



Meet your new

Index Codes

Index Codes *replace* old ISU account numbers

Where do I find my Index Codes?

Go to the Tigeri Training & Support website: <http://www.isu.edu/tigeri/training>. From the menu at the left, select "Finance/Purchasing," then "Look Up New Numbers & Codes."

Why are we changing? Why not just keep the old account numbers?

Banner allows us to keep track of our Finances very closely. To take advantage of all that Banner has to offer, we need to learn to speak its language. In the new system, every transaction must be associated with a **FOAPAL**, a 6-segment accounting string (but very often we just use the first 4 parts and call it a **FOAP**). All FOAPALs are part of our Chart of Accounts (COA, always "9" on a Banner form). **Here's how it works:**

The way we used to account for purchases

(expenses tracked by **Account Number + Object Code**)

Example: Transaction for Account Number 853-006-01

08 Student Services	853-006 Institutional Research	01 State Appropriated	8205 Phone
Account Major which purpose of the university is supported? = Program*	Account Number who (what unit or dept.) is doing the spending? = Org*	Fund where did the money come from (source)? = Fund*	Object Code what is the money being spent on? = Account*

* Banner equivalent

How it's done in Banner: Every transaction must be associated with a "FOAP(AL)"

(expenses tracked by **Index Code + Account Code***)

Example: Transaction for Index Number AENR05

Index Code = AENR05					
(a shortcut that represents the FOP 110000-49001-08SS — <i>easier to remember!!</i>)					
110000 State Appropriated	49001 Institutional Research	7115 Phone	08SS Student Services	not currently used	not currently used
F	O	A	P	A	L
Fund where did the money come from (source)?	Org who (what unit or dept.) is doing the spending?	Account what is the money being spent on?	Program which purpose of the university is supported?	Activity (not always required) what is being done?	Location (not always required) where is it?

* The Account Code is the equivalent of the old Object Code. Banner puts it in the middle of the accounting string instead of tacking it on the end.

More information →

How Index Codes are Designed

An Index Code is a shortcut to a set of corresponding Fund, Org, and Program Codes. Each Banner Index Code is six characters long, and is much easier to remember than its F-O-P equivalent, which can be up to 18 characters in length.

1st character = Fund category

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

2nd-4th characters = Org

each Org has its own 3-digit identifier

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

Some Sample Interpretations:

AIMS01 = Appropriated, IT Services, first budget

AIMS02 = Appropriated, IT Services, second budget

On requisitions, **Account Codes** (formerly Object Codes) are determined by

Commodity Codes

- **Commodity Codes** identify types of goods or services
- **Account Codes** identify categories of expense

For each item to be purchased, the person creating the requisition (ReqMaster) selects the correct Commodity Code.



One or more Commodity Codes may be linked to each Account Code. When a ReqMaster selects a Commodity Code, Banner automatically fills in the corresponding Account Code.

Find Commodity Codes Online: www.isu.edu/tigeri/training/finance