

QUICK REFERENCE GUIDE

INDEXES

- Resources can be found here: <https://www.uidaho.edu/finance/controller/general-accounting>
- When filling out the “Chart V – New Fund/Index Request Form” remember the following:
 - Use the drop-down option for the Org and Fund Type fields
 - Be as detailed as possible in the purpose box
 - If using an existing fund, please specify and be very clear in the fund space.

Fund Transfers

- Refer to the instructions frequently. There are a lot of rules that go with fund transfers that are in the instructions. Some we see often in fund type 12.
 - 121 – Internal Vandal Strategic Loan Funds – these are completed by general accounting with budget office approval.
 - 122 – F&A Returns – Transfers between 122 funds are allowed, transfers *into* fund 122 from other fund types are not allowed, transfers out of 122 funds can be completed by general accounting with budget office approval.
 - 123 – Start-up/Special Initiative Funds – these are completed by general accounting with budget office approval.
 - Examples of transfers that *are* allowed:
 - 120 to 123
 - 120 to 120
 - 1R to 123
 - 1R to 120
- 1S and 1R type funds are unique, but transfers can be completed by departments. For these transfers, you can only transfer between other 1R or 1S funds and only use F9222 for both the to and from side of the transactions. Transfers into 1R and 1S funds are not allowed. Transfers out of 1R and 1S into another fund type must be completed by general accounting with approval from the budget office.

FOAPAL

- F – FUND
- O – ORG
- A – ACCOUNT CODE
- P – PROGRAM CODE
- A – ACTIVITY CODE
- L – LOCATION CODE

The key thing to remember when looking at an Index is that an index is just a shortcut. When entering an index, what that tells Banner is that you want a certain set of FOAPAL information to automatically pull. These are set up by general accounting using the index request form. Certain parts of an index cannot be changed, this includes the fund, org, and program code. All other information can be adjusted to fit the need of the transaction.

The account code will never automatically pull, you will have to choose the correct account code for the transaction you're doing.

Our main way to communicate disapproval of journals is through Banner Messages. Please check those frequently.

Please contact general accounting (gnrlacctg@uidaho.edu) if you have any additional questions or concerns. We are here to help!