

Balance Sheet Basics for Banner



Financial Services Division

Banner Terminology

- **Operating Ledger** = Income Statement
- **General Ledger** = Balance Sheet
- In general, most day-to-day departmental Banner functions are processed in the Operating Ledger (Income Statement).



Key Differences

OPERATING LEDGER

- Uses Banner Indexes
- Is Budgeted

GENERAL LEDGER

- Does **NOT** use Banner Indexes
- Is **NOT** Budgeted



What can be posted to the General Ledger?

- Certain types of transactions may be posted to the General Ledger/Balance Sheet if amounts are significant.
- Examples:
 - Accounts Receivable
 - Inventory
 - Prepaid Items
 - Deferred Revenue
 - Deposits



Balance Sheet (aka General Ledger)

- Balance Sheet is all about **Fund**; Index doesn't matter!
- The Big Three Funds - Each Campus has their own.
 - Instruction and General (I&G)
 - Public Service
 - Research



What's in There??

- Asset “Axxx” and Liability “Lxxx” account activity
 - Assets have “normal” Debit Balance
 - Liabilities have “normal” Credit Balance
 - You won't find this activity on MyReports index reports
 - Best sources to review are Banner screens:
 - FGITBAL “Trial Balance Form”
 - FGIGLAC; Account code Drill Down for detail
- Need to know FUND number; not Index
- Query on forms, can export to Excel



FGITBAL – Balance Sheet View

ellucian General Ledger Trial Balance FGITBAL 9.3.7 (BANP) ADD RETRIEVE RELATED TOOLS

Chart: U Fiscal Year: 20 Fund: 2U0224 MU I & G Account: Account Type: Start Over

GENERAL LEDGER TRIAL BALANCE Insert Delete Copy Filter

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
A001	Deposits General		0.00 Debit		0.00 Debit		
A020	Cash on Deposit		0.00 Debit		0.00 Debit		
A0CC	Claim On Cash	43,146,471.13	Debit		118,453,520.57	Debit	
A0PC	Petty Cash		0.00 Debit		0.00 Debit		
A220	AR System Main Campus		0.00 Debit		0.00 Debit		
A224	AR System Hsc		0.00 Debit		0.00 Debit		
A226	Accounts Receivable Miscellaneous	52,800.00	Debit		0.00 Debit		
A249	Unapplied Payments		0.00 Debit		0.00 Debit		
A262	Spring Sem Holding		0.00 Debit		0.00 Debit		
A271	Over Short Deposits		0.00 Debit		0.00 Debit		
A272	Mc Visa Svc Chg		2.25 Debit		0.00 Debit		
A273	Credit Card Chargeback Receivable		0.00 Debit		0.00 Debit		
A500	Due From Component Units	269,143.00	Debit		0.00 Debit		
A601	Short Term Advances To Students		0.00 Debit		0.00 Debit		
A800	Resale Inventory		0.00 Debit		0.00 Debit		
A803	Bulk Rate Postage		0.00 Debit		0.00 Debit		
A805	New Books Inventory		0.00 Debit		0.00 Debit		
A900	Prepaid Expense		0.00 Debit		0.00 Debit		
A909	Prepaid Auto Insurance Exp		0.00 Debit		0.00 Debit		
A910	Prepaid Gen Liab Insurance Exp		0.00 Debit		0.00 Debit		
Total ALL ACCOUNTS			0.00		0.00		

Record 1 of 76 SAVE



If you need to post to the General Ledger/Balance Sheet...

- Departments must create their own unique funds
- New funds may be requested through through the Chart of Accounts (COA) Tool.



Prohibited Funds

Since some funds are campus-wide, departments may NOT post General Ledger entries to them.

- (Amounts posted in these funds would not be distinguishable from one department to another since the Banner General Ledger does not use indexes)

GL Entries may NOT be posted to these Main Campus funds:

- 2U0001 Student & Cultural
- 2U0005 Research
- 2U0006 Research
- 2U0007 Non-Endowed
- 2U0008 Endowed
- 2U0203 Public Service
- 2U0224 I&G



Financial Services Division

Tips to Find your Transactions

- Enter Department-specific info when possible
 - JV line item text
 - Money list numbers
- Not so easy with feeds
 - Student Accounts Receivable module



What Goes In (usually) Must Come Out

- Accounts Receivable
- Inventory
- Prepaid Items
- Accounts Payable/Other Payables
- Deferred Revenue
- Deposits



Follow-Up on Entries

- Apply cash received to Receivables
- Record Cost of Goods Sold
- Amortize (expense) Prepaid Items
- Reverse Accruals in Next Period
- Reclassify Deferred to Actual Revenue
- Properly track any Deposits



Monthly Reconciliations Required

If you post entries to the General Ledger, you will be contacted to provide monthly reconciliations to Unrestricted Accounting via email until the balances are cleared.



Most Frequently Used Balance Sheet Account Codes

- A226 Accounts Receivable Misc
- A800 Resale Inventory
- A900 Prepaid Expense
- L110 Other Accrued Payables
- L3G0 Other Deferred Revenue
- L3J1 Deposits and Funds Held for Others



When in Doubt.....

- Unrestricted Accounting – Main Campus
 - <https://ua.unm.edu/>
 - 277-2018
- Unrestricted Accounting – HSC
 - <http://hsc.unm.edu/financialservices/accounting/>
 - 272-6264

