Chart of Accounts Introduction
• Spending authority is derived from a budget

• **Operating (Fund 1001)** - This is the main source of money for academic departments. Funds come from tuition and fees. These are defined by a unique Org code.

• **Grants** - State or Federal Funds restricted to approved expenditures within the Grant’s budget. These are defined by a unique fund number.
  – Originally, these were 5-digit,
  – However, ORA is now employing new 6-digit fund numbers beginning in a ‘4’. Each research center has a common Org code used for its grants; ORA will provide this information when a grant is set up.
  – i.e. 400027

• **Foundation** – Private gifts go through the Foundation.
  – New foundation funds are 6 digits long, begin with a 6 and use a common Org code.
  – Some areas still use fund 2710 and a unique Org code to define their account, although we are migrating these to the unique fund model.
‘Account’ Types – Fund Balance

• Spending authority is derived from the available dollar balance in Fund Balance.

• **Professional Development Funds** - Individual funds set aside for awards granted to faculty and staff for professional development.

• **Research Development Funds** - Funded by IDC return and fixed price agreement closeout.

• **Auxiliary Funds** - Funds that create revenue through auxiliary activities, similar to small businesses.
  – New auxiliary funds are 6 digits long, begin with a 3 and use a common Org code. i.e 332345
  – Some areas still use the older 4 digit funds beginning with a 3 and a unique Org code to define their account, although we are migrating these to the unique fund model.

• **Agency Funds** – Include some student clubs, professional societies (and conferences they sponsor), and other non-CSM organizations that we keep records for. These funds are not considered part of CSM’s reportable assets but still must follow state fiscal rules.
  – 6 digit fund numbers beginning with an 8
What is a FOAP?

- FOAP is the acronym used for the ‘account’ structure in Banner Finance and represents the following:
  - F - Fund
  - O - Organization (Org)
  - A - Account Code
  - P - Program

- Every FOAP has a ‘unique’ identifier (either Fund or Org)
- INDEX Codes (short cuts), more on them later.

• This is your ‘account’
The Fund is basically the source of money. In other words, it is where the money comes from.

Your Fund is closely tied to your Org to define your “Account.”

We classify Funds as either Fund Balance or Budget Funded:

- **Fund** Balance accounts have cash transferred in, or bring in revenue, to pay for expenses. Money left at the end of the year rolls forward and is available for spending in future years.

- **Budget** Balance accounts derive spending authority from a budget established by the Budget and Planning Office. For operating accounts, unused budget amounts do not roll forward to future years. For grants and Foundation funds, unused budget amounts do roll forward to future years.
Every department is assigned one or more Organization Codes.

An account can be defined by a general Fund code paired with a unique Org code or by a unique Fund code paired with a common Org code.

“Common” Org codes refer to Orgs that are common to a department or research area.

Professional Development funds use common Org’s ending in 6. These Orgs are only to be used with the new 6 digit funds, not 1001.
• The Account code categorizes the kind of Revenue or Expenditure the department is recording.

• Account codes 1100 through 3900 are used by the Controller’s Office, do not use unless directed otherwise by our office.

• Account codes 4100 to 4999 are for incoming revenue. Revenue is money made by providing goods or services, receiving grants and donations, or through financing efforts.

• Account codes 5100 to 5299 are for Payroll payments and should be used only by the Payroll Office.

• Account codes 5300 to 5999 are for operating expenditures. Expenditures are money paid by CSM for goods and services.
Program Codes are predefined codes set up by the National Association of College and University Business Officers (NACUBO).

Each Fund-Org combination has one default Program code:

- You will be notified of your default program code upon the establishment of your Fund.
Academic Departments use 1100 (Instruction).
Grants/Professional Dev./Research Dev. use 1200 (Research).
Grants providing public services would use 1300.
Academic Support Departments use 1400.
Student Services Departments use 1500.
Institutional Support Departments use 1600.
Program Code 1700 is used for Operation and Maintenance of Plant. Departments should use this when paying for repairs done by Facilities Management and outside contractors.
Scholarships and other Financial Aid use 1800.
Only Auxiliary Funds (starting with 3) should use 1900.
Capital additions to plant use 3200.
‘Short-cut’ when referencing your banner Fund and Org codes.

INDEX code = Fund-Org-Program

You need only enter your INDEX code + Account Code.

Examples

- FOAP way: 112233 - 50046 - 5535 - 1200
- Index way: 112233 - 5535

- FOAP way: 1001 - 50840 - 5535 - 1600
- Index way: 210544 - 5535

When contacting the controller’s office, use your INDEX code if at all possible.
INDEX Codes (continued)

- How do you find your INDEX code?
  - Unique six digit Funds: INDEX code is equal to the Fund
  - Unique Orgs: equal to old FRS number.
- Still not sure?
  - Banner Crosswalk Utility (search by unique identifier)
    - http://www.is.mines.edu/LINK/Xref.aspx
Revenue is money earned by or given to CSM. It is not a reimbursement of costs we have incurred. Examples would be money received as payment to CSM for a person to attend an event or to sponsor an event.

Negative expenses are refunds for prior payments. If you include a mark-up in the charge it is not a refund of costs. Examples of negative expenses would be rebates from a vendor or reimbursements for a trip from a third party.
Take-A-Ways

• Fund – Org: uniquely identifies your “account”
  – Either the Fund, or the Org, will be unique.

• INDEX Codes
  – Short cut for your FOAP

• Budget Funded accounts
  – Operating; Research grants; Foundation; Roll-forward.

• Fund Balance accounts
  – Professional Development; Research Development; Auxiliary; Agency.

• Budget Funded vs. Fund Balance accounts
  – Need to use the right report to get avail balance.

• Object Account Code
  – Classifies Inc/Exp for your reports.

• Program Code
  – Classifies Transactions For CSM Financial Stmts.
Questions? Feedback?

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