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QUERIES

BANNER FINANCE IMPLEMENTATION – 2006

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**Introduction to FOAPAL**

The Banner Finance chart of account structure is based on fund accounting principles. The chart of account elements in Banner Finance are: fund, organization, account, program, activity, and location. The chart of account elements are known as "**FOAPAL**".

1. • The **fund** code is a self-balancing set of accounts reflecting assets, liabilities, and fund balance/net assets.
2. • The **organization** code is the designation for operating entities of the College.
3. • The **account** code is the designation for individual asset, liability, fund balance, revenue, expenditure, and transfer classifications.
4. • The **program** code is the designation for functional grouping of activities.
5. • The **activity** code is used to capture activities that could span one or more funds, orgs, accounts, or programs, so they can be ‘lumped together’ for reporting purposes.
6. • The **location** code is the designation for physical places or sites. This is primarily used for tracking the location of equipment.

In Banner Finance, financial activity is recorded in four ledgers: the general ledger, operating ledger, encumbrance ledger and grant ledger. [[1]](#endnote-2)

1. • The **general ledger** contains all balance sheet accounts. These are assets, liabilities, fund balance and revenue, expenditure and transfer control accounts. The required FOAPAL elements for financial transactions recorded in the general ledger are fund and account. General Ledger transactions can be viewed using the following screens: **FGITBAL** and **FGIGLAC**.
2. • The **operating ledger** contains all revenue, expenditure and transfer accounts. Budget, actual and encumbrance activity is recorded in the operating ledger (encumbrance activity is also recorded in the encumbrance ledger). The operating ledger is linked to the general ledger. For example, revenue accounts in the operating ledger are linked to the revenue control accounts in the general ledger. A similar linkage exists for expenditure and transfer accounts. The required FOAPAL elements for financial transactions recorded in the operating ledger are fund, organization, account and program.. In Banner Finance, operating ledger activity can be viewed using the following screens: **FGIBDST, FGIBDSR**, **FGIBSUM** and **FGIBAVL.**
3. • The **encumbrance ledger** contains all encumbrance activity detail. The required FOAPAL elements for financial transactions recorded in the encumbrance ledger are fund, organization, account and program. Encumbrances can be reviewed using **FGIOENC** and **FGIENCD.**
4. • The **grant** ledger contains all revenue, expenditure and transfer activity for grants and projects maintained on a grant inception to date basis. The benefit of the grants ledger is that financial activity can be accumulated for periods other than fiscal years as is done in the operating ledger. The required FOAPAL elements for financial transactions recorded in the grant ledger are fund, organization, account and program. Both the Grants and Capital Outlay Departments are using the grants ledger. Grant or project Inception to Date can be viewed using **FRIGITD.**

**Navigation Functions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** | **Menu Option** | **Keystroke Option** | **Toolbar button** |
| Next Record | Record/Next | Down Arrow |  |
| Previous Record | Record/Previous | Up Arrow |  |
| Clear or  Delete Record | Record/Clear or  Record/Remove | Shift + F6 |  |
| Insert Record | Record/Insert | F6 |  |
| Duplicate Record | Record/Duplicate | F4 | None |
| Next Block | Block/Next | Ctrl + Page Down |  |
| Previous Block | Block/Previous | Ctrl + Page Up |  |
| Rollback | File/Rollback | Shift + F7 |  |
| Next Field | Field/Next | Tab | None |
| Previous Field | Field/Previous | Shift + Tab | None |
| Save or Commit | File/Save | F10 |  |
| Enter Query | Query/Enter | F7 |  |
| Execute Query | Query/Execute | F8 |  |
| Cancel Query | Query/Cancel | Ctrl + Q |  |
| Exit | File/Exit | Ctrl + Q |  |
| Select | File/Select | Shift + F3 | None |
| Return to Calling Form from Pop-up Window | Item/Duplicate | F3 | Return button on called form |

**Notes:**

1. **testdoc test phrase** [↑](#endnote-ref-2)