

INB SHORTCUT KEYS

Block Menu	F5	
Cancel	Esc	
Cancel Query	Ctrl + q	
Clear Block	Shift + F5	
Clear Form	Shift + F7	
Clear Item	Ctrl + u	
Clear Record	Shift + F4	
Delete Backward	Backspace	
Copy Item	F3	
Copy Record	F4	
Enter Query	F7	
Execute Query	F8	
Exit	Ctrl + q	
Insert Record	F6	
Left	Left Arrow	
List of Values (LOV)	F9	
Main Menu	Ctrl + ,	
Next Block	Ctrl + Page Down	
Next Field	Tab	
Next Record	Arrow Down	
Previous Block	Ctrl + Page Up	
Previous Field	Shift Tab	
Previous Menu	Ctrl + enter	
Previous Record	Arrow Up	
Print	Shift + F8	
Remove Record		
Return	Enter	
Rollback	Shift + F7	
Save/Commit	F10	
Select	Shift + F3	
Show Keys	Ctrl + F1	

COMMON INB FORMS

INB	Description	FRS
FGIBDST	Organization Budget Status	19
FGIBDSR	Executive Summary	19
FGIBAVL	Budget Availability Status	19
FRIGITD	Grant Inception to Date	19
FGITBAL	GL Trial Balance	18
FGITBSR	Trial Balance Summary	18
FGITRND	Detail Transaction Activity	23
FGIGLAC	General Ledger Activity	23
FGIDOCR	Document Retrieval Inquiry	23
FPARCVD	Receiving Goods	
FOIDOCH	Document History	

E-PRINT/INB REPORTS

FAR0IIV Open Invoice Report
FGRACCI Account Index Report
FGRACTH Account Hierarchy Report
FGRACTV Activity Codes Report
FGRBDSC Budget Status (current period)
FGRFAAC Fund/Account Activity Report
FGRFIDH Fund Hierarchy Report
FGRGLTA G/L Transaction Activity Report
FGRIDOC Incomplete Document Report
FGRJVLR Journal Voucher Listing Report
FGRODTA Organization Detail Activity Report
FGROPHE Open Encumbrance Report
FGRPDTA Program Detail Activity Report
FGRPRGH Program Hierarchy Report
FPROPPI Open Purchase Order Report
FGRCTRL G/L Subsidiary Ledger Control
FGRCASH Bank Interfund Account Control
FGRTBEX Trial Balance Exception Report
FGRTNR Transaction Error Report
FGRORGH Organization Hierarchy Report
FGRTBAL Trial Balance Report

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Banner Resource

<http://www.tntech.edu/bannerresource/home/>

BANNER FINANCE REFERENCE CARD



INB DOCUMENTS

Prefix	Description
*	Encumbrance Open/Close Document
A	Agreements
B	Bids
C	Commodity
D	Document tag Number (Fixed asset)
E	Encumbrance Number
F	Interface Document Number
G	Deferred Grant Calculations JV
H	Direct Cash Receipts
I	Invoice Code
J	Journal Vouchers-System Numbered
L	Budget Line Item
M	Fixed Assets Accounting Adjustments
N	Permanent Tag number
P	Purchase/Change Order Code
Q	Ledger Reclassification Document
R	Requisition Code
S	State 1099/AR&Pcard Inv./Proposal
T	Origination Tag Num (Fixed Assets)
U	Issues
W	Inventory Adjustments
X	Stores Transfers
Y	Receiving
AP	Accounts Payable Fupload Process
BR	Bursar Area Fupload Process
BU	Budget Revision Fupload Process
BUD	Budget Revisions in Gen Accounting
CR	Cash Receipts Feed
FD	Foundation Acctg Fupload Process
GA	General Accounting Fupload Process
GT	Grant Acctg Fupload Process
ID	IDT Fupload Process
IDT	IDTs entered in Gen Accounting
LM	Loans Management Feed
PC	Procard Feed
RE	Raisers Edge Feed
RL	Revenue Loans Fupload Process
SR	Student Refunds
TL	Telephone Feed

Please Note:

Most document lengths are 8 characters long which includes the prefix.

COMMON RULE CODES

Type	Rule	Description	
Budget Revisions	B2U	FUPLOAD Permanent Budget Adjust	
	B4U	FUPLOAD Temporary Budget Adjust	
	BD01	Permanent Adopted Budget	
	BD02	Permanent Budget Adjustments	
	BD03	Temporary Adopted Budget	
	BD04	Temporary Budget Adjustment	
	BD10	Budget Development Request	
	BDP	Original Bdgt Prd 01 for FUPLOAD	
	Cash Receipt	CCR	Cash Receipt Feed from CORE
		CR05	Cash Receipt Entry
CRC		Return Check Cash Receipt	
Journal Vouchers	FT01	Interfund Transfer	
	FTL	Telephone Interfund Transfer	
	JE15	General Journal Entry (Intra-Fund)	
	JE16	General Journal Entry (Inter-Fund)	
	JLM	LMSFEED	
	X25	Inter Chart Entry	
	XAR	SIS to Banner XChart Feed	
	XPC	Procard XChart Feed	
	XRE	Raisers Edge XChart Feed	
	Checks, Invoices, and Purchase Orders	CNNI	Canel Check - Invoice without Encumbrance
DNEI		Check - Invoice w/ encumbrance	
DNNI		Check - Invoice w/o encumb	
INEI		Invoice with Encumbrance	
INII		Invoice w/GL Account no Enc	
INNC		Credit Memo without Encumbrance	
INNI		Invoice without Encumbrance	
COAD		Additional Charge on Change Order	
CORD		Establish Change Order	
PCRD		Cancel Purchase Order	
PORD	Establish Purchase Order		

FOAPAL

Item	Description	Length
Index	Old FRS Acct.	6
COAS	Chart of Accounts	1
F	Fund	6
O	Organization	6
A	Account	5
P	Program	3
A	Activity	6
L	Location	5 or 6

ACCOUNT CODES

Budget Entries	
Revision Type	Account Code
Benefits	62000
Travel	73000
Operating Expenses	74000
Utilities and Fuel	75100
Departmental Revenue	75400
Capital Expenditures	78000
Scholarships and Fellowships	79000

Please Note:

- * All revenue account codes that start with 5 are used for budget entries
- * All salary and wages account codes that start with 61xxx are used in budget entries.
- * Benefit account codes start with 62xxx
- * Travel account codes start with 73xxx
- * Operating expense are account codes that start with 74xxx, 752xx and 76xxx
- * Utilities and Fuel account codes start with 751xx
- * Department Revenue account code start with 754xx
- * Capital Expense account codes start with 78xxx
- * Scholarship & Fellowship account codes start with 79xxx

ACCOUNT TYPES

10 Assets	11 Assets
20 Liabilities	21 Liabilities
30 Control	31 Control Accounts
40 Fund Balances	41 Net Assets
50 Revenues	5X Revenues
60 Salaries & Benefits	61 Salaries 62 Benefits
70 Expenditures	71 Travel 74 Operating 75 Departmental Revenues 78 Capital Assets 79 Scholarships and Fellowships
80 Transfers	81 Transfers
90 Fund Additions/Deductions	91 Additions/Deductions