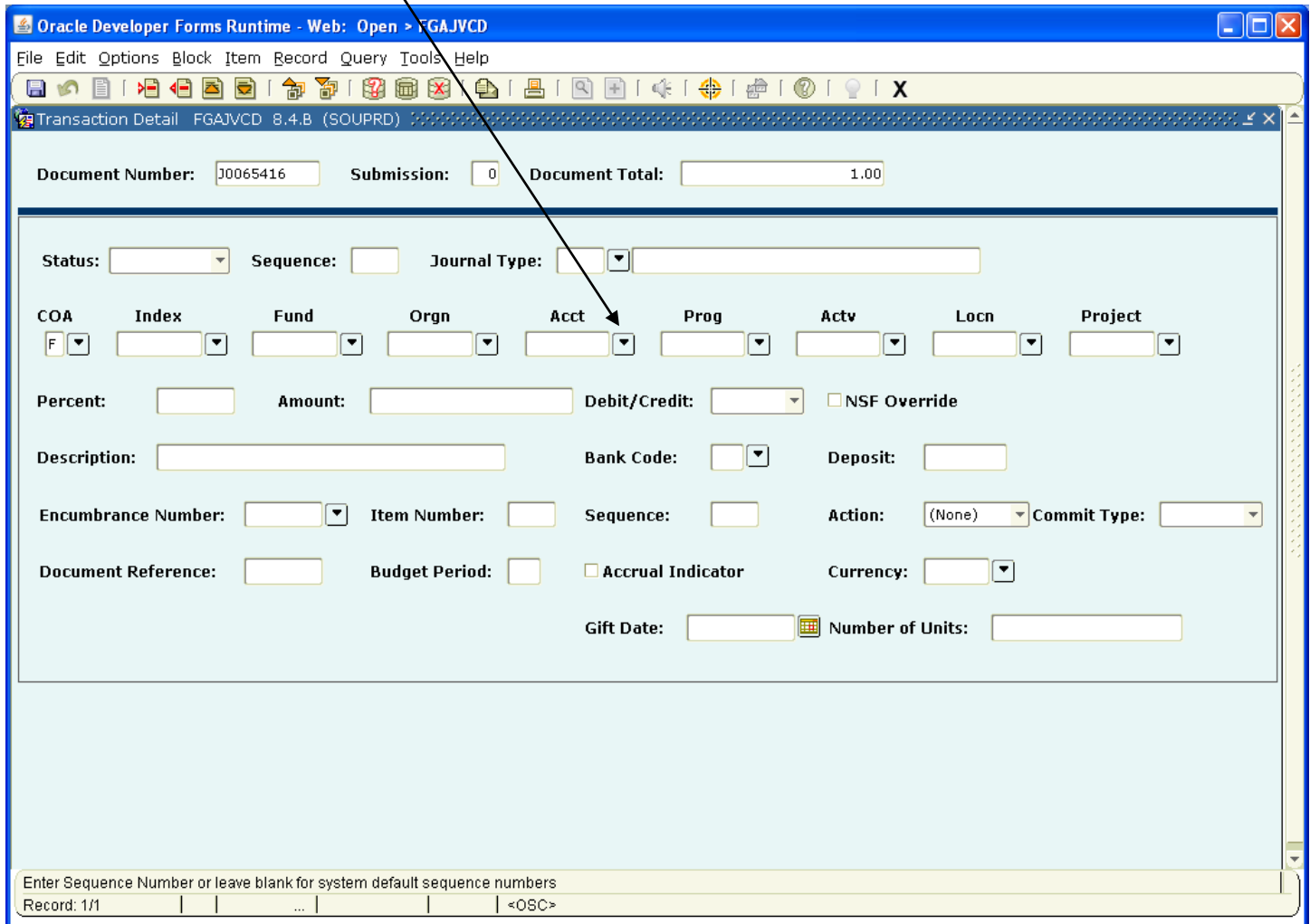


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Finding Account Codes in Banner Handy Tips

All Banner account codes are categorized in groups. Since new account codes are added regularly to Banner, to be able to readily locate the best account codes currently available for use, click on the query button beside the account code field (from any form):



From here, a complete listing of all account code (both active and terminated) will appear.

To be able to perform a query to find a specific code you will need to enter a query, by clicking on “query” and then “enter”. At this point a blank screen will be generated. You can now enter a query to find a specific account code.

TIP: Use the “%” key as a wildcard key.

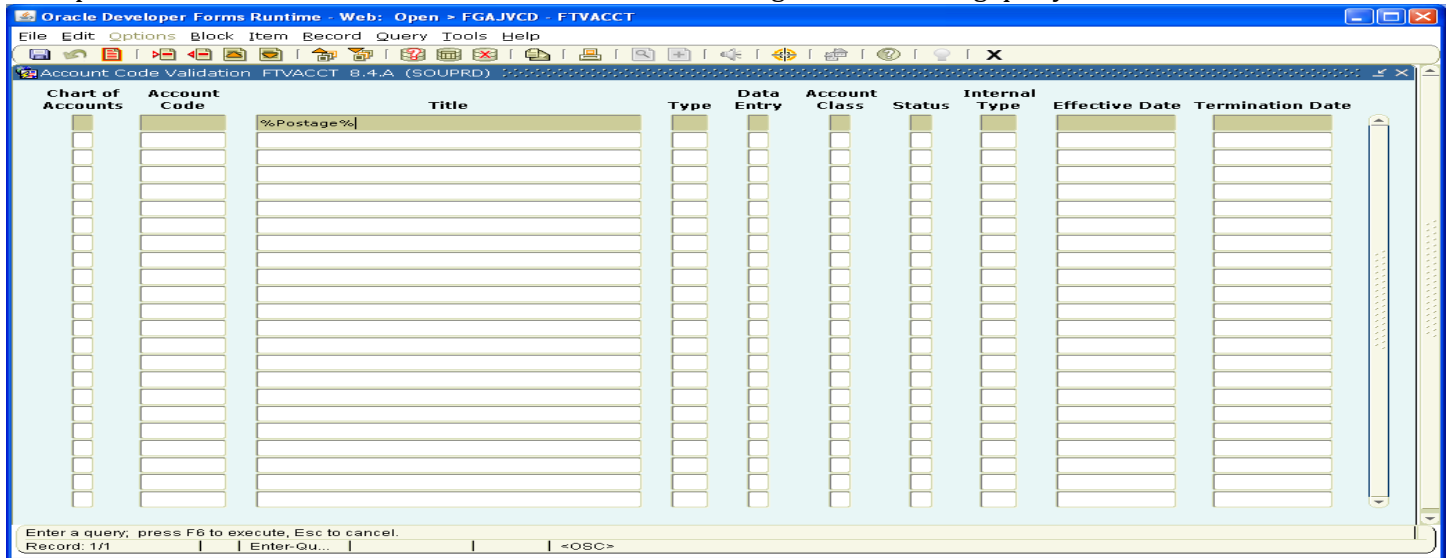
TIP: Banner is Upper/Lower Case Sensitive.

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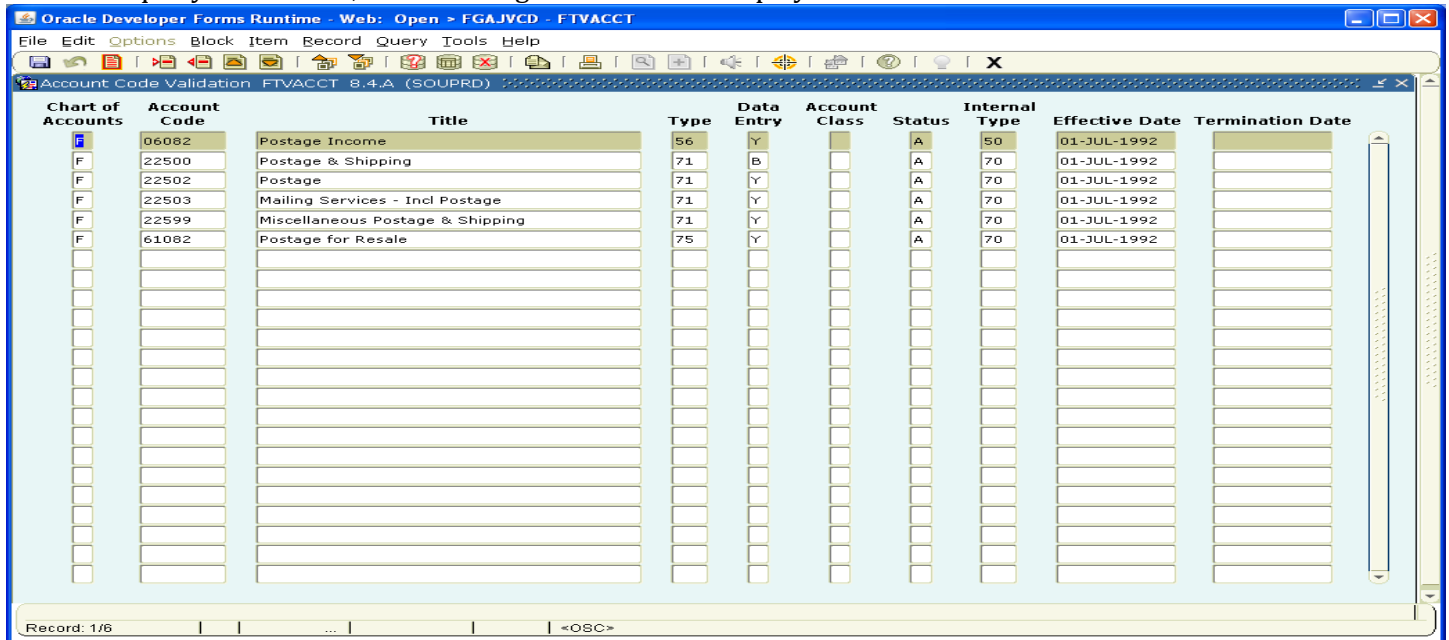
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**Finding Account Codes in Banner
 Handy Tips**

Example: To find all the account codes associated with "Postage", the following query can be entered:



When the query is executed, the following results will be displayed:



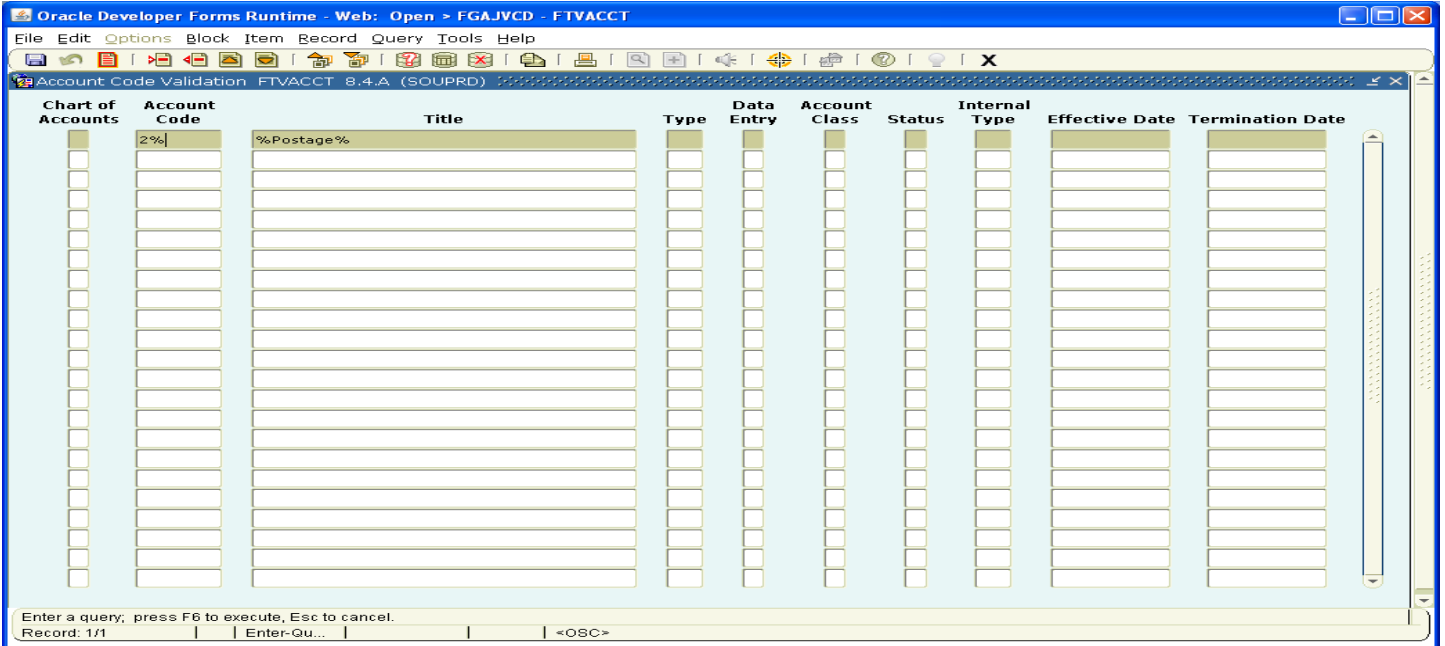
Note: Both revenue and expense codes are returned since the query was not further limited by using additional conditions being placed in the Account Code field.

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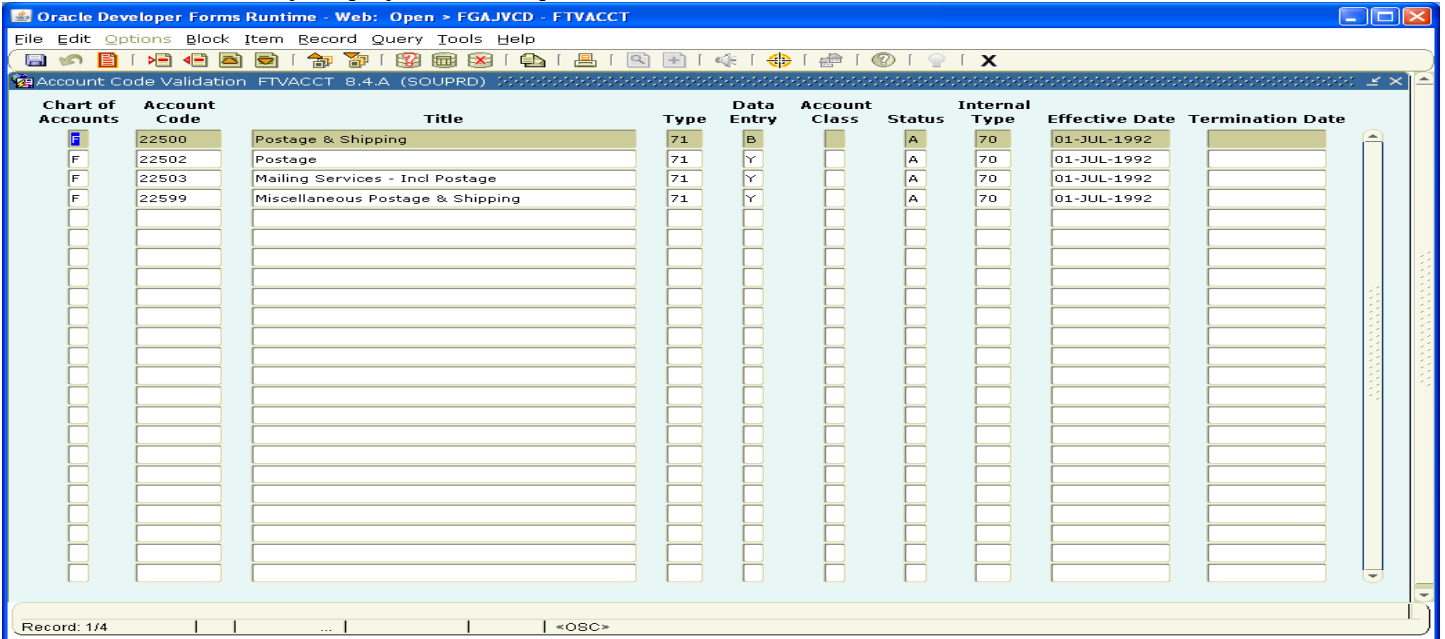
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**Finding Account Codes in Banner
 Handy Tips**

The postage query can be further limited by placing additional conditions in other fields:



Results, which now only display the S&S expenditure choices:



TIP: By using the Wildcard key (“%”) on both the front and back of a word, regardless of where it appears within the Account Code Title

See Appendix “A” for a listing of typical Account Code Categories

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**Finding Account Codes in Banner
Handy Tips**

**Appendix "A"
Account Code Table**

○ "0"	=	Revenue
• "01"	=	Student Tuition & Fees
• "02"	=	Government Appropriations
• "03"	=	Contract or Grant Revenues
• "04"	=	Transfers from other State Agencies
• "05"	=	Investment Income
• "06"	=	Sale or Services Income
• "08"	=	Miscellaneous Income
• "09"	=	Internal Sales Reimbursement (Sales between OUS institutions or departments)
○ "1"	=	Labor
• "101"	=	Unclassified Salaries
• "102"	=	Unclassified Pay
• "103"	=	Classified Salaries
• "104"	=	Classified Pay
• "105"	=	Student Pay
• "106"	=	Graduate Assistant Pay
• "107"	=	Benefit Compensation
• "109"	=	Other Payroll Expenses (OPE)
○ "2"	=	Services and Supplies
• "20"	=	Supply Expenses
• "21"	=	Agricultural Expenses
• "22"	=	Phone, or Communication Expenses
• "225"	=	Postage or Shipping
• "230"	=	Utilities
• "233"	=	Waste Disposal
• "235"	=	Maintenance & Repair
• "241"	=	Rentals
• "242"	=	Leases
• "245"	=	Fees & Services
• "25"	=	Medical Expenses
• "280,1,&2"	=	Assessment Expenses
• "285"	=	Employee Related, & 1099, Expenses
• "286"	=	Conference & Entertainment Expenses
• "287"	=	Fiscal Management Expenses
• "288"	=	Debt & Investment Expenses
• "289"	=	Miscellaneous Services & Supplies
• "29"	=	Training Expenses
○ "39"	=	Travel
○ "4"	=	Capital purchases (> \$5,000)
○ "5"	=	Student Aid
○ "6"	=	Items for Resale (ex.: Bookstore sales)
○ "70005"	=	Indirect Cost Charge
○ "8"	=	Depreciation
○ "9"	=	Transfers