

General Information:

This guide provides Banner finance users with step-by-step instructions and best practices for using **Index Codes** in the **Banner Finance** system. Index codes simplify data entry by combining multiple Chart of Accounts (COA) elements—such as Fund, Organization, and Program—into a single, easy-to-use code.

Any questions may be sent to bannerhotline@odu.edu.

1. Understanding Index Codes

An **Index Code** in Banner is a short, predefined identifier synonymous with the Organization Code that automatically populates the **Fund**, **Organization**, and **Program** codes when entered on a transaction screen. It helps users:

- Reduce data entry time
- Minimize coding errors
- Ensure consistent posting across financial institutions.

Index Code	Fund	Organization	Program	Description
1CL00	01100	1CL00	162	FINANCE OFFICE

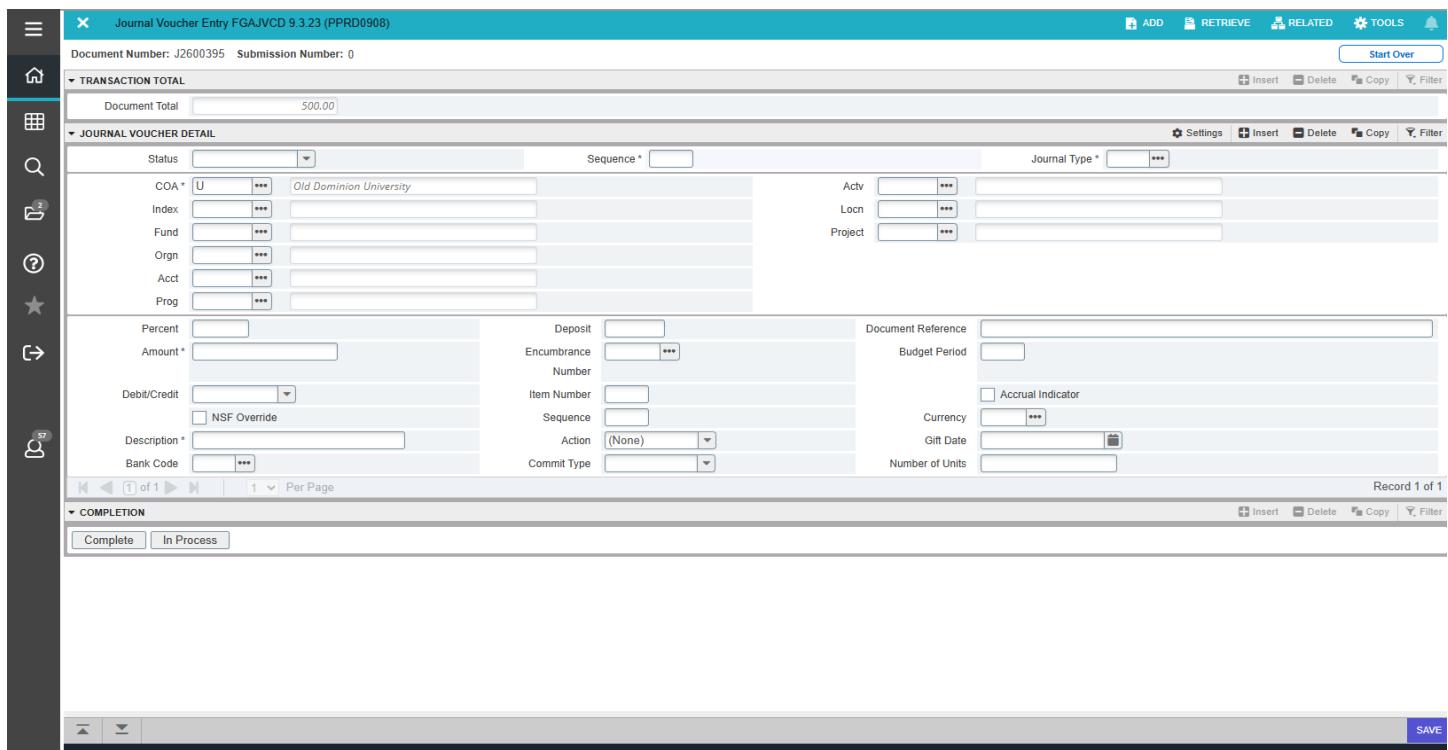
When a user enters their Index Code in Banner, the system automatically fills in:

- **Fund:** 01100
- **Organization:** 1CL00
- **Program:** 162

2. When and Where to Use Index Codes

You'll encounter Index Codes when performing tasks such as:

- **Entering Journal Entries (FGAJVCD) – See Sample below**



The screenshot shows the 'Journal Voucher Entry FGAJVCD 9.3.23 (PPRD0908)' screen. The 'JOURNAL VOUCHER DETAIL' section is visible, showing fields for COA (with '1CL00' entered), Fund, Organization, and Program. The 'JOURNAL TYPE' section shows '162' as the program. The 'DEBIT/CREDIT' section shows 'NSF OVERRIDE' checked. The 'COMPLETION' section shows 'In Process'.

- **Running Financial Queries or Reports (FGIBDST, FGIBAVL, etc.)**
- **Keying payroll transactions (PHAHOUR, PHAREDS, etc.)**

3. Entering an Index Code in Banner  Administrative Pages**Step-by-Step:**

1. Navigate to the Banner form you're using (e.g., **FGIBDST** to check your budget).

2. Click on the **Index** field.
3. Type the **Index Code** (*Helpful Tip: this is your Organization Code!*)

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: * U Index: 1CL00

Organization: 1CL00 FINANCE OFFICE

Program: 162 FISCAL OPERATIONS

Fiscal Year: * 26 Fund: 011001 C/W E&G CUR

Query Specific: Account: Commit Type: Both

Include Revenue: Account Type: Activity:

Location:

4. After you tab or press **Enter**, Banner automatically fills in the **Fund**, **Organization**, and **Program** fields. *See the highlighted sample above.*
5. Confirm that the correct values appear before hitting **GO** to execute your search.

Note: Some **forms** allow only the **Index OR the Fund/Org/Program combination—not both. Using an Index automatically disables manual entry for the Fund/Org/Program segments.**

4. Entering an Index Code in Banner Finance Self Service.

Step-by-Step:

1. Navigate to the New Query form you're using (e.g., **My Finance Query** to check your budget).
2. Click on the **Index** field.
3. Type the **Index Code** (*Helpful Tip: this is your Organization Code!*)

Create New Query

Select Query Type: Budget Status by Account

Values

Chart*: U Old Dominion University Index: 1CL00 FINANCE OFFICE

Fund: 011001 C/W E&G CUR Organization: 1CL00 FINANCE OFFICE

Account: Choose Account Program: 162 FISCAL OPERATIONS

Fund Type: Choose Fund Type

4. After you tab or press **Enter**, Banner automatically fills in the **Fund**, **Organization**, and **Program** fields. *See the highlighted sample above.*
5. Confirm that the correct values appear before hitting **GO** to execute your query.

Questions? Contact us for help with Index Codes at bannerhotline@odu.edu.