FINANCIAL AND ADMINISTRATIVE SERVICES

BANNER FINANCE
CHART OF ACCOUNTS

Updated March 2016
Agenda

• Ledgers in Banner
• Chart of Accounts
• FOAPAL Elements
• Reports
• Tips and Tricks
Ledgers

Definition:

• Set of “books” or tables against which financial transactions are “posted”

• BANNER operates against General, Operating, Grants and Encumbrance Ledgers

• Currently, we post to a General and Operating ledger.
Ledgers (cont’d.)

General Ledger:

Operating Ledger:
• The budget units or departmental operating accounts: Revenues, Expenditures, Transfers
Ledgers (cont’d.)

Encumbrance Ledger:
• Contains the supporting details for encumbered amounts

Grants Ledger:
• Contains Grant details in order to support inception-to-date reporting
Chart of Accounts

Definition:

• The coding elements used for classification, budgeting, recording and reporting

• Every transaction must be coded to be a valid posting to a Ledger
Basic Chart Elements

[C]  F  O  A  P  A  L

C: Chart
F: Fund
O: Organization
A: Account
P: Program
A: Activity
L: Location
Hierarchies

- Number of levels available in each Chart Element to depict the hierarchical relationship between codes

- Every code is assigned a predecessor code to define a roll-up

- Allows easy grouping and summarizing for reporting purposes
Chart Code

Definition:

• We use one chart for the entire MUN organization, including our SIE’s and Agencies (ie: MUNSU, GSU)

• 1 character - our context: M
FOAPAL Elements

- **FOAP:**
  - Mandatory
    - General Ledger needs FA
    - Operating Ledger needs FOAP
  - Support central reporting and management needs

- **AL:**
  - Optional (there are exceptions!)
  - Central administration will not depend on these codes for reporting
  - Accommodate end-user needs where FOAP falls short.
FOAPAL: Fund

Definition:

• Indicates the source of money and how it must be used, and if any restrictions are placed on the funds
FOAPAL: Fund (cont’d.)

first digit

- Operating Funds 1xx
- Research Funds 2xx
- Ancillary Funds 3xx
- Loan Funds 4xx
- Unrestricted Trusts 5xx
- Endowment Funds 6xx
- External Trusts 7xx
- Agency Funds 8xx
- Plant funds 9xx
Fund Definitions

• **General operating** is an unrestricted fund that accounts for the institution’s primary operating activities of instruction and research, other than sponsored research. (1)

• **Special purpose and trust** is a restricted fund. The funds, including donations, may be restricted by external sources, or internally restricted by the institution’s governing body, for purposes other than sponsored research or capital. (28, 5, 7)

• **Sponsored research** is a restricted fund that accounts for income and expenditures for all sponsored research. Amounts are separately reported for entities consolidated and entities not consolidated. (2, excluding 28)
Fund Definitions (cont’d,)

• **Ancillary** is an unrestricted fund that separately accounts for all “sales-producing” operations or “self supporting” activities that are supplementary to the institution’s primary operating activities of instruction and research. (3)

• **Capital** is a restricted fund that accounts for resources provided to the institution for capital purposes and not reported in any other fund. (9)

• **Endowment** is a restricted fund that accounts for the capitalization of externally or internally restricted amounts, primarily donations, which cannot be spent. (4, 6)
FOAPAL: Fund

Hierarchy examples:

- Unrestricted Fund

10 Unrestricted Funds
  1A Unrestricted Funds
    101 Current Unrestricted - MUN
    1001 Regular Operating
    10000 Regular Operating
      100001 MUN Operating
      100002 Short Term Invest.
FOAPAL: Fund

Hierarchy examples:

- Research Grants

  20 Restricted Funds
  2A Research Grants\Contracts
  2AA Federal Government
  2100 Agencies
  21001 Atlantic Canada Oppor. Agency
  200000 Can/NF Coop Agreement
  200001 Agreement 1
  200002 Agreement 2
  21010 NSERC
  200197 NSERC, Prof A
FOAPAL: Fund

Summary of our coding scheme:

• 5 levels of hierarchy

• Only level 4 & 5 (6 characters) is data-enterable

• separate code when we want a fund balance (i.e. cumulative results)

• source of funds are built in

• FGRFNDH and FWROLFD
FOAPAL: Organization

Definition:

- Departmental entities or budgetary units within the University
- When assigned, represents responsibility and accountability
FOAPAL: Organization

10 Memorial University of Newfoundland
  100 Board of Regents
  200 Senate
  300 President
  400 VP (Academic)
    40A VP main office
    40B Faculty of Arts
      40100 Deans Office
      40102 Anthropology
      40107 English
      40108 Reid Theatre
      40114 Geography
FOAPAL: Organization

Summary of our coding scheme:

• 7 levels of hierarchy
• Levels 4 to 7 (5 characters each) are data-enterable
• FGRORGH
FOAPAL: Account

Definition:

• Describes the nature of Expenditures and Revenue in the Operating Ledger

• Describes the nature of Assets, Liabilities and Fund Balances in the General Ledger
FOAPAL: Account

first digit

• 1: Assets
• 2: Liabilities
• 3: Control Accounts
• 4: Fund Balances
• 5: Revenue
• 6: Salaries, Wages & Benefits
• 7: Expenditures
• 8: Transfers
• 9: Fund Additions/Deductions
FOAPAL: Account

Hierarchy examples:

Categories for expenditures
70 Expenditures

  7A Operating Expenditures
  700 Direct Operating Expenditures
    700A Direct Operating Expenditures
    7000 Materials and Supplies
      70001 Materials and Supplies
      70002 Office Supplies
      70003 Minor Furniture Purchases
FOAPAL: Account

Summary of our coding scheme:

• 6 levels of hierarchy

• Only level 6 (5 characters) is data-enterable

• Levels 1 to 5 reflects various reporting requirements

• Normal balances have been assigned to help detect errors

• FGRACTH
FOAPAL: Program

Definition:

- Functional reporting classification for tracking use of funds:
  - 1st digit:  1: Teaching
               2: Research
               3: Academic Services
               4: Support Services
               5: Continuing Education
               6: Student Services
               7: Ancillary Services
               8: Consolidated Entities
               9: Non-Consolidated Entities
FOAPAL: Program

Hierarchy example:

Physical Plant functions

4 Support Services
  41 Administration
  42 Physical Plant
    420 Physical Plant
      4201 Maintenance - Grounds
      4204 Maintenance - Buildings
      4206 Other
FOAPAL: Program

Summary of our coding scheme:

• 4 levels of hierarchy
• Only level 4 (4 characters) is data-enterable
• FGRPRGH
FOAPAL: Activity

Definition:

• A free form element

• To be used for independent reporting needs not required by central administration

• User-defined, but centrally controlled

• 5 characters, no hierarchy
FOAPAL: Activity

Example:

- Medical Practice Associates
  12010 Calendar Year 2010
  12011 Calendar Year 2011
  12012 Calendar Year 2012

FGRACTV
FOAPAL: Location

Definition:

- Identifies physical location of financial activity and fixed assets
- Mandatory if used for fixed assets
- FGRLOCH
10 Memorial University
100 Main Campus
02A Acad/Admin Buildings
02 Arts & Admin Building
03 Business Building
Summary of our coding scheme:

- 5 levels of hierarchy
- Developed from Fac. Man. database
Short Cuts - Defaults

From ORG, can default
  • Fund
  • Program

From Fund, can default
  • Org
  • Program
Reports – Searching

GJAPCTL – allows you to search available reports

- Use wildcards (%)

- F – always signifies a finance report
  - FGR – Banner canned report
  - FWR – Home grown report

- Ensure you enter correct attributes

- Reports give you what you ask for, not necessarily what you want or need!!!
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Extract</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGRORGH</td>
<td>List of organizations</td>
<td>N</td>
</tr>
<tr>
<td>FGRFNDH</td>
<td>List of funds</td>
<td>N</td>
</tr>
<tr>
<td>FGRACTH</td>
<td>List of accounts</td>
<td>N</td>
</tr>
<tr>
<td>FWROLFD</td>
<td>Lists funds attached to an organization</td>
<td>Y</td>
</tr>
<tr>
<td>FWRORGN</td>
<td>FGRORGH with financial manager information</td>
<td>Y</td>
</tr>
</tbody>
</table>
## Reports (cont’d.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Extract</th>
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</thead>
<tbody>
<tr>
<td>FGRBDSC</td>
<td>Budget vs Actual Summary</td>
<td>Y</td>
</tr>
<tr>
<td>FGRGLTA</td>
<td>Balance sheet accounts detail</td>
<td>Y</td>
</tr>
<tr>
<td>FGRODTA</td>
<td>Income statement accounts detail</td>
<td>Y</td>
</tr>
<tr>
<td>FGROPNE</td>
<td>Open commitments</td>
<td>Y</td>
</tr>
<tr>
<td>FWRACTP</td>
<td>Report of actual by period</td>
<td>Y</td>
</tr>
<tr>
<td>FWRCOPY</td>
<td>5 year history – budget vs actual</td>
<td>Y</td>
</tr>
<tr>
<td>FWROCMP</td>
<td>CY to PY comparison</td>
<td>N</td>
</tr>
<tr>
<td>FWROCPO</td>
<td>PY comparison by any organization level</td>
<td>N</td>
</tr>
<tr>
<td>FWRSAUD</td>
<td>Organizational budget summary</td>
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<td>FWRSAUL</td>
<td>Organization budget summary by hierarchy level</td>
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<tr>
<td>FWRTRND</td>
<td>Detailed transaction by account</td>
<td>Y</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
<td>Extract</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>FFRPROP</td>
<td>Property information report</td>
<td>N</td>
</tr>
<tr>
<td>FWROROS</td>
<td>List of assets by organization</td>
<td>N</td>
</tr>
<tr>
<td>FWRPROP</td>
<td>List of assets by organization</td>
<td>Y</td>
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<td>Name</td>
<td>Description</td>
<td>Extract</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>FWRDIST</td>
<td>Payroll expense distribution report (Banner System)</td>
<td>Y</td>
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<tr>
<td>FWRSALC</td>
<td>Payroll Salary Cost Report (Banner System)</td>
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<tr>
<td>FWRPSCT</td>
<td>Payroll salary cost report (Legacy System)</td>
<td>Y</td>
</tr>
<tr>
<td>FWREXPD</td>
<td>Payroll expense distribution report (Legacy System)</td>
<td>Y</td>
</tr>
</tbody>
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## Online screens

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>FGIBDST</td>
<td>Organization budget status</td>
</tr>
<tr>
<td>FGIBDSR</td>
<td>Executive summary</td>
</tr>
<tr>
<td>FGIBSUM</td>
<td>Organization budget status</td>
</tr>
<tr>
<td>FGITBSR</td>
<td>Trial balance summary (funds with roll-ups)</td>
</tr>
<tr>
<td>FGITBAL</td>
<td>Trial balance summary (individual fund)</td>
</tr>
<tr>
<td>FGITRND</td>
<td>Detail transaction activity</td>
</tr>
<tr>
<td>FRIGITD</td>
<td>Grant inception to date</td>
</tr>
<tr>
<td>FTVACCT</td>
<td>Account code look-up</td>
</tr>
<tr>
<td>FTVORGN</td>
<td>Organization code look-up</td>
</tr>
<tr>
<td>FTVFUND</td>
<td>Fund code look-up</td>
</tr>
</tbody>
</table>
Tips and Tricks

• When looking up organizations budget information, leave the program attribute blank

• When looking up fund information, leave the organization and program blank

• % is the wild card in Banner Finance

• Banner search is case sensitive

• FOIDOCH is like one stop shopping

• Call Financial Reporting and Analysis with any reporting questions
QUESTIONS