

# Procedure for Requesting Banner Chart of Accounts Elements

**Effective Date of Procedure:** July 1, 2012

## Overview and Purpose

The University of Mary Washington (UMW) uses BANNER as its official system of record. The Finance Module is overseen and maintained by the Finance Department (Finance). Transactions post to the General Ledger (GL) using combinations of Funds, Organizations, Accounts, Programs, Activities and Locations (FOAPAL). Requests for new or modified FOAPAL elements originate from Finance, the Budget and Financial Analysis Office, and other UMW departments.

All Chart of Accounts (COA) elements are created, maintained, and modified by Finance staff. Finance reserves the right to adjust or deny a request, or recommend an alternative solution.

This procedure details the process to request new or to modify existing FOAPAL elements.

## Scope

- **Accounting**
- **Budget**
- **Finance**
- **Financial Reporting**
- **UMW Departments**

## Procedure Detail

Requests for FOAPAL elements are initiated by completing the [FOAPAL Request Form](#). The form is completed by the Requestor and remitted to the Accounting Department with supporting documentation. The process for each of the identified origination areas is below.

### Finance

The Finance Department creates FOAPAL elements to remain in compliance with yearly reporting needs in addition to general chart maintenance. Finance staff:

- Prepares the request
- Signs as Requestor
- Obtains Associate Controller's or Associate VP for Finance/Controller's signature

### Budget and Financial Analysis Office

The Budget and Financial Analysis Office requests FOAPAL elements based on individual department budget manager discussions, new or changing faculty assignments or to support upper management directives. The Assistant Director of Budget and Financial Analysis completes the request process as follows:

#### *Department Budget Manager Discussions*

- Fills out the request form during the discussion
- Obtains the Responsible Budget Manager's signature to

- Acknowledge the intent of the request
- Acknowledge responsibility for budget management
- Enters the Responsible VP Name
- Signs as Requestor
- Remits the completed form to the Accounting Department
  - Finance coordinates approval

*Faculty Assignments or Upper Management Directives*

- Fills out the form
- Signs as Requestor
- Remits the completed form to the Accounting Department
  - Finance coordinates approval

UMW Departments

Departments request FOAPAL elements to meet departmental reporting needs [including a change in reporting hierarchy] or to establish grant funds awarded to a faculty member. Requests are initiated by a staff member, faculty member or the Department Chair who:

- Prepares the request
  - Consults with the Budget and Financial Analysis Office, as needed
- Signs as Requestor
- Obtains necessary Budget Manager and Supervisor signatures
- Remits the completed form to the Accounting Department
  - Finance coordinates approval

Completed forms are returned to The Director of Accounting who:

- Reviews the requests
- Obtains additional information, as needed
- Enters the FOAPAL elements into BANNER
  - weekly
  - more frequently if immediate need is determined
- Sends a notification email to the UMW community
  - Ensures entry into WORKS [SPCC on-line reconciliation site]
  - Provides user information to update eVA for authorized UMW purchasers
- Files original signed requests

**Creation and Approvals**

This procedure is issued by the Finance Department and approved by Julie Smith, Associate Controller, 03/11/2013

**Revision**

0. Marta A. Smith, Dir of Accounting, 9/1/2012