

## Fact Sheet Excel Attachment Field Definitions

### Accounts Receivable

This is income that is due, but has not been received or recorded in Banner. For example, a unit has sold its goods/services to a customer, and the customer has been billed. The unit would record this amount as an account receivable if the income has not been received or recorded in Banner as of June 30, and the receivable was not billed through the Banner Accounts Receivable system.

Field Name	Definition
Chart	Identifies university or other major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices. The Chart being reported.
Fund	The self-supporting Fund that is being reported.
Organization	The Organization code used to record the revenue that hasn't been received.
Account	Enter an account code which accurately reflects the transaction generating the receivable. This typically would be the same account code you will use to deposit the funds when received from the customer.
Program	The Program code used to record the revenue.
Activity	Optional. The Activity code used to record the revenue if one was used.
Location	Optional. The Location code used to record the revenue if one was used.
Customer Name or Description of Customer Base	Provide the customer's name or a general description of the customer.
Is This Customer a State of Illinois Agency?	Select YES or NO to indicate whether this customer is a State of Illinois agency (this includes other state universities). Answer YES or NO for each customer.
Gross Receivable Amount	The total amount of unreported accounts receivable aggregated by revenue Account code. Do not include amounts that are already recorded in Banner as of the period 12 statements.
Description of the Receivable	A general description of the goods or service sold.
Do You Anticipate that the Customer Will Pay You in Full for the Amount They Owe?	Select YES from the drop-down menu if you anticipate full payment from the customer. Select NO from the drop-down menu if you anticipate that the customer will <b>not</b> pay the full amount owed.
If You Answered "NO" to the Previous Question, What is the Estimated Amount Which Could Go Unpaid?	Income that is due from non-university customers, that the unit believes will not be collected. Do not enter an amount if the receivables are recorded in Banner AR and the uncollectible allowance is maintained by USFSCO. For example, the unit uses a system outside of Banner to record receivables, which has an Accounts Receivable balance of \$1,000, and believes that 1% of the outstanding balance will be uncollectible. The unit records \$10 as uncollectible.
Start Date of Service Period Covered by the Sale	Start date of service period provided, if applicable.
End Date of Service Period Covered by the Sale	End date of service period provided, if applicable.

### Inventory for Resale

The value for items to be resold to faculty, staff, and students, or the public, as of June 30. The value should be reported at the lower of cost (what the unit paid) or market. Do not include supplies used in the course of business, such as paper or staples. For example, Central Stores sells computers to university units. As of June 30, they would include the cost of any computers available to sell as inventory for resale. They would not include the cost of the computers that they use in their daily operations.

Field Name	Definition
Chart	Identifies university or other major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices. The Chart that is being reported.
Fund	The self-supporting Fund that is being reported.
Organization	The Organization code used to purchase the inventory.
Account	The expense Account code used to purchase the inventory.
Program	The Program code used to purchase the inventory for resale
Activity	Optional. The Activity code used to purchase the inventory if one was used.
Location	Optional. The Location code used to purchase the inventory if one was used.
Description of Inventory on Hand as of 6/30	Short description of inventory.
Original Cost of Inventory on Hand as of 6/30	The total cost of the inventory aggregated by expense Account code. If a physical count of the inventory was done at a date other than June 30, that balance must be adjusted for all purchases and sales between the date of the physical count and June 30.
Fair Market Value (FMV) of Inventory on Hand as of 6/30 - Only Enter if FMV is <b>Lower</b> Than Cost (Otherwise, Leave Blank)	If the resale inventory includes items with a current or expected selling price below the original cost, then enter the fair market value (i.e., the current or expected selling price). This information will be used to devalue the inventory by recording a reserve for inventory obsolescence.

### Publications Inventory

The value (at lower of cost or market) of printed materials such as books, pamphlets, journals, magazines, and/or cookbooks, being sold to faculty, staff, and students, or the public, as of June 30.

Field Name	Definition
Chart	Identifies university or other major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices. The Chart that is being reported.
Fund	The self-supporting Fund that is being reported.
Organization	The Organization code used to purchase the inventory.
Account	The expense account code(s) used to either purchase and/or produce your publications held for resale.
Program	The Program code used to purchase the inventory.

Field Name	Definition
Activity	Optional. The Activity code used to purchase the inventory if one was used.
Location	Optional. The Location code used to purchase the inventory if one was used.
Publication Title	Title or description of the publication.
Publication Date	Enter the publication date in this column using a MM/DD/YY format. If the official publication date is not known, please enter your best estimateUsed for depreciation.
Is There Ongoing Demand for the Publication?	Indicate whether or not this publication is still sold on a regular basis. This helps determine if it should be valued at full original cost. Select YES or NO from the drop-down menu.
Original Cost Per Issue	The original cost incurred to either purchase or produce an individual issue of this publication.
Quantity of Publications on Hand as of June 30	Quantity of issues your unit has on hand as of June 30. If a physical count of the inventory was done at a date other than June 30, that balance must be adjusted for all purchases and sales between the date of the physical count and June 30.

### Prepaid Expense

This is an expense that was paid to a non-university vendor or supplier as of June 30, where the benefit is received totally or partially in the new fiscal year. For example, a department purchases an annual subscription in January for the period of January 1-December 31. Six months of the subscription are in the new fiscal year, and that portion is considered a prepaid expense. This also includes employee travel and subscription/membership fees which have posted to your Fund on or before period 12.

Field Name	Definition
Chart	Identifies university or other major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices. The Chart being reported.
Fund	The self-supporting Fund being reported.
Organization	The Organization code used to record the expense.
Account	The expense account code of the C-FOAP where this prepaid expense is posted as of June 30.
Program	The Program code used to record the expense.
Activity	Optional. The Activity code used to record the expense, if one was used.
Location	Optional. The Location code used to record the expense, if one was used.
Amount	Indicate the amount of expense incurred prior to June 30.
Banner Document Number	The document number assigned by Banner to record the payment.
Banner Transaction Date	The Banner transaction date of the related Banner document number, not the Banner activity date
Name of the Vendor or Employee	Indicate the vendor's or employee's name.

Field Name	Definition
Description of the Prepaid Expense	Provide a general description of the expense.
Start Date of the Service Period Covered by this Prepaid Expense (if applicable)	Provide the first day or beginning date of the service, subscription/membership fee, or employee travel, if applicable.
End Date of the Service Period Covered by this Prepaid Expense (if applicable)	Provide the last day of the service, subscription/membership fee, or employee travel, if applicable.

### Accounts Payable

These are amounts the unit owes to employees or non-university vendors/suppliers as of June 30, but have not been recorded in Banner. For example, a unit orders and receives goods/services by June 30, but the invoice is not received until after period 12 closes. This also includes travel or employee reimbursements that have not posted to your Fund as of period 12.

Field Name	Definition
Chart	Identifies university or other major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices. The Chart being reported.
Fund	The self-supporting Fund being reported.
Organization	The Organization code used to record the expense or purchase order.
Account	The expense Account code used to record the expense or purchase order. This typically would be the same expense account code used when making the eventual payment to the vendor or employee.
Program	The Program code used to record the expense or purchase order.
Activity	Optional. The Activity code used to record the expense or purchase order, if one was used.
Location	Optional. The Location code used to record the expense or purchase order, if one was used.
Amount	Amount of unrecorded expense (do not aggregate, reporting is per invoice per vendor).
Banner Document Number (if available)	Banner Invoice or Purchase Order number, TEM Expense Report (ER) number, etc., if available.
Banner Transaction Date (if available)	The Banner transaction date of the related Banner document number, not the Banner activity date.
Name of the Vendor or Employee	Vendor's name or employee's name to which the payable applies.
Description of the Payable	Include a general description of the payable, i.e., why do we owe the money to this vendor or employee?

Field Name	Definition
Start Date of the Service Period Covered by this Payable (if applicable)	Provide the first day or beginning date of the service, subscription/membership fee, or employee travel, if applicable.
End Date of the Service Period Covered by this Payable (if applicable)	Provide the last day of the service, subscription/membership fee, or employee travel, if applicable.

### Unearned Revenue

This is income received from non-university customers prior to July 1 for goods/services that the unit will provide after June 30. For example, a unit is holding a conference in October, but registration began May 1. The unit would record the conference registration fees it receives from May through June 30 as unearned revenue. Do not include the balance from monies received in payment for services rendered during the current year that are left over and may be spent in subsequent years.

Field Name	Definition
Chart	Identifies university or other major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices. The Chart being reported.
Fund	The self-supporting Fund being reported.
Organization	The Organization code used to record the revenue.
Account	The revenue account code of the C-FOAP where this unearned revenue is posted as of June 30.
Program	The Program code used to record the revenue.
Activity	Optional. The Activity code used to record the revenue, if one was used.
Location	Optional. The Location code used to record the revenue, if one was used.
Amount	For example, monies collected before June 30 for subscriptions or publications to be issued after July 1 would be unearned revenue.
Banner Document Number	Banner document recording the deposit (posting) of the unearned revenue.
Banner Transaction Date	The Banner transaction date of the related Banner document number, not the Banner activity date.
Name of the Customer or Revenue-Generating Event	Provide the customer or event name.
Description of the Unearned Revenue	Describe the service/activity being provided.
Start Date of Service Period Covered by the Sale (if applicable)	Provide the beginning date of the service or subscription, if applicable.
End Date of Service Period Covered by the Sale (if applicable)	Provide the last day of the service or subscription, if applicable.