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.