What is a FOAPAL?
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• FOAPAL = an acronym unique to the Banner system
• Describes each of the six elements (accounting codes) of our Chart of Accounts
• Necessary to process purchases in Deacon Depot.

F – Fund*
O – Organization*
A – Account*
P – Program*
A – Activity Code
L – Location Code

* - These elements are required.
• “Pot of money” that is kept track of separately
• Known as “source” of funds or “how” funds came to be
• May be unrestricted or restricted
• May be specific to one department or shared by many departments (e.g., the University operating fund – 111111)

<table>
<thead>
<tr>
<th>Naming Convention</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Axxxxx</td>
<td>Agency Funds</td>
</tr>
<tr>
<td>CGxxxx</td>
<td>Center Grant Funds</td>
</tr>
<tr>
<td>Dxxxxx</td>
<td>Designated Funds</td>
</tr>
<tr>
<td>ERxxxxx</td>
<td>Endowed Restricted Funds</td>
</tr>
<tr>
<td>Pxxxxx</td>
<td>Project Funds</td>
</tr>
<tr>
<td>RCxxxxx</td>
<td>Restricted Contributions</td>
</tr>
<tr>
<td>RGxxxxx</td>
<td>Restricted Grant Funds</td>
</tr>
<tr>
<td>SLxxxxx</td>
<td>Student Loan Funds</td>
</tr>
<tr>
<td>SUxxxxx</td>
<td>Start Up Funds</td>
</tr>
</tbody>
</table>
• Indicates budget or unit of responsibility (department)
• Defines who spends the money
• Select or enter your department if using the unrestricted fund (111111)
• Defaults in when choosing fund types other than unrestricted
• Defines what the funds are being spent on
  – Assets (1xxxx)
  – Liabilities (2xxxx)
  – Expenses (5xxxx)

Examples

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td>15010</td>
<td>Inventory</td>
</tr>
<tr>
<td>Liabilities</td>
<td>21507</td>
<td>Deposits – Agency Funds</td>
</tr>
<tr>
<td>Expenses</td>
<td>53010</td>
<td>Supplies</td>
</tr>
</tbody>
</table>
• Defines purpose/reason for a transaction:
  – Instruction, Research, Administrative, etc
• Set by NACUBO – a Pseudo standard-setting body for how higher education financial statements should be organized.
• No need to select in Deacon Depot – system will auto-populate.
Activity

- Use is optional
- Often referred to as “Ucodes”
- Typically used to account for special projects or events
  - Graduation
  - Freshman orientation
  - Speaker series
- Can involve one or multiple departments
• Use is optional
• Represents physical locations for fixed assets or maintenance costs