

BANNER FINANCE

Chart of Accounts/FOAPAL

Training and Reference Manual

110026 04/10



The University of
Montana

Business Services

Chart of Accounts/FOAPAL Manual

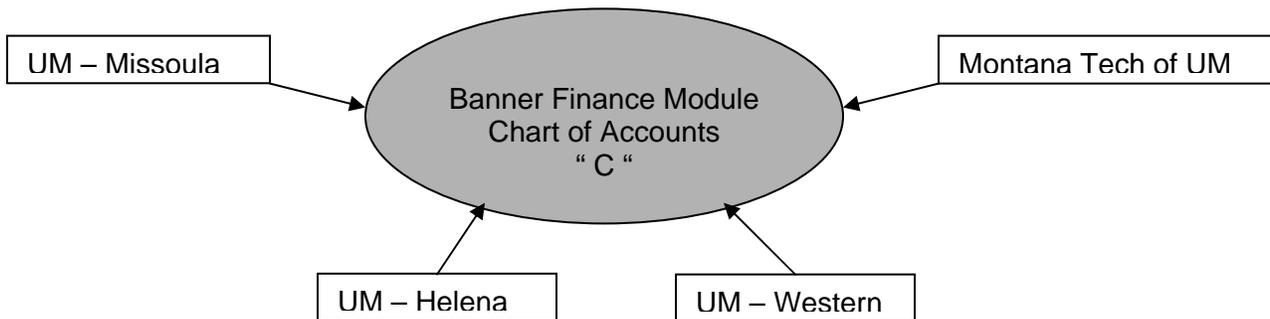
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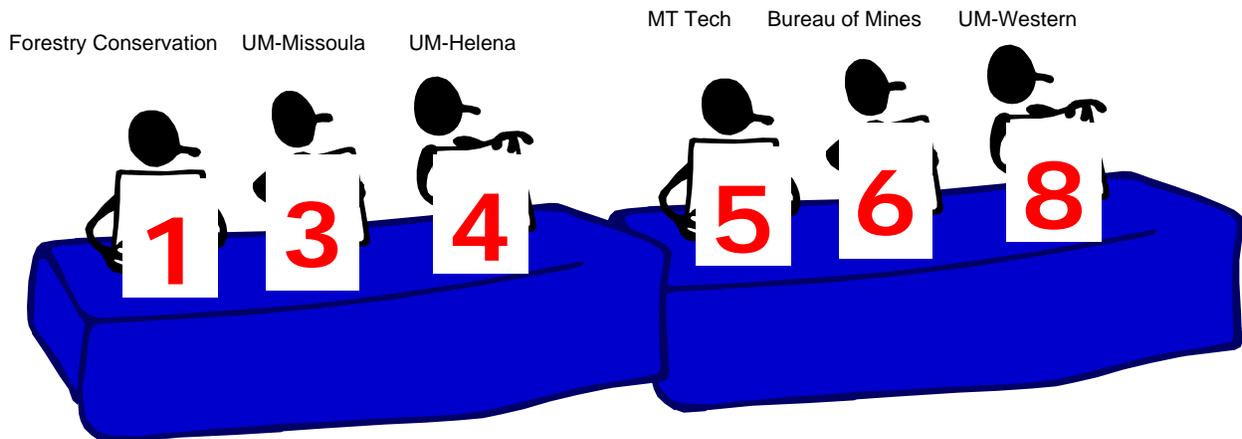
Introduction

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 |
|-------|-------|------|--------------|---------|---------|----------|----------|
|-------|-------|------|--------------|---------|---------|----------|----------|

| | |
|-----|--------------|
| F = | Fund |
| O = | Organization |
| A = | Account |
| P = | Program |
| A = | Activity |
| L = | Location |

Rhymes with "Opal"



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 (Fund=341303, Org = 324100, Program = OI10)

Chart of Accounts: **C** Active Status Last Activity: 04-FEB-1999

Account Index: MAF801 Center At Salmon Lake

Dates →
 Effective: 01-JUL-1993 Term: Next Change:

| | Accounting Distribution | Check to Override |
|---------------|---|-------------------------------------|
| Fund: | 341303 Salmon Lake | <input type="checkbox"/> |
| Organization: | 324100 Center at Salmon Lake | <input type="checkbox"/> |
| Account: | | <input checked="" type="checkbox"/> |
| Program: | OI10 Other Institutional Activity - S/F | <input type="checkbox"/> |
| Activity: | | <input checked="" type="checkbox"/> |
| Location: | | <input checked="" type="checkbox"/> |

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

- 311001** – General Operating (UM-Missoula)
- 521102** – Pell Grants (MT Tech)

Organization Codes

- 111300** – Lubrecht (Forestry Experimental Station)
- 411150** – Internal Audit (UM-Helena)

Location Codes

- 3SB220** – Skaggs Building Room 220 (Missoula)
- 8WMC00** – Western Montana College



- The **second digit** 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

- 311001** = General Operating Fund Type
- 323001** = Restricted Fund Type
- 335001** = Designated Fund Type
- 382078** = 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 |

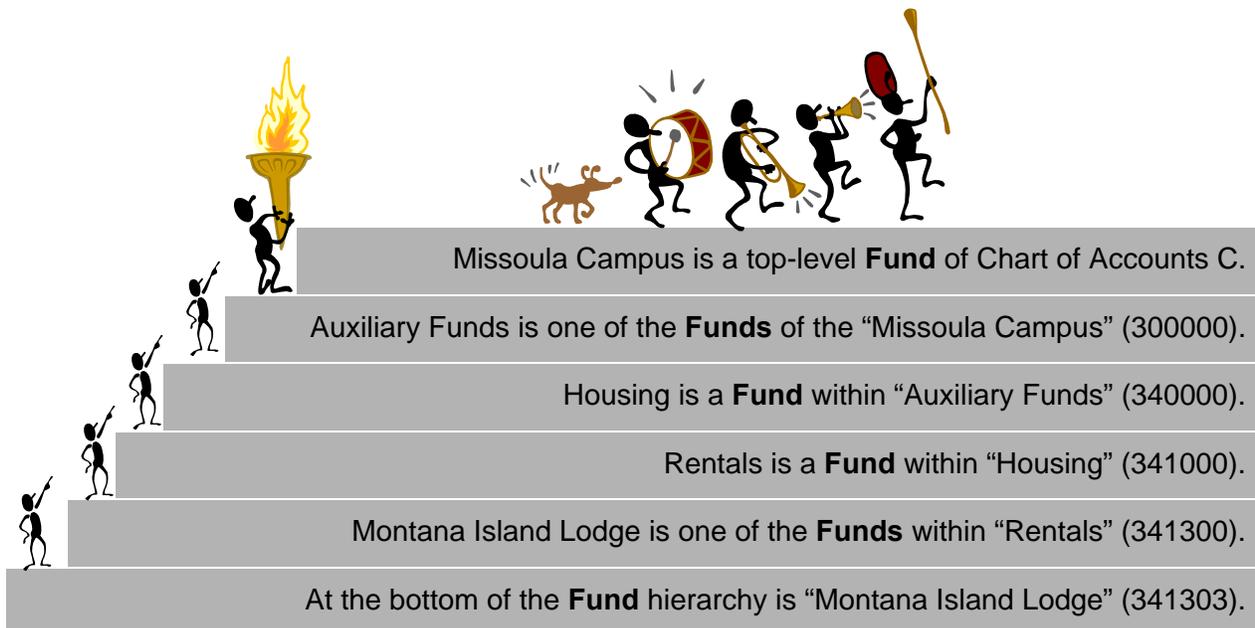


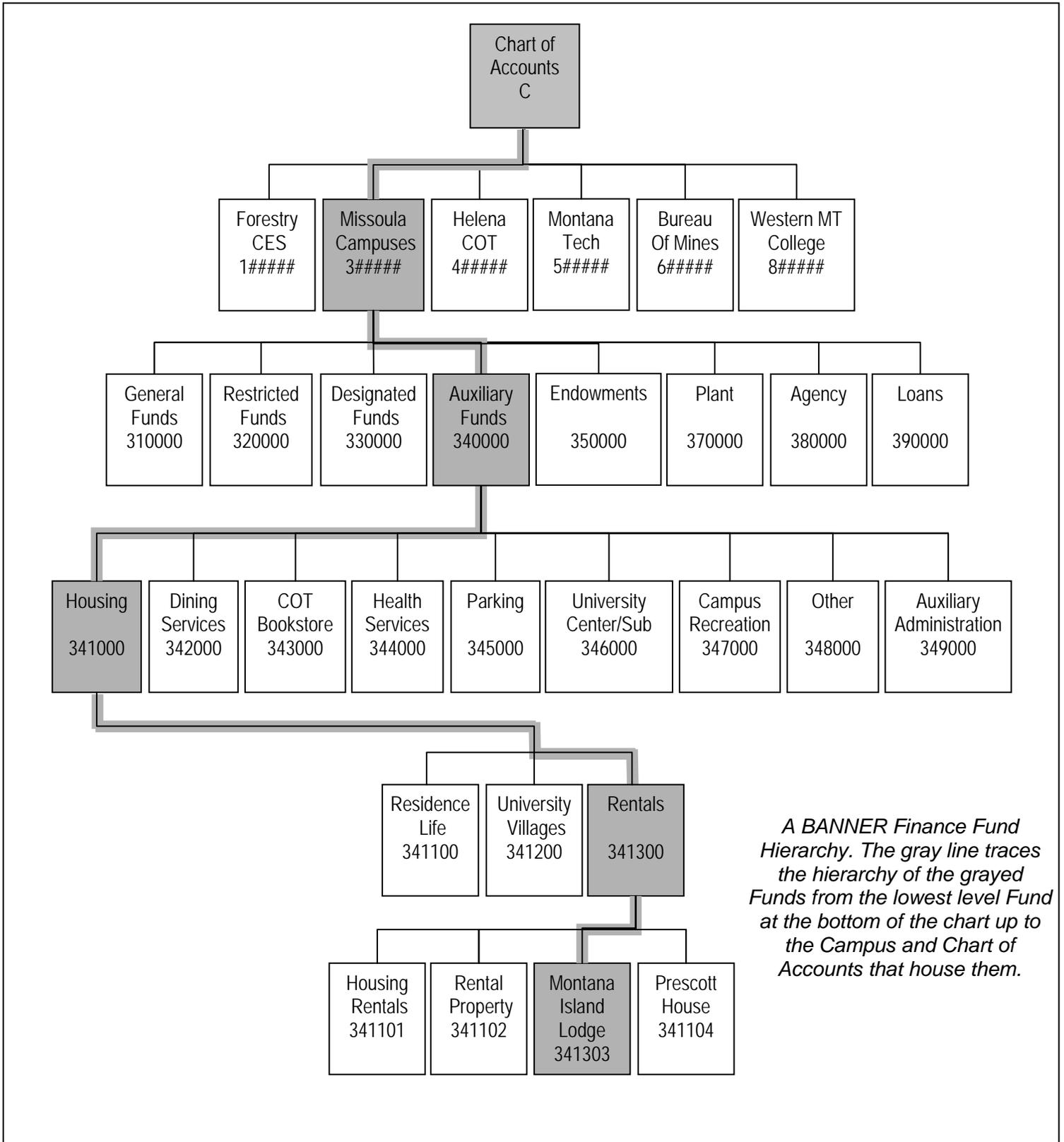
Fund “Rollup” Hierarchy

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)**:





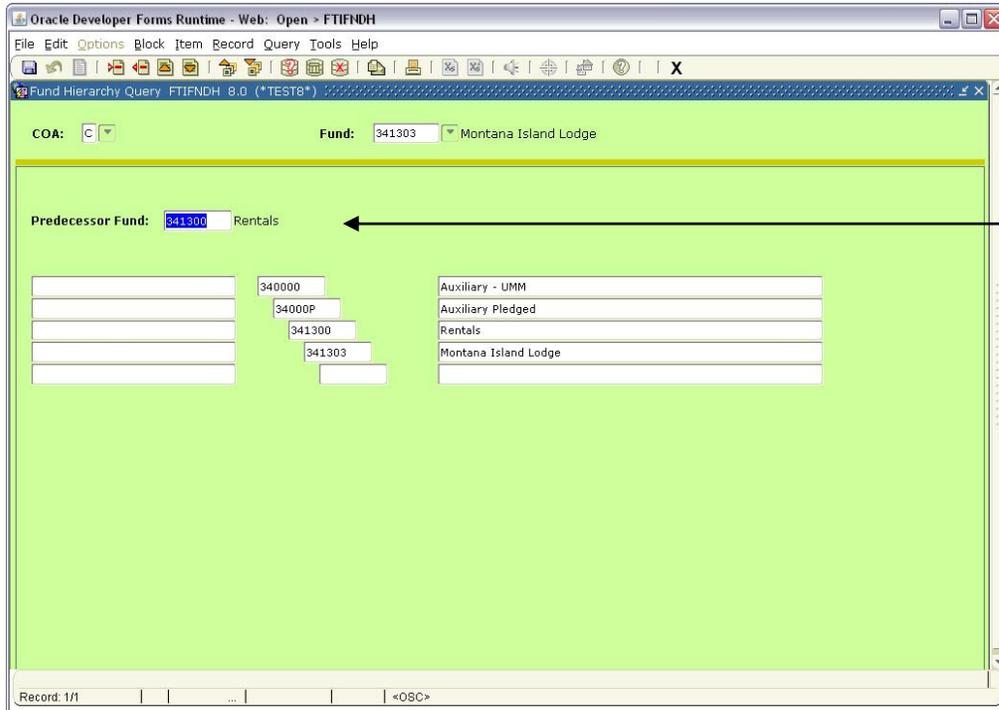
A BANNER Finance Fund Hierarchy. The gray line traces the hierarchy of the grayed Funds from the lowest level Fund at the bottom of the chart up to the Campus and Chart of Accounts that house them.

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.



The screenshot shows the FTIFNDH form with the following data:

| Level | Fund Code | Description |
|-------|-----------|----------------------|
| 5 | 341303 | Montana Island Lodge |
| 4 | 341300 | Rentals |
| 3 | 34000P | Auxiliary Pledged |
| 2 | 340000 | Auxiliary - UMM |

Predecessor Fund = The next level (Fund Code) the fund in the Key block will roll to. Note: This does NOT represent the highest level fund in the hierarchy for this particular fund!

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).

F **O** APAL Fields – Organization

What is an Organization?

Organizations are UM departments, or other units of budgetary responsibility. Each has a six-character 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 |

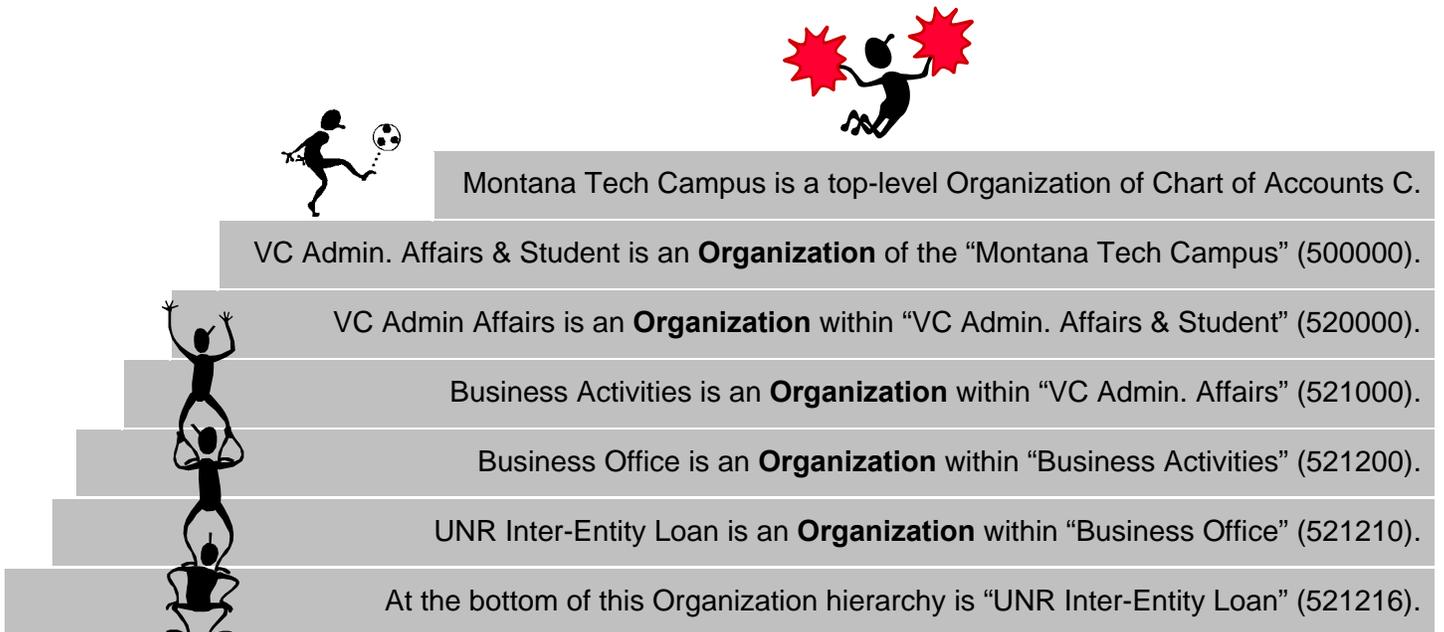


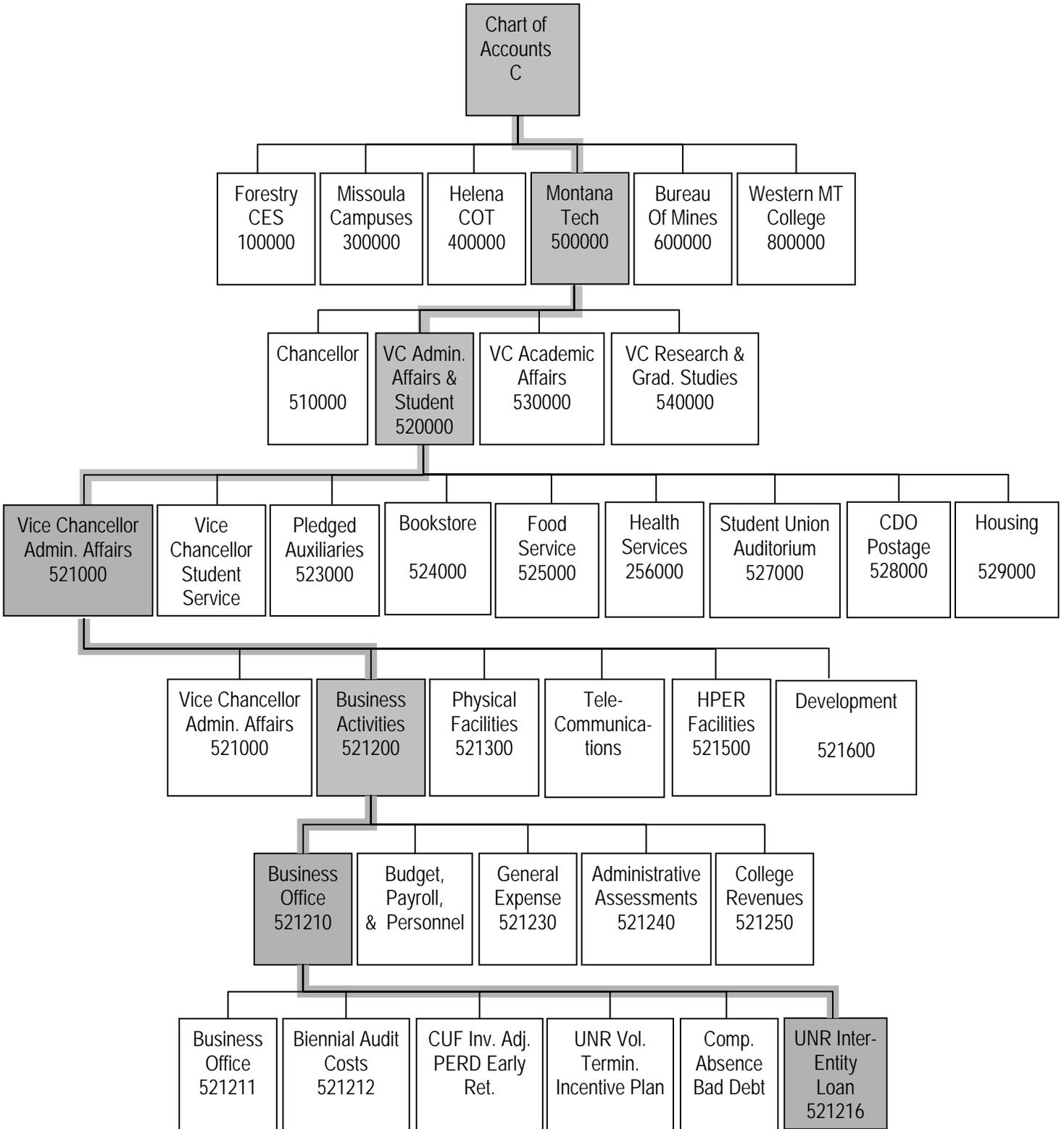
Organization “Rollup” Hierarchy

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).





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

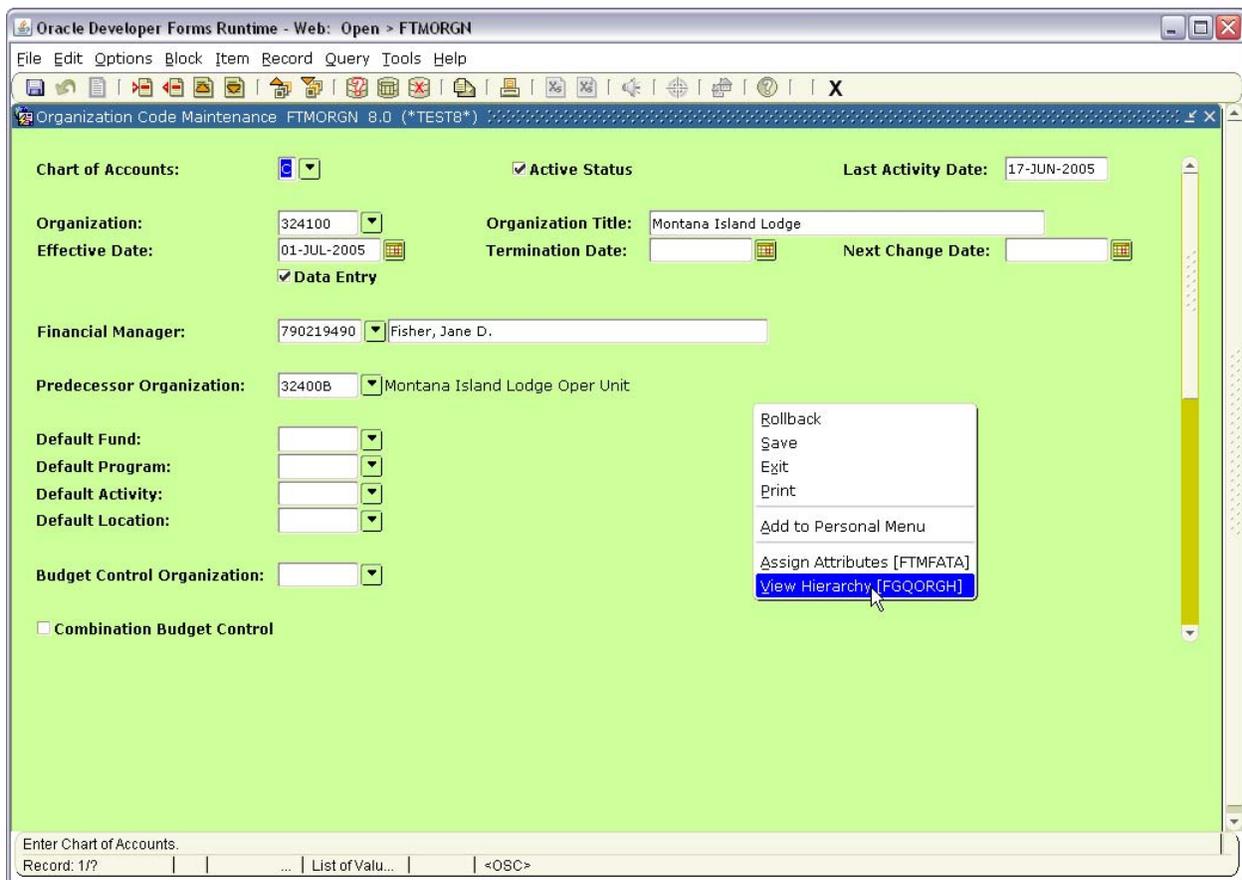
1. Type FTMORGN in the Direct Access box of the Main Menu form. Press .
2. Once in the form, press the F7 key to put the form in Query Mode.
3. Enter the Organization code you want to query into the Organization field.
4. Press F8 to execute the query.

- OR -

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.



The screenshot shows the Oracle Developer Forms Runtime interface for the FTMORGN form. The form is titled "Organization Code Maintenance FTMORGN 8.0 (*TEST8*)". It contains several fields and options:

- Chart of Accounts:** A dropdown menu with a blue 'C' icon.
- Active Status:** A checked checkbox.
- Last Activity Date:** A text field containing "17-JUN-2005".
- Organization:** A dropdown menu with "324100" selected.
- Organization Title:** A text field containing "Montana Island Lodge".
- Effective Date:** A text field containing "01-JUL-2005" with a calendar icon.
- Termination Date:** A text field with a calendar icon.
- Next Change Date:** A text field with a calendar icon.
- Data Entry:** A checked checkbox.
- Financial Manager:** A text field containing "790219490" and "Fisher, Jane D." with a dropdown arrow.
- Predecessor Organization:** A dropdown menu with "32400B" and "Montana Island Lodge Oper Unit" selected.
- Default Fund:** A dropdown menu.
- Default Program:** A dropdown menu.
- Default Activity:** A dropdown menu.
- Default Location:** A dropdown menu.
- Budget Control Organization:** A dropdown menu.
- Combination Budget Control:** An unchecked checkbox.

A context menu is open over the "View Hierarchy [FGQORGH]" option, showing the following items:

- Rollback
- Save
- Exit
- Print
- Add to Personal Menu
- Assign Attributes [FTMFATA]
- View Hierarchy [FGQORGH]

The status bar at the bottom shows "Enter Chart of Accounts." and "Record: 1/?".

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 .
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.

The screenshot shows the Oracle Developer Forms Runtime window for the FTIORGH form. The form is titled "Organization Hierarchy FGQORGH 8.0 (*TEST8*)". At the top, there are fields for "COA: C" and "Organization: 324100 Montana Island Lodge". Below this, the "Predecessor Organization" is listed as "32400B Montana Island Lodge Oper Unit". The main part of the form displays a hierarchy of organization levels:

| | | |
|-------------------|--------|--------------------------------|
| Campus | 300000 | University of Montana-Missoula |
| Executive Officer | 320000 | VP Administration & Finance |
| Functional Unit | 324000 | Montana Island Lodge |
| | 32400B | Montana Island Lodge Oper Unit |
| | 324100 | Montana Island Lodge |
| | | |
| | | |
| | | |

An arrow points from the text on the right to the "Predecessor Organization" field.

Predecessor Organization = The next level (Org Code) the Org in the Key block will roll to. Note: This does **NOT** 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).

FOA PAL Fields – Account

What is an Account?

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 | } Balance Sheet Accounts |
| 2 = Liabilities | 4 digits | <u>2</u> xxx | |
| 4 = Fund Balance | 4 digits | <u>4</u> xxx | |
| 5 = Revenue | 5-6 digits | <u>5</u> xxxxx | } Operating Accounts |
| 6 = Expense | 5 digits | <u>6</u> xxxx | |

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 |

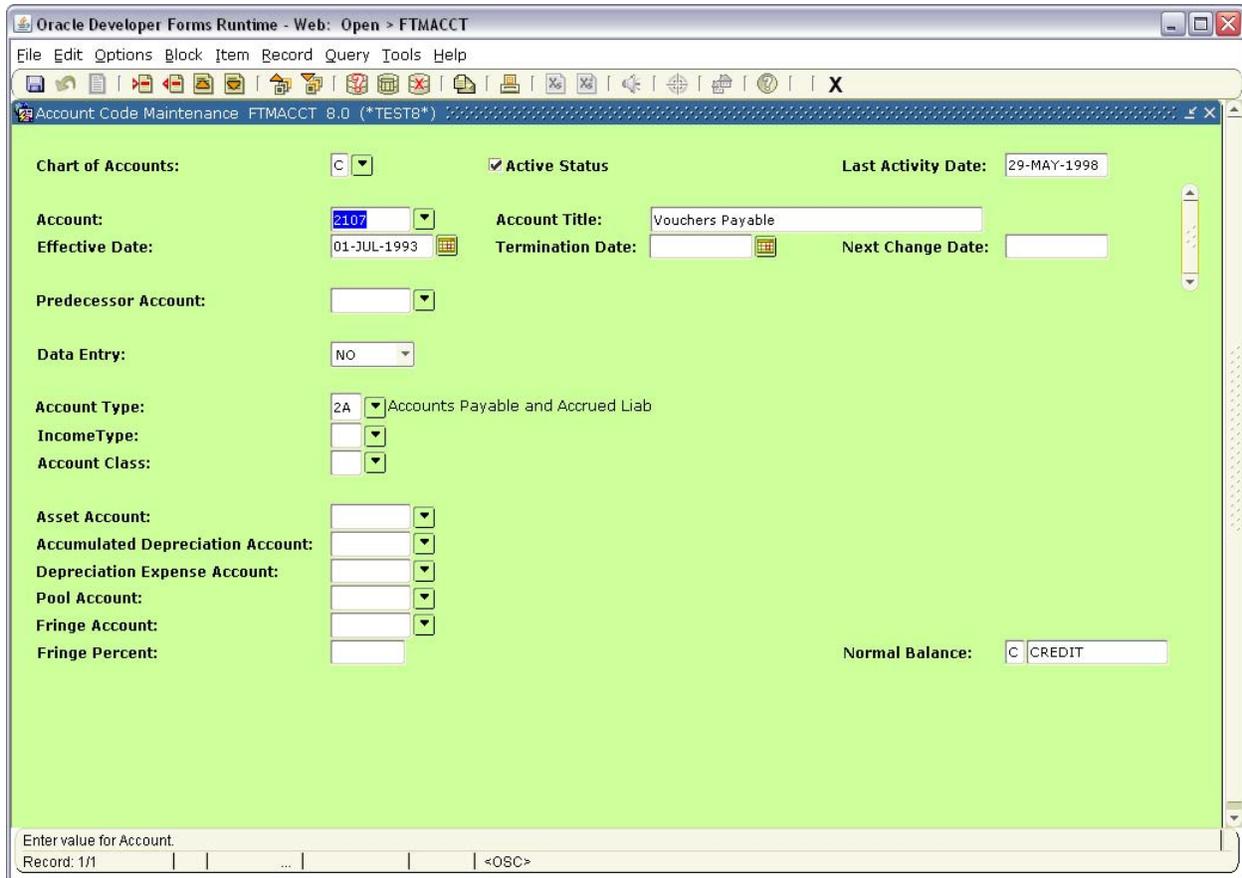


Querying Accounts

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.



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

| ACCOUNT | DESCRIPTION | COMMENTS |
|---------------------------------|---|---------------------------------|
| Contracted Services | | |
| 62102 | Consult & Prof Services | Processed thru Accounts Payable |
| 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 |
| 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 Provider | |
| 62196 | Printing/Pub&Graph-Training | |
| 62197 | Printing/Other Prov-Training | |
| Supplies | | |
| 62204 | Educational Supplies | General Classroom supplies |
| 62208 | Laboratory Equip<5000 & Supplies | Non-IT (Computers) |
| 62210 | Minor Equipment | |
| 62214 | Printing Supplies/Non-paper | |
| 62225 | Books and Reference Materials/Non-Library | |
| 62226 | Paper-Central Stores | |
| 62233 | Paper-Non State Provider | |
| 62236 | Office Supplies/Central Stores | |
| 62238 | Minor office equipment | Does not include computers |
| 62241 | Office Supplies | |
| 62245 | Minor Equip-comp hardware<5000 | |
| 62249 | Minor Software | |
| 62267 | Paper Products(Non-printing products) | |
| Travel | | |
| 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 |
| Repair & Maintenance | | |
| 62750 | Maintenance Contracts | Processed by Purchasing |
| Other Expenses | | |
| 62801 | Dues | |
| 62802 | Subscriptions | |
| 62809 | Ed. Training Costs-Ed. Training | Staff development |
| 62810 | Relocation | Faculty & Staff /Processed by |
| 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 | |
| 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 | |

Additional account codes are available for use. Please contact your fund accountant if 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.

Note: The FTMPROG 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?

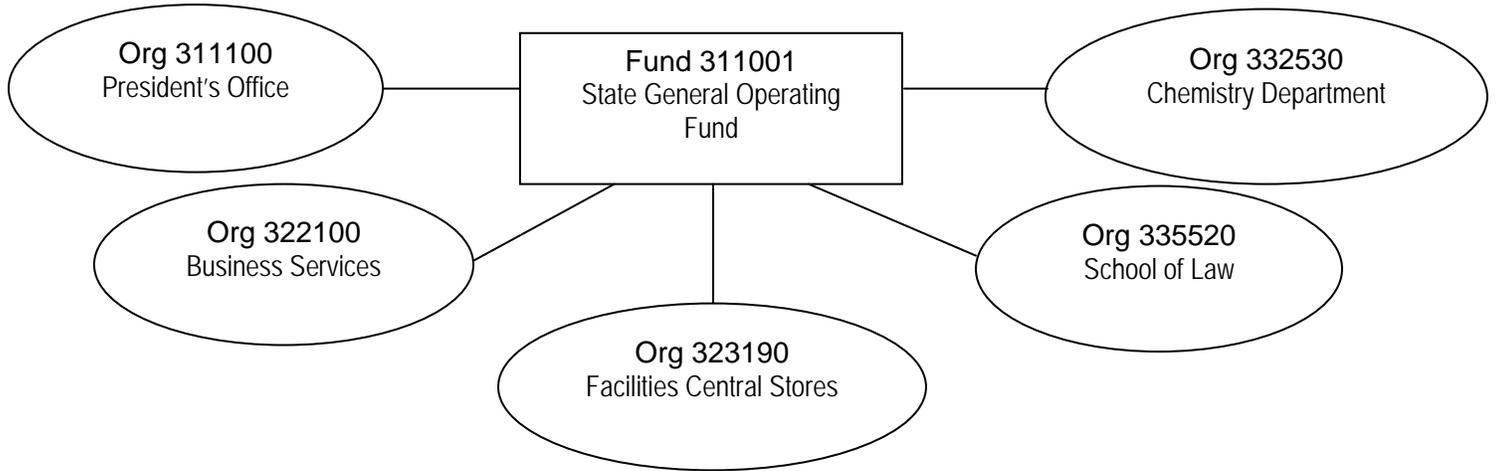
A **Location** code is used to indicate the physical location of **Fixed Assets** valued at \$5,000 or more.



Relationships - Funds and Organizations

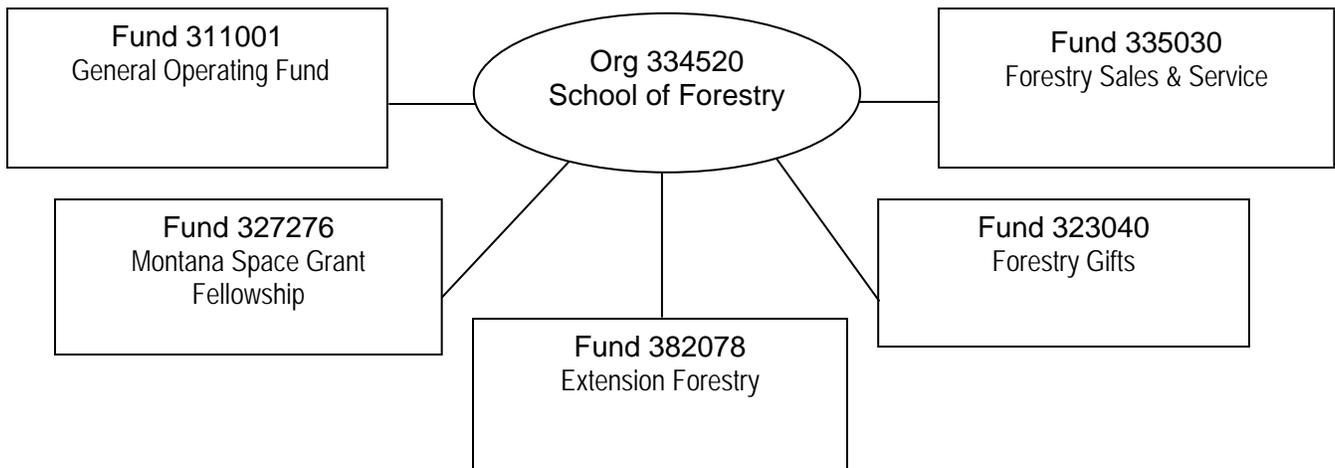
One Fund to many Organizations

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.



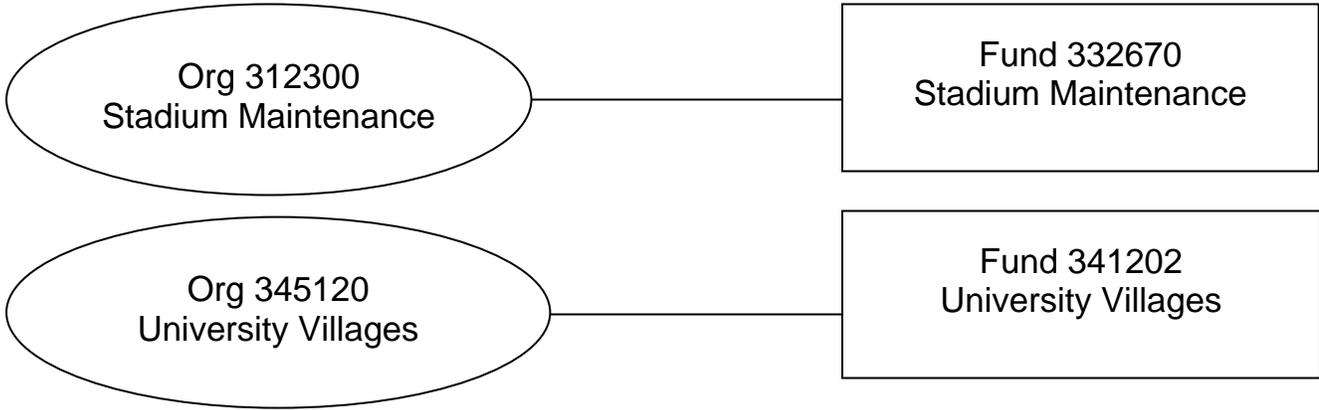
One Organization to Many Funds

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 one-on-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.

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

| Chart of Accounts | Account Index Code | Title | Status | Effective Date | Termination Date |
|-------------------|--------------------|-------------------------------------|--------|----------------|------------------|
| C | MAF104 | 812 UM Rodeo Fund Endowed | A | 01-JUL-2001 | |
| C | MAF104 | 812 UM Rodeo Fund Endowed | A | 01-JUL-2007 | |
| C | MAF105 | 60K W.B. Cook Rodeo Team Scholarshi | A | 01-JUL-2001 | |
| C | MAF105 | 60K W.B. Cook Rodeo Team Scholarshi | A | 01-JUL-2007 | |
| C | MAF601 | Administration & Finance R&R | A | 15-JUN-1999 | |
| C | MAF601 | Administration & Finance R&R | A | 01-JUL-2007 | |
| C | MAF602 | Salmon Lake R & R | A | 15-JUN-1999 | |
| C | MAF602 | Montana Island Lodge R & R | A | 01-JUL-2005 | |
| C | MAF602 | Montana Island Lodge R & R | A | 01-JUL-2007 | |
| C | MAF603 | Institutional R & R | A | 01-JUL-1999 | |
| C | MAF603 | Institutional R & R | A | 01-JUL-2007 | |
| C | MAF604 | CF/Employment Admin & Finance | A | 01-MAY-2005 | |
| C | 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 | |
| C | MAF612 | Anderson Hall Equip Funding -FY09 | A | 01-JUL-2007 | |
| C | MAF612 | Anderson Hall Equip Funding -FY09 | I | 01-DEC-2008 | |
| C | 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 | |
| C | MAF805 | Beverage Contract | A | 01-JUL-2002 | |
| C | MAF805 | Beverage Contract | A | 01-JUL-2007 | |

Example: Montana Island Lodge

| | | | |
|-------------------|---------------|---------------------------------------|--|
| Index Code | MAF602 | Montana Island Lodge R & R | This Index Code is tied to a Plant Fund (2 nd position = 7). Fund Type 7 = Plant Fund |
| Fund | 372809 | Montana Island Lodge R & R | |
| Org | 324100 | Montana Island Lodge | |
| Program | UN70 | Plant-F&A Unallowable | |
| Index Code | MAF801 | Montana Island Lodge | This Index Code is tied to an Auxiliary Fund (2 nd position = 4) Fund Type 4 = Auxiliary |
| Fund | 341303 | Montana Island Lodge | |
| Org | 324100 | Montana Island Lodge | |
| Program | OI10 | Auxiliary-F&A Other Institu Actv | |

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)

* 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

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

Example: **MAFT03**

M **AF** **I** **03**
 Missoula Admin & Finance Institutional Support Sequential Number

| Index Code | MAFT03 | A&F Staff Development |
|------------|---------------|-------------------------------|
| Fund | 311001 | 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**

M **IT** **003**
 Missoula Information Technology Sequential Number

| Index Code | MIT003 | CIS / Client Services |
|------------|---------------|---------------------------------|
| Fund | 337620 | CIS Client Services |
| Org | 351110 | Info Technology Administration |
| Program | SF04 | Special Service Facility – A.S. |

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**

M **24044**
 Missoula Fund Code 324004 with the 1st digit dropped

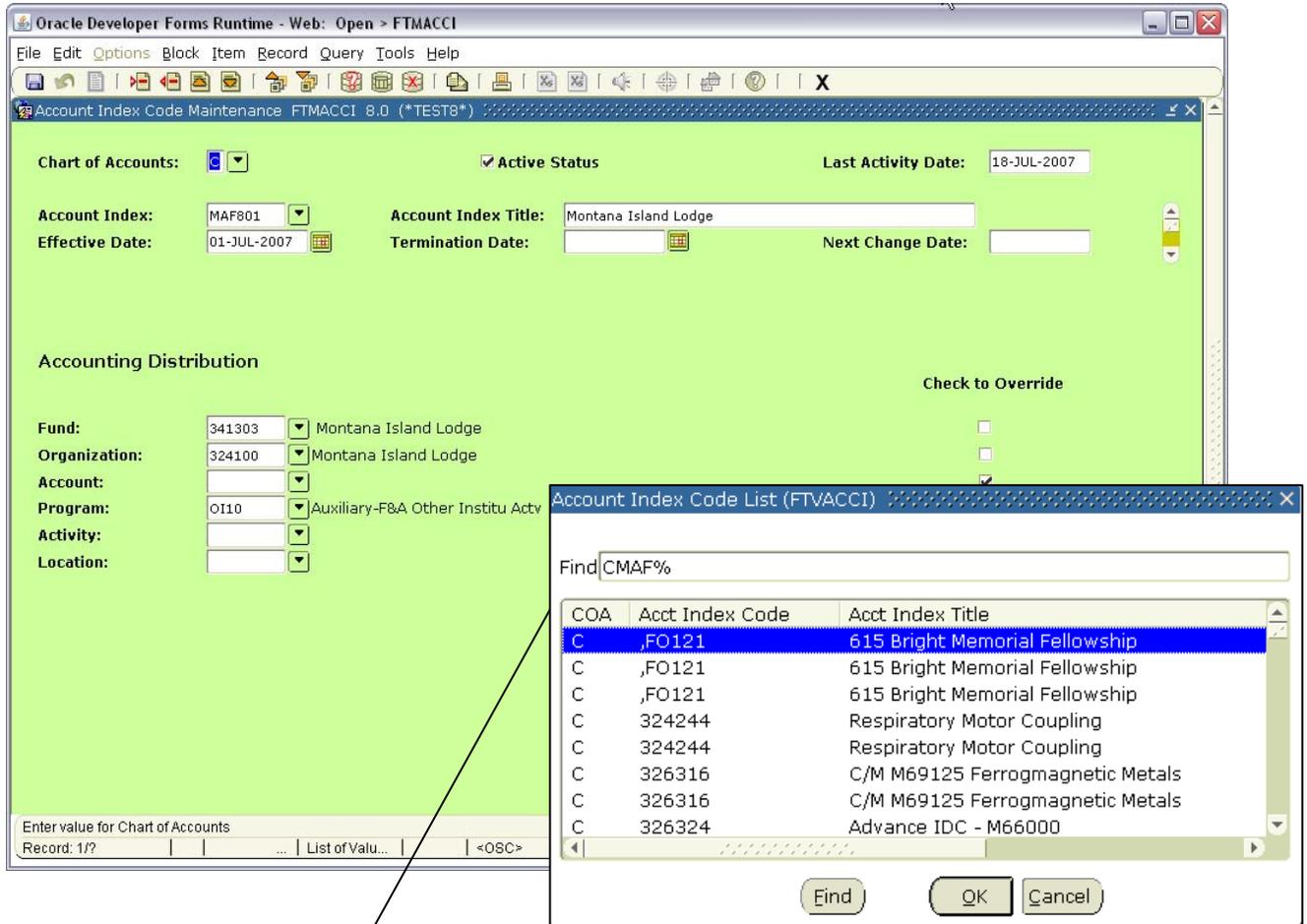
| Index Code | M24044 | HIV Vaccine Immunogens |
|------------|---------------|-------------------------------|
| Fund | 324044 | HIV Vaccine Immunogens |
| Org | 366100 | Biotechnology Center |
| Program | OR02 | Organized Research |

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.



Account Index Code List (FTVACCI)

| COA | Acct Index Code | Acct Index Title |
|-----|-----------------|---------------------------------|
| C | ,FO121 | 615 Bright Memorial Fellowship |
| C | ,FO121 | 615 Bright Memorial Fellowship |
| C | ,FO121 | 615 Bright Memorial Fellowship |
| C | 324244 | Respiratory Motor Coupling |
| C | 324244 | Respiratory Motor Coupling |
| C | 326316 | C/M M69125 Ferromagnetic Metals |
| C | 326316 | C/M M69125 Ferromagnetic Metals |
| C | 326324 | Advance IDC - M66000 |

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.

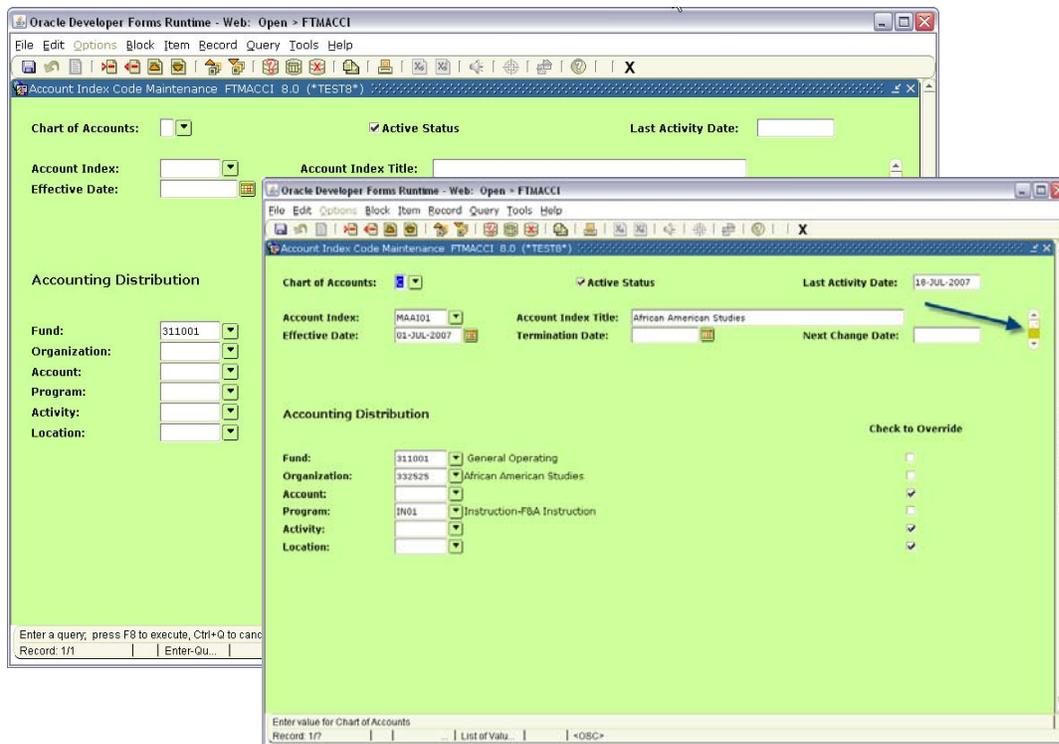
Query by Fund/Org combination

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



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 bannerhelp@mso.umt.edu.

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 <http://www.umt.edu/it/training> 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: <http://www.umt.edu/bannersupport/>
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 **NOT** 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).

