BANNER FINANCE Chart of Accounts/FOAPAL

Training and Reference Manual

110026 04/10





Business Services

Chart of Accounts/FOAPAL Manual

Contents

Introduction	1
The BANNER FOAPAL	2
FOAPAL Fields – Unique Identifiers	
FOAPAL Fields — Fund	4
Querying Funds	6
Viewing Fund Hierarchy	7
Querying Organizations	10
Viewing Organization Hierarchy	11
Querying Accounts	13
Frequently Used Expense Codes	14
FOAPAL Fields – Program	15
FOAPAL Fields – Activity	16
FOAPAL Fields – Location	16
Relationships - Funds and Organizations	17
Putting it all Together – Index Codes	19
Naming Convention of Index Codes	20
Querying Index Codes	21
Other Query Options	22
Banner Assistance	23

Introduction

The Banner Finance Chart of Accounts defines the overall structure of the Banner Finance accounting system. It contains every account in the Banner Finance system, defines the position of each account within the structure, and establishes the account's relationship to other elements in the system.

The University of Montana's Chart of Accounts serves all campuses of the University system and resides in the Banner Finance module (which is accessed by all campuses). The Business Office of each campus is responsible for chart maintenance associated with their particular accounts.



To easily identify the accounting codes for each campus, a unique numbering scheme is followed for each campus.



This numbering scheme allows for the reporting of activity based on individual campuses. In addition, because one chart is shared by all, financial reports can be generated for the University system as a whole.

The BANNER FOAPAL

Account codes within Banner Finance are identified by a composite alphanumeric sequence called a **FOAPAL**. **FOAPAL** is an acronym in which each letter represents an element of the identifying sequence.

Chart Index Fund Organization	Account	Program	Activity	Location
-------------------------------	---------	---------	----------	----------



In the diagram above, note that two fields precede the FOAPAL.

- Chart is the BANNER Chart of Accounts of the current transaction. The University of Montana uses only one, designated by the letter C.
- Index is a pre-defined code, which auto-fills the Fund, Organization, and Program (FOP) fields of the FOAPAL string with specific values. This macro-like feature can speed data entry and query functions for Banner users.

Example: Index Code MAF801 (<u>F</u>und=341303, <u>O</u>rg = 324100, <u>P</u>rogram = OI10)



FOAPAL Fields – Unique Identifiers

Fund, Organization and Location Codes

- The first digit of the Fund, Organization or Location field identifies the campus:
 - 1 = Forestry Conservation and Experimental Station (Missoula)
 - 3 = UM-Missoula
 - 4 = UM-Helena
 - 5 = Montana Tech of UM
 - 6 = Bureau of Mines (MT Tech)
 - 8 = UM-Western
 - (2,7,9 = Reserved)

Rule: 1st Digit of Fund, Organization and Location = Campus

Fund Codes

<u>3</u>11001 – General Operating (UM-Missoula) <u>5</u>21102 – Pell Grants (MT Tech)

Organization Codes

<u>1</u>11300 – Lubrecht (Forestry Experimental Station) <u>4</u>11150 – Internal Audit (UM-Helena)

Location Codes

<u>3</u>SB220 – Skaggs Building Room 220 (Missoula) <u>8</u>WMC00 – Western Montana College



- The <u>second digit</u> of the Fund (only) identifies the **Fund Type**. There are specific rules and restrictions for each Fund Type and by building the Fund Type identifier into the Fund Code, it becomes easier for departments to identify, monitor, and manage the resources for their department.
 - 1 = General Operating (State Funds)
 - 2 = Restricted
 - 3 = Designated
 - 4 = Auxiliary
 - 5 = Endowments
 - 6 = Reserved
 - 7 = Plant
 - 8 = Agency
 - 9 = Loans

Rule: 2nd Digit of Fund = Fund Type

3<u>1</u>1001 = General Operating Fund Type 3<u>2</u>3001= Restricted Fund Type 3<u>3</u>5001= Designated Fund Type 3<u>8</u>2078 = Agency Fund Type

FOAPAL Fields — Fund

What is a Fund?

A **Fund** is an accounting entity, generally a source of money that flows to one or more Organizations. **Funds** are a self-balancing set of accounts, with a six-character identifier and up to five hierarchal levels.

Some UM Funds codes are:

General Operating Fund	311001
Extension Forestry	382078
Chemistry Gifts	323014
Forestry Sales & Services	335030



Fund "Rollup" Hierarchy

The organization of BANNER Finance **Funds** is hierarchal. Each **Fund** (with the exception of the top-level **Campus Funds**) is part of the higher-level **Fund** that houses it, and contains the **Funds** below it. The accounting for each **Fund** in this hierarchy "rolls up" into (i.e., is included in the accounting of) the **Funds** above it.

In the chart on the next page, each tier of **Funds** is housed in the grayed **Fund** in the tier above. (For clarity, other relationships that exist within this chart are not shown.)

Follow the gray line up the chart to trace the hierarchy of the low-level **Fund "Salmon Lake"** (341303):





Querying Funds

You can look up information about a Fund by using the FTMFUND form in Banner.

FTMFUND – Fund Code Maintenance Form

- 1. Type FTMFUND in the Direct Access box of the Main Menu form. Press
- Enter →
- 1. Once in the form, press the F7 key to put the form in Query Mode.
- 2. Enter the Fund code you want to query on into the Fund field.
- 3. Press F8 to execute the query.

1. If you do not know your specific fund code, query on the fields using wildcards (%). Type the information you wish to retrieve and press F8.

Note: Any field that you can tab to can be queried upon. Narrow your search by providing as much information as possible in the fields.

2. To conduct further queries, press F7 to clear your last results, enter the desired information, and press F8 to execute.

🙆 Oracle Developer Forms Runtime - Web: Open > FTMFUND						
File Edit Options Block Item Record Query Tools Help						
	🎦 i 😫 📾 😫 i 🕰	📕 🔀 🔀 📢	⊧ ⊕ @)	x		
🙀 Fund Code Maintenance FTMFUND	8.3 (*TEST8*) 20000				()() <u>≤</u> ×]≜	
Chart of Accounts:		Active Status	La	st Activity Date: 24-JUL-2007	A	
Grant:						
Proposal:				Rollback		
Fund:	341303	Title:	Montana Island Lodge	Save		
Effective Date:	24-JUL-2007	Termination Date:	Ne Ne	Exit		
Expenditure End Date:			🗹 Dat	a Print		
Fund Type:	3D Auxiliary - UMM		🗆 Fun	d Add to Personal Menu		
Predecessor Fund:	341300 Rentals			d Header Information		
Financial Manager:				Project Text		
Unbilled AR Account:				Attribute Information [FTMFATA]		
Revenue Account:				Budget Information		
Bank:	99 State Treasury	- Missoula		Pro-Rata Allocation Information		
Cash Receipt Bank Code:				I/C. C/S Code Information [ERMEUND]		
Capitalization Fund Indicator:	Cap Different or No Cap			Document Text [FOATEXT]		
Capitalization Equity Account:	274100			Grant Information [FRAGRNT]		
Multiple Fund Balance Indicator:	Euch Type			View Hierarchy [FGQFNDH]		
Restriction Indicator	Uprestricted	_		Cancel K		
Restriction marcator.	Unicouried					
Defaults: Organization	Progra	am	Activity	Location		
324100						
					-	
Enter Proposal code. LIST is available. CO	UERY to retrieve title.				1)	
Record: 1/?		<08C>				

FTVFUND – Fund Code Validation Form

You can look up a fund by clicking on the arrow next to the Fund field or you can also access the FTVFUND form directly by typing the form name in the Direct Access box of the Main Menu Form. Once you have navigated to this form, Banner will pull up all Fund Codes in the Chart of Accounts. To narrow your search, press F7, enter the desired information, and press F8 to execute. Don't forget to use wildcards (%) to help you out!

Note: The Data Extract feature is available on this form.

Viewing Fund Hierarchy

You can view the hierarchy of a Fund by using the FTIFNDH form in Banner.

FTIFNDH – Fund Hierarchy Query Form

- 1. Type FTIFNDH in the Direct Access box of the Main Menu form. Press
- 2. With C in the **COA** field, tab to the **Fund** field.
- 3. Type the six-digit code of the **Fund** whose hierarchy you want to find.
- 4. Perform a Next Block command to navigate to the next block.
- 5. Banner will populate the fund codes that your fund rolls to in the hierarchy structure.

Oracle Developer Forms Runtime - Web: Open > FTIFNDH File Edit. Options Block Item Record Query Tools Help Oracle Developer Annual Strategy (Constrained on the second of t	
COA: C V Fund: 341303 V Montana Island Lodge Predecessor Fund: 341300 Rentals Auxiliary - UMM 240000 Auxiliary - UMM	Predecessor Fund = The next level (Fund Code) the fund in the Key block will rol to. Note: This does <u>NOT</u> represent the bindest level
341300 Rentals 341303 Montana Island Lodge	fund in the hierarchy for this particular fund!
Record: 1/1 <08C>)

Each code represents a "Level" in the hierarchy structure. The number of levels will vary depending on the fund code. In this example, Montana Island Lodge (Fund 341303) is at Level 5 in the hierarchy. It's predecessor Fund is Rentals (Fund 341300) which is at Level 4. The highest level Salmon Lake can roll up to is Auxiliary Funds (Fund 340000).

Hint: You can also navigate to this form via the FTMFUND form.

Right Click on the canvas in FTMFUND form to bring up the options or click Options from the menu up above. (See example on page 6).

FOAPAL Fields – Organization

What is an Organization?

Organizations are UM departments, or other units of budgetary responsibility. Each has a sixcharacter identifier and up to eight hierarchal levels.

Some Organization codes are:

The President's Office	311100
Business Services	322100
Facilities–Central Stores	323190
School of Law	335520
School of Forestry	334520



Organization "Rollup" Hierarchy

The relationship among BANNER Finance **Organizations**, like BANNER Funds, is hierarchal. Each **Organization** (with the exception of the top-level Campus Organizations) is part of the higher-level Organization that houses it, and contains the Organizations below it. The accounting for each Organization in this hierarchy "rolls up" into (i.e., is included in the accounting of) the Organizations above it.

In the chart on the next page, each tier of **Organizations** is housed in the grayed **Organizations** in the tier above. For clarity, other relationships are not shown here.

Follow the gray line up the chart to trace the hierarchy of the low-level **Organization** "UNR Inter-Entity Loan" (521216).



Montana Tech Campus is a top-level Organization of Chart of Accounts C.

VC Admin. Affairs & Student is an Organization of the "Montana Tech Campus" (500000).

VC Admin Affairs is an Organization within "VC Admin. Affairs & Student" (520000).

Business Activities is an Organization within "VC Admin. Affairs" (521000).

Business Office is an Organization within "Business Activities" (521200).

UNR Inter-Entity Loan is an Organization within "Business Office" (521210).

At the bottom of this Organization hierarchy is "UNR Inter-Entity Loan" (521216).



A BANNER Finance Organization Hierarchy. The gray line traces the hierarchy of the grayed Organization from the lowest level Organization at the bottom of the chart up to the Campus and Chart of Accounts that house them.

Querying Organizations

You can look up information about an Organization by using the FTMORGN form in Banner.

FTMORGN – Organization Code Maintenance Form

- 1. Type FTMORGN in the Direct Access box of the Main Menu form. Press
- 2. Once in the form, press the F7 key to put the form in Query Mode.
- 3. Enter the Organization code you want to query into the Organization field.
- 4. Press F8 to execute the query.

1. If you do not know your specific organization code, query on the fields using wildcards (%). Type the information you wish to retrieve and press F8.

Note: Any field that you can tab to can be queried upon. Narrow your search by providing as much information as possible in the fields.

2. To conduct further queries, press F7 to clear your last results, enter the desired information, and press F8 to execute.

🗟 Oracle Developer Forms Runtime - Web: Open > FTMORGN								
File Edit Options Block Item Record Query Tools Help								
(🖬 🔊 🗋 i 🖊 🗗 📓 🖗 i '	🍃 🍃 i 🚱 📾 🐼 i 🕰) 📇 🔀 🔀 🌾	\ () () () () () () () (® []]	x			
🙀 Organization Code Maintenance	9 FTMORGN 8.0 (*TEST8*) 1999-1999-1999-1999-1999-1999-1999-199						≍ ≚ × 📤
Chart of Accounts:		Active Status			Last Activity Date:	17-JUN-2005]	A
Organization:	324100	Organization Title:	Montana Island	i Lodge				
Effective Date:	01-JUL-2005	Termination Date:			Next Change Date:			3
	☑ Data Entry							
Financial Manager: Predecessor Organization:	790219490 V Fisher, Jane	D.						20 20 20 20 20
				Rollback	Ĩ			
Default Fund:				Save				
Default Program:				Exit				
Default Activity:				Print				
Default Location:				Add to Pe	rsonal Menu			
Budget Control Organization:				Assign Att ⊻iew Hier	ributes [FTMFATA]			
Combination Budget Control	L							-
								-
Enter Chart of Accounts.	Transmission 1							ĺγ
Record: 1/? List of Valu <0SC>								

FTVORGN – Organization Code Validation Form

You can look up an Org by clicking on the arrow next to the Organization field or you can also access the FTVORGN form directly by typing the form name in the Direct Access box of the Main Menu Form. Once you have navigated to this form, Banner will pull up all Organization Codes in the Chart of Accounts. To narrow your search, press F7, enter the desired information, and press F8 to execute. Don't forget to use wildcards (%) to help you out!

Note: The Data Extract feature is available on this form.

Viewing Organization Hierarchy

You can view the hierarchy of an Organization by using the FTIORGH form in Banner.

FTIORGH – Organization Hierarchy Query Form

- 1. Type FTIORGH in the Direct Access box of the Main Menu form. Press Inter→
- 2. With C in the COA field, tab to the Organization field.
- 3. Type the six-digit code of the **Organization** whose hierarchy you want to view.
- 4. Perform a Next Block command to navigate to the next block.
- 5. Banner will populate the organization codes that your organization rolls to in the hierarchy structure.

실 Or-	acle Developer Forms F	Runtime - Web: Op	en > FTMORGN	- FGQ0RGH		
Eile I	Edit Options Block I	tem <u>Record</u> Quer	y <u>T</u> ools <u>H</u> elp			
	🔊 🖹 i 🏓 🖶 📓	🗟 i 🏫 🚡 i 🛱) 📾 🕅 I 🗘		X	
V On	ganization Hierarchy F	GQORGH 8.0 (*TE	EST8*) 00000			
cc	DA: C	Organization:	324100 Mo	ntana Island Lodge		
						Predeo
						next le
Pr	edecessor Organizati	on: <mark>32400B</mark> M	ontana Island	Lodge Oper Unit 🛛 🚽		the Ke
						This de
						highes
Ca	ampus	300000		University of Montana-Missoula		for this
Ex	ecutive Officer	320000		VP Administration & Finance		-
Fu	nctional Unit	324000		Montana Island Lodge		
		32400B		Montana Island Lodge Oper Unit		
		3241	00	Montana Island Lodge		
		ļ				
		ļ				
						-
						1
Reco	rd: 1/1			<0SC>		川

Predecessor Organization = The next level (Org Code) the Org in the Key block will roll to. Note: This does <u>NOT</u> represent the highest level Org in the hierarchy for this particular Org!

Each code represents a "Level" in the hierarchy structure. The number of levels will vary depending on the Org code. In this example, Center at Salmon Lake (Org 324100) is at Level 4 in the hierarchy. It's predecessor Org is Center at Salmon Lake (Org 324000) which is at Level 3 and is considered the "Functional Unit" for that Org. The next level represents the "Executive Officer" which is Level 2 (VP Administration & Finance). The highest level Org represents the Campus (Org 300000) which, in this example, is The University of Montana-Missoula.

Hint: You can also navigate to this form via the FTMORGN form.

Right Click on the canvas in FTMORGN form to bring up the options or click Options from the menu up above. (See example on page 10).



Accounts are objects of revenue and expense (Operating accounts) or balance sheet accounts. They can contain assets, liabilities, transfers, etc. **Account** codes are four to six digits long.

Number Structure

The 1st position of an Account Code represents the type of account. The number structure is as follows:

1 = Assets	4 digits	<u>1</u> xxx	
2 = Liabilities	4 digits	<u>2</u> xxx ≻	Balance Sheet Accounts
4 = Fund Balance	4 digits	<u>4</u> xxx	
5 = Revenue	5-6 digits	<u>5</u> xxxxx ך	Operating Accounts
6 = Expense	5 digits	<u>6</u> xxxx	operating / teceants

Balance Sheet Accounts

Some examples:

Accounts Receivable	1200 (Asset)
Prepaid Expenses	1905 (Asset)
Vouchers Payable	2107 (Liability)
Deferred Revenue	2505 (Liability)
Fund Balance – General	4101 (Fund Balance)

Revenue Accounts

Account Codes for Revenue Accounts begin with a leading "5." Some examples:

Equipment Rental	50224
Vending Sales	50204
UM Foundation Donations	50180
Campus Recreation Fee	50002
Course Fees	528601
Physical Therapy Fee	5D8034

Expense Accounts

Account Codes for Expense Accounts begin with a leading "**6**." Some examples:

Office Supplies - Internal	62290
Red Meat	62279
Photographic	63315
Advertising	62309



Querying Accounts

You can look up information about Account Codes by using the FTMACCT form in Banner.

FTMACCT – Account Code Maintenance Form

- 1. Type FTMACCT in the Direct Access box of the Main Menu form. Press
- 2. Once in the form, press the F7 key to put the form in Query Mode.
- 3. Enter the Account code you want to query into the Account field.
- 4. Press F8 to execute the query.

🛃 Oracle Developer Forms Runtime - We	b: Open > FTMACCT					_ 🗆 🔀
Eile Edit Options Block Item Record	Query Tools Help					
🕞 🔊 📄 i 🖊 🗣 🖻 📦 î 🎓 🍯) i 💱 📾 😵 i 🕰	📇 🔀 🔀 🐗		Х		
🙀 Account Code Maintenance FTMACCT	8.0 (*TEST8*) >>>					8888 🗉 × 📥
Chart of Accounts:		Active Status		Last Activity Date:	29-MAY-1998	•
Account:	2107	Account Title:	Vouchers Payable			
Effective Date:	01-JUL-1993 🔟	Termination Date:		Next Change Date:		25
Predecessor Account: Data Entry:	NO V					
Account Type: IncomeType:	2A VAccounts Pa	yable and Accrued Liał	2			
Account Class: Asset Account: Accumulated Depreciation Account: Depreciation Expense Account: Pool Account: Fringe Account: Fringe Percent:				Normal Balance:	C CREDIT	
Enter value for Account. Record: 1/1	1 1	<0SC>)

FTVACCT – Account Code Validation Form

You can look up an Account by clicking on the arrow next to the Account field or you can also access the FTVACCT form directly by typing the form name in the Direct Access box of the Main Menu Form. Once you have navigated to this form, Banner will pull up all Account Codes in the Chart of Accounts. To narrow your search, press F7, enter the desired information, and press F8 to execute. Don't forget to use wildcards (%) to help you out!

Note: The Data Extract feature is available on this form.



Frequently Used Expense Codes

Contracted Services Processed thru Accounts Payable 62106 62106 62106 62106 Caboratory Testing 62133 62134 Honorariums Processed thru Accounts Payable 62135 Consult & Prof Serv-Train Processed thru Accounts Payable 62136 Consult & Prof Serv-Train Processed thru Accounts Payable 62137 Subcontract Payments > \$25,000 Primarily Grant/Contracts 62147 Subcontract Payments > \$25,000 CIS 62181 Data Network Serv/Non DoA CIS 62181 Cata Network Serv/Non DoA CIS 62181 Cata Network Serv/Non DoA CIS 62191 Printing/Dther Prover 62196 Printing/Other Prover 62196 Printing/Other Prover 62197 Printing/Other Prover 62198 Cata Network Serv/Non DoA CIS 62191 Printing/Other Prover 6219 Cata Network Serv/Non DoA CIS 62191 Printing/Other Prover 6219 Cata Network Serv/Non DoA CIS 6220 Cata Network Serv/Non DoA CIS 6221 Cata Network Serv/Non DoA CIS 6223 Cata Network Serv/Non DoA CIS 6224 Cata Network Serv/Non DoA CIS 6224 Cata Network Serv/Non DoA CIS 6223 Cata Network Serv/Non DoA CIS 6224 Cata Network Serv/Non DoA CIS 6223 Cata Network Serv/Non DoA CIS 6224 Cata Network Serv/Non DoA CIS 6223 Cata Network Serv/Non-Paper 6224 Cata Network Serv/Non-Paper 6224 Cata Network Serv/Non-Paper 6224 Cata Network Serv/Non-Paper 6224 Cata Network Serve 6224 Minor Squipies/Contracts Cata Cata Network Serve 6224 Minor Squipies/Contracts Processed by Accounts Payable 6240 Cata Staf Cata Cata Tarvel Processed by Accounts Payable 6240 Cata Serve Cata Cata Network Serve Cata Cata Cata Serve Cata Cata Cata Cata Serve Cata Cata Cata Cata Cata Cata Cata Cata	ACCOUNT	DESCRIPTION	COMMENTS
62102 Consult & Prof Services Processed thru Accounts Payable 62106 Laboratory Testing Processed thru Accounts Payable 62134 Honorariums Processed thru Accounts Payable 62135 Consult & Prof Services Web Dev/Processed thru Accounts 62147 Subcontract Payments Primarily Grant/Contracts 62147 Subcontract Payments > 525,000 Primarily Grant/Contracts 62147 Subcontract Payments > 525,000 Primarily Grant/Contracts 62176 System Development/Non DofA CIS 62181 Data Network Serv/Non DoA CIS 62197 Printing/Other Prov-Training Supplies 62204 Educational Supplies General Classroom supplies 62210 Minor Equipment Supplies Non-IT (Computers) 62226 Paper-Central Stores Sez236 Paper-Central Stores 62238 Office Supplies/Non-paper Does not include computers 62241 Office Supplies/Central Stores Sez241 62242 Paper-Central Stores Paper Products(Non-printing products) 17avel Paper Products(Non-printing products) Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62406 In-State Other Pr	Contracted Service	es	
62106 Laboratory Testing 62134 Honorariums Processed thru Accounts Payable 62135 Consult & Prof Serv-Train Processed thru Accounts Payable 62136 IT Consulting and Profess. Services Web Dev/Processed thru Accounts Payable 62147 Subcontract Payments > \$25,000 Primarily Grant/Contracts 62147A Subcontract Payments > \$25,000 Primarily Grant/Contracts 62181 Data Network Serv/Non DoA CIS 62191 Printing/Other Provider CIS 62196 Printing/Other Provider Second Scaph-Training Supplies General Classroom supplies Non-IT (Computers) 62208 Laboratory Equipment Second Scaph-Training 52214 Printing/Other Provi-Training Non-IT (Computers) 62225 Books and Reference Materials/Non-Library Second Scapher Scap	62102	Consult & Prof Services	Processed thru Accounts Payable
62134 Honorariums Processed thru Accounts Payable 62135 Consult & Prof Processed thru Accounts Payable 62136 IT Consulting and Profess. Services Web Dev/Processed thru Accounts 62147 Subcontract Payments > \$25,000 Primarily Grant/Contracts 62147 Subcontract Payments > \$25,000 Primarily Grant/Contracts 62176 System Development/Non DoA CIS 62181 Data Network Serv/Non DoA CIS 62197 Printing/Dub&Graph-Training Supplies 62204 Educational Supplies General Classroom supplies 62208 Laboratory Equip>S000 & Supplies Non-IT (Computers) 62210 Minor Equipment Dees not include computers 62226 Paper-Central Stores Cass 62233 Office aquipment Dees not include computers 62241 Office aquipment Dees not include computers 62242 In-State Other Processed by Accounts Payable 62407 In-State Other Processed by Accounts Payable 62408 In-State Other Processed by Accounts Payable 62409 Minor Software Processed by Accounts Payable 62408 In-State Other Processed by Accounts Payable 62409 Maintenance	62106	Laboratory Testing	-
62135 Consult & Prof Sarv-Train Processed thru Accounts Payable 62136 IT Consulting and Profess. Services Web Dev/Processed thru Accounts 62147 Subcontract Payments Primarily Grant/Contracts 62147A Subcontract Payments Primarily Grant/Contracts 62147A Subcontract Payments State 62181 Data Network Serv/Non DoA CIS 62191 Printing/Other Provider CIS 62192 Printing/Other Provider CIS 62193 Printing/Other Provider State 62204 Educational Supplies General Classroom supplies 62210 Minor Equipment Non-IT (Computers) 62213 Paper-Non State Provider State 62233 Paper-Non State Provider State 62244 Office Supplies/Central Stores Does not include computers 62241 Office Supplies/Central Stores Processed by Accounts Payable 62243 Minor Software Processed by Accounts Payable 62407 In-State Other Does not include computers 62407 In-State Other Processed by Accounts Payable 62407 In-State Other Processed by Accounts Payable 62407 In-State Non Overnight Meal (Benefit & Taxable) Pro	62134	Honorariums	Processed thru Accounts Pavable
62136 IT Consulting and Profess. Services Web Dev/Processed thru Accounts 62147 Subcontract Payments Primarily Grant/Contracts 62147A Subcontract Payments Primarily Grant/Contracts 62147A Subcontract Payments Primarily Grant/Contracts 62176 System Development/Non DoA CIS 62181 Data Network Ser/Non DoA CIS 62197 Printing/Other Prov-Training Supplies 62204 Educational Supplies General Classroom supplies 62208 Laboratory Equiprest Non-IT (Computers) 62214 Printing Supplies/Non-paper Socceeta 62226 Paper-Non State Provider Socceeta 62233 Paper-Aon State Provider Does not include computers 62244 Office Supplies/Central Stores Socceeta 62245 Minor Software Processed by Accounts Payable 62267 Paper Products/(Non-printing products) Processed by Accounts Payable Travel Socceeta by Accounts Payable Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62406 In-State Travel Processed by Accounts Payable 62407 In-State Travel Processed by Accounts Payable 62408 <td< td=""><td>62135</td><td>Consult & Prof Serv-Train</td><td>Processed thru Accounts Pavable</td></td<>	62135	Consult & Prof Serv-Train	Processed thru Accounts Pavable
62147 Subcontract Payments Primarily Grant/Contracts 62147A Subcontract Payments > \$25,000 Primarily Grant/Contracts 62176 System Development/Non DofA CIS 62181 Data Network Serv/Non DoA CIS 62191 Printing/Other Prov-Training CIS 62196 Printing/Other Prov-Training Supplies 62204 Educational Supplies General Classroom supplies 62210 Minor Equipment Son-IT (Computers) 62225 Books and Reference Materials/Non-Library Socana 62233 Paper-Non State Provider Cassed 62241 Office Supplies/Central Stores Cassed 62238 Minor Equipment Does not include computers 62241 Office Supplies/Central Stores Cassed 62233 Paper-Non State Provider Processed by Accounts Payable 62241 Office Supplies/Central Stores Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62406 In-State Other Processed by Accounts Payable 62407 In-State Other Processed by Accounts Payable 62408 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62409 Dues C	62136	IT Consulting and Profess, Services	Web Dev/Processed thru Accounts
52147A Subcontract Payments > \$25,000 Primarily Grant/Contracts 52147A Subcontract Payments > \$25,000 Primarily Grant/Contracts 52176 System Development/Non DoA CIS 52181 Printing/Other Provider CIS 52197 Printing/Other Prov-Training CIS Supplies General Classroom supplies 52204 Educational Supplies Non-IT (Computers) 52214 Printing Supplies/Non-paper Supplies 52214 Printing Supplies/Non-paper Supplies 52226 Paper-Central Stores Does not include computers 52238 Minor office equipment Does not include computers 52241 Office Supplies/Central Stores Does not include computers 52245 Minor Software Processed by Accounts Payable 62245 In-State Other Processed by Accounts Payable 62405 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62407 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62405 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62405 </td <td>62147</td> <td>Subcontract Payments</td> <td>Primarily Grant/Contracts</td>	62147	Subcontract Payments	Primarily Grant/Contracts
52176 System Development/Non DofA CIS 52181 Data Network Serv/Non DoA CIS 52191 Printing/Other Prov-Training CIS 52196 Printing/Other Prov-Training CIS 52191 Printing/Other Prov-Training CIS 52192 Educational Supplies General Classroom supplies 52204 Educational Supplies Non-IT (Computers) 52210 Minor Equipment Supplies 52210 Paper-Central Stores Calce 52236 Dortice equipment Does not include computers 52236 Office Supplies/Central Stores Calce 52241 Office Supplies/Central Stores Calce 52243 Minor Office equipn-comp hardware<5000	62147A	Subcontract Payments > \$25,000	Primarily Grant/Contracts
2181 Dytam Descrition CIS 22181 Data Network Servition DoA CIS 22181 Printing/Other Provider CIS 22196 Printing/Other Prov-Training Supplies 62094 Educational Supplies General Classroom supplies 62204 Educational Supplies Non-IT (Computers) 62210 Minor Equipment Non-IT (Computers) 62214 Printing/Other Provider Non-IT (Computers) 62225 Books and Reference Materials/Non-Library E2226 62238 Office Supplies/Contral Stores Does not include computers 62238 Office Supplies/Contral Stores E2241 62245 Minor office equipment Does not include computers 62245 Minor Software E2245 62405 In-State Other Processed by Accounts Payable 7ravel E2405 In-State Onder 62405 In-State Onder Processed by Accounts Payable 780 Maintenance Processed by Accounts Payable 7816 Dues Processed by Accounts Payable 62407 In-State Lodging Processed by Accounts Payable 780 Maintenance Processed by Accounts Payable 7810 Maintenance Processed by Ac	62176	System Development/Non DofA	CIS
22191 Data HeiningOther Provider Oto 22191 Printing/Other Provider Oto 22196 Printing/Dub&Graph-Training Oto 22197 Printing/Dub&Graph-Training Oto 2208 Laboratory Equip-5000 & Supplies Non-IT (Computers) 62204 Educational Supplies General Classroom supplies 62205 Laboratory Equip-5000 & Supplies Non-IT (Computers) 62210 Minor Equipment Sectors 62223 Paper-Central Stores Oto 62233 Paper-Non State Provider Does not include computers 62244 Minor Office equipment Does not include computers 62245 Minor Software Oto 62246 Minor Software Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62406 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62406 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62405 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62405 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62405 Maintenance Processed by Accounts Payable	62181	Data Network Serv/Non DoA	CIS
22131 Finiting/Pub&Graph-Training 22137 Printing/Other Prov-Training Supplies General Classroom supplies 62204 Educational Supplies General Classroom supplies 62208 Laboratory Equip-5000 & Supplies Non-IT (Computers) 62210 Minor Equipment Non-IT (Computers) 62224 Paper-Central Stores Non-IT (Computers) 62225 Books and Reference Materials/Non-Library E2226 62226 Paper-Central Stores Does not include computers 62233 Minor office equipment Does not include computers 62244 Office Supplies/Central Stores E2241 62245 In-State Other Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62406 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62405 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62407 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62408 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62407 In	62191	Printing/Other Provider	
22197 Printing/Other Prov-Training Supplies General Classroom supplies 62204 Educational Supplies Non-IT (Computers) 62210 Minor Equipent Non-IT (Computers) 62214 Printing/Other Prov-Training Non-IT (Computers) 62210 Minor Equipent Non-IT (Computers) 62225 Books and Reference Materials/Non-Library Does not include computers 62226 Paper-Central Stores Does not include computers 62233 Paper-Non State Provider Does not include computers 62241 Office Supplies/Central Stores Does not include computers 62243 Minor Software Processed by Accounts Payable 62244 Minor Software Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62406 In-State Lodging Processed by Accounts Payable 62415 Out-State Travel Processed by Accounts Payable 62406 In-State Lodging Processed by Accounts Payable 62415 Dues Staff development 62801 Dues Staff development 62802 <t< td=""><td>62196</td><td>Printing/Pub&Granh-Training</td><td></td></t<>	62196	Printing/Pub&Granh-Training	
Data State Processed by Accounts Payable 62201 Forester 62202 Computers 62203 Computers 62204 Educational Supplies 62205 Computers 62206 Computers 62210 Minor Equipment 622214 Printing Supplies/Non-paper 62225 Books and Reference Materials/Non-Library 62226 Paper-Central Stores 622238 Office Supplies/Central Stores 62233 Paper-Anno State Provider 62244 Office Supplies 62245 Minor Equip-comp hardware<5000	62197	Printing/Other Prov-Training	
Supprises General Classroom supplies 62204 Educational Supplies Non-IT (Computers) 62210 Minor Equipment Non-IT (Computers) 62214 Printing Supplies/Non-paper Non-IT (Computers) 62225 Books and Reference Materials/Non-Library Second 62226 Paper-Central Stores Second 62233 Paper-Contral Stores Second 62236 Office Supplies/Central Stores Second 62245 Minor office equipment Does not include computers 62245 Minor Software Processed by Accounts Payable 62246 In-State Other Processed by Accounts Payable 62405 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62408 In-State Lodging Processed by Accounts Payable 62408 In-State Contracts Processed by Accounts Payable 62407 Dues Second Processed by Accounts Payable 62408 Locistae Travel Processed by Accounts Payable 62407 Dues Second Processed by Accounts Payable 62750 <td>Supplies</td> <td></td> <td></td>	Supplies		
b2204 Educational Supplies General Classroom supplies b2208 Laboratory Equiprest000 & Supplies Non-IT (Computers) b2211 Minor Equipment Non-IT (Computers) b2212 Books and Reference Materials/Non-Library Non-IT (Computers) b2228 Paper-Central Stores Does not include computers b2228 Office Supplies/Central Stores Does not include computers b2228 Office Supplies Does not include computers b2228 Minor office equipment Does not include computers b2244 Office Supplies Does not include computers b2245 Minor Equip-comp hardware<5000	Supplies	Educational Oceanita	
62208 Laboratory Equip-Sout & Supplies Non-11 (Computers) 62210 Minor Equipment 62214 Printing Supplies/Non-paper 62225 Books and Reference Materials/Non-Library 62226 Paper-Central Stores 62233 Paper-Son State Provider 62236 Office Supplies/Central Stores 62238 Minor office equipment Does not include computers 62241 Office Supplies/Central Stores 62245 Minor Software 62267 Paper Products(Non-printing products) Travel Processed by Accounts Payable 62405 In-State Non Overnight Meal (Benefit & Taxable) 62406 In-State Non Overnight Meal (Benefit & Taxable) 62408 Dut-State Travel 62409 Maintenance 62750 Maintenance Contracts 62801 Dues 62802 Subscriptions 62803 Date Staff development 62815 Recruiting 62816 Recruiting	62204	Educational Supplies	General Classroom supplies
62210 Minor Equipment 62214 Printing Supplies/Non-paper 62225 Books and Reference Materials/Non-Library 62226 Paper-Central Stores 62233 Paper-Non State Provider 62234 Minor office supplies/Central Stores 62235 Minor office supplies/Central Stores 62244 Office Supplies 62245 Minor Software 62267 Paper Products(Non-printing products) Travel Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62408 In-State Lodging Processed by Accounts Payable 62408 In-State Lodging Processed by Accounts Payable 62408 In-State Contracts Processed by Accounts Payable 62415 Out-State Travel Processed by Accounts Payable 62410 Dues 62801 Dues 62801 Dues 62801 Dues 62802 Subscriptions 62817 Meetings/Conference Costs 62824 Entertainment Processed by Accounts Payable 62825 Job Candidate Expense Expenses befor	62208	Laboratory Equip<5000 & Supplies	Non-II (Computers)
62214 Printing Supplies/Non-paper 62225 Books and Reference Materials/Non-Library 62226 Paper-Central Stores 62233 Paper-Non State Provider 62234 Minor office equipment Does not include computers 62241 Office Supplies/Central Stores 62234 62245 Minor Equip-comp hardware<5000	62210	Minor Equipment	
62225 Books and Reference Materials/Non-Library 62226 Paper-Central Stores 62233 Paper-Central Stores 62234 Office Supplies/Central Stores 62241 Office Supplies 62245 Minor Equip-comp hardware<5000	62214	Printing Supplies/Non-paper	
62226 Paper-Central Stores 62233 Paper-Non State Provider 62234 Office Supplies/Central Stores 62241 Office Supplies 62244 Minor Equip-comp hardware<5000	62225	Books and Reference Materials/Non-Library	
62233 Paper-Non State Provider 62236 Office Supplies/Central Stores 62238 Minor office equipment Does not include computers 62241 Office Supplies Does not include computers 62245 Minor Equip-comp hardware<5000	62226	Paper-Central Stores	
62236 Office Supplies/Central Stores 62238 Minor office equipment Does not include computers 62241 Office Supplies 62245 62245 Minor Software 62247 62249 Minor Software 62267 62267 Paper Products(Non-printing products) Processed by Accounts Payable 7 Revel Processed by Accounts Payable 62407 In-State Other Processed by Accounts Payable 62408 In-State No Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62408 In-State No Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62408 In-State No Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62408 In-State No Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62408 In-State No Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62415 Out-State Travel Processed by Purchasing Cother Expenses 62801 Dues 62801 Dues 62817 62802 Subscriptions Faculty & Staff development 628264 Entertainment <t< td=""><td>62233</td><td>Paper-Non State Provider</td><td></td></t<>	62233	Paper-Non State Provider	
62238 Minor office equipment Does not include computers 62241 Office Supplies Computers 62245 Minor Equip-comp hardware<5000	62236	Office Supplies/Central Stores	
62241 Office Supplies 62245 Minor Equip-comp hardware<5000	62238	Minor office equipment	Does not include computers
62245 Minor Equip-comp hardware<5000	62241	Office Supplies	
62249 Minor Software 62267 Paper Products(Non-printing products) Travel 62405 62401 In-State Other 62402 In-State Non Overnight Meal (Benefit & Taxable) 62403 In-State Non Overnight Meal (Benefit & Taxable) 62404 In-State Lodging 62405 Out-State Travel Processed by Accounts Payable 62415 Out-State Travel Repair & Maintenance 62750 Maintenance Contracts 62760 Dues 62801 Dues 62802 Subscriptions 62803 Reduction 62810 Relocation 62817 Meetings/Conference Costs 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63107 Educational & Recreational Staff 63112 Office 63114 Duplicating 63115 Photographic 63114 Single user computers >5000 63401 Multi-user software >5000 63401 Multi-user software >5000 <td>62245</td> <td>Minor Equip-comp hardware<5000</td> <td></td>	62245	Minor Equip-comp hardware<5000	
62267 Paper Products(Non-printing products) Travel Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62407 In-State Lodging Processed by Accounts Payable 62408 In-State Lodging Processed by Accounts Payable 62415 Out-State Travel Processed by Accounts Payable Repair & Maintenance Processed by Accounts Payable 62750 Maintenance Contracts Processed by Purchasing Other Expenses 62801 Dues 62802 Subscriptions 62802 62809 Ed. Training Costs-Ed. Training Staff development 62815 Recruiting Faculty & Staff /Processed by 62817 Meetings/Conference Costs Expenses 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Education/Iraining IT Staff Capital Equipment 63107 Educational & Recreational 63112 Office 63114 Duplicating 63114 Duplicating 53115 Photographic 63401 Multi-user software >5000	62249	Minor Software	
Travel Processed by Accounts Payable 62405 In-State Other Processed by Accounts Payable 62407 In-State Lodging Processed by Accounts Payable 62408 In-State Lodging Processed by Accounts Payable 62415 Out-State Travel Processed by Accounts Payable Repair & Maintenance Processed by Accounts Payable 62750 Maintenance Contracts Processed by Purchasing Other Expenses 62801 Dues 62801 Dues Staff development 62802 Subscriptions Faculty & Staff /Processed by 62810 Relocation Faculty & Staff /Processed by 62817 Meetings/Conference Costs Education/Training IT Staff 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63107 Educational & Recreational 63112 63112 Office 63114 Duplicating 63115 Photographic 5300 63401 Multi-user software > 5000 634	62267	Paper Products(Non-printing products)	
62405 In-State Other Processed by Accounts Payable 62407 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62408 In-State Lodging Processed by Accounts Payable 62415 Out-State Travel Processed by Accounts Payable 62750 Maintenance Processed by Accounts Payable 62750 Maintenance Contracts Processed by Purchasing Other Expenses 62801 Dues 62802 Subscriptions 62802 62803 Bedication Faculty & Staff development 62815 Recruiting Staff development 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62826 Job Candidate Expense Expenses before hire date 62826 Job Candidate Recreational 63107 63106 Computers with life>1yr cost>5000 63107 63112 Office 63114 Duplicating 63114 Duplicating 63116 Laboratory 63401 Multi-user software >5000 63401 Software/central stores > 5000 </td <td>Travel</td> <td></td> <td></td>	Travel		
62407 In-State Non Overnight Meal (Benefit & Taxable) Processed by Accounts Payable 62408 In-State Lodging Processed by Accounts Payable 62415 Out-State Travel Processed by Accounts Payable Repair & Maintenance 62750 Maintenance Contracts Processed by Accounts Payable Other Expenses 62801 Dues 62802 Subscriptions 62802 Subscriptions 62801 Faculty & Staff development 62803 Repairt & Meetings/Conference Costs Faculty & Staff /Processed by 62815 Recruiting 62817 Meetings/Conference Costs 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Expenses before hire date 63107 Educational & Recreational 63112 Office 63114 Duplicating 63114 Duplicating 63116 Laboratory 5300 63401 63402 Single User computers >5000 63401 Multi-user software >5000 63402 Single User Software 5000 63402 63403 Software/central stores > 5000 63502 <td< td=""><td>62405</td><td>In-State Other</td><td>Processed by Accounts Payable</td></td<>	62405	In-State Other	Processed by Accounts Payable
62408 In-State Lodging Processed by Accounts Payable 62415 Out-State Travel Processed by Accounts Payable Repair & Maintenance 62750 Maintenance Contracts 62750 Maintenance Contracts Processed by Accounts Payable 62801 Dues 62802 Subscriptions 62802 Subscriptions Staff development 62803 Ed. Training Costs-Ed. Training Staff development 62804 Relocation Faculty & Staff /Processed by 62815 Recruiting Faculty & Staff /Processed by 62817 Meetings/Conference Costs Expenses 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63114 Duplicating 63112 Office 63114 Duplicating 63115 Photographic 6316 1aboratory 63134 Single User computers >5000 63401 Multi-user software >5000 63402 Single User	62407	In-State Non Overnight Meal (Benefit & Taxable)	Processed by Accounts Payable
62415 Out-State Travel Processed by Accounts Payable Repair & Maintenance 62750 Maintenance Contracts Processed by Accounts Payable 62750 Maintenance Contracts Processed by Purchasing Other Expenses 62801 Dues 62802 Subscriptions 62802 62803 Ed. Training Costs-Ed. Training Staff development 62815 Recruiting Faculty & Staff /Processed by 62815 Recruiting 62817 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63114 63114 Duplicating 63114 63115 Photographic 63114 63116 Laboratory 55000 63401 Multi-user software >5000 63401 63402 Single User Computers >5000 63401 63403 Software/central stores > 5000 63502 63403 Software/central stores > 5000 63502	62408	In-State Lodging	Processed by Accounts Payable
Outrot Freesing Repair & Maintenance Processed by Purchasing Other Expenses 62801 62801 Dues 62802 Subscriptions 62803 Ed. Training Costs-Ed. Training 62814 Relocation 62815 Recruiting 62817 Meetings/Conference Costs 62824 Entertainment 62826 Job Candidate Expense 62876 Education/Training IT Staff Capital Equipment 63106 63106 Computers with life>1yr cost>5000 63112 Office 63114 Duplicating 63115 Photographic 63116 Laboratory 6312 Single user computers >5000 63401 Multi-user software 63402 Single User Software 63403 Software/central stores > 5000 63502 Installment purch - IT Equip	62415	Out-State Travel	Processed by Accounts Payable
Repair G memory Maintenance Contracts Processed by Purchasing 0ther Expenses 62801 Dues 62802 Subscriptions 62809 62803 Ed. Training Costs-Ed. Training Staff development 62804 Relocation Faculty & Staff /Processed by 62815 Recruiting 62817 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63114 63114 Duplicating 63114 Duplicating 63114 Luplicating 63134 Single user computers >5000 63401 Multi-user software >5000 63401 Multi-user software >5000 63402 Single User Software 5000 63502 63502 Installment purch - IT Equip Expense 5000	Ronair & Maintona		riceceed by Accounter ayable
Other Expenses Fractional Dives 62801 Dues 62802 Subscriptions 62809 Ed. Training Costs-Ed. Training Staff development 62810 Relocation Faculty & Staff /Processed by 62815 Recruiting Staff development 62817 Meetings/Conference Costs Faculty & Staff /Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63107 63112 Office Galtation 63115 Photographic 63116 63116 Laboratory 63134 63401 Multi-user software 5000 63402 Single User Software 6300 63403 Software/central stores > 5000 63502 Installment purch - IT Equip Galtation Galtation	62750	Maintenance Contracts	Processed by Purchasing
62801 Dues 62802 Subscriptions 62809 Ed. Training Costs-Ed. Training Staff development 62810 Relocation Faculty & Staff /Processed by 62815 Recruiting 62817 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Educational & Recreational 63106 Computers with life>1yr cost>5000 63112 63112 Office 63114 Duplicating 63115 Photographic 63134 Single user computers >5000 63401 Multi-user software >5000 63402 Single User Software 63403 Software/central stores > 5000 63502 Installment purch - IT Equip	Other Expenses		r rocessed by r drendsing
62801 Dues 62802 Subscriptions 62809 Ed. Training Costs-Ed. Training Staff development 62810 Relocation Faculty & Staff /Processed by 62815 Recruiting 62817 62817 Meetings/Conference Costs 62824 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63112 63112 Office 63114 Duplicating 63115 Photographic 63116 Laboratory 63134 Single user computers >5000 63401 Multi-user software >5000 63402 Single User Software 63403 Software/central stores > 5000 63403 Software/central stores > 5000 63502 Installment purch - IT Equip	62804	Dues	
62802 Subscriptions 62809 Ed. Training Costs-Ed. Training Staff development 62810 Relocation Faculty & Staff /Processed by 62815 Recruiting 62817 62817 Meetings/Conference Costs 62824 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63107 63112 Office 63114 Duplicating 63115 Photographic 63134 63134 Single user computers >5000 63401 63401 Multi-user software >5000 63402 63403 Software/central stores > 5000 63502	62001		
62809 Ed. Training Costs-Ed. Training Start development 62810 Relocation Faculty & Staff /Processed by 62815 Recruiting 62817 62817 Meetings/Conference Costs 62824 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63107 63112 Office 63114 63115 Photographic 63116 63134 Single user computers >5000 63401 63401 Multi-user software >5000 63402 63403 Software/central stores > 5000 63502 63502 Installment purch - IT Equip 63502	62002	Subscriptions	Staff davelanment
62810 Relocation Faculty & Starr /Processed by 62815 Recruiting Faculty & Starr /Processed by 62817 Meetings/Conference Costs Processed by Accounts Payable 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63107 Educational & Recreational 63112 63112 Office 63114 63115 Photographic 63134 63134 Single user computers >5000 63401 63402 Single User Software 63403 63403 Software/central stores > 5000 63502	62809	Ed. Training Costs-Ed. Training	Stan development
62815 Recruiting 62817 Meetings/Conference Costs 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63107 Educational & Recreational 63112 63112 Office 63114 Duplicating 63115 Photographic 63134 Single user computers >5000 63401 Multi-user software >5000 63402 Single User Software 63403 Software/central stores > 5000 63502 Installment purch - IT Equip	62810	Relocation	Faculty & Staff /Processed by
62817 Meetings/Conference Costs 62824 Entertainment Processed by Accounts Payable 62826 Job Candidate Expense Expenses before hire date 62876 Education/Training IT Staff Expenses before hire date Capital Equipment 63106 Computers with life>1yr cost>5000 63107 Educational & Recreational 63112 63112 Office 63114 Duplicating 63116 Laboratory 63134 Single user computers >5000 63401 Multi-user software >5000 63402 Single User Software 63403 Software/central stores > 5000 5000 63502	62815	Recruiting	
62824EntertainmentProcessed by Accounts Payable62826Job Candidate ExpenseExpenses before hire date62876Education/Training IT StaffEducation/Training IT StaffCapital Equipment63106Computers with life>1yr cost>500063107Educational & Recreational6311263112Office6311463115Photographic6316Laboratory63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	62817	Meetings/Conterence Costs	
62826Job Candidate ExpenseExpenses before hire date62876Education/Training IT StaffCapital Equipment63106Computers with life>1yr cost>500063107Educational & Recreational63112Office63114Duplicating63115Photographic63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	62824	Entertainment	Processed by Accounts Payable
62876 Education/Training IT Staff Capital Equipment 63106 Computers with life>1yr cost>5000 63107 Educational & Recreational 63112 63112 Office 63114 Duplicating 63115 Photographic 63116 Laboratory 63134 Single user computers >5000 63401 Multi-user software >5000 63402 Single User Software 5000 63403 Software/central stores > 5000 63502	62826	Job Candidate Expense	Expenses before hire date
Capital Equipment 63106 Computers with life>1yr cost>5000 63107 Educational & Recreational 63112 Office 63114 Duplicating 63115 Photographic 63116 Laboratory 63134 Single user computers >5000 63401 Multi-user software >5000 63402 Single User Software 63403 Software/central stores > 5000 63502 Installment purch - IT Equip	62876	Education/Training IT Staff	
63106Computers with life>1yr cost>500063107Educational & Recreational63112Office63114Duplicating63115Photographic63116Laboratory63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	Capital Equipment	t	
63107Educational & Recreational63112Office63114Duplicating63115Photographic63116Laboratory63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	63106	Computers with life>1yr cost>5000	
63112Office63114Duplicating63115Photographic63116Laboratory63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	63107	Educational & Recreational	
63114Duplicating63115Photographic63116Laboratory63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	63112	Office	
63115Photographic63116Laboratory63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	63114	Duplicating	
63116Laboratory63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	63115	Photographic	
63134Single user computers >500063401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	63116	Laboratory	
63401Multi-user software >500063402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	63134	Single user computers >5000	
63402Single User Software63403Software/central stores > 500063502Installment purch - IT Equip	63401	Multi-user software >5000	
63403 Software/central stores > 5000 63502 Installment purch - IT Equip	63402	Single User Software	
63502 Installment purch - IT Equip	63403	Software/central stores > 5000	
	63502	Installment purch - IT Equip	

Additional account codes are available for use. Please contact your fund accountant is you are unsure of account

FOAPAL Fields – Program

What is a Program?

A Program code is used to further classify and track expenditures. Program codes can identify revenue, but not further classify it.

Some UM Program codes are:

Instruction	01
Academic Support	04
Plant	70
Revenue	REV

Querying for Programs

You can look up information about Program Codes by using the FTMPROG form in Banner.

FTMPROG – Program Code Maintenance Form

1. Type FTMPROG in the Direct Access box of the Main Menu form. Press



- 2. Once in the form, press the F7 key to put the form in Query Mode. 3. Enter the Program code you want to query into the Program field.
- 4. Press F8 to execute the query.

🙆 Oracle Developer Forms F	Runtime - Web: Open > FTMPF	ROG			
Eile Edit Options Block I	tem <u>R</u> ecord Query <u>T</u> ools <u>H</u>	lelp			
	🖻 🎓 🍞 🚱 📾 🔀		& ⊕ ⊕ © X		
🙀 Program Code Maintenar	nce FTMPROG 8.0 (*TEST8*)	000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	0000000000000 🖻 🗙 🖆
Chart of Accounts:			Active Status	Last Activity Date:	03-MAY-2007
Program:	0110	Program Title:	Auxiliary-F&A Other Institu Actv		
Effective Date:	01-JUL-2007	Termination Date:		Next Change Date:	
	✓ Data Entry				
Predecessor Program:	10 Auxiliaries				
Chart of Accountry			Activo Status	Lact Activity Date:	17.050 1009
Brogram:		Brogram Title	Other Institutional Activity - S/E	Last Activity Date.	17-DEC-1990
Effective Date	01-111-1993	Tormination Date:		Next Change Date:	01-111-2007
	Data Entry	Termination Date.		Next Change Date.	01-502-2007
Drodocoscor Drogram.					
Fredecessor Frogram.					
Chart of Accounts:			Active Status	Last Activity Date:	
Program:	V	Program Title:			
Effective Date:		Termination Date:		Next Change Date:	
	Data Entry		a denote		
Predecessor Program:					-
Enter Chart of Accounts.					
Record: 1/2	List of Valu	<0SC>			

Note: The FTVPROG used to look up Programs can also be directly accessed from the Main Menu form.

FOAPAL Fields – Activity

What is an Activity code?

An Activity code is used to track specific activities. An entry in the Activity field is not required.

Activity Codes ACTV1 – ACTV40 are globally defined and are available for use by any department on campus. Departments will have to define outside of the Banner system what each activity code represents to them.

Example of how two departments might define the same Activity Code. Remember these codes are not specifically defined in the Banner system.

- ACTV1 is used by CIS to track all expenses related to Banner Shortcourses.
- ACTV1 is used by Business Services to track all expenses related to the GASB project.



FOAPAL Fields – Location

What is a Location code?

A Location code is used to indicate the physical location of **Fixed Assets** valued at \$5,000 or more.



Relationships - Funds and Organizations

One Fund to many Organizations

Each BANNER Finance **Fund** can interact with one or more **Organizations.** This diagram shows the interaction of the President's Office, Business Services, Facilities Central Stores, the School of Law and the Chemistry Department with the State General Operating Fund.



One Organization to Many Funds

Just as a **Fund** can serve any number of **Organizations**, an **Organization** can be served by any number of **Funds**. The diagram below depicts interaction of the School of Forestry with the State General Operating Fund, a Lynx Ecology Grant, Extension Forestry, Department Gifts-General, and Departmental Sales and Services.



Single Fund to Single Organization

In some cases, a **Fund** and an **Organization** will interact exclusively with each other in a oneon-one relationship. Here are two examples:





Putting it all Together – Index Codes

What is an Index Code?

Remember the Index Code is a short-cut that has been created in the Banner System to automatically pull in the appropriate Fund, Org and Program into Banner forms. Departments may have many Index Codes, depending on their Fund/Org structure.

🍰 Oracle Develope	er Forms Runt	time - Web: (Open > FTVACCI			· · ·	
Eile Edit Options	Block Item	Record Qu	ery Tools Help				
🔒 🔊 🖹 i 🍋	- 🖻 🖻	🎓 🚡	😵 📾 😣 I 💁 I 📇 I 😣 📾 I 🌾 I 🗧) 🖶 🛞	X]		
Account Index (Code Validatio	on FTVACCI	8.0 (*TEST8*) 00000000000000000000				
	Chart of #	Account Inde	x		Effective	Termination	
	Accounts	Code	Title	Status	Date	Date	
	C	MAF104	812 UM Rodeo Fund Endowed	A	01-JUL-2001		A 1997
	C	MAF104	812 UM Rodeo Fund Endowed	A	01-JUL-2007		
	С	MAF105	60K W.B. Cook Rodeo Team Scholarshi	A	01-JUL-2001		
	С	MAF105	60K W.B. Cook Rodeo Team Scholarshi	A	01-JUL-2007		
	С	MAF601	Administration & Finance R&R	A	15-JUN-1999		
	С	MAF601	Administration & Finance R&R	A	01-JUL-2007		
	С	MAF602	Salmon Lake R & R	A	15-JUN-1999		
		MAF602	Montana Island Lodge R & R	A	01-JUL-2005		
	С	MAF602	Montana Island Lodge R & R	A	01-JUL-2007		
	С	MAF603	Institutional R & R	A	01-JUL-1999		
	С	MAF603	Institutional R & R	A	01-JUL-2007		
	C	MAF604	CF/Employment Admin & Finance	A	01-MAY-2005		
	С	MAF604	CF/Employment Admin & Finance	A	01-JUL-2007		
	C	MAF610	A&F Future Debt Service	A	01-NOV-2006		
	C	MAF610	A&F Future Debt Service	A	01-JUL-2007		
	С	MAF612	Anderson Hall Equip Funding -FY09	A	01-JUL-2007		
	c	MAF612	Anderson Hall Equip Funding -FY09	Ι	01-DEC-2008		
	С	MAF613	Sustainability Fee Projects	A	01-JUL-2009		
	C	MAF801	Center At Salmon Lake	A	01-JUL-1993		
	C	MAF801	Montana Island Lodge	A	01-JUL-2005		
	C	MAF801	Montana Island Lodge	A	01-JUL-2007		
	С	MAF805	Beverage Contract	A	01-JUL-2002		
	C	MAF805	Beverage Contract	A	01-JUL-2007		.
Record: 41/?			<0SC>				

Formula: Index = Fund + Org + Program (FOP)

Example: Montana Island Lodge

Index Code	MAF602	Montana Island Lodge R & R	This Index Code is tied to a Plant
Fund	3 <u>7</u> 2809	Montana Island Lodge R & R	Fund $(2^{nd} \text{ position} = 7)$.
Org	324100	Montana Island Lodge	Fund Type 7 – Plant Fund
Program	UN70	Plant-F&A Unallowable	
Index Code		Mantana laland Ladaa	
	WAFOUT	wontana isiand Lodge	This Index Code is tied to an
Fund	3 <u>4</u> 1303	Montana Island Lodge	This Index Code is tied to an Auxiliary Fund (2 nd position = 4)
Fund Org	3 <u>4</u> 1303 324100	Montana Island Lodge Montana Island Lodge Montana Island Lodge	This Index Code is tied to an Auxiliary Fund (2^{nd} position = 4)
Fund Org Program	3 <u>4</u> 1303 324100 Ol10	Montana Island Lodge Montana Island Lodge Auxiliary-F&A Other Institu Actv	This Index Code is tied to an Auxiliary Fund (2 nd position = 4) Fund Type 4 = Auxiliary

The example above shows the FOP elements for the two Index Codes belonging to Montana Island Lodge. To make data entry and querying easier for Banner users, only the Index Code is necessary in most Banner Finance forms. The system will automatically look up the associated fund, organization and program and will auto-fill those fields. However, some Banner Finance forms may require the user to know the FOP behind the Index Codes.

FOP rhymes with "soap".

Naming Convention of Index Codes

All Index Codes are 6 characters in length. The first position always designates the Campus.

Types of Index Codes:

- 1. State Index Codes
- 2. Non-state/Non-grant Index Codes
- 3. Grant Index Codes

Campuses:

- M = Missoula (UM-Missoula) **B** = Butte (Montana Tech)
- **D** = Dillon (UM-Western)
- **H** = Helena (UM Helena)

STATE INDEX CODES = 4 alpha-characters + 2 digits

Position 1	Campus
Position 2-3	Department abbreviation
Position 4	Program Designator*
Position 5-6	Sequential number

Μ

* Program Designators: I = Instruction

- R = Research
- P = Public Service
- A = Academic Support
- S = Student Services
- T = Institutional Support
- M = Operation & Maintenance of Plant
- W = Scholarships & Fellowships

Example: MAFT03

AF Missoula Admin & Finance

Т Institutional Support

Sequential Number

03

Index Code	MAFT03	A&F Staff Development			
Fund	3 <u>1</u> 1001	General Operating			
Org	321120	A&F Staff Development			
Program	GA06	General Administration – I.S.			
Because the second digit of the Fund is "1", we know this is a State Fund.					

NON-STATE/NON-GRANT INDEX CODES = 3 alpha-characters + 3 digits

Position 1	Campus
Position 2-3	Department abbreviation
Position 4-6	Sequential number

Example: MIT003

Μ Missoula

003 IT Information Technology Sequential Number

Index Code	MIT003	CIS / Client Services
Fund	3 <u>3</u> 7620	CIS Client Services
Org	351110	Info Technology Administration
Program	SF04	Special Service Facility – A.S.
D //		

Because the second digit of the Fund is "3", we know this is a Designated Fund.

GRANT INDEX CODES = 1 alpha-character + 5 digits

Position 1 Campus Position 2-6 Fund Code

Example: M24044

Μ Missoula

24044 Fund Code 324004 with the 1st digit dropped

Index Code	M24044	HIV Vaccine Immunogens
Fund	324044	HIV Vaccine Immunogens
Org	366100	Biotechnology Center
Program	OR02	Organized Research

Querying Index Codes

You can look up information about Index Codes by using the FTMACCI form in Banner.

FTMACCI – Index Code Maintenance Form

- 1. Type FTMACCI in the Direct Access box of the Main Menu form. Press
- 2. Once in the form, press the F7 key to put the form in Query Mode.
- 3. Enter the Index Code you want to query into the Index Code field.
- 4. Press F8 to execute the query.

🛃 Oracle Developer Form	ns Runtime - Web: Oper	n > FTMACCI			· u		
Eile Edit Options Block	< Item Record Query	<u>T</u> ools <u>H</u> elp					
日 🔊 🖹 i 🍋 🖪		📾 🔀 I 💁 I 📇 I 📓	X8 [4:		Х		
🙀 Account Index Code N	Aaintenance FTMACCI 8	8.0 (*TEST8*) 2000/200				000000000000000000000000000000000000000	0000 🖻 🗙 📤
Chart of Accounts:		⊘ Active S	tatus		Last Activity Date:	18-JUL-2007	
Account Index:	MAF801	Account Index Title:	Montana I:	sland Lodge			
Effective Date:	01-JUL-2007	Termination Date:			Next Change Date:		-
Accounting Distr Fund: Organization: Account: Program: Activity: Location:	ibution 341303 Montan 324100 Montan 0110 Auxiliary 0110 V	a Island Lodge a Island Lodge /-F&A Other Institu Acty	ccount I FindCM4	ndex Code List (F1 \F%	Check	to Override	
			COA	Acct Index Code	Acct Index Ti	tle	<u> </u>
			С	,F0121	615 Bright M	emorial Fellowsh	ip 🗠
			С	,F0121	615 Bright M	emorial Fellowsh	ip
			C	,F0121	615 Bright M	emorial Fellowsh	ip
				324244	Respiratory I	lotor Coupling	
				324244	C/M M60125	Ferroamagnetic	Metals
			lč	326316	C/M M69125	Ferroamaanetic	Metals
Enter value for Chart of Acc	ounts		c	326324	Advance IDC	- M66000	
Record: 1/?	List of Val	u / <0SC>		1111111	ana an		D
				(Eind (<u>Cancel</u>	

When in Query mode, click on the Account Index arrow next to the field to access the Account Index Code search box, keep in mind that the Chart Code "C" is immediately before the Index Code (no spaces). So, if you wanted to query on all Index Codes beginning with "MAF", you would type CMAF%....not C%MAF%.

FTVACCI – Index Code Maintenance Form

You can also access the FTVACCI form to search for indexes by directly typing the form name in the Direct Access box of the Main Menu Form. Once you have navigated to this form, Banner will pull up all Index Codes in the Chart of Accounts. To narrow your search, press F7, enter the desired information, and press F8 to execute. Don't forget to use wildcards (%) to help you out!

Note: The Data Extract feature is available on this form.

Other Query Options

There are many ways to query in this form. Any field that can be accessed may be queried upon. The more information you provide, the narrower your search will become. When in doubt, use wildcards (%) !

Query by Fund

To find all Index Codes tied to a Fund:

- 1. Press the F7 key to put the form in Query Mode .
- 2. Enter the Fund Code you want to query in the Fund field.
- 3. Press F8 to execute the query.

Query by Organization

To find all Index Codes tied to an Organization:

- 1. Press the F7 key to put the form in Query Mode .
- 2. Enter the Org Code you want to query in the Organization field.
- 3. Press F8 to execute the query.

Query by Fund/Org combination

1. Follow the steps above, but enter values in both the Fund and Organization fields.

Query by Index Title

1. Follow the steps above, but enter values in the Account Index Title Field.

Example: Querying by Fund

🕼 Oracle Developer Forms Runtime - Web: Open > FTMACCI									
File Edit Options Block Item Record Query Tools Help									
🗋 🕫 🖹 🖢 🖶 🗑 😭 🎲 🗊 🕲 📾 🚱 🕒 🛯 🖄 🖾 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉									
🙀 Account Index Code Maintenan	ce FTMACCI 8.0 (*TES	8*) 000000000000000000000000000000000000	********						
Chart of Accounts:		Active Status		Last Activity Date:					
Account Index:	Accour								
Effective Date.	Tile Edt Out	20 Uracie Developer Forms Kuntime - web: Open * FINACCI							
		Ene For Shown Back Item Record Creat Long Back I F 1 10 10 1 14 14 14 14 14 14							
Constant of Constant States and									
Accounting Distribution	Chart of Ac	counts: 🗧 💌	Active	Status	Last Activity Date:	18-JUL-2007			
Fund: 311001 Organization:	Account In Effective D	ex: MAA101 🕶 ste: 01-JUL-2007 📺	Account Index Title: Termination Date:	African American Studies	Next Change Date:				
Account: Program: Activity: Location:	Accountin	Accounting Distribution Check to Override							
	Fund:	311001 💌 Gene	eral Operating						
	Organizatio	n: 332525 Africa	n American Studies						
	Account:	THAN The Inste	uction FRA Instruction						
	Activity:		accorrected this account			,			
	Location:								
Enter a query, press F8 to execute, Ct Record: 1/1 Enter-Qu	rI+Q to canc 	hart of Accounts				-			
Record: 1/2 List of Valu <08C>									

In this example, Fund 311001 is tied to 513 Index Codes. Use the scroll bar to review all Index Codes associated with this fund.

Banner Assistance

BANNER HELP LINE 243-2667 (BNNR)

The Banner Help Line can answer your questions. You can also send an e-mail with your questions to <u>bannerhelp@mso.umt.edu</u>.

BANNER PASSWORD RESETS

Call the Banner Help Line at 243-BNNR (2667) or Michael Faris at 243-2670.

BANNER-ANNOUNCE (Banner Announcements):

All Banner users are automatically subscribed to the Banner-Announce listserv. If you have questions regarding this listserv, please contact the Banner Systems Coordinator at 243-2624.

BSRV-LIST (Business Services Announcements):

All Banner Finance users are automatically subscribed to the BSRV-LIST listserv. If you have questions regarding this listserv, please contact the Finance Systems Manager at 243-5558.



&

BANNER SHORT COURSES

Attend additional Banner courses offered by IT and Business Services. Check the IT Short course website <u>http://www.umt.edu/it/training</u> for class schedules and on-line registration or call the Banner Help Line for additional information.



BANNER SUPPORT WEBSITE

Banner documentation and other support resources are available on a UM secured website. **To log onto the website:**

- 1. Open up your web browser and type: <u>http://www.umt.edu/bannersupport/</u>
- 2. Click on the Manuals.
- 3. Click on the **filename** of the desired item.
- 4. At this point, you may be prompted to enter your Network User Name (domain account) and password. This is <u>NOT</u> your Banner account. If you do not know your domain account, please contact your office's network administrator or call the IT Help Desk at 243-4357.
- 5. If you need assistance accessing this site, please call IT Central at 243-Help (4357).

BANNER		D R T DF MONTANA	Connect to bar	nnersupport.gs.umt.edu 🛛 🕐 🗙
Home About Banner - What is it? Automated Deposits Support Frequently Asked Questions Java Plug-In Manuals Reports Training UMDW	Home JAVA PLUG-IN INTE: Java Plug-in 6 Upda Banner. Users may be pror	Banner is no installed in o an administr download it. your tech su ne instructions f te 13 is UM's se npted to downlo	Connecting to ba User name: Password:	Innersupport.gs.umt.edu