acct** and **Interfund Due/From Acct** fields from the Chart of Accounts Code Maintenance Form (FTMCOAS).

G033

This process rule posts to the Due To or Due From Other charts account. If there is a debit input, a credit is posted to the Due To Other Charts account. If there is a credit input, a credit is posted to the Due To Other Charts account. If there is a credit input, a debit is posted to the Due From Other Charts account. It is used in the Interchart Journal Entry (JE25) transaction and obtains the **Interfund Due/To Acct** and **Interfund Due/From Acct** fields from the System Control Form (FOASYSC).

G015

Posts accounts payable account with an “opposite” sign and is **only** used in BANNER-delivered Rule codes. When an invoice is entered or a credit memo is cancelled the accounts payable account will be credited. When a credit memo is entered, an invoice is cancelled, or a check is created, the accounts payable account will be debited. The accounts payable account used is determined from the Currency Code and is defined on the Currency Definition Form (GUACURR). Note that if this process code is used on a user-defined rule code it will cause an out-of-balance condition in accounts payable.

G011

Similar to G010, however, used for establishing the opening G/L balance. Posts to period 00 of the General Ledger.



Section C: Reference

Lesson: Process Codes (Continued)

◀ Jump to TOC

Cash-related General Ledger process rules

G020

Posts interfund cash account in the input fund with a sign (debit/credit) opposite that indicated by the initiator. Used by the system to balance a transaction by fund.

G021

Always used in conjunction with the G020, this routine performs the bank fund postings. Posts the bank fund's claim on cash the same as that of the initiator (opposite to the G020 posting). Posts cash opposite to the initiator (or the same as G020 in the bank fund). In the invoice transaction, Banner posts a credit to the fund's claim on cash (G020), then posts a debit to the fund's Claim on Cash in the bank fund and a credit to the bank account's Cash account (G021).

The combination of the G020 and G021 process rules provides the cash portion of the standard Check transactions. The next four transactions provided for handling the cash transaction activity in separate process rules.

G022

In the bank fund, posts to the Claim on Cash with the same sign as on the initiator (first part of the G021 rule).

G023

In the bank fund, posts to the Claim on Cash with the opposite sign as on the initiator (reverse part of the G021 rule).

G024

In the bank fund, posts Cash with the same sign as on the initiator (reverse of the second part of the G021 rule).

G025

In the bank fund, posts Cash with the opposite sign as on the initiator (second part of the G021 rule).

G026

Posts input account in bank fund with the same sign as on the initiator. Caution! If an operating account is the input account this will cause an error in the Posting process (FGRACTG). For this reason, the G026 process code is usually only used with an account code posting modifier.



Section C: Reference

Lesson: Process Codes (Continued)

◀ Jump to TOC

Tax-related General Ledger process codes:

These process rules are used in conjunction with the G010.

G042

Posts tax liabilities at invoice time when the vendor on the invoice does not collect one or all of the taxes assessed. It debits the accounts payable account and credits the tax liability account as specified on the Tax Rate Form (FTMTRAT).

G052

Posts tax rebates based on rules set up on the Rebate Form (FTMREBT). Debits the rebate receivable account and credits the original expense account(!). This is the only case where a G process code should appear in the Operating Ledger.



Release Date

◀ [Jump to TOC](#)

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