CHART V

FOR EMPLOYEES IN NON-FINANCE POSITIONS

Linda Campos, AVP for Finance/Controller
Trina Mahoney, Budget Director
TODAY’S AGENDA

Reminder: Fiscal Stewardship
Chart V – What and Why
Terminology
Fund Types and codes
Organization codes
Index – what it is and what it isn’t
Report changes – VandalWeb Finance Self-Service
Reminder: What you can do
Resources
Time for questions!
FISCAL STEWARDSHIP

All assets, financial and otherwise, are owned by the University/its Board of Regents. As employees of the University it is our duty to act as responsible stewards of these assets.

Division of Finance and Administration Responsibilities: Provide strategic direction for linking budget and financial processes to the University Strategic Plan and serve as the principal financial offices of the University.

College/Unit Responsibilities:

- Ensuring that the unit implements, maintains, and follows proper administrative accounting and financial procedures
- Providing access to training for individuals who will be on the “front lines”
- Ensuring that line items are reviewed and reconciled regularly
The University’s Chart of Accounts is how we record financial transactions to create the book of record for financial reporting.

The goal of the Chart V conversion is to simplify and streamline how financial information is maintained in order to encapsulate more of the reporting needs across campus, thus eliminating shadow systems where possible.
<table>
<thead>
<tr>
<th><strong>ORG</strong></th>
<th>Short for Organization = <strong>Who</strong> is responsible for the funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDEX</strong></td>
<td>Shortcut code that contains the string: Fund, Org, Program, Activity and Location</td>
</tr>
<tr>
<td><strong>BUDGET</strong></td>
<td>A spending plan or spending authority. NOT to be confused with INDEX</td>
</tr>
<tr>
<td><strong>ACCOUNT</strong></td>
<td>Category identifying the “natural” type of transaction (asset, revenue, expense, transfer…)</td>
</tr>
<tr>
<td><strong>LEVEL</strong></td>
<td>Refers to the hierarchy in the Chart – used most frequently in reference to ORGs</td>
</tr>
<tr>
<td><strong>POOL</strong></td>
<td>A grouping of expense ACCOUNTS for aggregate budget availability (NSF) checking</td>
</tr>
</tbody>
</table>

We recommend that you keep a list of your **Indexes** handy – this is what you will reference most often. If you work with grants, local service other non-Gen Ed funds, you should also have a list of your funds within close reach.
The Banner system’s Chart of Accounts classifies financial transactions using an alpha/numeric system called a FOAPAL string. U of I utilizes the **Index** field that shortcuts the keystrokes for entering transactions into the FOAPAL string.

### FOAPAL

<table>
<thead>
<tr>
<th>F</th>
<th>O</th>
<th>A</th>
<th>P</th>
<th>A</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund</strong></td>
<td><strong>Organization</strong></td>
<td><strong>Account</strong></td>
<td><strong>Program</strong></td>
<td><strong>Activity</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><em>Where did the money come from?</em></td>
<td><em>Who is responsible for the money?</em></td>
<td><em>What kind of transaction is taking place?</em></td>
<td><em>How does this transaction compare to other Universities?</em></td>
<td>Tracking for department-specific activities (optional)</td>
<td>Primarily for fixed asset location identifications.</td>
</tr>
<tr>
<td>6 digits</td>
<td>3 digits</td>
<td>4-6 characters</td>
<td>5 characters</td>
<td>6 characters</td>
<td>Included in Index, if used</td>
</tr>
</tbody>
</table>

- **Fund**: 6 digits included in Index
- **Organization**: 3 digits included in Index
- **Account**: 4-6 characters included in Index
- **Program**: 5 characters included in Index
- **Activity**: 6 characters included in Index
- **Location**: Included in Index, if used
WHAT CHANGED?

ORGS
- You have one ORG for your department
- 3-digit code and randomly assigned
- No longer identical to your Index

Funds
- In most cases only the code changed
- Some new fund types (categories) were added
- Only the first two digits hold meaning (fund type)

Coding structure has changed

Business process changes such as NSF checking

Reports
WHAT KIND OF FUND IS IT?

The first two digits in the fund code indicates the funding source. The most commonly used fund types University-wide are as follows:

10: General Education (backed by state appropriations, tuition, land grant endowment funding). Ex: 100000

12: Local Service (backed by revenue generating activities you are engaged in). This will also include F&A Dept Return and Start-up. Ex: 120798

16: Student Fees (backed by student fee revenue such as web fees, certain activity fees, etc.), and Lab & Course Fees (backed by lab & course fees approved through the Academic Affairs process) Ex: 160238 and 160295

21: Gifts (backed by donations/endowments received through the UI Foundation). Ex: 210515

22: Grants and Contracts (backed by external funding awarded via competitive/ proposal process). Ex: 220986
The ORG code differs from the old “department” code in that transactions actually post to this code.

The 4-digit college/unit code is a roll-up – data does not actually post to this code but is easily queried with it.
REPORTING....a work in progress

VandalWeb – Finance Self-Service

Banner reports

Argos reports

Impact of Banner 9 beginning October 2018

Looking forward
The Office of Sponsored Programs manages the reporting specific to grants and contracts. If you are responsible for managing any grant budgets please visit their website or work with your financial support staff to determine what tools are available to you:

www.uidaho.edu/research/faculty/manage-award
WHAT CAN YOU DO:

• Know your fiscal contacts. Who within your department/college/division can provide you with information?

• Know your indexes and your funds. Work with your fiscal contact to learn which you are responsible for. This should include all applicable fund types.

• Know your college policies. Each college had unique policies that the Budget Office or other central fiscal offices may not be aware of. When you meet with your fiscal contact ask about these policies and how they may impact your budgets.

• Be actively involved from the start. Meet with your fiscal contact now and stay engaged during the year to avoid year-end issues.

• Monthly reports on budget status keep you informed and provide opportunity to identify incorrect charges in a timely manner.
Banner Resources

U of I has updated the chart of accounts in Banner, effective July 1, 2018 (for FY19 transactions). The old Chart 9 had been in place since Banner was implemented in 1994. The new chart is named Chart V. This project to modernize the chart began in August 2016 and was designed with the following goals in mind:

1. Reduce redundancy in the chart of accounts.
2. Reduce customization in Banner to enable use of baseline features and support future upgrades.
3. Enable more standardized reporting at higher levels in the organization.

Even as of the go live date of July 1, 2018, there is still work to be done to meet the needs of campus: updating Banner reports to work with Chart V, new Argos reports, training for current and new staff, etc. This page will communicate the latest information related to this project. Please check back periodically.

Report updates are posted here...

http://www.uidaho.edu/finance/controller/banner-resources

Chart V Training Materials

- Fund Types and Fund Levels PDF
- Learning Activity - Argos PDF
- Terminology PDF
- Powerpoint Presentation PDF

Chart V Training: June 2018

Reference material

Training video for deeper-dive into Chart V and reporting

Will be updated regularly as new information is available.
QUESTIONS?