

# Program Codes

# Banner FOAPAL

- Fund-Organization-Account-Program-Activity-Location
- Program codes are being used for Council of Ontario Finance Officers (COFO) reporting

# Program Code

- The 2 digit program code is a required FOAPAL element and can be used by Finance to identify functions within the general operating or other funds for internal and external reporting purposes. The program code automatically defaults to the proper code but can be overridden by the user. You should not need to change this code.

# What is COFO reporting?

- COFO is comprised of senior finance officers from the province's 20 universities. Its activities include producing an annual financial report on sector financial details, producing the Financial Report of Ontario Universities Highlights, as well as collecting the reports submitted by COFO members.

# Program Codes

|    |                                    |
|----|------------------------------------|
| 10 | Instruction & Research             |
| 11 | Academic Support                   |
| 12 | Library                            |
| 13 | Student Services                   |
| 14 | Central Computing & Communications |
| 15 | Administration & General           |
| 16 | External Relations                 |
| 17 | Appropriated                       |
| 18 | Ancillary Services                 |
| 20 | Sponsored Research                 |
| 21 | Trust                              |
| 22 | Physical Plant                     |
| 30 | Endowment                          |



# Data Entry in Banner

- Automatically populated
- Should you override please use the excel template to ensure that the transaction incorporates the correct program code



# Where to find Prog. Code on Banner

Document Number: J0010898

## Journal Voucher Document Header

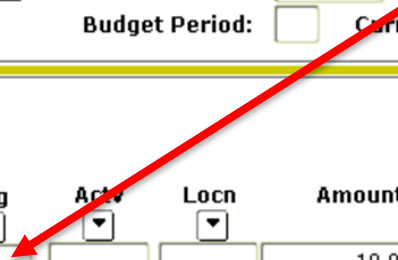
Transaction Date: 09-MAR-2016 Document Total: 10.00  
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## Default Values

Type: Description:  
 Bank: Deposit:  
 Budget Period: Currency:

## Journal Voucher Detail

| Seq                  | Type | Status   | COA Index | Fund   | Orgn | Acct  | Account Title           | Prog | Actv | Locn | Amount    | Debit/<br>Credit |
|----------------------|------|----------|-----------|--------|------|-------|-------------------------|------|------|------|-----------|------------------|
| 1                    | FT01 | Postable | U         | 100000 | 1223 | 71340 | Staff Development Costs | 15   |      |      | 10,000.00 | Debit            |
| 2                    | FT01 | Postable | U         | 130000 | 2200 | 57302 | Intercompany Revenue    | 10   |      |      | 10,000.00 | Credit           |
| 3                    |      |          | U         |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
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|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
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|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
|                      |      |          |           |        |      |       |                         |      |      |      |           |                  |
| <b>Total Amount:</b> |      |          |           |        |      |       |                         |      |      |      | 20,000.00 |                  |



# Program Cheat Sheet

- Funds

- Unrestricted funds

- 100000 – regular operating fund
    - 110000 – cost recovery fund
    - 120000 – purchased services fund
    - 125000 – purchased services fund – UOIT specific
    - 13#### - revenue units
    - All above funds program code defaults by the org entered
  
    - 14#### - Capital Assets funds Program code defaults to 22- Physical Plant

# Program code cheat sheet (cont.)

- Internally Restricted funds
  - 15####, 16####, 17####, 18#### funds
  - Program code defaults to 10 – Instructional and Research
- Internally Restricted Expendable funds
  - 191### default to 30 – Endowment
- Internally Restricted Appropriations
  - 192### default to 17 – appropriated
- Internally Restricted Capital
  - 195### defaults to 22 – Physical Plant
- Commercial Enterprises
  - 199### defaults to 18 – Ancillary
- Restricted sponsored research
  - 2##### defaults to 20 - restricted expendable – sponsored research

# Program code cheat sheet (cont.)

- 4#### Loan fund – defaults to 15 – admin & general
- 6#### endowment funds – defaults to 30 – endowment
- 8#### trust funds default to 21 - trust
- 9#### plant funds default to 22 – physical plant
- BA0000 bank fund defaults to org

