THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE
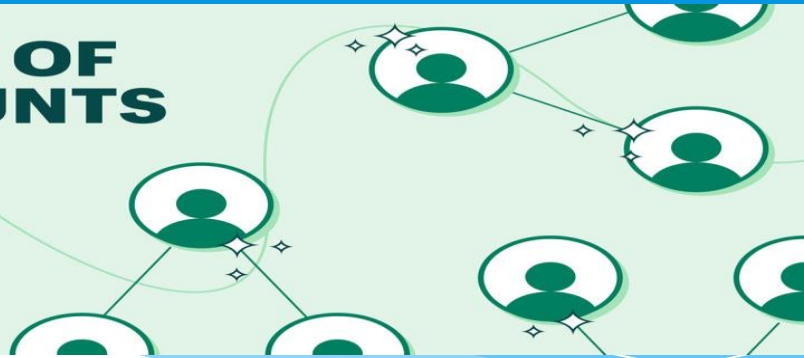
The University of Alabama in Huntsville
Office of Budgets and Management Information
Banner Finance Self-Service Training

Introduction to Finance Self-Service:

Accounting Overview

Objectives

* Know the 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 Finance Self-Service query setup

CHART OF ACCOUNTS

UAH has several Charts of Accounts depending on who the funds belong to. There are two Separate Charts of Accounts common for most Banner Users at UAH.

* **H –** The University of Alabama in Huntsville
* **F – F**oundation

The Foundation chart is not covered in this lesson.

Chart of Accounts Overview

❖ FOAPAL is the Banner term for the accounting code assigned to transactions.

❖ The term is an acronym derived from the names of the six primary elements of the accounting code.

❖ Those that are in red are the ones we use to do a budget query in Finance Self Service (FOAP).

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 –should not be used
*   **L = L**ocation – should not be used

Note that two fields precede the **FOAPAL**. **Chart** is the Banner Chart of Accounts. **Index, Activity, and Location should NOT be used.**

Chart of Accounts Overview
FOAPAL

* **F**und Code – 5-digit code; identifies the source of money and how it must be used. (Example: 19297) - **Where did the money come from?**

* **O**rganization Code – 6-digit code; identifies department, or budget unit, within separate divisions (Example: 240001) - **Who is responsible for the money?**

* **A**ccount Code – 4-digit code that identifies the nature of activity like revenues,expenditures, assets, liabilities, and fund balance that occurs (Example: 7000 = Operating Expenditure) - **What kind of activity is taking place?**

* **P**rogram Code – 2-digit code that is a functional reporting classification for tracking use of funds for financial reporting purposes – **Why is the transaction occurring?** (Examples include 10-Instruction, 20-Research, 30-Public Service, etc.)

* **A**ctivity – Not used; User-defined element for independent reporting

* **L**ocation – Not used; identifies physical location of financial activity

Overview of UAH **F**unding Sources

Where did the money come from?

All Fund Codes Have a Fund Type (Funding Source)

* 21- State/O&M General – Tuition & Fees; State Appropriations

* 27- Cost-Share – UAH match for Sponsored Research

* 31- Departmental – Faculty Startup; PI 5%; Student Activities

* 41- Auxiliary – Self-supported with revenue from sales/services (i.e. Housing rents and Dining Services)

* 51- External Contracts and Grants (Sponsored Programs or Research)

* 6x- Restricted Funds (Scholarships/Gifts/Endowments)

* 7x- Plant Funds – Construction/maintenance of UAH property; transferred from State-funded accounts

General Guide on How to Identify an Org's Fund Type
There are some exceptions to this, but there is a pattern to use as a guide.

Fund Type and Source	Org Examples	Org Number Examples Research- Digit 3 Non-research-Digit 4
Fund Type 21-State/O&M General State Appropriations; Tuition and Fees	Dean org; Enrollment Services, College Depts. Main accounts	Non-research 270**1**01 Research 85**0**001
Fund Type 27-Cost Share UAH Match for Sponsored Research	All cost share orgs are associated with a C or G.	Non-research 270**2**01 Research 85**2**001
Fund Type 31-Departmental Funds Usually transferred from FT 21	Faculty startup, PI 5%, Student Activities, etc.	Non-research 270**3**01 Research 85**3**001
Fund Type 41-Auxiliaries Revenue from sales/services like housing rents and dining services	Charger Card, Bookstore, Food Services, etc.	Unique
Fund Type 51-Contracts and Grants Federal, state, and other grants, commercial contracts, etc.	F/NASA/Enhancements S/ASDE/Teaching C/Westar/AMCOM EXPRESS/ O/Institute of Commerce/LTD	Non-research 270**5**13 Research 85**5**661
Fund Type 6X-Gifts and Endowments Private Donations	Scholarships, Gifts, Eminent Scholar, Misc., etc.	Non-research 270**8**01 Research 85**6**001
Fund Type 71-Plant Funds 30% of FYE balance transferred from FT 21	Physical Plant Building Reroof Campus Lake Dredging & Repairs BAB Reconfiguration & Renovation	Unique

Overview of System **O**rganization Codes

Who is responsible for the money?

* 1xxxxx- President & Athletics
* 15XXXX- Strategic Communications
* 2xxxxx- Academic Affairs/Colleges
* 3xxxxx- Finance & Administration
* 40xxxx- Access, Connections, & Engagement
* 41xxxx- Student Affairs
* 5xxxxx- University Advancement
* 6xxxxx- Research
* 7xxxxx- Research
* 8xxxxx- Research

CTRs ORG CODES (alpha)

#	CTR	CODE	FB	CSFB
1	CAO	63	15025	15916
	CAR	64	15075	
2	CCRE	84	15030	
	CMDS	76	15195	15910
3	CMER	61	15080	15922
	CMOST	70	15200	15911
	CMR	65	15165	15907
4	CMSA	80	15100	15921
5	CSPAR	73	15193	15915
	CSS	12	15065	15923
6	ESSC	74	15191	15909
7	Hum Ctr	60	15135	15905
	Hum Ctr	79	15135	
	ISPAE	77	15400	15912
8	ITSC	75	15192	15920
	LMASS	62	15070	15903
	LSB	72	15700	15913
	LSEAM	78	15230	
	NMDC	68	15600	
	OED	66	15235	
+	OTC	83	15236	15914
9	PRC	69	15180	15919
10	RI	81	15130	15904
11	RSESC	67	15110	15918
12	SBDC	71	15150	15906
13	SMAPCTR	82	15225	15917
	VPR	60	15135	15905

CTRs ORG CODES (#)

CODE	CTR
12	CSS
60	VPR
60	OTC
61	CMER
62	LMASS
63	CAO
64	CAR
65	CMR
66	OED
67	RSESC
68	NMDC
69	PRC
70	CMOST
71	SBDC
72	LSB
73	CSPAR
74	ESSC
75	ITSC
76	CMDS
77	ISPAE
78	LSEAM
79	Hum Ctr
80	CMSA
81	RI
82	SMAPCTR
83	OTC
84	CCRE

CTRs ORG CODES (fb)

FB	CTR	CODE
15025	CAO	63
15030	CCRE	84
15065	CSS	12
15070	LMASS	62
15075	CAR	64
15080	CMER	61
15100	CMSA	80
15110	RSESC	67
15130	RI	81
15135	Hum Ctr	60 ~~79~~
15135	OTC	60 ~~83~~
15135	VPR	60
15150	SBDC	71
15165	CMR	65
15180	PRC	69
15191	ESSC	74
15192	ITSC	75
15193	CSPAR	73
15195	CMDS	76
15200	CMOST	70
15225	SMAPCTR	82
15230	LSEAM	78
15235	OED	66
15236	OTC	83
15400	ISPAE	77
15600	NMDC	68
15700	LSB	72

COLLEGES ORG CODES

CODE	Name
20	**Provost**
201	OIPS
202	ISED
203	
204	Enrollment Services
205	Library
206	Grad Program
207	Professional & Cont Studies
209	Financial Aid
22	**College of Business Administration**
220	Dean
221	Acctg&Fin
222	Econ
223	Mgmt & Mkt
23	**College of Engineering**
230	Dean
231	DL
232	CME
233	CEE
234	ECE
235	ISEEM
236	MAE
24	**College of Arts, Humanities, & SS**
240	Dean
241	Art&ArtHist
243	English
244	ComArts
245	History
246	Philosophy
247	Music
248	PolSci
249	Psy
24A	Soc
242	**College of Education**
25	**College of Science**
250	Dean
251	Biol
252	Atmos Sci
253	Chem
254	CS
255	Math
256	Ph
257	MatSci
258	SpSci
26	**College of Nursing**
30	**FINANCE and ADMIN**
301	VP Finance
304	Office of Information Tech

ROLL-UP

1	Total University

FUND TYPES

Type	Code
Bank Fund	2
Unrestricted	10
Education and General	21
Cost Share	27
Designated Departmental	31
Auxilary	41
Restricted	50
Externally Sponsored Funds	51
Restricted Scholarships	61
Other Restricted	62
Eminent Scholars	63
Educational Grants	64
Plant Funds	70

RESEARCH CENTERS

Pattern	Type
xx0xxx	State & ICR
xx1xxx	
xx2xxx	Cost Share
xx3xxx	Dept'l
xx4xxx	4% PI
xx5xxx	Ext Sponsored
xx6xxx	
xx7xxx	
xx8xxx	Gifts/ESC
xx9xxx	Plant/Other

NON-RESEARCH CTRS

Pattern	Type
yyy0yy	State & ICR
yyy1yy	
yyy2yy	Cost Share
yyy3yy	Dept'l
yyy4yy	4% PI
yyy5yy	Ext Sponsored
yyy6yy	
yyy7yy	
yyy8yy	Gifts/ESC
yyy9yy	Plant/Other

ex. Dept'l: IR&D FP Residual

Program Codes

Program	Code
Instruction	10
Research	20
Public Service	30
Academic Support	40
Student Services	50
Institutional Support	60
O&M Physical Plant	70

PAF → EPAF
Labor → ELABOR
BLLR
Leave → WTE
Timesheet is WTE

Org Codes are six digits

Account Codes are 4 digits - salaries, operating, equipment

Account Codes

What kind of activity is taking place?

Each org code can have up to four (4) different account types which make up the four budget categories.

* **5xxx- Revenues**
* **6xxx- Salary/Fringe Benefits**
* **7xxx- Expenditures (Operating) (F&A)**
* **8xxx- Capital Outlay (Equipment/Construction)**

Overview of System
Salary Account Code Organization

* **61 – Salaries and Wages**

* **62 – Leave Loaded Salary**

* **63 – Leave Loaded Fringe Benefits**

* **64 – Moving Expenses and Wireless Supplement**

* **65 – Fringe Benefits (Taxes and Insurance, GTA/GRA Tuition)**

* **66 – Department Tuition Waivers**

* **69 – Salary Accruals (FIN Use Only)**

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

Capital Expenditures ($5,000 and over per unit)

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

Overview of System Account Code List

The full UAH Account Code List can be found on the Accounting and Financial Reporting website at the link below:

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

Overview of System **P**rogram Codes

Why is the activity taking place?

* 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

Chart of Accounts is Set to 'H' ('F' for Foundation Orgs)

Index and FOAPAL on Query Setup

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

H The University of AL in Huntsville

Index

Choose Index

Fund

Organization *

Enter Org Number in the Index field and click when it populates the dropdown box.

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

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

H The University of AL in Huntsville

Index

Fund

15000 O & M General

Organization *

Account

Choose Account

Program

60 Institutional Support

Activity

Choose Activity

Location

Choose Location

Fund Type

Choose Fund Type

Account Type

Choose Account Type

Questions?

Contact us!
Website: uah.edu/budget/self-service-help
Ext. 2242 or 5217