FOAPal – Deep Dive

Finance Training

Training Objectives

➡ Develop an understanding of the FOAPal hierarchy used at SUU

➡ Learn to use hierarchies for departmental budget and accounting inquiries

➡ Develop an understanding of Financial Approval Queues and their interaction with Org hierarchy

➡ Develop an understanding of how financial access is granted

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 – 600: VP of Finance (vp approval)
- ➡ Level IV – 660: Controller (controller approval)
- ➡ Level V – 6600: Controller (no approval)
- ➡ Level VI – 66000: Controller (no approval)

➡ There is no level VI approver, so the queue will go up to level V. Once again, there is no approver so the queue will go to level IV. There is an approval at that level so the queue will stop there pending approval

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

- Access is also limited by Query ability, Posting ability or both

- Payroll requests are separate from finance requests and always query only