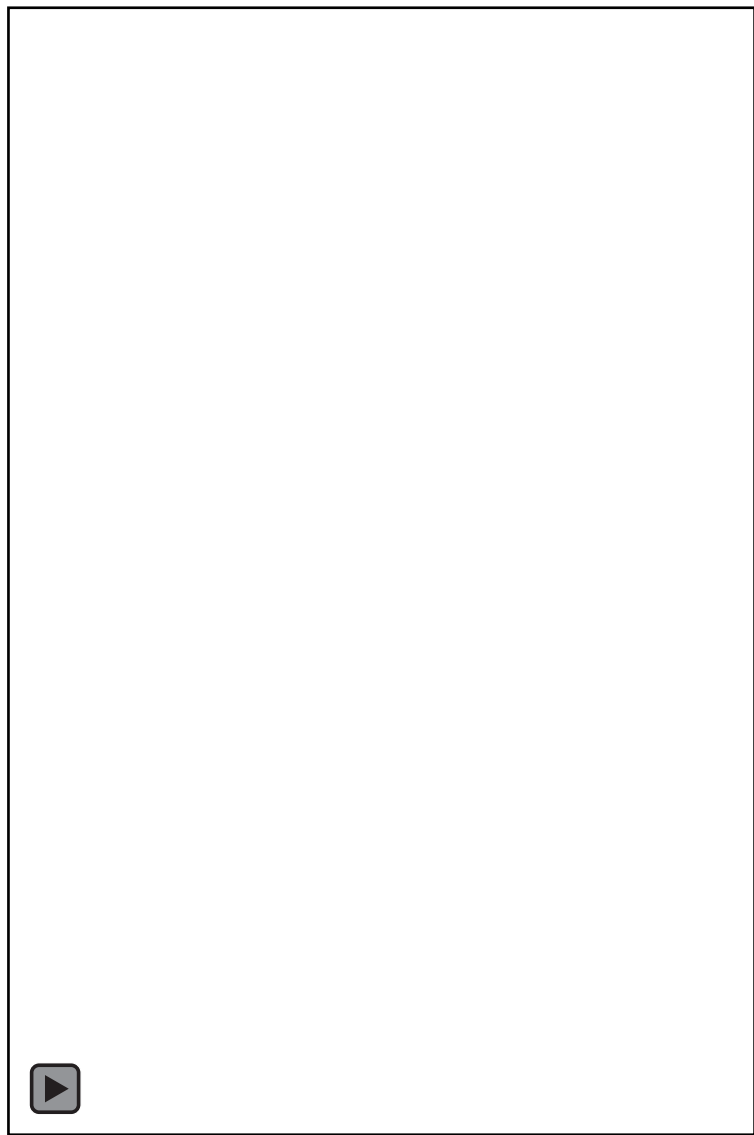


# Springfield College Elucian Banner Finance Information Sessions

Summer 2022





# Agenda

- Banner Finance Website
- Chart of Accounts
- General Ledger Account Structure
- NEW to Springfield College
- Dormant CX/New Accounts
- Errors and Omissions
- Revenue and Expense Account Categories
- Q&A





# Banner Finance Website

<https://springfield.edu/banner>



# What is a Chart of Accounts?

- Numbering System
- Capture Financial Transactions
- Facilitate Retrieval of Information
- Financial Reporting



# Banner General Ledger Account Structure

The account structure in Banner is composed of six Elements

## FOAPAL

Fund

Organization

Account

Program

Activity

Location

Most Departments will  
only use

Fund

Organization and

Account

Program



# Fund

A fund is a six-character code that identifies the source from which the money is being drawn

## Common Fund Types:

- 100000 – Current Unrestricted
- 150xxx – Alumni Association Funds
- 120000 – Campus Recreation Operations
- 16xxxx – Alumni Class Funds
- 125xxx – Campus Recreation Sports Clubs
- 170xxx – ROCE Funds
- 13xxxx – SGA Allocation Funds
- 2xxxxx – Restricted
- 14xxxx – SGA Fundraising Funds
- 22xxxx – Grant Restricted Funds



# Organization

A six-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define WHO spends the money.

## **Organization Code Categories:**

- 1xxxxx – President
- 2xxxxx – Enrollment Management
- 3xxxxx – Finance & Administration
- 40xxxx – General Counsel
- 45xxxx – Inclusion & Community Engagement
- 5xxxxx – Institutional Advancement
- 6xxxxx – Student Affairs
- 70xxxx to 74xxxx – Athletics
- 75xxxx – Communications
- 8xxxxx – Academic Affairs





# Account

A six-character code that identifies general ledger and operating ledger accounts.

## **Account Code categories:**

1xxxxx – Assets

2xxxxx – Liabilities

4xxxxx – Fund Balances\*

5xxxxx – Revenue

7xxxxx – Operational Expenses

8xxxxx – Transfers & Other

\*balances that roll from one year to another



# Program

This is a three-character code that identifies a function and enables the College to establish a method of classifying transactions across an organization.

## Program Codes:

- |                           |                                      |
|---------------------------|--------------------------------------|
| 000 – Non-Program Revenue | 600 – Management & General           |
| 100 – Instruction         | 650 – Fundraising                    |
| 200 – Research            | 700 – Operation and<br>Maintenance   |
| 300 – Public Service      | 800 – Scholarships and<br>Fellowship |
| 400 – Academic Support    | 900 – Auxiliary Enterprises          |
| 500 – Student Services    |                                      |
| 550 – Athletics           |                                      |



# Activity Code

A five-character code used as needed to track a program or project within a department's budget.

**It is not required and Departments are responsible for selecting as needed.**

## Activity Codes:

REG – Reg and Online  
Marketing/Advert

DIG – Digital Marketing/Advert

SOLS – Solar Savings

TRIP1 – Trip 1

TRIP2 – Trip 2

TRIP3 – Trip 3

TRIP4 – Trip 4

TRIP5 – Trip 5

DIVTH – Division Three

NEWC – Newmac

ECACS – Eastern College Athletic Assoc

NCAAR – Regionals

NCAAS – NCAA

NCGA – National College Gymn Assoc

NECCS – Athletic Conference

TOURN – Tournament

USAG – USA Gymnastics

SPBIO – Biology Spring

Break Trip



# Location Code

A four-character code used to track the location of fixed assets.

**This code should only be used through the Fixed Assets process completed by the Accounting Department.**



# NEW to Springfield College

- Salary Orgs
  - Salary Accounts are Payroll Use Only
- Intercollegiate Athletics Accounts
- ROCE Campuses
- Pooled Budget Accounts
- Capitalized & Non-capitalized furniture/equipment/software accounts
  - *Please consult with Procurement for any capitalized expenditures*



# Dormant CX/New Accounts

CX accounts that have not been used in the past couple of years were not transitioned over.

If a department has future need of an account that did not transition over or a new account, please send a request to:

[Accounting@springfield.edu](mailto:Accounting@springfield.edu)



# Errors and Omissions

Approximately 8,700 account numbers were transitioned from CX to Banner.

As hard as we have worked to transition all of those accounts appropriately, there will be errors and omissions.

Please be patient and work with us to identify any corrections or accounts we may have missed.



# Revenue and Expense Accounts

## Revenue

- These accounts all begin with the number 5
- Revenue includes things like:
  - Tuition
  - Fees
  - Grant Revenue
  - Gifts & Contributions\*
  - Housing Revenue
  - Other Revenue

## Expenses

- These accounts all begin with the number 6 or the number 7 (*\*Please note that any expense account beginning with a 6 is to only be utilized by Payroll*)
- Expenses include things like:
  - Student Financial Aid
  - Operating Expenses (e.g. Supplies, Postage, Printing, Memberships/Dues)
  - Equipment & Technology
  - Travel

\*Gifts and Contributions must be booked through the Advancement Office







# Expense Accounts & Common Uses (Salary & Benefits)

- Salary & Salary Org Combos – The only expenses posted here will be those processed through the Payroll Department
- Professional Services – *For department use*
  - Professional Services & Consultants (720100)
  - Program Contracted Services (720250)



# Expense Accounts & Common Uses (Operating Expenses)

- Supplies & Other Operating Expenses
  - Pooled Supplies (723000) *\*Budget Only\**
    - *All expense accounts beginning with '723xxx' can be budgeted here and then expensed to the applicable account*
  - Supplies (723100)
  - Program Supplies (723150)
  - Curriculum/Program Expenses (723300)
  - Program Food (723500)
- Postage (724100)
- Printing & Copying
  - Printing & Copying (725100)
  - Network Printing Chargebacks (725200)



# Expense Accounts & Common Uses (Equipment & Technology)

- Equipment & Technology
  - Equipment – Non-Capitalized (730100)
  - Software – Non-Capitalized (730300)
  - Equipment & Software Maintenance (730400)
  - Contracted Technology (730600)



# Expense Accounts & Common Uses (Travel, Conferences, Training, Meetings)

- Travel
  - Pooled Travel & Conferences (740000) *\*Budget Only\**
    - *All expense accounts beginning with '74xxxx' can be budgeted here and then expensed to the applicable account*
  - Travel (740200)
  - Faculty Professional Dev Travel (740300)
  - Transportation (740400)\*
- Conferences, Training, & Meetings
  - Conference & Ticket Fees (745200)
  - Faculty Professional Dev Conference Fees (745300)
  - Meeting & Events Food (745400)
  - Speaker Fee/Honorarium (745500)

\*Transportation Department use only



# Conclusion/Q&A

Please refer to the Banner Finance webpage often for helpful resources, account crosswalks, and FAQs, and tutorial guides

<https://springfield.edu/banner>

Please be aware that HR/Payroll and the Student Accounts Office/Bank Window are still utilizing CX until their anticipated go-live dates

Additional questions can be submitted to the Accounting Office

**([accounting@springfield.edu](mailto:accounting@springfield.edu))**

or the AP/Procurement Office

**([accountspayable@springfield.edu](mailto:accountspayable@springfield.edu))**

