### Banner Finance Reference Card

#### Key Account Numbers

- **Individual In-State Travel** 73100
- **Individual Out-of-State Travel** 73200
- **Visitor-Out-of-State** 73600
- **Individual Out-of-Country** 73250
- **Equipment Maintenance** 74310
- **Computer Software** 74430
- **Consulting Services** 74440
- **Membership Dues** 74480
- **Subscriptions** 74481
- **Other Professional Admin Services** 74490
- **Supplies** 74500
- **Rental of Space** 74632
- **Training Cost for Employees** 74830
- **Meals & Food Services** 74983
- **Other Services & Expenses** 74986

#### TAGGED EQUIPMENT

- **Controlled Equipment under $1,500** 74504
- **Sensitive Equipment ($1,500—$4,999)** 74510
- **Computers ($1,500—$4,999)** 74511
- **Office Equipment (Over $5,000)** 78110
- **Operational Equipment (Over $5,000)** 78120
- **Instructional Equipment (Over $5,000)** 78130

### Operating Ledger Account Types

#### 50 Revenues

- 5x Revenues

#### 60 Salaries & Benefits

- 61 Salaries
- 62 Benefits

#### 70 Expenditures

- 71 Travel
- 74 Operating
- 75 Departmental Revenue
- 78 Capital Assets
- 79 Scholarships and Fellowships (Including tuition remissions)

#### 80 Transfers

- 81 Transfers

### Frequently–Used INB Shortcut Keys

- **Accept** F10 – save – commit/accept
- **Block Menu** F5
- **Cancel** Esc
- **Clear Block** Shift + F5
- **Clear Form** Shift + F7
- **Clear Item** Ctrl + u
- **Clear Record** Shift + F4
- **Display Error** Shift + F1
- **Duplicate Item** F3
- **Duplicate Record** F4
- **Enter Query** F7 – clears screen
- **Execute Query** F8
- **Exit** Ctrl + q
- **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
- **Return** enter
- **Save** F10
- **Up** Ctrl + p

### Budget Pools

- **62000 Benefits**
- **73000 Travel**
- **74000 Operating**
- **75100 Utility Expense**
- **75300 Allocated Charges**
- **75400 Departmental Revenue**
- **78000 Capital Expenditures**
- **79000 Scholarships and Fellow Budget**

- **Operating Ledger Account Types**

- **Budget Pools**

- **Frequently–Used INB Shortcut Keys**

- **Key Account Numbers**

- **Operating Ledger Account Types**

- **Tagged Equipment**

- **Banner Finance Program Guide**

- **Revised January 2018**

- **http://bf.memphis.edu/spectrum/
<table>
<thead>
<tr>
<th>Class Code</th>
<th>Rule Class Title/Transaction Codes</th>
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<tbody>
<tr>
<td>A01</td>
<td>AVP - Finance JE</td>
<td>INNI</td>
<td>Invoice without Encumbrance</td>
</tr>
<tr>
<td>B01</td>
<td>Bursar JE</td>
<td>R01</td>
<td>Grants JE</td>
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<td>BD4</td>
<td>Departmental Temporary Budget Transfer</td>
<td>XCG</td>
<td>Tiger Copy Graphics</td>
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<td>CSS1</td>
<td>Bursar Cash Payment</td>
<td>XCV</td>
<td>Copier Vending</td>
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<tr>
<td>F01</td>
<td>Financial Reporting JE</td>
<td>XCX</td>
<td>Cellular Phone Charges Overages</td>
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<tr>
<td>G01</td>
<td>Accounting JE</td>
<td>XLD</td>
<td>Long Distance Telephone Charges</td>
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<tr>
<td>ICEI</td>
<td>Invoice Cancel with PO</td>
<td>XMS</td>
<td>Mail Services</td>
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<td>ICNI</td>
<td>Invoice Cancel without PO</td>
<td>XNR</td>
<td>Telephone Non Recurring</td>
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<tr>
<td>INEC</td>
<td>Credit Memo with Encumbrance</td>
<td>XPC</td>
<td>Purchasing Card</td>
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<td>Invoice with Encumbrance</td>
<td>XPP</td>
<td>Physical Plant</td>
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<tr>
<td>INNC</td>
<td>Credit Memo without Encumbrance</td>
<td>XTC</td>
<td>Local Telephone Charges</td>
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**Class Code**

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<th>Ext.</th>
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<td>Transfer Vouchers</td>
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<td>Vendor Setup</td>
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**INB Form—Naming Convention Example:**

**FGIBDST**

- **F** = Primary system = Finance
- **G** = Application module = General Ledger
- **I** = Type of form = Inquiry
- **BDST** = Budget Status

**FAIVNDH**

- **F** = Primary system = Finance
- **A** = Application module = Accounts Payable
- **I** = Type of form = Inquiry
- **VNDH** = Vendor Detail History

**Document ID:**

- **I** = Invoice
- **A** = Check Disbursement
- **J** = Budget Transfer/Journal Entry
- **P** = Purchase Order/Travel Purchase Order
- **R** = Requisition
- **!** = ACH Disbursement