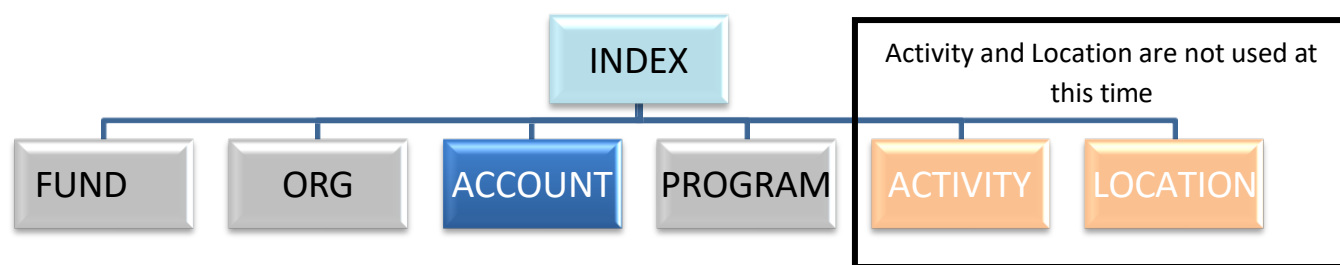# CHART OF ACCOUNTS

The Chart of Accounts is used to record day-to-day financial transactions and maintain financial account balances. It provides a systematic yet flexible structure to identify activities and record the related financial and budget transactions. The Chart of Accounts must support all of the financial reporting needs and financial statements for management and external readers.

Banner's Chart of Accounts structure is referred to as FOAPAL. Each of the letters in FOAPAL represents a different chart field: **F**und-**O**rganization-**A**ccount-**P**rogram- **A**ctivity-**L**ocation. These chart fields separate the unique aspects of each transaction into relational segments for summarization and reporting. (At the present time, the Activity and Location fields are not used.)

```
                              INDEX              Activity and Location are not used at
                                                              this time
   FUND       ORG      ACCOUNT   PROGRAM    ACTIVITY    LOCATION
```

A Banner INDEX number is a 6-digit number used to keep track of revenues, expenses, and transfers in the operating, grant and encumbrance ledgers. It is linked to a fund, organization and program which are required elements of the Chart of Accounts and is used to ensure that the correct fund, organization, and program are used in each accounting transaction. The index number is used for data entry of transactions and eliminates the need to enter the fund, org, and program field values. When an index number is entered for an operating ledger transaction in Banner, the Fund, Org and Program fields will automatically populate with the required values.

The FOAP helps defines the following:

- **F**und – Where did the money come from?
  - 6-digit number identifying where the money came from
  - Different for each grant
  - Identifies the type of funding (E&G (Educational and General), Designated, Auxiliary, etc.
  - Keeps track of resources whose may be limited by donors, granting agencies, governing boards or other individuals or entities
  - Can be further classified as:
    - Unrestricted
    - Temporarily Restricted
    - Permanently Restricted
- **O**rg – Who does the money belong to?
  - 6-digit number identifying who the money belongs to
  - Tracks the financial activities by functional reporting units
  - Classifies data by university departments or budget units and reporting structure in the organization chart
  - Allows the grouping of data to enable reporting by organizational unit and to give end users the ability to summarize data

Org Code Legend

100000	Kent Campus
200000	Ashtabula Campus
300000	East Liverpool Campus
400000	Geauga Campus
500000	Salem Campus
600000	Stark Campus
700000	Trumbull Campus
800000	Tuscarawas Campus

- **P**rogram – How is the money reported?
  - A 4-digit number identifying how the money is reported

- Allows reporting expenses by program on the University's Statement of Activities
- Provides the greatest comparability of information across institutions

Program Code Legend

U1	Undefined
R1	Revenue
1100	Instructional & Departmental Research
2100	Separately Budgeted Research
3101	Public Services
4100	Academic Support
5100	Student Services
6100	Institutional Support
7100	Operation & Maintenance of Plant
8100	Scholarships & Fellowships
9100	Auxiliaries

- Account - What is the money being used for?
  - A 5-digit number that defines what the money is being used for.
  - Collects data by natural expense classification such as salaries & wages, benefits, supplies, etc.
  - Classifies assets, liabilities, fund balances, revenues, expenses, transfers, and non-operating activity
  - Is NOT attached to an index value (like the fund, org, and program)
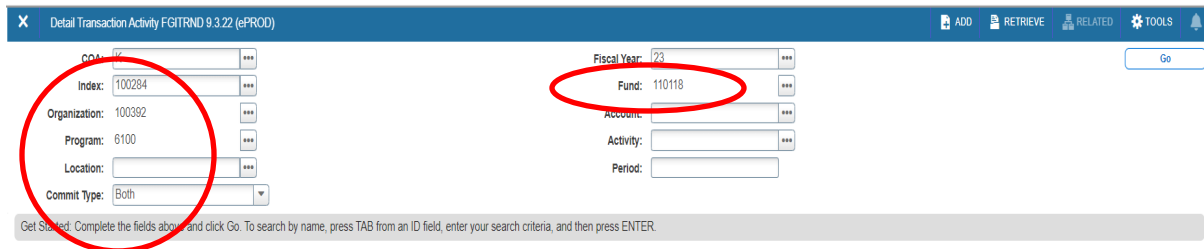 - Used with an Index value when recording activity on the Operating Ledger

Account Code Legend

First Position	Type of Account Code
1	Asset
2	Liability
3	Control Account
4	Fund Balance
5	Revenue
6	Salary & Benefits
7	Other Expenditures

8	Transfer
9	Fund Additions and Deletions

- o The Account Codes can be downloaded using FGRACTH

If you do not know the FOAPAL string associated with your INDEX number, you can use Banner Form FGRACCI for an up-to-date listing of all active and inactive index numbers and corresponding Funds, Orgs and Programs. The Fund, Org and Program numbers also appear when retrieving Forms in Banner 9 Admin or when pulling reports located under the Finance Reports in the FlashLine portal using an INDEX number.

OR