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What is a FOAPAL?

Banner Finance has 6 different Account segments, referred to as the FOAPAL. The FOAPAL is made up of the **Fund**, **Organization**, **Account**, **Program**, **Activity**, and **Location** codes. The Fund, Organization, Account and Program codes are the primary chart of accounts elements used for classification, budgeting, recording, and/or reporting. The Activity and Location codes are rarely used codes that provide more specific performance-related detail for transactions.

Description of FOAPAL elements:

Fund: Self-balancing set of accounts, known as the “source” of funds or “how” the funds came to be.

Organization: Only used with revenue and expense accounts. The Org is used to assign budgetary authority and approval hierarchies. The Org has been developed to mirror the ORU Organizational chart with roll-ups at each digit level. The Org is known as the “who” element – as in, “who is spending the funds.”

Account: Required for all entries, the 5 digit Account is pooled at the 3 digit family level for budgeting purposes. All transactions are entered at the 5 digit level, however. The Account is known as the “what” element – as in, “what are the funds being spent on.”

Program: Only used with revenue and expense accounts. Used for functional reporting purposes and is known as the “why” element – as in, “why are the funds being spent.”

Activity: Not required and rarely used. Used to track revenue and expense by activity or event.

Location: Not required and rarely used. Used for tracking fixed asset purchases and is known as the “where” element – as in, “where the fixed asset will be located at ORU.”

Note:

If Fund was unrestricted (Oracle Fund 1410), the **Oracle Cost Center** determines the new **Banner Organization**.

If Fund was not unrestricted (all other Oracle Funds), the **Oracle Cost Center** determines the new **Banner Fund**.

What is an Account Index Code and how is it used?

An Account Index Code is a pre-defined Banner shortcut code used to automatically pull in the Fund, Organization, and Program (FOP) elements of the accounting string (as opposed to searching for each individual element). Every **Oracle Cost Center** has been “indexed” for ease of entering the corresponding new FOP elements. The only element that has not been indexed is the Account itself. The Account is determined by the type of transaction.

Can I save a Purchase Requisition in process and come back to complete it?

Yes. You may choose to save a requisition in process and come back to search for “in process requisitions” for continued entry and completion. “In process requisitions” include original requisitions that have been saved before completion or requisitions that have been previously completed, but were disapproved.

If I cannot find a Vendor using the code lookup feature, what should I do?

You must supply a Vendor. However, if you are not satisfied with the Vendors in the database, you may request for a new Vendor to be set up by contacting Reba Johnson in the Controller’s Office. Please allow a few days for processing.

Can I connect to Banner using Wireless Internet?

In the test system, you must connect using an Ethernet cord (Land Line). Once we go live with the system on May 1st, you may connect using either Land Line or Wireless Internet.

If I have a document awaiting my Approval, will an email notification be sent to me?

Currently, no notification will be made if you have a document awaiting your approval. A customization is being worked on to include email notifications and we hope to have it ready by the end of the calendar year.

What if I run out of space when I'm filling out the Commodity Description?

You may utilize the Document Text link to further describe what you are purchasing.

What is the best way to Query for information while in the Requisition or Budget screens?

It takes practice! It also helps to follow the follow guidelines:

Query Guidelines:

1. Make sure your home **Chart of Accounts Code** is selected (ORU = 1)
2. Select the **Type** of information you are needing to query for (Vendor, Index, Account, etc)
3. Utilize the **Code Criteria** section if you know a portion of the code you are querying for. If you know the *first number(s)* of a particular code, type it in followed by a % sign (71%) to retrieve all of the codes that *begin* with the numbers you queried for. If you know that code *contains certain numbers* of a particular code, type a % sign, then the numbers you know, followed by another % sign (%71%) to retrieve all of the codes that *contain* the numbers you queried for.
 - a. Expense Accounts begin with the number **7**.
 - b. Operating Expense Accounts begin with the numbers **71**.
 - c. Fixed Asset Accounts begin with the number **9**.
 - d. **Index Codes** begin with the letter of their respective highest level Organizational name.
 - i. Board of Trustees - Begins with the letter **B**.
 - ii. Office of the President - Begins with the letter **P**.
 - iii. EVP Finance – Begins with the letter **F**.
 - iv. Maintenance & Operations – Begins with the letter **M**.
 - v. Provost – Begins with the letter **V**.
 - vi. Athletics – Begins with the letter **A**.
 - vii. University Advancement – Begins with the letter **U**.
 - e. When querying for **Budget Transfers**, search for Pooled Expense Accounts by typing in **7__**.
4. Utilize the **Title Criteria** section if you know a portion of the name you are querying for. If you know the *first part* of a particular name, type it in followed by a % sign (Office%) to retrieve all names that begin with what you've queried for. If you know that the name *contains certain words or letters* of a particular name, type a % sign, then the words or letters you know, followed by another % sign (%office%) to retrieve all of the names that contain the words or letters you queried for. This section is most helpful for querying Vendors and Index Code names.
5. The **Maximum Rows to Return** section allows you to limit or expand your search results. You have the option to have Banner pull back up to 10,000 lines of a particular query. Or, you can choose to limit your results to 10 lines.
6. Click **Execute Query** to see your results retrieved at the top of the page!

If I have Purchasing-related questions, who should I contact?

Your contact for all Purchasing-related questions is the **ORU Purchasing Department** @ EXT 7575.

If I have Budget-related questions, who should I contact?

Your contact for all Budget-related questions is the **ORU Budget Office** @ EXT 6370.