

**Subject:** [Staffmemos] July 1, 2009 — Index Codes will Replace Account Numbers

**From:** Cali Bell <bellcali@isu.edu>

**Date:** Mon, 01 Jun 2009 13:21:05 -0600

**To:** facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

**CC:**

Dear ISU Employees,

Starting in July, employees will begin using Index Codes to purchase goods, services, and track expenditures in place of the Account Numbers we currently use. Employees will need to know their department's Index Code to make purchases or to manage budgets and expenditures. ***If the information below does not appear to be displayed correctly, please refer to the online version found on the [Tigeri web site](#). You can also access this message in BengalWeb under the Personal Announcements channel found on the Home tab.***

In the new Banner Finance system, each Index Code is typically six characters long and will look something like this: LITS06. However, some index codes have five characters while a few may only have three to four characters. The description below provides a brief explanation of what each character means:

**1st character = Fund Category (where the money comes from)**

A = Appropriated; L = Local; R = Restricted, i.e., grants, scholarships

**2nd-4th Characters = Org (what unit or department is doing the spending)**

(Typically each Org has its own 3-digit identifier; however, for some areas this may not be the case.)

**Org Identifier examples:**

ITS	IT Services
BIO	Biology
CHM	Chemistry

**5th-6th Characters = sequential number (i.e., 01, 02, etc.)**

Allows numbering of budgets belonging to an Org

Sample Interpretations:

**AITSO1** = Appropriated, IT Services, first budget

**AITSO2** = Appropriated, IT Services, second budget

Index Codes will be used to purchase goods and services just like we now use Account Numbers. You'll still be able to buy the same goods and services; however, you'll use Index Codes to buy them with instead of Account Numbers. To view your department's new Index Code go to: [Look Up New Numbers & Codes](#), where you can enter an ISU Account Number and find the equivalent Banner Index Code.

For a more in-depth description of Index Codes and new accounting terms, please review the [Introduction to Banner Finance Terms](#). For more information about the Finance go-live, visit [www.isu.edu/tigeri](http://www.isu.edu/tigeri).

Sincerely,  
The Tigeri Project Staff  
[www.isu.edu/tigeri](http://www.isu.edu/tigeri)

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Staffmemos mailing list

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