Chart of Account

Using FOAPAL Codes in Banner
Learn about the Chart of Account in Banner Finance
Banner Finance Chart of Account

The terms you know in FRS have changed

Banner Finance has seven elements in the chart of account structure, which includes:

- Account Numbers are
- Department Codes are
- Subcodes are (object or item codes)
- Revenue Source & Expense Purpose Codes are

- Fund Codes
- Organization Codes
- Account Codes
- Program Codes
- Activity Codes (new capability)
- Location Codes (new capability)
- Chart Code

The chart code is defined as ‘1’ and will often default to that value in the system. If you need to enter the chart code, always use ‘1’ for the value.

EXAMPLE

If the Accounting Office is purchasing supplies, the FOAPAL for the transaction would be

1. 100100 FUND CODE
2. 132020 ORGANIZATION CODE
3. 733010 ACCOUNT CODE
4. 2006 PROGRAM CODE
5. OPTIONAL ACTIVITY CODE
6. OPTIONAL LOCATION CODE
What is FOAPAL?

FOAPAL is an acronym used to quickly refer to the NEW chart of account structure in Banner Finance. To make the transition to the new codes easier, we have created an FRS to FOAPAL Converter. The converter will translate your FRS codes into the new FOAPAL values. You will use FOAPAL values in the Banner Finance and Purchasing systems.

**FOAPAL**

- **Fund Codes** represent different funding sources for the university. In order for Banner to calculate a fund balance, a distinct fund code must be used. Restricted funds, like grants, use different fund codes. The most used fund code will be the general fund 100100.

- **Organization Codes** represent an administrative office, a unit of budgetary responsibility, or a department. It is normally used to define ‘WHO’ spends the money. All organization codes are six digits. For example, the organization code for the Accounting Office is 132020.

- **Account Codes** can represent an asset, liability, fund balance, income, labor, expenditure, or transfer. All account codes are six digits. For example, the account code for supplies expense is 733010.

- **Program Codes** represent the source of income or the purpose of the expenditure. All program codes are four digits. For example, the program code for institutional support is 2006.

- **Activity Codes** can be used to further define an object of expenditure, like, temporary units of work, subsidiary functional classifications, or short duration projects. Activity codes are often used to account for tracking of special events. All activity codes are six digits. Use of this code is optional.

- **Location Codes** are used to specify an assigned physical location of an asset being purchased. A location code is required on any transaction that is recorded to a major equipment account code.

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### Example

If the Accounting Office is purchasing supplies, the FOAPAL for the transaction would be

<table>
<thead>
<tr>
<th>100100</th>
<th>132020</th>
<th>733010</th>
<th>2006</th>
<th>OPTIONAL</th>
<th>OPTIONAL</th>
</tr>
</thead>
</table>

**Hints:**
- Similar to FRS Account Number
- Similar to FRS department number
- Represents the same information as the FRS subcode or object code
- Similar to the purpose code in FRS
- FRS subcodes in the 6000 range
FRS to FOAPAL Converter

To make the transition easier, the FRS to FOAPAL Converter will translate your FRS codes into the new FOAPAL values. You will use FOAPAL values in the Banner Finance and Purchasing systems.

1. From the Banner Main Menu, select FRS to FOAPAL Converter.
2. Enter the FRS fund, account, and subcodes in the labeled fields.
3. Click on CROSSWALK.
4. Look for the results in the shaded area.

Keep It Simple

Create a cheat sheet by converting all of your old codes now. Store the new codes in a text document or spreadsheet to reference whenever ever you need them.

Save the file on your computer or print and laminate a copy of it to keep as a quick reference to the new FOAPAL values for your department or office.

A link to the FRS to FOAPAL Converter can be found on the Banner Main Menu, or directly at http://cbs.iweb.bsu.edu/frstobanner.htm