THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

The University of Alabama in Huntsville
Office of Budget and Management Information
Banner Finance Self-Service Training

Introduction to Banner Finance Self-Service: Accounting Overview

Objectives

* Define a Chart of Accounts.
* Know which accounts are viewable in Finance Self-Service.
* Know the two different Charts of Accounts at UAH.
* Learn the Banner acronym used to represent the Chart of Accounts when performing a query.
* Know the fund types that identify the sources of funds, the responsible divisions by organization code, and a detailed list of account and program codes.
* Review general Banner Self-Service query setup

UAH Accounting Overview

* This overview is designed as a reference guide to become familiar with the UAH *Chart of Accounts*.

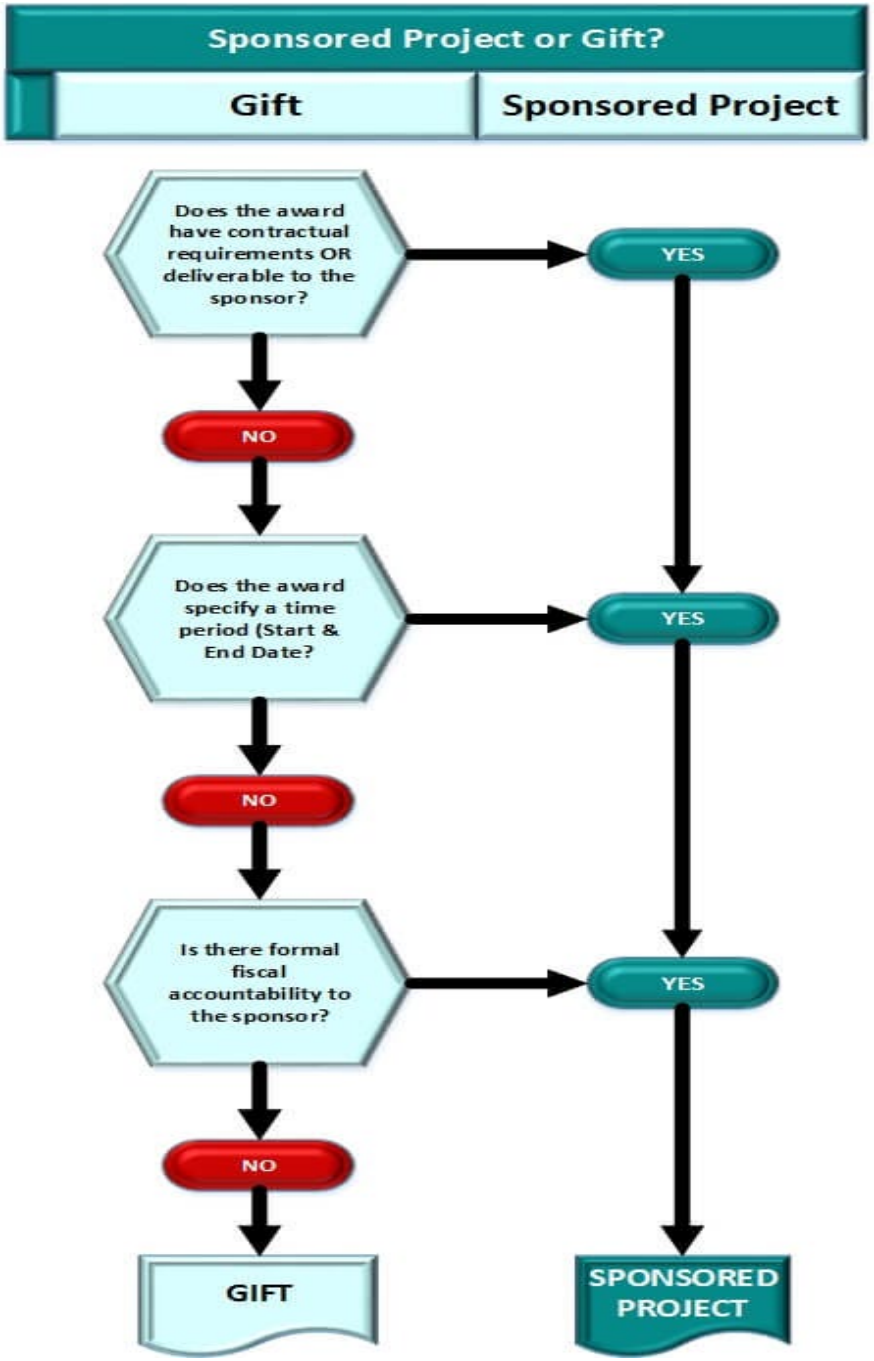
* The *Chart of Accounts* is an *organized* and *detailed* list of the university's accounts and their titles that is used to record financial transactions.

UAH Accounting Overview

* Balance Sheet accounts (not viewable in Finance Self-Service)
  - 1xxx - Assets
  - 2xxx - Liabilities
  - 4xxx - Fund Balance/Control Accounts
  - 9xxx - Fund Additions/Deductions

* Income Statement accounts (the only part of the Chart of Accounts that can be viewed in Finance Self-Service)
  - 5xxx – Revenue
  - 6xxx – Salaries/Fringe Benefits
  - 7xxx – Operating Expenses/Transfers
  - 8xxx – Capital Expenses

Sponsored Project or Gift?



UAH Accounting Overview

Two Separate Charts of Accounts for Banner Users at UAH

* Chart of Accounts '**H**' – UAH accounts used for conducting necessary business within '**H**ome' department;
* Chart of Accounts '**F**' – used with "**F**oundation" expenditures

* The *Chart of Accounts* is represented in Banner Finance with the acronym FOAPAL.

Chart of Accounts Overview

Account codes within Banner Finance are represented by a composite alphanumeric sequence called a FOAPAL. FOAPAL is an acronym in which each letter represents an element of the identifying sequence. Those that are in red are the ones we use to do a budget query in Banner My Finance Self Service.

Chart	Index	Fund	Org	Account	Program	Activity	Location

* **F = F**und Code
* **O = O**rganization Code
* **A = A**ccount Code
* **P = P**rogram Code
* **A = A**ctivity – optional
* **L = L**ocation – optional

Note that two fields precede the **FOAPAL**. **Chart** is the Banner Chart of Accounts. **Index** is a predefined code which auto-fills the **Fund, Org, and Program (FOP)** fields of the **FOAPAL** string with specific values. This is so that users can quickly and accurately do the query instead of entering all manually and risking a mistake.

Chart of Accounts Overview FOAPAL

* **F**und Code – 5-digit code that identifies source of revenue; (Example: 19297) - Where did the money come from?

* **O**rganization Code – 6-digit code that identifies department, or budget unit, where activity occurs (Example: 240001) - Who is responsible for the money?

* **A**ccount Code – 4-digit code that identifies the type of transaction activity that occurs (Example: 7000 = Operating Expenditure) - What kind of transaction is taking place?

* **P**rogram Code – 2-digit code that identifies the area – Why is the transaction occurring? (Examples include Instruction, Research, Public Service, Academic Support, etc.)

* **A**ctivity – Only used by a few departments (optional)

* **L**ocation – Only used by a few departments (optional)

Overview of System Fund Types
Where did the money come from?

* 21- State/O&M General – Tuition & Fees; State Appropriations
* 27- Cost-Share – UAH match for Sponsored Research
* 31- Departmental – Faculty Startup; PI 4%; Student Activities
* 41- Auxiliary – Revenue from sales/services i.e. Housing rents and Dining Services
* 51- Sponsored (Research)
* 6x- Restricted Funds (Gifts/Endowments)
* 7x- Plant Funds – Construction/maintenance of UAH property; transferred from State-funded accounts

Overview of System Organization Codes

* 1xxxxx- President & Athletics
* 2xxxxx- Academic Affairs/Colleges
* 3xxxxx- Finance & Administration
* 40xxxx- Diversity, Equity, & Inclusion
* 41xxxx- Student Affairs
* 5xxxxx- University Advancement
* 6xxxxx- Research/Research Centers

Overview of System
Salary Account Code Organization

* 61 – Salaries
* 65 – Benefits
* 66 – Tuition Waivers

Overview of System Operating Account Code Organization

* 71 – Subcontracts, Stipends, Advertising, Dues and Subscriptions, Postage, Phone, Printing, Software Expenses
* 72 – Travel Expenses
* 73 – Utilities Expenses
* 74 – Supplies and Materials
* 75 – Interdepartmental Transfers
* 76 – Miscellaneous Expenses
* 77 – Tuition
* 78 – Budgeted Transfers
* 79 – Indirect Cost Recovery

Overview of System
Capital Account Code Organization

* 81 – Equipment ($5,000 and over per unit)
* 82 - Books
* 83 – Construction
* 84 – Artwork and Collections

Overview of System Account Code List

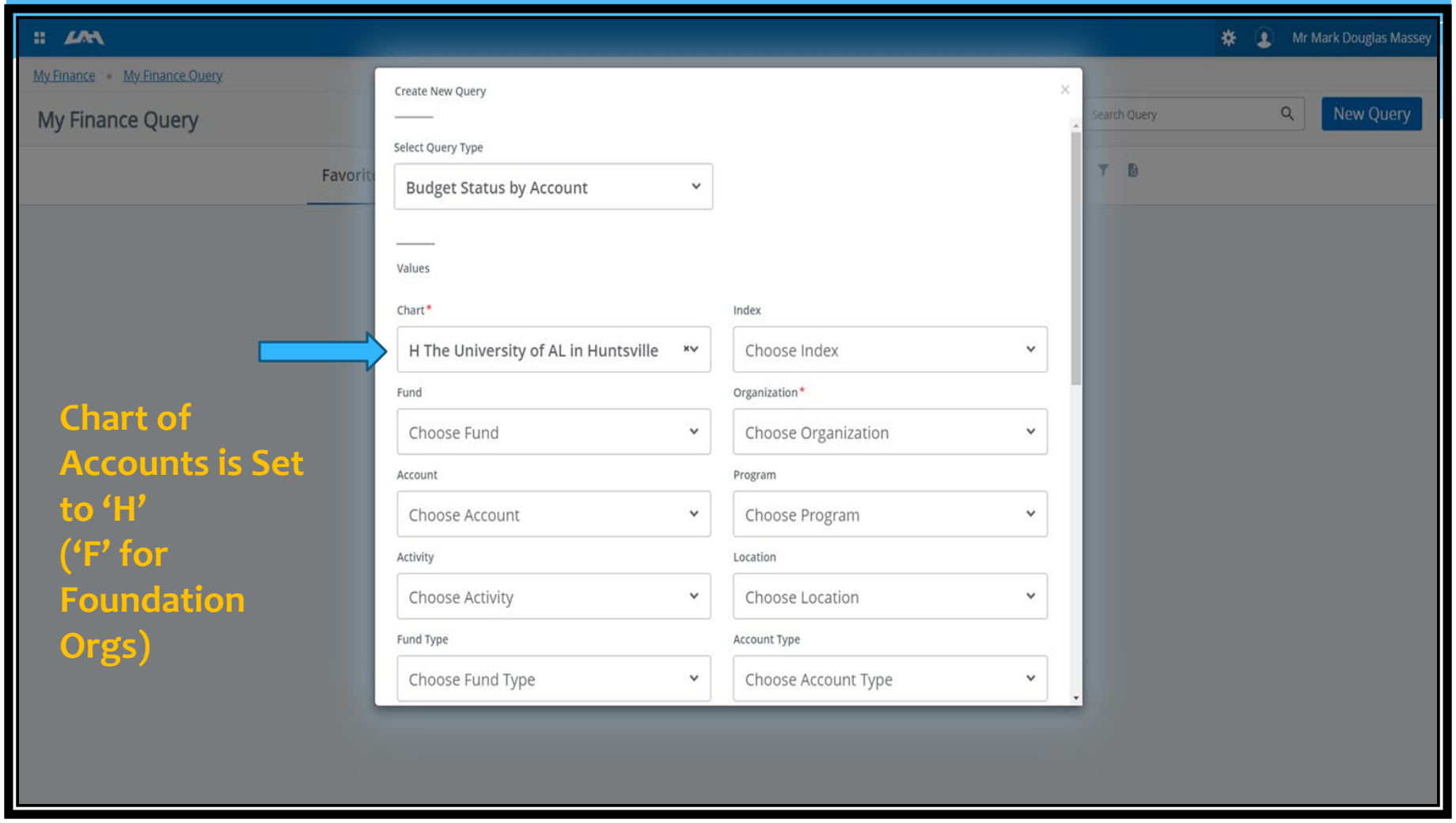
The UAH Account Code List can be found at the link below:

https://www.uah.edu/finance/banner-information/account-code-list

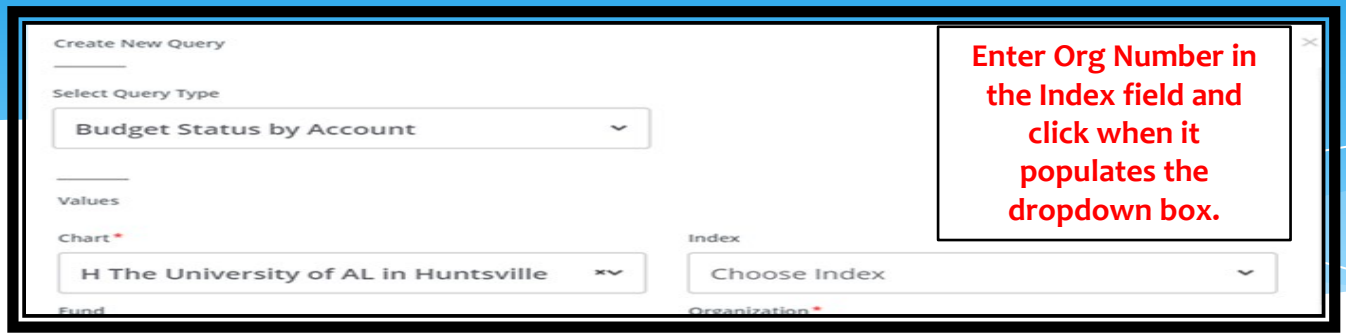
Overview of System Program Codes

* 10 – Instruction
* 20 – Research
* 30 – Public Service
* 40 – Academic Support
* 41 – Libraries
* 42 – Academic Support
* 50 – Student Services
* 60 – Institutional Support
* 70 – O and M Physical Plant
* 71 – O and M Physical Plant
* 72 – Utilities
* 73 – Capital Projects
* 80 – Scholarships and Fellowships
* 90 – Auxiliary Enterprises
* 99 - Revenues

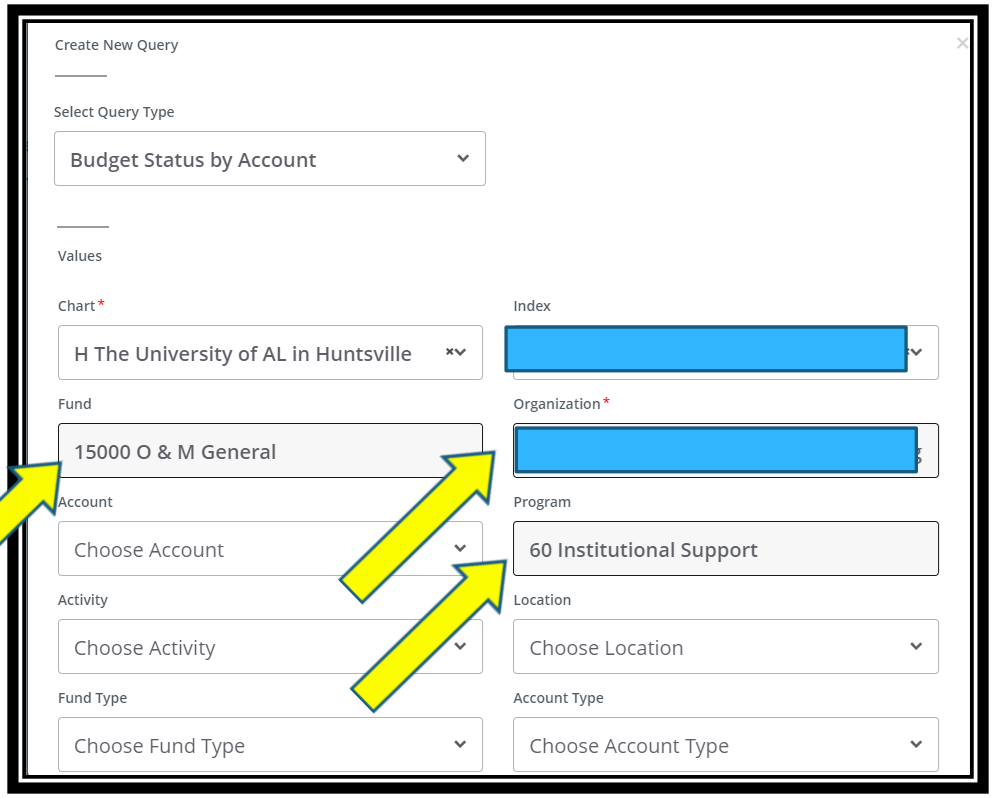
Chart of Accounts on Query Setup



Index and FOAPAL on Query Setup



Remember, the Org Number and Index numbers are the same for the basic budget queries! The Index is your "helper" and, automatically populates the Fund, Organization, and Program fields, indicated by the yellow arrows.



Questions?

Contact us!

Website: uah.edu/budget/self-service-help

Melissa Brown if you are in Research or the Colleges: mab0063@uah.edu; Ext 5217

Tammy Haymon if you are in any other Area: tgh0008@uah.edu; Ext 2242