Banner Finance Glossary of Terms

**Account** - A four to six-digit number denoting the third element of the FOAPAL string, usually classifying how the money is spent.

**Accounted Budget** - Year to date accounted budget.

**Action Menu** - A drop down menu listing navigation and command functions.

**Activity** - A four to six-digit number denoting the fifth element of the FOAPAL string. This is an optional part of the string. It is used to classify expenditures such as Banner, which can span many funds, organizations, accounts, and program codes, so they can be "lumped together" for reporting purposes.

**Adjusted Budget** - The end result of the budget process to date--the original budget, plus or minus any adjustments adopted by the board during the fiscal year. Formerly known as the Revised Budget.

**Adopted Budget** - The original Budget loaded at inception.

**Application Form** - A type of form used in Banner to enter original information and update existing information. In certain applications calculations can be viewed in the system.

**Approvals** - Banner Finance manages the approval process of purchasing and budget transfer transactions by assigning each eligible document to an approval queue based on pre-defined criteria.

**Attribute** - A characteristic. For example, the data type and size of a column are two of the column's attributes.

**Banner Finance** - Banner Finance is a fully integrated, Oracle-based, Internet-native system designed to replace EWU's existing Financial Record System (FRS) on July 1, 2007.

**Block** - A section of a form containing related pieces of information-usually a single database table. A solid line usually separates blocks.

**Bookshelf** - This option found in the Help menu allows you to access Banner documents directly (manuals) from your computer. These electronic documents look the same as the hard copy versions, regardless of the computer you are using.

**Constraint** - A rule applied to a table or column that restricts the data allowed in any row in the table.

**Database** - A collection of tables used to store data.

**Encumber** - When we agree to pay for something, such as ordering merchandise or accepting a bid, we mark the money we've promised to pay so it's not spent elsewhere. This is called encumbering funds. Funds you have encumbered are not yet spent, so they are tracked in a separate column in your accounting reports. Banner also calls them commitments.
**Entity** - A table or a group of tables. In Banner documentation, the term "entity" is often used interchangeably with table.

**Field** - A data element within a block. For example, an address block may contain the street, city, and state fields.

**FOAPAL** - The FOAPAL (pronounced "FOE-pul") is the accounting code that replaces the FRS account number in Banner Finance. It stands for Fund, Organization, Account, Program, Activity and Location. Each of these FOAPAL elements tells us a specific piece of information about the transaction (typically, an income or expenditure item).

**Form** - A screen used to query, enter, and/or update information.

**Fiscal Period** - A number designating the month in the Fiscal Year. 01=July, 07=January, etc. We don't use Fiscal Period 13, though it does exist in Banner.

**Fiscal Year** - Fiscal year is always referred to by the calendar year in which it ends; for example, fiscal year 2002 begins July 1, 2001 and ends June 30, 2002.

**Function keys** - Function keys are specific keystrokes or keystroke combinations that are equivalent to a selection on a menu. For example, F7 might be equivalent to selecting Enter Query. To find the keyboard equivalents click the Show Keys button on the toolbar or select Show Keys from the Help pull-down menu.

**Functional Form** - A form/screen used to query, enter, and/or update information.

**Fund** - A six-digit number denoting the first element of the FOAPAL. The fund usually indicates how the money must be managed and/or spent. For instance, money "left over" in the General Fund may not be carried over into the next fiscal year, and money in the Federal College Work Study fund (a restricted fund) may be spent only for that program.

**General Ledger** - The Banner Finance General ledger is used to record all university assets and liabilities.

**Help** - Banner has online help available for selected forms. The online help assists you in completing tasks related to the form that you're using.

**Hierarchy** - Some parts of the FOAPAL, particularly funds and organizations, are created in a hierarchical format so that certain codes are "under" other, higher codes. The code at the top of a hierarchy can be used in queries to "lump together" all the codes underneath it. This is commonly used in area-wide budget management to look at expenditures that are broken down into smaller units, such as an academic discipline with multiple programs.

**INB** - is the acronym for Internet Native Banner. Banner is web-based, which means users can access Banner using a web browser such as Internet Explorer or Mozilla Firefox.

**Index** - A short sequence of numbers that stands for part or all of a FOAPAL. The most common use of an index is to stand for the Fund, Organization, and Program code. Then departments can use their Index code and an account code (i.e., ITS 7100) to mean a full FOAPAL string. Indexes minimize data entry and errors.

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**Index Code** - The index code is a six (6)-digit code that automatically translates or converts your accounting information to the fund, organization, and program components of the "FOPAL" string.

**Key Block** - Appears at the top of each Banner form and used as the query criteria required to access data.

**Menu Bar** - Located at the top of the screen, below the form name and Title Bar, the Menu Bar has a list a series of options (eg. File, Edit, etc) available on a specific form.

**Organization** - (Orgn, Org) - A five-digit number denoting the second element of the FOAPAL, usually a department or other organizational area within the college.

**Operating Ledger** - The operating ledger is used to record all revenue and expense transactions.

**Operation Data Store (ODS)** - The ODS is a data warehouse that stores data that is sorted into pre-defined views for easy reporting and data retrieval.

**Query** - A request for information from the database. The user "tells" the database what is needed by entering parameters that narrow the search. It is a question in Banner that looks at the data in the Banner database for an answer. Banner queries use SQL (Structured Query Language), which is an English-like set of commands for defining database objects.

**PIDM** - PIDM (person identification master) The Person Identification Master (PIDM) is an internal key field stored in the Person Identification table (SPRIDEN). The PIDM may represent a student, vendor, employee, beneficiary, alumnus, or other entity. A PIDM is created when a new entity is added to Banner and cannot be changed. It is used to link tables together. PIDM's do not show up on end-user reports.

**Program** - A four- to six-digit number denoting the fourth element of the FOAPAL. Program codes correspond to the codes used by Michigan's Activities Classification Structure (ACS) method of reporting college expenditures. These codes are used when we report our expenditures to the ACS each year.

**QuickFlow** - Use a QuickFlow to automatically access forms that are linked in a chain. Activating a QuickFlow opens the first form in the chain. When you exit that form, the next form automatically opens.

**Record** - A collection of information stored in a database table as a single unit. One or more records may be included in a single block.

**Rollback** - Allows changes and updates that have not been committed to return to the previous state.

**Security** - Ensures that only authorized users can view, update, and query financial data (the way in which Banner keeps unauthorized users from making changes to the system). Generally set up by your DBA (or other high-level technical people) via various forms within Banner. Also controls the codes that you're able to use when you enter information via a Banner form.

**Status Line** - Located at the bottom of a form, the status line provides information about the current records being displayed. It also shows if all records available are being displayed. The "*" denotes that all records are shown.
Table - The Oracle structure that holds information inside a database. A table organizes information in columns and rows, so the information is easy to manipulate; for example, you can sort, filter, find, combine, or add information.

Validation Form - Form that defines values required by Banner.

Wildcard - A character that is substituted for unknown character(s) in a Banner query. A percent sign (%) stands for any number of unknown characters; whereas an underscore (_) stands for only one unknown character. Banner uses the percent sign (%) as a way to query for "anything," and you can use it to define a pattern. For example, if you want to see all your organization codes that start with 32, you would enter 32%. You would see 3200, 3201, 32010, and anything else up to 3299 to which you have access. You can use a wildcard by itself to get everything to which you have access.