

FINANCE SELF SERVICE QUICK REFERENCE

FOAPAL QUICK REFERENCE SHEET

- Fund:** Most departments at the University of St. Thomas will use the general unrestricted operating fund, or Fund 12. However, many departments receive restricted grants or gift funds that use unique fund designations. You will be able to search for specific funds that you have access to within the self-service module.
- Organization:** The organization code is based on the organizational chart of the University of St. Thomas and is also part of the basic security of Banner. Individuals will be authorized to access specific organizations based on where they fit in the organizational structure and may only perform accounting functions within their assigned organizations. Examples of organizations include the Art History department, Biology, Controller's office, etc.
- Account:** The account code is used to specify the natural classification of revenue and expense activities. Examples of account codes include tuition revenue, travel expense, supplies, etc.
- Program:** The program code is used for University of St. Thomas financial reporting purposes. This code will default into your accounting distribution information when you use the index codes provided to you. If the program does not automatically default, please contact the Controller's office.
- Activity:** The activity code is not actively used by most departments at the University of St. Thomas. However, if your department would like to track a particular activity within budgeted operations, the Controller's office can setup an activity code that the department can use to track things such as seminars or events.
- Location:** The location code defines the physical location at the University of St. Thomas. The location code is broad based (Aquinas Hall versus Aquinas Hall Room #219). Most users will only need to populate the location code when making Capital Asset purchases.
- Index:** Index codes have been established to help alleviate Banner users from having to remember all elements of the FOAP when they create purchase requisitions or do other accounting entries. If you are using a restricted fund, your index code is the same as your fund number. When you enter your fund code as an index code, the Organization and Program will automatically populate. If you want to use budgeted departmental funds, you use your organizational code as the index, and the fund (12) as well as the program will automatically populate. In both cases, you will always need to populate the account field manually.