

FOAPal – Deep Dive

Finance Training

What is a FOAPal hierarchy?

FOAPal hierarchy is a set of groups or levels that control or rank FOAPal elements at SUU

Lower groups/levels 'report to' higher groups/levels

Higher groups/levels have fewer digits and are used for summarized reporting

Fund, Org, Account and Program all have their own hierarchy

Activity and Location do not have a hierarchy

Fund Hierarchy

The Fund tells us where the money came from

SUU's Fund hierarchy has four levels

Level I – Fund Type Group (no activity)

Level II – Fund Type (no activity)

Level III – Fund Group (no activity)

Level IV – Fund

FTIFNDH displays the Fund hierarchy (does not display fund type)

Levels I – III are closed to data entry; they are only summaries of lower levels

Organization Hierarchy

The Organization (Org) tells us who is responsible for the money

SUU's Org hierarchy has six levels

Level I – University (no activity)

Level II - President (no activity)

Level III – Vice President (no activity)

Level IV – Deans & Directors (no activity)

Level V – Managers & Departments (no activity)

Level VI – Organization (Org)

FTIORGH displays the Org hierarchy

Levels I – V are closed to data entry; they are only summaries of lower levels

Account Hierarchy

The Account tells us what the transaction was for
SUU's Account hierarchy has six levels

Level I – Account Type Group (no activity)

Level II – Account Type (no activity)

Level III – Account Class (no activity)

Level IV – Account Objects (no activity)

Level V – Primary Account (no activity)

Level VI – Account Code

FTIACTH displays the Account hierarchy (does not display account type)

Levels I – V are closed to data entry; they are only summaries of lower levels

Program Hierarchy

The program gives us the functional classification of activity

SUU's Program hierarchy has 2 levels

- Level I – Program Class (no activity)

- Level II – Program Code

FTIPRGH displays the Program hierarchy

Level I is closed to data entry; it is only a summary of Level II

Hierarchy Summary Reports

Hierarchy's can be used to query financial summaries

The Banner dropdown menu (☰) can be selected to view option lists

Fund and Org summaries are easier to use by viewing the hierarchy reports (FTIFNDH, FTIORGH) rather than the option list

Account summaries are easier to use by using the option list account types

Finance Approval Queues

Finance approval queues determine who will approve a financial transaction

Finance approval queues are setup based on the Org hierarchy

Most queues are setup using levels I – V

Individual Orgs (Level VI) are generally not used for approval queues and may be denied if requested

Approval queues start with level VI and work up to level I

Approval Queue Process

Below is the Org hierarchy for the Controller's Office with approvals

Level I – 10: University (no approver)

Level II – 010: President (president approval)

Level III –

Banner Finance Access Requests

All requests for Internet Native Banner (INB) or Banner Self Serve need to have financial security setup before they will be able to access any Banner Finance forms

All users are given access to create Requisitions

Fund access is limited by Fund or Fund Hierarchy

Org access is limited by Org and Org Hierarchy