



Suggested Prior Trainings

Finance Training – Fiscal Responsibility

Finance Training – Accessing Banner Finance & Basic Navigation

Training Objectives

Provide a basic overview of the Fund Accounting System used by SUU
Learn the definitions and uses of each element of a FOAPal

What is Fund Accounting?

Financial Resources come from a variety of sources (Fund codes)

Different areas are responsible for transactions (Organization codes)

Each fund may only use its resources for appropriate expenditures (Account codes)

Revenues and expenses must be comparable between Universities (Program codes)

Fund accounting requires unique identification and reporting for each of these categories

What is a FOAPal?

F

Fund

Where did
the money
come from?

(required)

6 digits
numeric

O

Organization

Index – Shortcut to FOAPal

An 'Index' ties any or all of the FOAPal elements together

E.g. CTRLR (index) is a shortcut for 000100 (fund)-66000 (org)-60 (program)

Not required

Up to 6 alphanumeric digits

Fund – Where did the money come from?

The 'F' in EOAPal stands for 'Fund' and identifies the source of revenue received

Required

Always 6 numerical digits

Funds track revenues, expenses, assets, & liabilities

Funds can be associated with multiple Organizations

Major Fund Types

Generally Unrestricted

000100 State Appropriations
0xxxxx Current Unrestricted
7xxxxx Auxiliaries
965xxx Agency Funds
97xxxx Unrestricted Plant
99xxxx Renewal & Replacement

Generally Restricted

1xxxxx Federal Grants & Contracts
2xxxxx State Grants & Contracts
3xxxxx Private Grants & Contracts
5xxxxx Private Gifts
6xxxxx Endowment Income
8xxxxx Loans
945xxx Quasi Endowments
95xxxx True Endowments
98xxxx Restricted Plant

Organization –

Account- What was the transaction for?

The 'A' in FOAPal stands for 'Account' and tells us what the transaction was for

Required

Always 4 numerical digits

Used for revenues, expenses, assets, liabilities, & transfers

Can be used with different Funds and Orgs

Account Types

1xxx Assets – Cash, Investments, Inventory, Accounts Receivable

2xxx Liabilities – Accounts Payable, Deposits, Accruals, Deferred Revenue

3xxx Equity – Prior year balance for each fund type

4xxx Control – Total expenses, revenues, encumbrances, etc.

5xxx Revenues – Sales, Tuition, Student Fees, Gifts, Grant Revenue, etc.

6xxx Payroll – Salaries & Benefits

7xxx Expenses – Supplies, Travel, Equipment, etc.

8xxx Transfers – A transfer occurs when

- Cash is moved from one fund to another fund

- No exchange of goods or services is provided in exchange for cash

9xxx Fund Addition/Deduction – Retire debt, roll funds (finance only)

Programs – How do we compare?

The 'P' in FOAPal stands for 'Program' and identifies the functional purpose of the transaction using the same categories as other universities

Required

Always 2 numerical digits

Program codes follow a standardized system of comparable functional categories that are required by the National Association of College and

Program Codes

10 – Instruction

20 – Research

30 – Public Service

40 – Academic Support

42 – Library

50 – Student Services

52 – Athletics

60 – Institutional Support

70 – Operation & Maintenance

79 – O and M – Depreciation

80 – Student Financial Aid

90 – Auxiliary Enterprises

97 – Service Units

98 – Agency

99 – General Revenue

Activity – Which project or activity?

The lowercase 'a' in FOAPal stands for 'Activity' and identifies a specific project or activity

Used for departmental reporting needs

Location

The 'l' in FOAPAl

What is a FOAP Hierarchy?

Banner Funds, Orgs, Accounts, and Programs are organized in hierarchies that allow you to more easily capture and review summarized data within specific Banner inquiry forms.

The lowest hierarchy level is the active Fund, Org, Account, or Program available for data entry

Each Fund, Org, Account, and Program 'rolls-up' to a higher level in order to summarize data

Hierarches are very useful for reporting

Activity and Location codes do not have hierarchies