



BEFORE WE GET STARTED

TERMINOLOGY

ORG	Short for Organization = Who is responsible for the funds
INDEX	Shortcut code that contains the string: Fund, Org, Program, Activity and Location
BUDGET	A spending plan or spending authority. NOT to be confused with INDEX
ACCOUNT	"Natural" category identifying the type of transaction (asset, revenue, expense, transfer...)
LEVEL	Refers to the hierarchy in the Chart – used most frequently in reference to ORGs
POOL	A grouping of expense ACCOUNTS for aggregate budget availability (NSF) checking
ATTRIBUTE	Additional values associated to chart elements to enable reporting in a different manner than is driven by the chart hierarchy for that element



FOAPAL

The Banner system's Chart of Accounts classifies 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.

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