



Financial Planning and Analysis



# FOAPAL Training

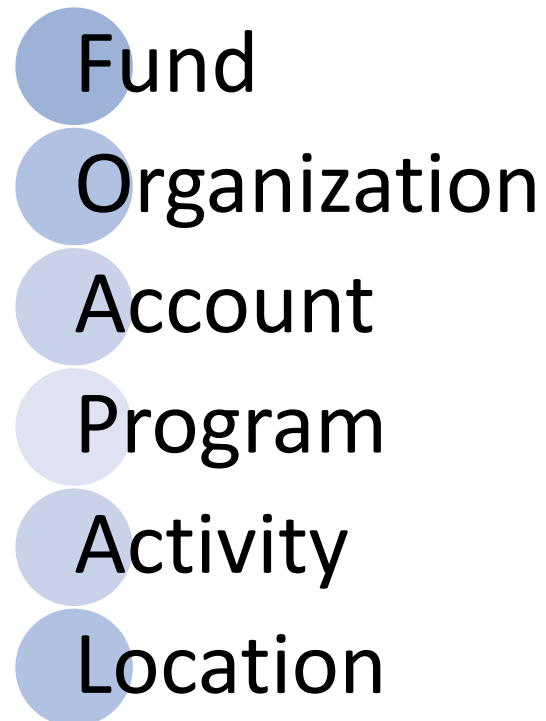
A Guide Into The University's Chart of Accounts



# FOAPAL | Overview

## What is a FOAPAL?

- FOAPAL is the acronym that represents each element in the University's Chart of Accounts.
- FOAPAL information is needed on all financial transactions as this data is used by Banner to record and retrieve information for financial reporting purposes.
- A FOAPAL is a string of digits made up by the following parts:



# FOAPAL | Fund

- First element within a FOAPAL accounting string is the **Fund**.
- A six-digit code that identifies the source of the money.
- Funds are classified into three main categories.

Fund Type	Description
Unrestricted Funds / Education and General (E&G) Funds	The University retains full control over the use of these funds in achieving any of its authorized institutional purposes.
Restricted Funds	Externally restricted funds that may be used only for the purposes established by the provider (e.g. grants, contract, centers of excellence).
Auxiliary Funds	Self-supporting (break-even) enterprises that provide services to students, faculty, and staff

# Fund Types | Unrestricted Funds / E&G Funds

## Unrestricted Funds / E&G Funds

- **Fund Codes:** 1XXXXX
- **Funding Sources:**
  - State appropriations
  - Tuition & Fees
  - Sales & Services of E&G Activities
  - IDCR
  - Other Unrestricted
- **Core functions of the University necessary to support the teaching, research, and public service missions.**

## Designated E&G Funds

- **Fund Codes:** 12XXXX
- **Funding Sources:**
  - State appropriations
  - Tuition & Fees
  - Sales & Services of E&G Activities
- **E&G activities with special revenue and fees.**
- **Designated as a “separate pot of money” within the E&G fund.**

# Fund Types | Restricted Funds

## Restricted Funds

- **Fund Codes: 2XXXXX**
- **Funding Sources:**
  - Gifts
  - Grants
  - Contracts
  - Federal Financial Aid
- **Externally restricted funds that may be used only for the purpose established by the provider.**



# Fund Types | Auxiliary Funds

## Auxiliary Funds

- **Fund Codes: 3XXXXX**
- **Funding Sources:**
  - Student Housing
  - Parking
  - Food Services
- **Self-supporting (break-even) enterprises that provide services to students, faculty, and staff.**



# FOAPAL | Organization

- Second element within the FOAPAL accounting string is the **O**rganization.
- A six-digit code that identifies a unit of budgetary responsibility and/or departments within an institution.
- Defined as the area or department responsible for spending the funds.
- Organizations distinguish schools, colleges, divisions, and departments.
- Ex: 205000 is the six-digit organization code mapped to the English department.



# FOAPAL | Account

- Third element within a FOAPAL accounting string is the **Account**.
- A five-digit code that identifies the type of transaction
- The account code indicates the type of revenue, expense, or transfer that is being recorded.
- Ex: 74500 is the account code mapped to supplies







# FOAPAL | Account

## What is a revenue?

- A revenue can be described as any income received through the sale of a good or service.
- The most common forms of revenue is tuition and fees, state appropriations, grants and contracts, and auxiliary operations.

## What is an expense?

- An expense is a cost that is incurred when offering a good or service.
- The most common forms of expenses are salary, benefits, travel, and operating expenses such as supplies, printing, and phone charges.

## What is a transfer?

- A transfer allows the university to move money between two or more funds.
- We can view transfers as having the same effect as revenue and expense where money is transferred in and/or transferred out of an account
- Transfers net to zero.

# FOAPAL | Account Types - Revenues

Below is a list of account codes. The first digit in the account code is an indicator of the account classification. Accounts beginning with the number 5 are revenue account codes.

Account Codes and Classifications	
Account Code	Account Classifications
1XXXX	Assets
2XXXX	Liabilities
3XXXX	Control Accounts
4XXXX	Fund Balances / Net Assets
<b>5XXXX</b>	<b>Revenues</b>
6XXXX	Salaries / Benefits
7XXXX	Expenditures / Departmental Revenue
8XXXX	Transfers
9XXXX	Fund Additions / Deductions

Revenue Account Types	
Account Type	Account Type Description
51	Tuition and Fees
52	State Appropriations
53	Federal Grants and Contracts
54	State Grants and Contracts
55	Local Grants and Contracts
56	Private Grants and Contracts
57	Private Gifts
58	Sales and Services of Edu Act
59	Other Sources
5A	Investment Income
5B	Loan Fund Additions
5C	Auxiliary Rev Generating Activities
5D	Nonoperating Grants and Contracts
5E	Capital Grants and Contracts
5F	Additions to Permanent Endowments
5G	Nonoperating Gifts
5H	Nonoperating Other Revenue Sources
5J	Other Capital Revenues
5K	Sales and Services of Other Act

# FOAPAL | Account Types - Expenses

Accounts beginning with the number 6 are salary and benefit expense account codes.

Account numbers beginning with the number 7 are operating expenditure accounts.

Account Codes and Classifications	
Account Code	Account Classifications
1XXXX	Assets
2XXXX	Liabilities
3XXXX	Control Accounts
4XXXX	Fund Balances / Net Assets
5XXXX	Revenues
<b>6XXXX</b>	<b>Salaries / Benefits</b>
<b>7XXXX</b>	<b>Expenditures</b>
8XXXX	Transfers
9XXXX	Fund Additions / Deductions

Expense Account Types and Budget Pools		
Account Type	Account Type Description	Budget Pool Account
61	Salaries	N/A
62	Employee Benefits	62000
71	Travel	73000
74	Operating Expenses <i>Utilities and Fuel</i> <i>Allocated Charges</i> <i>Departmental Revenues</i>	74000 75100 75300 75400
78	Capital Expenditures	78000
79	Scholarships and Fellowships	79000
7A	Depreciation Expense	N/A
7B	Grant Related Expense Items	N/A
7C	Other Non-Operating Expense Items	N/A
7D	Loan Fund Deductions	N/A

# FOAPAL | Account Types - Transfers

Accounts beginning with the number 8 are transfer account codes which are used to transfer funding from one fund to another.

*Example: Renovation project requiring transfer of Department funds to Unexpended Plant funds.*

Account Codes and Classifications	
Account Code	Account Classifications
1XXXX	Assets
2XXXX	Liabilities
3XXXX	Control Accounts
4XXXX	Fund Balances / Net Assets
5XXXX	Revenues
6XXXX	Salaries / Benefits
7XXXX	Expenditures
<b>8XXXX</b>	<b>Transfers</b>
9XXXX	Fund Additions / Deductions

Expense Account Codes and Classifications		
Account Type	Account Title	Account Code
81	Transfers from Other Funds	81100
	Transfer to Unexpended Plant	82100
	Transfer to Unexpended Plant Set-a-Side	82109
	Transfer to Renewal and Replacement	82200
	Transfer to R&R Set-a-Side Future	82209
	Transfers to Other Funds	82300
	Transfer to Other Funds Set-a-Side	82309
	Transfer from Unexpended Plant	82400
	Transfer from Unexpended Plant Set-a-Side	82409
	Transfers from Renewal and Replacement	82500
	Transfer from R&R Set-a-Side Future	82509
	Transfer from Other Funds	82600
	Transfer from Other Funds Set-a-Side	82609
	Interfund Transfer	82610

# FOAPAL | Account Types – Budget Pool vs. Detail Accounts

- Pool account codes are where budget is allocated to cover the cost of the expense.
- Detail account codes are where the actual expenses post once an entry has been made.
- Below is an example of a department travel budget. The 73000-budget pool account is where your budget sit to cover the expenses in detail accounts 73100 and 73200.

## Budget Pool Account Codes

Account Code	Account Title
62000	Employee Benefits Budget Pool
73000	Travel Budget Pool
74000	Operating Expense Budget Pool
75100	Utility Expense Budget Pool
75300	Allocated Charges Budget Pool
75400	Departmental Revenue Budget Pool
78000	Capital Expense Budget Pool
79000	Scholarships and Fellow Budget Pool

Account	Account Title	FY18/PD14 Adopted Budget	FY18/PD14 Budget Adjustment	FY18/PD14 Adjusted Budget	FY18/PD14 Temporary Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Available Balance
73000	Travel Budget Pool	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00
73100	Individual Instate Travel	0.00	0.00	0.00	0.00	414.10	0.00	( 414.10)
73200	Individual Out of State Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total (of all records)		( 1,500.00)	0.00	( 1,500.00)	0.00	( 414.10)	0.00	1,085.90

# FOAPAL | Program

- Fourth element within a FOAPAL accounting string is the **P**rogram.
- A four-digit code that identifies the general purpose of transaction.
- How the money is being used or what function is the expense supporting.

Program	Function
2000 – 2499	Instruction
2500 – 2799	Research
3000 – 3499	Public Service
3500 – 3999	Academic Support
4000 – 4499	Student Services
4500 – 4999	Institutional Support
5000 – 5399	Physical Plant – O&M
5500 – 5699	Scholarships and Fellowships
6000 – 6999	Transfers
7000 – 7999	Auxiliary
8000 – 8000	Depreciation Expense



# FOAPAL | Activity & Location

## Activity

- Fifth element within a FOAPAL accounting string is the **Activity** and its use is optional.
- A code that can be up to six-digits that is used to track a project or event within a department's operating budget.
- Used to subdivide activities for tracking multiple projects (Ex: Grant Cost Shares, Physical plant projects)

## Location

Not currently used at this time



# Index

## Index

- A six-digit University code that maps to the FOAPAL.
- Indexes are shortcuts used to speed up data entry and improve accuracy.
- They are mapped to a unique combination of chart elements to automatically pull in the fund, organization, program, and activity (if used).
- Note the account code is not included in the index mapping. You will need to manually enter the account number.



# Index | Example

Lookup Results Matching		Index 262500: Office Of Fin Plan		
Fund ▲▼	Organization ▲▼	Program ▲▼	Activity ▲▼	Location ▲▼
110001 (Undesignated E and G)	515000 (Financial Planning)	4600 (Fiscal Operations)		

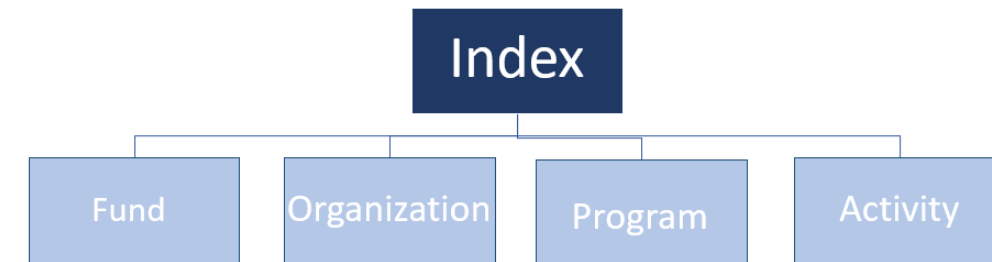
- Index 262500 is the Office of Financial Planning (highlighted in yellow)
- When you enter this index number the system is programmed to pull the FOAPAL information except for the account code which would need to be manually entered.

Fund – 110001

Organization – 515000

Account – *\*would need to be manually entered*

Program - 4600



# FOAPAL String

- Remember all parts of the FOAPAL (fund, organization, account, program, and activity\*) must be used when completing a financial transactions.
- A FOAPAL string can tell the story of what the transaction is set to accomplish.
- A basic FOAPAL string will look similar to this format xxxxxx - xxxxxx - xxxxx - xxxx - xxx

Example: 110001 – 205000 – 74500 – 2620 - 129



Component	Value
Fund	110001
Organization	205000
Account	74500
Program	2620
Activity*	129

- This transaction means that the English department is using funds from its operating budget to purchase office supplies.

*\*Reminder:*

- Activity codes are optional
- In cases where an Index cannot be entered, remember to input all your FOAPAL information as reflected in the Banner Program Guide.

# Banner Self Service | Finance Program Guide



## Finance Program Guide

FOAPALS  
search by index  
search by fund  
search by organization  
search by program  
search by activity  
search by multiple fields  
search by orgn title  
search by index title

FOAPAL  
Information

- The Finance Program Guide serves as a resource to help you locate FOAPAL information for your department.
- This guide can be found on the Banner Self Service Finance tab under the section title Banner Reference Information. Also, you may visit the following website at <https://bf.memphis.edu/spectrum> to access the guide.
- The top section on the homepage allows you to search by different parts of the FOAPAL based on the information you have available.



# QUESTIONS ?

Contact:

[budget@memphis.edu](mailto:budget@memphis.edu)

Website:

<http://www.memphis.edu/budget>