

Understanding FOAPal

Finance Training

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
- Describe how this information is applied to your department

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?

INDEX

F

Fund

Where did the money come from?

(required)

6 digits
numeric

O

Organization

Who is responsible for the money?

(required)

5 digits
numeric

A

Account

What was the transaction for?

(required)

4 digits
numeric

P

Program

How do we compare to others?

(required)

2 digits
numeric

a

Activity

Tracking activities across fund/orgs

(optional)

Up to 6 digits
alphanumeric

I

Location

n/a for department use. Finance only.

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 FOAPal 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
- SUU's largest fund is 000100 – State Appropriations

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

Restricted & Unrestricted Funds

- All funds, whether restricted or unrestricted, may only be expended according to University purchasing, approval and financial policies and procedures
- Unrestricted funds - Do not have external stipulations, but the University may designate these funds for specific purposes
- Restricted Funds - External stipulations are imposed on the use of these funds by granting or contracting agencies or donors

Organization – Who is responsible?

- The 'O' in FOAPal stands for 'Organization' (Org) and shows who is responsible for managing the money
- Required
- Always 5 numerical digits
- Very similar to the University organizational chart
- Orgs only track revenues, expenses and transfers
- Orgs do not track cash, accounts receivable, accounts payable, etc.
- One org can be associated with multiple funds

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
- 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 University Business Officers (NACUBO)

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
- Optional
- Up to 6 alphanumeric digits
- It is very important that Activity codes are carefully and consistently used to ensure transactions are accurately reported
- An activity code can be used by multiple funds, orgs and accounts

Location

- The 'I' in FOAPAI_ is used only by the Controller's Office to track the location of our fixed assets for auditing and inventory purposes

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