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)
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:

Operating Ledger:
• The budget units or departmental operating accounts: Revenues, Expenditures, Transfers
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
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
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
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 (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
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
- FGRACHT
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
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
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

<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>
<tr>
<td>Name</td>
<td>Description</td>
<td>Extract</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>FGRDBSC</td>
<td>Budget vs Actual Summary</td>
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<td>FGRGLTA</td>
<td>Balance sheet accounts detail</td>
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</tr>
<tr>
<td>FGRODTA</td>
<td>Income statement accounts detail</td>
<td>Y</td>
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<tr>
<td>FROPNE</td>
<td>Open commitments</td>
<td>Y</td>
</tr>
<tr>
<td>FWRACTP</td>
<td>Report of actual by period</td>
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</tr>
<tr>
<td>FWRCOPY</td>
<td>5 year history – budget vs actual</td>
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<tr>
<td>FWROCMP</td>
<td>CY to PY comparison</td>
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<tr>
<td>FWROCPO</td>
<td>PY comparison by any organization level</td>
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<tr>
<td>FWRSAUD</td>
<td>Organizational budget summary</td>
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<tr>
<td>FWRSAUL</td>
<td>Organization budget summary by hierarchy level</td>
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</tr>
<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>
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<tr>
<td>FWRORAS</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>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
<td>Extract</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>FWRDIST</td>
<td>Payroll expense distribution report</td>
<td>Y</td>
</tr>
<tr>
<td>FWRSALC</td>
<td>Payroll salary cost report</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>
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<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

• 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