

# Controller's Unit Financial Accounting and Reporting

## FOAPA Chart Request Guidelines

February 14, 2024

1:30-2:00

Location

Meeting via Zoom



**Oregon State**  
University



## Introduction

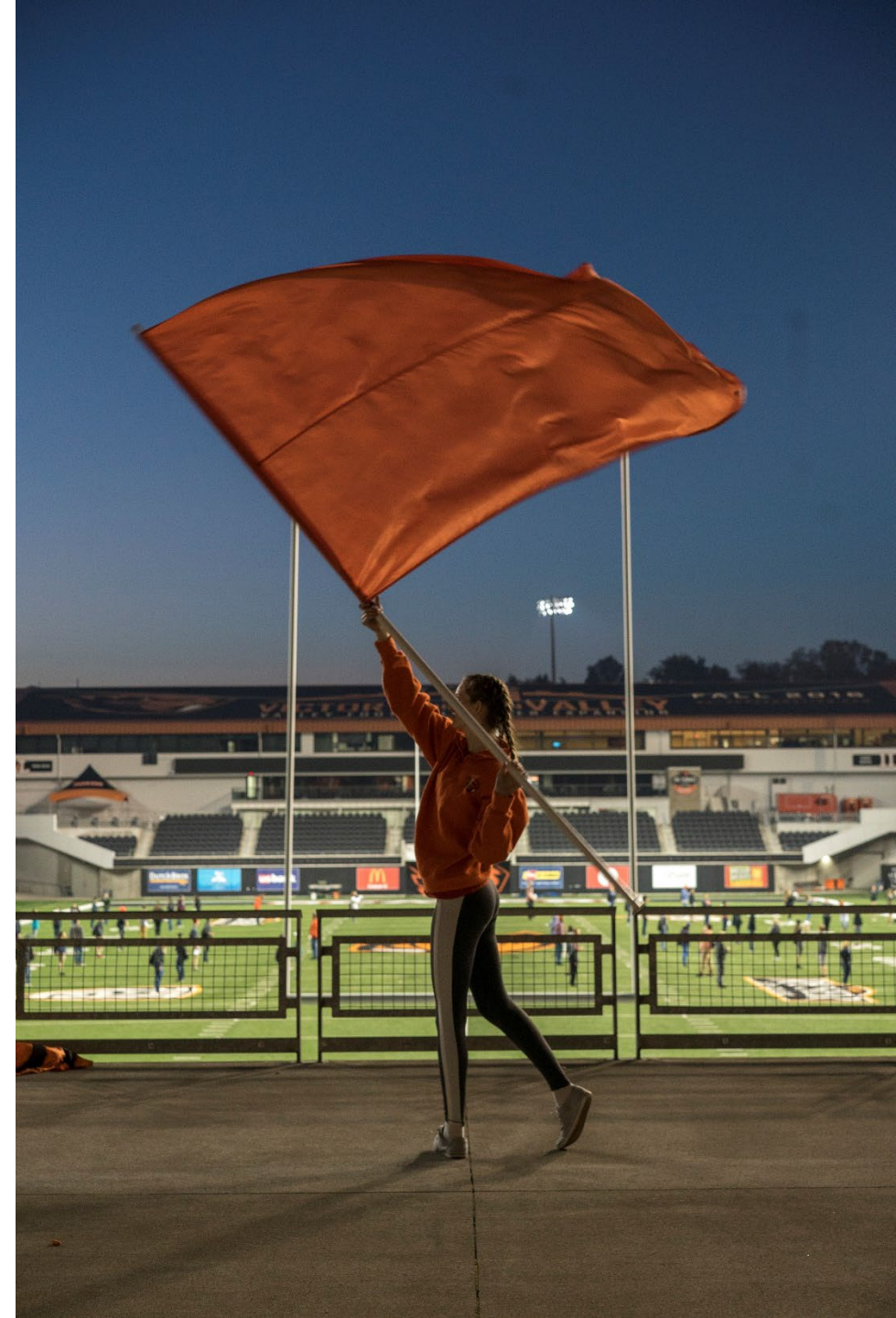
- ❖ **Mark Fryman**, Director, Financial Accounting and Reporting
- ❖ **Trina McGaughy**, Financial Reporting Manager, Financial Accounting and Reporting





# Agenda

- ❖ What are the FOAPA elements?
- ❖ Who does what
- ❖ Updates to the request forms
- ❖ FOAPA Committee Review Criteria
- ❖ Training Materials – coming this spring
- ❖ Communication Guidelines
- ❖ Q&A





# What are the FOAPA Elements?

- **Fund (F)** (FTVFUND)
  - A method of recording financial information that groups resources based on their source and any limitations on use.
  - Indicates high-level type of activity – unrestricted, restricted, capital, etc
- **Organization (O)** (FTVORGN)
  - Identifies the budgetary unit within the university responsible for the budget, such as a department.
  - Banner org structure should mirror the functional org structure of the department or unit.
- **Account (A)** (FTVACCT)
  - Used to identify specific financial transactions and define the type of activity taking place.
    - Revenues, expenses, and transfers in the Operating Ledger (OL).
    - Assets, liabilities, and fund balances in the General Ledger (GL).
- **Program (P)** (FTVPROG)
  - Identifies the type of activity for which dollars are spent, such as Instruction, Administration, Research, Auxiliary, and Public Service.
- **Activity (A)** (FTVACTV)
  - Available to the department to facilitate more detailed reporting and tracking
- **Index** (FTVACCI)
  - A data entry shortcut for a specific fund, org and program code combination that is always the same.
  - Indexes are used when processing invoices and journal vouchers in the Operating Ledger. Indexes are not used on General Ledger entries because there are no org or program codes in the GL.

# Who Does What – FOAPA Element Set Up

## Funds and Indexes

- FOAPA Committee
  - FT11 – E&G
  - FT12 – Designated Ops & Royalties
  - FT13 – Service Departments
  - FT2x - Auxiliaries
  - FT36 – Gifts
  - FT41 – Student Loan Funds
  - FT6x – Endowments
  - FT71 – Student Groups
  - FT91 – Agency Funds
- OSRAA
  - FT31-35 – Restricted Grants & Contracts
  - FT39 – GC Management
- FAR, Nancy Boedigheimer
  - FT81 & 83 - Capital

## Other Elements

- FOAPA Committee - ALL
  - Org Codes
  - Account Codes
  - Program Codes
  - Activity Codes (through OACIS, Charlotte Rooks)



# Updates to the Request Forms

- ❖ Changing to fillable pdf with signatures in the form
  - ❖ Sign in pdf and email rather than sending through docusign
  - ❖ For Index, Fund and Program codes
  - ❖ Separate forms:
    - ❖ Gift funds
    - ❖ Account codes
    - ❖ Termination requests (excel)
  - ❖ Activity codes will still be managed through OACIS (<https://fasystems.oregonstate.edu/OACIS/>)

**Type of Request:**  Add  Change Effective: \_\_\_\_\_

F  FUND\* (Include source, intended use, restrictions, and responsible person or entity in description)  
 O  ORGANIZATION\* (Include justification in description)  
 MAJOR ORG (Used for HRIS Home, Distribution and Timekeeping; must exist in FIS)  
 P  PROGRAM\* (Include justification in description)  
 I  INDEX\* (Unique Combination of Fund, Org and Program)

Complete this section ONLY when requesting additions or changes to fund, org or program codes

Fund, Org, or Prg	Prefix (3)	Title (29 char. max.)	Predecessor F/O/P only	Data Entry Y/N F/O/P only
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Description of Intended Use (include estimated annual revenues & expenses for new or reactivated funds/programs):

**\* FUND/ORG/PROG (INDEX) Combinations (at least one combination required when adding a new F/O/P element):**

Fund:	Organization:	Program:	Prefix (3)	Index Title (max 29 char)	Index Code (opt.):

**Requested by:**

Printed Name of Requestor/Unit Admin	Signature	Date	Unit	Phone ext.
Printed Name of FSP	Signature	Date	Business Center Unit	Phone ext.

>>> For Activity Codes, visit the automated system at: <https://fasystems.oregonstate.edu/OACIS/> <<<  
 >>> Route Completed Forms to: FOAPA\_Requests@oregonstate.edu <<<

Approvals and Data Entry (Authorized Use Only):

FOAPA Committee  Apprvd  Denied Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Meeting Date: \_\_\_\_\_

Comment: \_\_\_\_\_

<b>Banner Updates:</b> FRAGRNT _____ FTMFUND _____ FRMFUND _____ Initial / Date	<b>Banner Updates:</b> FTMORGN _____ PTVORGN (mjr) _____ Fin Org Email _____ HR Org Email _____ Initial / Date	<b>Banner Updates:</b> FTMPROG _____ FTMACCI _____ Initial / Date
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Oregon State University  
Banner Finance (FIS) Account Code Request Form  
Use for Account Codes Only

Type of Request:

Add  Change  Terminate  Activate  Deactivate

Effective:

Approved ACCOUNT   
Request Denied, see Comments below:

Account (5 char) Title (35 char. max.) Predecessor Acct Data Entry Y/N/B Yes/No/Budget

Reason for Request/Description of Use:

Data Dictionary Description:

Requested by:

Printed Name of Requestor Signature Date Unit Phone ext.  
     
Printed Name of Administrator Signature Date College or Executive Unit Phone ext.

>>> For Activity Codes, visit our automated system at: <https://fasystems.oregonstate.edu/OACIS/> <<<  
>>> Route Completed Forms to: FOAPA\_Requests@oregonstate.edu. <<<

Approvals and Data Entry (Authorized Use Only):

FOAPA Committee  Apprvd  Denied  
Signature:  Date:   
Meeting Date:  Date:   
Comments:   
Banner Updates:    
FTMACCT Initial/Date

Oregon State University  
Banner Finance (FIS) Chart Element Request Form  
GRANT or PROJECT / GIFT FUND / INDEX

Type of Request:

Add  Change  Terminate Effective:

GRANT or PROJECT #  Grant Type:   
Responsible Org:  Category:   
Agency:  Subcategory:

Grant Title (approx. 60 char.)

FUND\* (Include source, intended use, restrictions, and responsible person or entity in description)

INDEX\* (Unique Combination of Fund, Org and Program)

-     
Fund Number Prefix (3) Fund Title (29 char. max.) Predecessor FIOIP only Data Entry Y/N FIOIP only

Description of Intended Use / Reason for Request / Restrictions on Use / Funding Source / Change "from" Info / Comment, etc.:

\* FUND/ORG/PROG (INDEX) Combinations (at least one combination required when adding a new data entry Gift Fund):

Fund:	Organization:	Program:	Prefix (3)	Index Title (max 29 char)	Index Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requested by:

Printed Name of Requestor Signature Date Unit Phone ext.  
     
Printed Name of Administrator Signature Date College or Executive Unit Phone ext.

>>> For Activity Codes, visit our automated system at: <https://fasystems.oregonstate.edu/OACIS/> <<<  
>>> Route Completed Forms to: FOAPA\_Requests@oregonstate.edu <<<

Approvals and Data Entry (Authorized Use Only):

FOAPA Committee  Apprvd  Denied  
Signature:  Date:   
Comment:   
Termination Checkpoints: FGIBDST  FGITBSR  HRIS default pay  SIS detail codes  Foundation Reimb   
Banner Updates: FRAGRNT  FTMFUND  FRMFUND  FTMACCI   
Initial / Date Initial / Date Initial / Date Initial / Date



# FOAPA Committee Review Criteria

- ❖ Does the new element make sense:
  - ❖ Does it fit in the current structure?
    - ❖ Consistent with current standards
    - ❖ Consistent with existing chart logic
- ❖ Indexes must have a unique fund, org, program code combination
- ❖ Is there a different way that already exists to capture the same information?
- ❖ If the information you are trying to track by a fund or index is very granular, we will probably tell you to use an activity code.
- ❖ Timing of title changes – 7/1 only
  - ❖ Due to duplication of reporting issues when pulling data (CORE)
- ❖ Major Organization code reorganizations
  - ❖ All requests must be submitted by March 1
  - ❖ Will only be effective for 7/1 of the next fiscal year
  - ❖ We are happy to work with departments on reorganizations prior to the deadline.
- ❖ Submit all requests/questions to [FOAPA\\_Requests@oregonstate.edu](mailto:FOAPA_Requests@oregonstate.edu)





## Training Materials – coming this spring

- ❖ Developing training materials for FOAPA website
  - ❖ Standards for elements
  - ❖ Training videos
  - ❖ FAQs
    - ❖ Send us your questions!



## Communication Guidelines

- ❖ Unit works with FSS\Finance Liaison
- ❖ FSS\Finance Liaison submits request to FOAPA
- ❖ FOAPA may request FSS\Finance Liaison to join Committee meeting if more information is needed

<https://fa.oregonstate.edu/controllers-unit/employee-resources/foapa>



**Questions?**

