

Office of Business and Financial Services

Instructions for Completing the Banner Fund, Program and Index Code Request Form

For assistance, you may also contact the applicable staff at

[UAFR Who To Ask](#)

1. GENERAL INFORMATION

- 1a.** Select the Banner Chart for this request identifying the campus from the drop-down list provided.
- 1b.** Select the Physical Location for this request from the drop-down list provided.
- 1c.** Enter the 3-digit Organization code and title associated with this request.
- 1d.** Check the box(es) that describe(s) the Banner segment(s) you are requesting. Check all boxes that apply.
- 1e.** Provide a detailed narrative describing the activity to be recorded in the new Fund and/or Program code. Include the specific sources of funding, the types of expenses to be incurred, and the types of goods or services to be provided (if applicable).

2. ESTABLISH A FUND CODE

- 2a.** Using the drop-down list provided, select the type of fund that needs to be created (e.g., Self-Supporting, Agency, Gift Fund, etc). In the blank space that follows, enter a description of the source of the monies, naming either a specific external source or a Banner C-FOP string. Consider the following special situations:

SELF-SUPPORTING FUNDS

If you wish to create a Self-Supporting Fund, you are also required to complete the "Self-Sup Fund Supplemental Info" tab and the "Self-Sup Fund Attestation Stmt" tab which are located within this spreadsheet.

AGENCY FUNDS

If you wish to create an Agency Fund, you are also required to complete the "Agency Fund Supplemental Info" tab and the "Agency Fund Agreement" tab which are located within this spreadsheet.

GIFT FUNDS

There are different options for funding Banner Gift Funds which include, but are not limited to, receiving distributions from the UI Foundation (UIF). Some Gift Funds receive their funding from other Gift Funds via non-mandatory transfers (as opposed to gift sweeps from the UIF). Requesting a Gift Fund is appropriate for either one of these scenarios, and a Fund code will be assigned in the 62XXXX to 69XXXX range.

If requesting a Banner Gift Fund, email the completed Banner FPI Request Form directly to the UI Foundation at newaccounts@uif.uillinois.edu regardless of whether or not a new UI Foundation Fund is being requested.

If you are also setting up a new Gift Fund at the UI Foundation to tie to the new Banner Gift Fund, then you will need to complete the UI Foundation's ["Request to Create a Foundation Gift Fund"](#) and forward it along with the completed Banner FPI Request Form to newaccounts@uif.uillinois.edu.

These completed forms should **NOT** be emailed to cfoapalmaintenance@uillinois.edu as this will delay the processing of your request.

These requests will be forwarded to University Accounting and Financial Reporting (UAFR) for processing after the applicable donor intent codes have been assigned by UIF.

UI ENDOWMENT INCOME FUNDS

UI Endowment Income Funds receive income from a University-held endowment, as opposed to an endowment held at the UI Foundation and will be assigned a Fund code in the 61XXXX range.

All requests for UI Endowment Income Funds must be sent directly to the UI Foundation at newaccounts@uif.uillinois.edu.

These completed forms should NOT be emailed to cfoapalmaintenance@uillinois.edu as this will delay the processing of your request.

These requests will be forwarded to University Accounting and Financial Reporting (UAFR) for processing after the applicable donor intent codes have been assigned by UIF.

- 2b.** Enter the suggested full title without abbreviations, which should accurately describe the type of activity to be recorded in the new Fund. It will be entered as a Banner text field associated with the Fund code. The full title provides a more complete description of the Fund, and it documents special characteristics of the Fund not otherwise recorded in Banner.
- 2c.** Enter your suggested short title for the Fund which should not duplicate an existing Fund code title.

The following format guidelines apply when determining the Fund title:

- The title may not be longer than 35 characters and must include the Organization code in the first 3 positions.
 - Special characters such as \ / ; : ? * ' % #) (must not be used.
 - The first letter of each principal word should be capitalized.
 - Do not capitalize all letters unless it is an acronym.
- 2d.** Setting defaults will automatically populate a specific Organization and/or Program code whenever the Fund code is keyed into Banner, but the defaulted values may be overridden at the point of data entry if necessary.

When one Organization code and one Program code will normally be associated with the Fund, defaults are highly recommended to prevent misclassified ("rogue") C-FOP strings. This typically applies to most Self-Supporting, Gift, Plant, and Agency Funds.

You can choose to default only an Organization code, only a Program code, or both.

If you want to assign an Organization code default for the Fund, check the box next to "Yes" and enter the six-digit Organization code in the space provided; otherwise check "No."

If you want to assign a Program code default for the Fund, check the box next to "Yes." Enter the six-digit Program code in the space provided unless this is also a request for a new Program code, then type "NEW" in the Program code field. If you don't want to assign a Program code default for the Fund, check the box next to "No."

3. ESTABLISH A PROGRAM CODE

- 3a.** List any previously established Fund code(s) that will be associated with the requested Program code.
- 3b.** Enter the suggested title. The title may not be longer than 35 characters, and the Organization code is not required to be part of the title. It should not duplicate an existing Program code title.
- 3c.** Using the drop-down list provided, select the NACUBO function that fits the purpose of the transactions this Program code will be used to record. Definitions of each NACUBO function are provided at the end of this instructions document. If there is more than one function, you must request creation of a separate Program code for each function.

4. ESTABLISH AN INDEX CODE

An index code will automatically populate the default Fund, Organization, and Program codes when keyed in Banner query or transaction forms.

- 4a. Enter the requested six-digit Index code number. The 3-digit Organization code must be the first 3 positions; the last 3 positions may be numeric or alpha-numeric.
- 4b. Enter the suggested title. The title may not be longer than 35 characters, and the Organization code is not required to be part of the title. It should not duplicate an existing Index code title.
- 4c. Enter the Fund, Organization and/or Program code defaults you wish to assign to this Index code. For each default you have chosen, determine if you will ever need to override the value by replacing it with another code after the Index is keyed in Banner. If "yes" is checked, the user will be allowed to change the default FOP segments.

5. PERSONNEL INFORMATION

Each Fund and Program segment in Banner requires one Financial Manager (FINMGR) and at least one General Ledger Report Distribution Contact (GLDC) for reporting or accountability purposes. Optional information available on these segments include one Principal Investigator, multiple Co-Principal Investigator(s), and multiple GLDCs.

Keeping this information up to date and accurate is required for report generation, communication requirements, and determining who to contact if there are any questions. Send an email request to cfoapalmaintenance@uillinois.edu to submit any necessary changes.

Role Definitions

Financial Manager (FINMGR) - The person listed is the primary contact for financial related questions and is limited to one person. This is a required field.

General Ledger Distribution Contact (GLDC) - Eddie uses this parameter for report generation; however, anyone can run and receive EDDIE reports for any GLDC if the contact name is known. Also, the contact person will be the secondary contact for financial related questions. At least one name is required; additional names are optional.

Principal Investigator - Optional role that can be assigned by a unit and is limited to one person. This is typically a faculty member who is working on the activity being recorded in the fund (e.g., research activity).

Co-Principal Investigator - Optional role that can be assigned by a unit and can be more than one person. This is typically a secondary faculty member who is working on the activity being recorded in the fund (e.g., research activity).

In the columns provided:

1st column: Select the applicable Fund and/or Program segment

2nd column: The required roles are pre-populated; select additional roles to assign from the drop-down list.

3rd column: Enter the person's full name

4th column: Enter the person's title/position

5th column: Enter the last 4 digits of the person's University Identification Number (UIN)

6. CONTACT INFORMATION

Enter the date of the request and the name, phone number (including area code), and email address of the person UAFR can contact for more information about this request.

SUBMISSION INSTRUCTIONS

Additional information/clarification that will not fit directly on this form may be included in the body of the email transmitting this form.

For all requests other than Gift and UI Endowment Income Funds:

Email the completed the Banner FPI Request Form (with Self-Supporting/ Agency Supplements, if applicable) as an attachment to:

cfoapalmaintenance@uillinois.edu

For Gift and Endowment Income Funds:

Email the completed Banner FPI Request Form as an attachment to:

newaccounts@uif.uillinois.edu

If you are requesting a related UI Foundation Fund to tie to a new Banner Gift Fund, complete the "[Request to Create a Foundation Gift Fund](#)" form as well as the Banner FPI Request form and email both of these completed forms to:

newaccounts@uif.uillinois.edu

The completed request forms for gift and endowment income funds should NOT be emailed to cfoapalmaintenance@uillinois.edu, as this will delay the processing of your request.

If you have additional questions about completing the forms, send an email to cfoapalmaintenance@uillinois.edu and include your telephone number. University Accounting and Financial Reporting (UAFR) staff will respond to your request for assistance.

NACUBO Function Codes, Titles, and Definitions

University expenditures are recorded by functions established by the National Association of College and University Business Officers (NACUBO) for higher education operating activity. These NACUBO functions are very important, as they are used in the preparation of various required financial, regulatory, and activity-related reports and computations. Thus, to enable us to complete these various reporting requirements, it is essential that each Program code is assigned an appropriate NACUBO function code.

For more detailed information, see the "Banner Program Codes and Nacubo Function Assignment" section at this link:

<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=96151>

For guidances on which NACUBO functions are allowable on specific Fund types, see "Allowable Fund Type and NACUBO Function Combinations" at this link:

<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=96145>

1000 - Instruction

The instruction category includes activities that are part of the University's instruction program to communicate educational content for credit and non-credit courses, including general academic, vocational/ technical, special session, community education and preparatory/remedial activity. This category excludes academic program administration (e.g. academic deans), except where instructional activities constitute an important role of the administrator.

1100 - Research

The research category includes activities specifically organized to produce research outcomes whether commissioned by an agency external to the University or separately budgeted by an organizational unit within the University. This category would include expenses for scientific, technical, and humanistic investigation. It includes institutes and research centers as well as individual and/or project research.

1180 Research - Research Board Sponsored

The research board category includes the Illinois Campus Research Board program which serves the campus as a conduit to distribute funding in support of individual or group research projects to faculty members. For more details on the Illinois Campus Research Board, see <http://crb.research.uillinois.edu/>.

1200 - Public Service

The public service category includes activities established primarily to provide non-instructional services which are beneficial to individuals and groups external to the University. It includes such services as cooperative extension service, community service, and public broadcasting services.

1300 - Academic Support

The academic support category includes activities that provide support services for the University's primary missions: instruction, research, public service, and economic development. It includes departmental administration, libraries, museums, educational media services, academic computing support, academic administration, academic personnel development, and course and curriculum development.

1399 Academic Support - Unallowable for Indirect Cost Study

The academic support - unallowable for Indirect Cost Study category is used for activities and costs which fall under the "1300 - Academic Support" umbrella but which are not allowable as direct charges to federal sponsored agreements, federal sponsored agreements, indirect cost pools, or recharge centers for the purposes of the University's indirect cost study. Some common examples of costs that would fall into this range would be costs for areas such as fundraising, development, alumni relations, community relations, and investment management.

1400 - Student Services

The student services category includes activities for offices of admissions and the registrar and activities with the primary purpose of contributing to the student's emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instructional program. It includes student services administration, social and cultural development (intramural athletics, student newspapers, student organizations), counseling and career guidance, financial aid administration, student health services, and student admissions and records.

1500 - Institutional Support

The institutional support category includes central, executive-level activities concerned with the management and long-range planning for the entire University, as opposed to support of specific programs or units. This includes University or campus-wide executive management (governing board, planning, programming, legal functions), fiscal services (investment, financing, business, audit functions), general administrative and logistical services (human resources, space management, procurement, parking, communications, stores, printing/photographic, safety functions), administrative computing services, and constituency relations (community, alumni, governmental, fund raising relations).

1599 Institutional Support - Unallowable for Indirect Cost Study

The institutional support - unallowable for Indirect Cost Study category is used for activities and costs which fall under the "1500 - Institutional Support" umbrella but which are not allowable as direct charges to federal sponsored agreements, indirect cost pools, or recharge centers for the purposes of the University's indirect cost study. Some common examples of costs that would fall into this range would be costs for areas such as fundraising, development, alumni relations, community relations, and investment management.

1600 - Operation and Maintenance of Plant

The operation and maintenance of plant category includes expenditures of current operating funds for the operation and maintenance of physical plant. It includes plant administration, building and grounds maintenance, preservation and protection of the University's physical plant, custodial services, and utilities, exclusive of auxiliary enterprises, hospitals, and independent operations.

1700 - Scholarships and Fellowships

The scholarships and fellowships category includes outright grants to students selected by the University or from an entitlement program and financed from current funds, restricted or unrestricted, including trainee stipends (if enrolled in formal course work), prizes, and awards. Recipients of grants are not required to perform service to the University or expected to repay the award amount.

1787 - Scholarships

Scholarships are classified as resources restricted to provide financial support to undergraduate, graduate, and/or professional students based on academic achievement, need, or other criteria. Typically, this sub-category includes grants-in-aid, trainee stipends, and tuition and fee waivers to undergraduate students. Typically, scholarships are restricted for and awarded to undergraduate and professional students, but it is also allowable to award scholarships to graduate students (unless prohibited by any applicable guidelines). Scholarships include outright financial aid, trainee stipends, and tuition and fee waivers which are used to aid students in the pursuit of their studies (i.e., these payments are typically used by the students to offset educational expenses such as tuition, fees, room & board, books, school supplies, etc.). Recipients of scholarships are not expected to render services to the institution as a consideration for their scholarship, nor are they expected to repay their scholarships.

1788 - Fellowships

Fellowships are classified as resources restricted to provide financial aid and trainee stipends to graduate students to aid in the individual's pursuit of study or research. Typically, this sub-category includes grants-in-aid and trainee stipends to graduate students. Fellowships are a common form of aid typically awarded to graduate students, and recipients of fellowships are not expected to render service to the institution as consideration for their fellowship, nor are they expected to repay their fellowship award. Thus, fellowships do not include funds for which services to the institution must be rendered, such as assistantships or payments for teaching, which both require performance or service on the part of the individual.

1789 - Prizes/Awards

Resources restricted to provide a direct financial payment to graduate, undergraduate, and/or professional students based on achievement, performance or other criteria. These awards/prizes are made in the form of a direct monetary payment to the student, and are not related to employment services. Typically, unless otherwise stated in any applicable guidelines, there are no restrictions on how the student can use the award money (i.e., this money can be used by the student for any purpose; it is not limited to strictly educational expenses), and these award payments are typically the result of an award/payment issued to a student as a result of the student's performance in some sort of competition or contest. These payments to the students would typically be considered taxable income to the student.

2000 - Auxiliary Enterprises

Auxiliary enterprises are operations that provide goods or services to students, faculty, or staff and that charges a fee for those services, including food service, residence halls, bookstores, student unions, and intercollegiate athletics.

3000 - Hospitals

The hospital category includes activities associated with the patient care operations of the hospital, including direct patient care, health care support services, hospital administration, and charges for physical plant operations.

4000 - Independent Operations

The independent operations category includes activities that are controlled by the University but are unrelated to its mission, including commercial operations such as the Steam Plant.

5000 - Stores and Services

The stores and services category includes operations which provide goods and services directly to University units, and charge a fee to recover the cost of the goods or services.