



**THE
CITADEL**
THE MILITARY COLLEGE OF SOUTH CAROLINA

Banner Account Codes (Most Common)

Banner Account	Description
710050	Advertising
710100	ARAMark
710400	Audio Visual
710600	Books
710700	Cellular phones
710850	Copier Costs
710950	Dues & subscriptions
711000	Entertainment - official
711050	Equipment (IT) under \$5,000
711100	Equipment under \$5,000
711300	Insurance
711350	Laptops
711450	Leased vehicles
711500	Maintenance contracts
711550	Microfilm
711800	Paper serials & periodicals
711800	Serials & periodicals
711850	Photography service
711950	Postage/Freight/Delivery
712000	Printing
712050	Rent /Lease expense
712100	Repairs and maintenance
712200	Software under \$100,000
712250	Supplies - data processing
712300	Supplies - educational
712350	Supplies - food
712400	Supplies - maintenance & janitorial
712450	Supplies - office
712500	Supplies - other
712600	Telephone
712750	UBIT tax
712800	Other professional fees
712850	Other contractual services
720020	Resale
720070	Resale - blazer ensembles
720120	Resale - discount
720170	Resale - educational supplies
720220	Resale - freight
720270	Resale - Gift Shop
720320	Resale - new books
720370	Resale - uniform accessories
720420	Resale - uniforms
720470	Resale - used books
730010	Travel non-employee
730020	Travel - students
732510	Travel - registration in-state
732520	Travel - meals in-state
732530	Travel - lodging in-state
732540	Travel - airfare in-state
732550	Travel - POV in-state
732560	Travel - motor pool in-state
732570	Travel - other in-state
732570	Travel - other in-state
732580	Travel - taxable in-state
735010	Travel - registration out of state
735020	Travel - meals out of state
735030	Travel - lodging out of state
735040	Travel - airfare out of state
735050	Travel - POV out of state
735060	Travel - motor pool out of state
735070	Travel - other out of state
735070	Travel - other out of state
735080	Travel - taxable out of state
737510	Travel - registration foreign
737520	Travel - meals foreign
737530	Travel - lodging foreign
737540	Travel - airfare foreign
737550	Travel - POV foreign
737560	Travel - other foreign
737560	Travel - other foreign
740010	Heat
740020	Electricity
740030	Gas
740040	Water
760050	Equipment - boats
760100	Equipment - educational
760150	Equipment - IT
760200	Equipment - medical & scientific
760250	Equipment - office
760300	Equipment - other
760350	Equipment - trucks and vehicles
760400	Software \$100,000 & up

Common forms used by Departments

INB Banner

Requisition Forms

FTIIDEN	Vendor look up: if not vendor there go to procurement web site and complete the “request new vendor form
FPAREQN	Requisition Form: Initiates the procurement process by defining an internal request to acquire goods or services
FPIREQN	Requisition Inquiry Form: Used to query and review the requisitions information. You cannot change any information on FPIREQN.
FPARDEL	Requisition Cancel Form: Cancel a requisition document.
FPIORQF	Open requisitions by FOAPAL

Purchase Order Forms

FGIENCD	Encumbrance activity. Balance left on purchase order
FPIOPOF	Open PO by FOAPAL
FPIOPOV	PO by vendor

Direct Pay Invoice

FAAINVE	Direct Pay Invoice form: Use for all supply and registration purchases under \$1500 that are not posted to Purchasing Card
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Approval Process

FOAUAPP	Approval form: Used to approve or disapprove documents
FOIAINP	Displays all completed documents awaiting approval
FOIAPHT	Shows all documents a user has approved

Documents Query

FOIDOCH	Documents History Form: Displays the processing history of purchasing and payment documents. It identifies related documents and provides the status of all documents that are in the process stream for queried documents.
FOADOCU	Document by user
FGIDOCR	Query capability for all transactions processed by the system. Information displayed includes the Transaction Date, Description, Amount , and the accounting distribution.

Receiving Process

FPARCVD	Receiving Goods Form: Enables you to enter receipt information for items ordered through the purchase order processes. You can receive goods based on the quantity identified on a regular purchase order.
FPIRCVD	Receiving Inquiry: Used to query and review receiving document information. You cannot change any information on FPIRCVD.
FPARCVD	Return Goods Form: Created a return transaction code number or modify existing return transaction information.

Department budget queries, budget transfers and approvals are done in Self Service Banner