Banner Finance Self Service Training Guide: Using Index Codes in Banner

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.

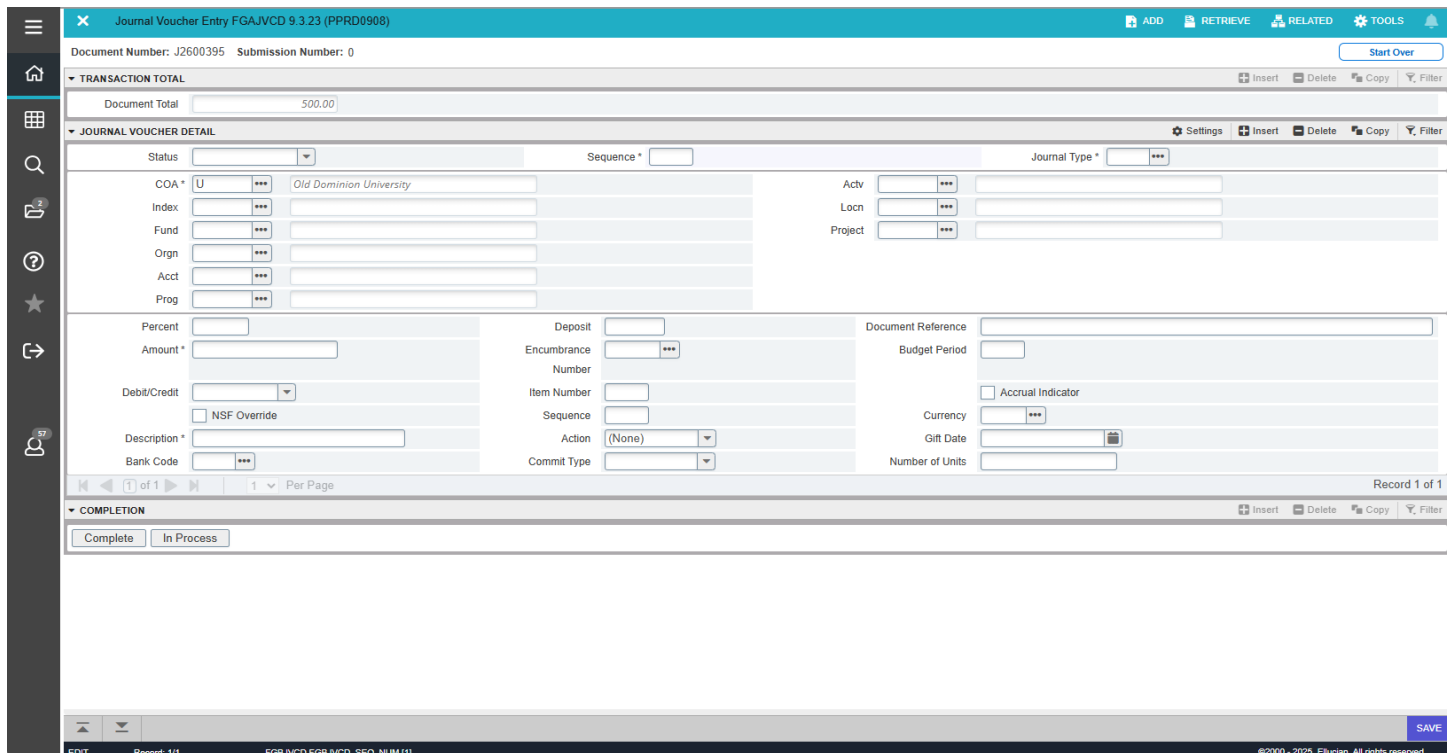| Index Code	Fund	Organization	Program	Description
1CL00	01100	1CL00	162	FINANCE OFFICE

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*

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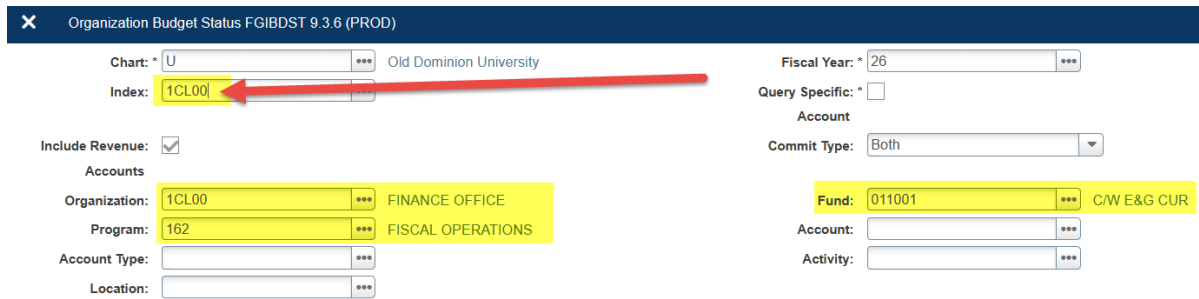- **Keying payroll transactions (PHAHOUR, PHAREDS, etc.)**

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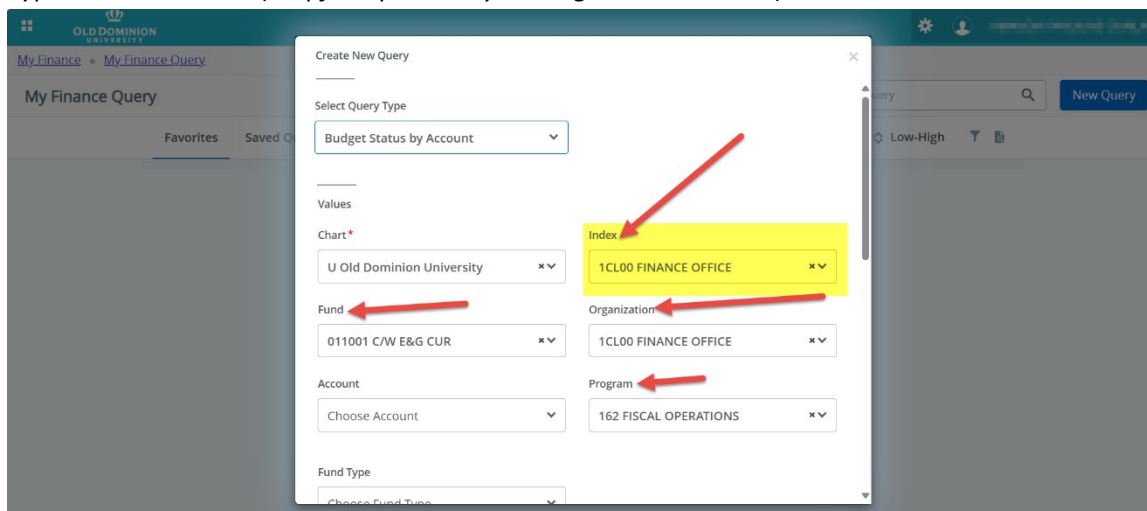3. Type the **Index Code** (*Helpful Tip: this is your Organization Code!*)

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.

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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!*)

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.