



University
of Idaho

CHART V

FOR EMPLOYEES IN NON-FINANCE POSITIONS

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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

CHART V

WHAT IS IT AND WHY DID IT CHANGE?

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.

TERMINOLOGY



ORG	Short for Organization = <u>Who</u> 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	Category identifying the “natural” 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

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.



FOAPAL

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.

F	O	A	P	A	L
Fund	Organization	Account	Program	Activity	Location
<i>Where</i> did the money come from?	<i>Who</i> is responsible for the money?	<i>What</i> kind of transaction is taking place?	<i>How</i> 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

CHART V

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**



ORGANIZATION (ORG) HIERARCHY

College of Science
3984

- CMCI
772
- Geological Sciences
804
- Mathematics
811
- INBRE
825
- Biological Sciences
834
- College of Sciences-Admin
841
- UWP-Bioinfo & Computational Bio
859
- Department of Statistics
868
- Department of Statistics
877
- Physics
880
- Chemistry
887

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



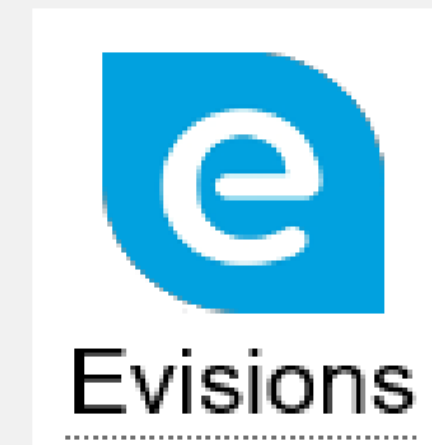
VandalWeb – Finance Self-Service



Banner reports



Argos reports



Impact of Banner 9 beginning October 2018

Looking forward



BUDGET INFORMATION – GRANTS & CONTRACTS

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.
4. Better support for accounting and reporting standards changes.

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.

Chart V Training Materials

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



Reference material



Training video for deeper-dive into Chart V and reporting

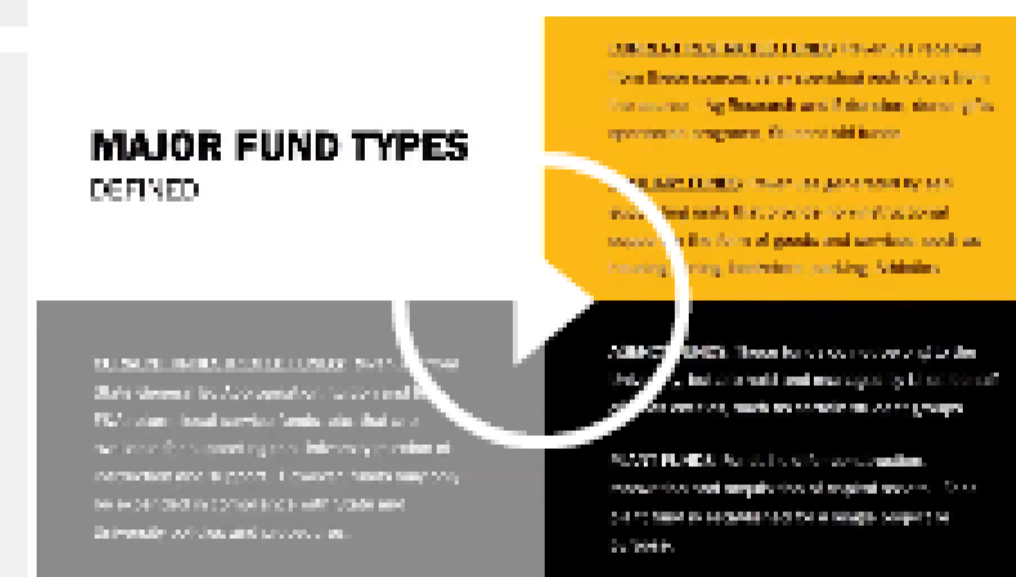


Chart V Training: June 2018

Report Updates

July 1, 2018

Argos reports have been moved into the Argos Finance/Production/Departmental Financial Reporting directory.

Report updates are posted here...



Will be updated regularly as new information is available.

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



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QUESTIONS?