

FINANCIAL AND ADMINISTRATIVE SERVICES

UNIVERSITY FINANCIAL STRUCTURE AND CHART OF ACCOUNTS

Agenda

Memorial's Fund Structure

Ledgers in Banner

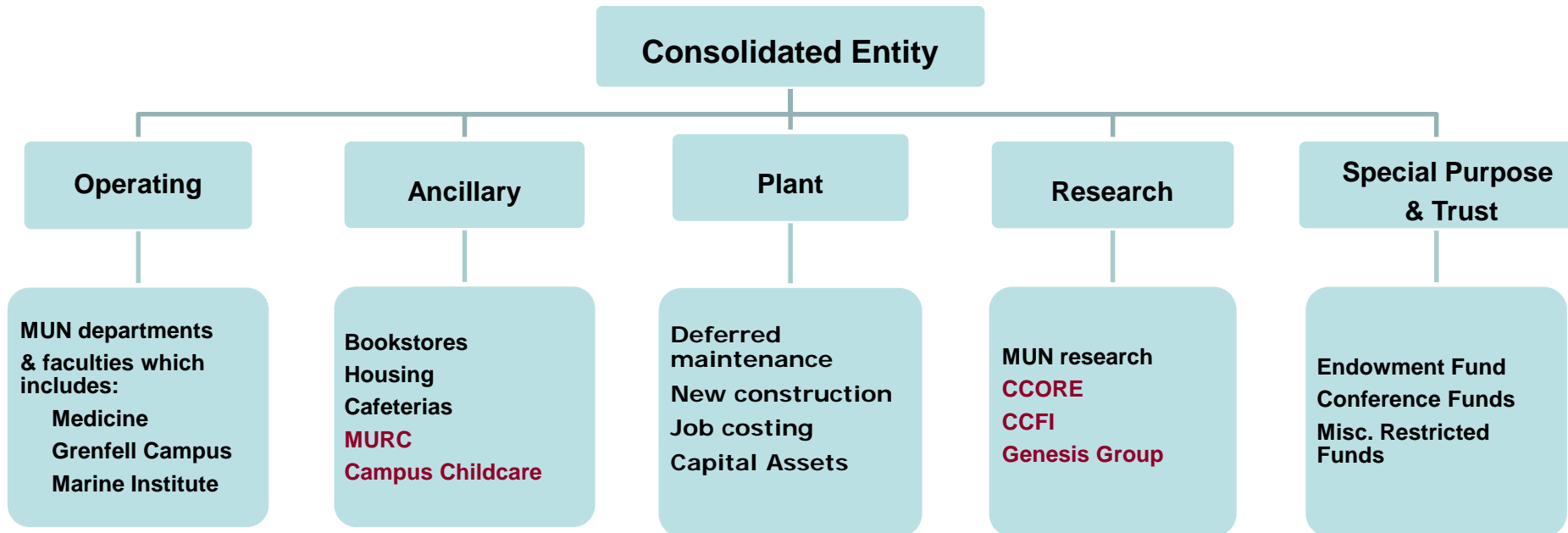
Chart of Accounts

FOAPAL Elements

Banner Reports

Tips and Tricks

Memorial's Fund Accounting



Fund accounting enhances accountability and budgetary control ensuring grants, donations and contributions are spent for intended purposes.

Fund accounting classifies resources for accounting purposes based on restrictions imposed by sources outside the institution, i.e. Government etc. (external restrictions) or by directions issued by the Board of Regents (internal restrictions).

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. (Fund 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. (Fund 28, 5 and 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. (Fund 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. (Fund 3)
- **Capital** is a restricted fund that accounts for resources provided to the institution for capital purposes and not reported in any other fund. (Fund 9)
- **Endowment** is a restricted fund that accounts for the capitalization of externally or internally restricted amounts, primarily donations, which cannot be spent. (Fund 4 and 6)

Separately Incorporated Entities



C-CORE

Canadian Centre for Fisheries Innovation (CCFI)

Genesis Group Inc.

The Memorial University Recreation Complex (MURC)

Campus Childcare Inc.

Ledgers

Definition:

- Set of “books” or tables against which financial transactions are “posted”
- BANNER operates against General, Operating, Grants and Encumbrance Ledgers
- We post transactions to the General and Operating ledger.

Ledgers (cont'd.)



General Ledger:

- Summary of actuals by Balance Sheet accounts: Assets, Liabilities, Fund Balances, Control Accounts, Fund Additions/Deductions.

Operating Ledger:

- The budget units or departmental operating accounts: Revenues, Expenditures, Transfers

Ledgers (cont'd.)



Encumbrance Ledger:

- Contains the supporting details for encumbered amounts (Purchase orders, travel advances)

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

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

Basic Chart Elements



[C] F O A P A L

C: Chart

F: Fund

O: Organization

A: Account

P: Program

A: Activity

L: Location

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

F O A P A L 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

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
- FGROGRH

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 (do not use)

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
- 1 to 6 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

FOAPAL: Location (cont'd.)



10 Memorial University

100 Main Campus

02A Acad/Admin Buildings

02 Arts & Admin Building

03 Business Building

FOAPAL: Location (cont'd.)



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!!!

Reports



Name	Description	Extract
FGRORGH	List of organizations	N
FGRFNDH	List of funds	N
FGRACTH	List of accounts	N
FWROLFD	Lists funds attached to an organization	Y
FWRORGN	FGRORGH with financial manager information	Y

Reports (cont'd.)



Name	Description	Extract
FGRDBSC	Budget vs Actual Summary	Y
FGRGLTA	Balance sheet accounts detail	Y
FGRODTA	Income statement accounts detail	Y
FGROPNE	Open commitments	Y
FWRACTP	Report of actual by period	Y
FWRCOPY	5 year history – budget vs actual	Y
FWROCMP	CY to PY comparison	N
FWROCPO	PY comparison by any organization level	N
FWRSAUD	Organizational budget summary	N
FWRSAUL	Organization budget summary by hierarchy level	N
FWRTRND	Detailed transaction by account	Y

Reports (cont'd.)



Name	Description	Extract
FFRPROP	Property information report	N
FWRORAS	List of assets by organization	N
FWRPROP	List of assets by organization	Y

Reports (cont'd.)



Name	Description	Extract
FWRDIST	Payroll expense distribution report	Y
FWRSALC	Payroll salary cost report	Y

Online screens



Name	Description
FGIBDST	Organization budget status
FGIBDSR	Executive summary
FGIBSUM	Organization budget status
FGITBSR	Trial balance summary (funds with roll-ups)
FGITBAL	Trial balance summary (individual fund)
FGITRND	Detail transaction activity
FRIGITD	Grant inception to date
FTVACCT	Account code look-up
FTVORGN	Organization code look-up
FTVFUND	Fund code look-up

Tips and Tricks



- Consider using FAST Financial Reporting
- 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

FAST Financial Reporting



- FAST Finance overview
- Individual training

QUESTIONS