



Banner Process Codes

Process codes perform the behind-the-scenes postings based on the rule code. The four types of process codes are:

1. Initiator codes-The codes trigger the Ledger entry process by determining whether an increase or decrease will occur and whether to use +/- or D/C.

The following are the most common Initiator Process Codes:

- a. I011/I021/I031-Requires the transaction be +/-.
 - b. I061-Requires the transaction be debit/credit.
2. Operating Ledger codes-Necessary to post the budget and Y-T-D actual activity in the Operating Ledger.

The following are the most common Operating Ledger Process codes:

- a. O010-Posts permanent adopted budget.
 - b. O011-Posts temporary adopted budget.
 - c. O020-Posts adjustments to permanent adopted budget.
 - d. O021-Posts adjustments to temporary adopted budget.
 - e. O030-Posts year-to-date actual.
 - f. O031-Posts year-to-date actual. Posts capitalization transactions on an immediate basis, but will not post grant accounting activity.
 - g. O032-Posts year-to-date actual. Posts grant accounting activity at the time of transaction but will not post capitalization transactions.
 - h. O033-Posts year-to-date actual. Posts neither capitalization nor grant accounting activity. Typically used for loading the initial Grant and capital project inception-to- date information.
3. Encumbrance Ledger codes-handles posting the original encumbrance, adjusting existing encumbrances, posting reservations, and liquidating both encumbrances and reservations.
 - a. E010 and E012-Post an original encumbrance.
 - b. E011 and E013-Post an original reservation.
 - c. E116-Posts a budget reservation (used on the requisition transactions).
 - d. E117-Posts both original encumbrances and subsequent adjustments.
 - e. E020-Posts adjustments from the Purchase Order Change form.
 - f. E030 and E035-Posts partial or total liquidation to an encumbrance based on either the Final Payment indicator from the Invoice form or the Partial/Total indicator on the Journal Entry forms. Also used when cancelling and invoice and reestablishing the encumbrance.



- g. E031 and E036-Post a partial liquidation of an encumbrance and will not mark the encumbrance closed.
 - h. E032 and E037-Post a total liquidation of an encumbrance regardless of the transaction amount.
 - i. E090-Posts open encumbrances in period 00 of a new fiscal year.
4. General Ledger codes-Control postings into the General Ledger (except control accounts).

The following are NON-CASH related General Ledger codes

- a. G010-Posts a G/L account input from the user and ignores Operating accounts.
- b. G030-Posts Due to/Due from other funds
- c. G033-Posts Due to/Due from other chart
- d. G015-Posts to the accounts payable liability account.
- e. G011-Similar to G010 but establishes the beginning balance in period 00 for the general ledger.

The following are CASH related General Ledger codes

- f. G020-Posts interfund cash account (used by system to balance a transaction by fund).
- g. G021-Used with G020 and performs the bank fund postings. Posts bank fund's claim on cash.
- h. G022/G023-Posts the claim on cash in the bank fund.
- i. G024/G025-Posts cash in the bank fund.