

General

Term	Definition
Account (A)	A segment of the C-FOAPAL that designates asset, liability, equity, revenue, expenditure, and transfer classifications. The Account segment supports 4 levels of hierarchy.
Activity (A)	An optional segment of the C-FOAPAL that designates temporary units of work, subsidiary functional classifications, or short duration projects. It is selected from a listing of pre-defined generic codes or codes specifically defined and requested by users. Activity codes could vary in use or user definition based upon departmental needs. Activity segment supports 0 levels of hierarchy.
Application form	Banner forms used to enter original data and update existing information.
Banner	A comprehensive suite of integrated, graphical user interfaced information system that includes built-in Student, Human Resources, and Finance Administration modules.
Banner form	An online document used to input information into the Banner System. There are five different types of Banner forms: Application, Inquiry, Query, Rules, and Validation forms.
Banner object	Banner software components are called objects. Banner objects include menus, forms, jobs, QuickFlows, and reports.
Block	A visual display of a group of related fields within a form. Generally each block displays fields from a single table. Moving between different blocks allows views from different tables in the database.
Chart of Accounts or Chart (C)	A systematic classification of accounts that will be used by the University of Illinois to identify financial transactions attributable to each campus as well as University Administration. Chart code designates will be used to facilitate campus reporting.
Data	Data consists of information stored in the database. A data element represents one field of information in the database.
Database	A large collection of data, organized by fields, records and tables for rapid search, and retrieval for information.
Direct Access	Immediate access to Banner forms by entering the form name on the General Menu Screen.
Effective Date	The start date for a record. If left blank, defaults to the current system date. Effective dates are time stamped in the format DD-MON-YYYY HHMISS. (NOTE: The effective dates of committed General Ledger records cannot be changed).
Field	A category of data elements. For example, each student surname is stored in a field called Last Name.
FOAPAL (or C-FOAPAL)	Chart, Fund, Organization, Account, Program, Activity, and Location are the seven components that represent the new Chart of Account (COA) structure. The acronym for the full accounting string used in Banner.

Form	An online document used to enter and/or display the data stored in the database. A form visually organizes information so it is easier to enter and read.
Fund (F)	A segment of the C-FOAPAL that designates a fiscal and accounting entity with a self-balancing set of accounts (balance sheet and income statement) in which transactions are recorded and segregated to carry on specific activities or attain certain objectives in accordance with prevailing regulations, restrictions, or limitations. A Fund maintains a fund balance and a cumulative record of the sources and uses of monies. The Fund segment supports 5 levels of hierarchy.
General Person	Data that is shared among HR, Finance, and Student modules relating to vendors, faculty, students, staff, and other people. A general person is defined once in any Banner module and is available to other Banner modules.
ID Number	9-character University Identification Number that uniquely identifies an employee. Also known as UIN.
Inquiry form	Used to look up existing information in Banner.
Key	An identifier for a record or groups of records in a data file. For example, Banner data is "keyed" to an ID number. All related data is "keyed" to that ID in the Banner tables.
List of Values	A window that lists the values you can select for a field on a form. These are values that have been defined as acceptable and valid for the field.
Location (L)	An optional segment of the CFOAPAL primarily used with, but not limited to, the Fixed Asset module to designate physical places or sites, such as building and room number. Location segment supports 5 levels of hierarchy.
Main Menu	The Main Menu is the Banner navigation starting point; provides an overview of the accessible objects in Banner including menus, forms, jobs, reports, and QuickFlows.
Menu Bar	The Banner menu bar, located at the top of every Banner form, contains pull-down menus. In Banner, these menus include: File, Edit, Options, Block, Field, Record, and Query
Non-Person	An entity, such as an organization, or corporation that is associated with Banner and has characteristics similar to a person (such as name, phone number, or email address).
Organization (O)	A segment of the C-FOAPAL that designates the department/unit of budgetary responsibility and accommodates reporting at any level of Campus organizational hierarchy. The Organization segment supports 8 levels of hierarchy.
PIDM	A Personal Identification Master (PIDM) is a unique internal identification number assigned within Banner. It links together all records for a person/non-person in Banner. For security reasons, PIDM is never seen on any screen, form, or report. Each person or non-person should have only one PIDM in Banner.
Product Hierarchy	The Product Hierarchy provides a directory of all the Products and forms in Banner. The menu will expand or collapse if the plus symbol (+) or minus symbol (-) are clicked, respectively.
Program (P)	A segment of the C-FOAPAL that determines the use of monies at the expenditure level. Program designates NACUBO functional classifications (e.g. instruction, research, public service, institutional support and sub-classifications). Program supports 5 levels of hierarchy.

Query form	Query forms are used to look up existing information. They must be accessed from within another form.
QuickFlow	A QuickFlow is a predefined series of forms required to complete a business process. Rather than locating and going to each form individually, the QuickFlow for a process takes the user from form to form, allowing information to be entered quickly.
Record	A set of related information that is linked to one transaction in Banner.
Rule Forms	Allow changes to Validation Forms; specifically to change, add or delete the defined List of Values (LOV). There are specific security rights to accessing the Rule forms. Also called Maintenance Forms.
SCT	Systems and Computer Technology (SCT) is company and vendor of the Banner Information System.
Shared Data	Saved information that is available for use by the Student, Finance, and Human Resources application modules of Banner.
Table	A collection of similar records in a database. Tables organize data in columns and rows, making it easier to produce comprehensive and meaningful reports.
Termination Date	The date when a particular record is no longer in effect.
Toolbar	A set of buttons that perform common functions; in Banner, the toolbar appears directly under the menu bar. Moving the cursor over a button will cause a display of the button's function to appear.
UIN	9-character University Identification Number that uniquely identifies an employee. Also known as ID Number.
Validation form	A list of defining values that can be entered in specific fields on application forms through the List of Values (LOV) window.
Virtual Private Database (VPD)	An Oracle security tool connected to the user's campus login that ensures campus level security.
Wildcards	Symbol used to control the criteria in a search. The wildcards are percentage (%) which substitutes for an undefined number of characters and underscore (_), which substitutes for a single character.

Human Resources

Term	Definition
Accrued Leave	The current amount of leave time an employee has accumulated.
Benefit category	A specification for a group of employees who share the same benefits.
Benefit code	The Banner code for a specific benefit category.
Biographic and demographic information	Information pertaining to employees; i.e. address,.
Deduction categories	A specification for payroll deductions.
Disposition	A system-defined code indicating the current status of a pay event within the payroll period.
Earnings code	Specific rules governing time entry validation and processing of earnings for the associated employee records.
Employee Class (E-Class)	High-level employee groupings. Examples of E-Classes include: CA (Civil Service 75 hours/pay period Non-Exempt Benefits Eligible), EH (Civil Service Extra Help), SA (Student), HA (Academic/Grad Hourly),

	AL (Academic 12-month Benefit Eligible), BA (Academic Professional 12-month Benefit Eligible), GA (Graduate Assistants). These categories have common earning codes, leave categories, and benefit categories.
Employee Hours	The number of hours an employee has worked during a specific payroll period.
Error Description	A message that describes an error that has occurred during a payroll process.
Errors	A problem that has occurred during payroll due to faulty data.
Exception time	Time worked outside the employee's normal work schedule.
Extraction	A process that reads the database and creates time documents for employees who are to be paid for a specific payroll ID code and payroll number.
Failure Records	Records that have faulty data that must be corrected before payroll can be run successfully.
Feeders	Batch operations that automatically move updated data to records that are accessed by the payroll processes.
Hierarchy Pyramid	An illustration that depicts the Banner HR Hierarchy Structure and the directional flow of information.
HR Hierarchy Structure	The HR Hierarchy Structure is the way in which Banner architecture was designed to handle Human Resources and Payroll data. A key feature of this structure is that information entered at one level of the hierarchy defaults or flows into the lower levels, resulting in reduced need for re-keying data. The HR Hierarchy Structure comprises five levels: Pay ID, Employee Class, Position Class, Position, and Jobs.
Initial Extract	A process that selects jobs and deduction records for the current pay period and creates electronic timesheet entry records.
Job assignment	An employee's specified job category.
Job Record	An employee's job record containing information about a job, including position, job description, start and end dates, status, hours, and salary information. It also contains the dollar amounts and labor distribution account numbers used for encumbering and expending.
Jobs	Jobs exist when an individual fills a Position.
Leave category	A specification for a group of employees who share the same amount of leave time.
Leave code	A Banner code for a specific leave category.
Pay event	A single transaction that is defined by Year, Pay ID, Pay Number, Employee ID, and Sequence Number.
Pay Event History Information	All pay event records for a specific employee or group of employees.
Pay ID	Codes that identify how often a particular employee group receives compensation. For example, Monthly (MO) or Biweekly (BW).
Payroll	All pay events within a defined Year, Pay ID, and Pay Number.
Payroll Adjustment	A correction to a pay event that has already taken place.
Payroll Calendar	The days of the month in which the payroll period occurs.
Position	A budgeted slot for which employees can be recruited and hired.
Position Class (P-Class)	Codes used to group employees in similar job titles and classifications. Examples of P-Classes include: 00581 Adminv Aide (LU), 01716 Adminv Asst 1 (LC), 07712 Libr Clerk 1 (LS), AAAAA Tenur 9-mo Professors,

	BAAEG OthAc 9-mo Professors Endow Emertis, FEAAA Vice President, HAAAA Provost, LAAAA Dean, NAAAA Director.
Position type	A classification for a specific job slot.
Reconciliation	The checking of vendor and payroll records to make sure they are in agreement and, if not, fixing the inaccuracies.
Service information	Service dates, leaves, and vacation for a specified employee.
Taken Leave	The amount of accrued leave that has been used.
Time Entry	The Human Resources module that collects timesheet data, calculates and generates paychecks, and maintains pay history data.
Transaction	A pay event.
Validation	Confirmation that a pay event was successful.

Finance	
Term	Definition
Account Balance	The difference, in dollars, between the total debits and the total credits in an account.
Accounts Payable	The Banner module used to track and pay invoices for goods and services purchased from other entities.
Accounts Receivable (AR)	The Banner module used to track billings and receivables related to student and non-student accounts.
Balance Sheet	A financial statement that lists the assets, liabilities, and capital structure of a company on a specific date. $A = L + OE$ Assets equal liabilities plus owners' equity.
Bank Code	A value that is used to identify the financial institution and in some cases specific institutional account associated with a transaction.
Commitment	Term used to define an encumbrance in Banner.
Credit	A dollar amount entered on the right-hand side of an account ledger. A credit records a decrease in an asset or an increase in a liability or in owners' equity.
Debit	A dollar amount entered on the left-hand side of an account ledger. A debit records an increase in an asset or a decrease in a liability or in owners' equity.
Depreciation	The write off of a fixed asset to decrease the value of the fixed asset.
Detail Code	An Accounts Receivable code that is associated with every charge and payment made to an account.
Encumbrance	A reservation of funds for future usage. Encumbrances were formerly known as obligations and commitments.
Encumbrance Ledger	The details listing of activity against encumbrances.
Equity	The net value of an asset or business (i.e., assets minus liabilities).
Executive Level Form	Provides online query of operating ledger budget and activity data organized by account.
Fixed Assets	This component of Banner Finance enables you to track the assets held by your organization.
General Accounts Receivable (GAR)	Accounts receivable processing for non-student accounts.

General Ledger	The General Ledger module is the core of the Finance System. General Ledger supports comprehensive fund accounting, including general encumbrance accounting.
Grant Code	A code assigned to each grant or project. This is similar to a G/L account number from UFAS. In UFAS, there was a MAP code. In Banner, by tying the grant code to the fund code this association is accomplished automatically.
Grant Ledger	Records inception-to-date revenue, expense and transfer transactions on a grant year basis based upon the grant code. The Grant Ledger is separate from the Operating Ledger, but has a nearly identical structure.
Index Code	Short-cut code that defaults values for the seven segments of the FOAPAL.
Journal Vouchers	A General Ledger transaction to record a business event.
Obligation	An Encumbrance.
Operating Accounts	Operating Accounts include revenues (tuition, fees, fines), expenditures (labor related costs, supplies, and services), and transfers (mandatory and non-mandatory).
Operating Ledger	Stores cumulative totals of revenue, expense and transfer transactions on a fiscal year basis. Transactions are posted on a real-time basis.
Rule Code	A three character alphanumeric code identifying the type of accounting transaction a user is authorized to perform. Used to control user input and entry forms, customize the error messages users receive, and control access by users to only the necessary forms to perform their jobs.
Self Balancing	An item that balances itself so the amount of the debit entries equals the amount of the credit entries.
Student Accounts Receivable (SAR)	Accounts receivable processing for student accounts.
Transaction Date	The date the transaction was processed. Date of the event. Defaults to the system date.
Transaction History Ledger	A listing of all transactions entered into Banner.
Trial Balance Form	An on-line form which shows the current account balance and the beginning of the year balance for assets, liabilities, and fund balance accounts including operating control accounts.