



St. Norbert College Business Office

Banner Finance Fund / Organization Security

A user's Banner Finance security is based on a matrix of fund and organization (org) codes. Each Banner Finance user must be assigned rights to at least one fund and one org code in order to view financial data. Financial data (revenue or expense) will be posted to a particular **FOAPAL code** consisting of a minimum of Fund, Org, Account and Program. Banner Finance forms allow viewing financial data in various levels of [summary and detail](#).

A user with access to multiple fund and org codes will be able to view data for any combination of those codes. Access cannot be restricted to a single fund – org code combination.

For example, assume a user has the following access rights:

Fund Code	Org Code
100200-General Fund	100000-Dept X
100201-Payroll Fund	100001-Dept Y
	100002-Dept Z

Data within the following combinations will be accessible to the user:

100200-General Fund	100000-Dept X
100200-General Fund	100001-Dept Y
100200-General Fund	100002-Dept Z
100201-Payroll Fund	100000-Dept X
100201-Payroll Fund	100001-Dept Y
100201-Payroll Fund	100002-Dept Z

At times, a request is made to give rights to the payroll fund for only a single org code. The system does not allow this type of restriction. A user with access to the payroll fund (or any fund for that matter) will have rights to any combination of the payroll fund and all accessible org codes.

100200-General Fund	100000-Dept X
100200-General Fund	100001-Dept Y
100200-General Fund	100002-Dept Z
100201-Payroll Fund	100000-Dept X
100201-Payroll Fund	100001-Dept Y
100201-Payroll Fund	100002-Dept Z

cannot restrict access to a single fund/org combination if a user has rights to multiple funds and orgs

It is very important for supervisors and administrators to understand the implications of granting Banner security rights, particularly in the case of the payroll fund. Once a fund or org code is assigned to a user, it does not need to be requested again on a Banner Finance Access Request form. Any previously assigned fund or org code(s) will be available in combination with any newly requested fund or org code(s)



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Banner Financial Reporting

[Financial Reporting System Overview](#)

Banner Reports: The reporting capabilities of the Banner Finance System are limited to a defined set of standard reports. The [Finance Training Guide](#) provides instructions for the following reports/processes.

FGIBDST: Organizational Budget Status Form	FGIBDST_sample
FGIBSUM: Organizational Budget Summary Form	FGIBSUM_sample
FZRBDS: Budget Status Current Period	FZRBDS_sample
FZRODTA: Organizational Detail Activity	FZRODTA_sample

Business Objects Reports: Banner Finance users have access to several customized financial reports in addition to reports available from within the Banner program. Customized reports have been created using a third party reporting tool called Business Objects. These reports can be run from the web through a report portal site. Most customized reports are special formats of data already available in Banner. Banner fund and organization code security remains in effect where appropriate so individuals should only have access to authorized data. Some reports have been developed and deployed for special departmental data needs and some are generic and available to all Banner Finance users.

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