



## **UNM Banner Finance Chart of Accounts Request Application**

### **What is the Chart of Accounts Request Application?**

The application allows a user to request the creation of a new chart element in Banner Finance such as a new index, new fund, new program, new activity, and new account code. A user can also request the termination of an index.

The application is designed to streamline the review process by facilitating electronic requests and approvals.

**To access the application, you MUST have the Department Chart of Account Requester security role. Please complete a Banner Authorization Request for this role. Approval for this role is routed to the Fiscal Agent.**

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## GLOSSARY

### FOPA Definitions – Fund-Organization-Program-Activity

#### **Fund**

1. **Unrestricted Funds** - Current Unrestricted Funds include resources of the University that are currently expendable for any purpose toward performing the primary objectives of the University. These include all funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended; however, may be restricted by administrative policies. The primary source of these funds is state appropriations.
2. **Restricted Funds** - Current Restricted Funds include resources of the University that are currently expendable for any purpose toward performing the primary objectives of the University. These include funds available for financing operations, but which are limited by donors and other external agencies to specific purposes, programs, departments, or schools.
3. **Loan Funds** - Loan Funds include resources available for and transactions related to loans to students. Loan Funds are divided into funds provided by the United States government and those provided by private gifts and other University funds.
4. **Endowment Funds** - Endowment Funds include those resources that are invested in accordance with donor restrictions.
  - a. True-Endowments, donors have stipulated that the principal of the gift is to remain in perpetuity and is to be invested for the purpose of producing present and future income.
  - b. Term-Endowments are similarly restricted, but only for a specified timeframe.
  - c. Quasi-Endowments are established by the governing board of the institution as opposed to external donor requests
5. **Unexpended Plant Fund** - Unexpended Plant Funds include funds for construction or acquisition of long-lived assets. This includes such items as land and building acquisition, construction of new facilities, renovation, and remodeling.
6. **Retirement of Indebtedness Fund** - Retirement of Indebtedness Funds are used to record the accumulation of funds and the related disbursement for repayment of long-term debt for assets.
7. **Renewal and Replacement Fund** - R&R Funds are allocations for building upkeep.
8. **Investment in Plant Funds** - Investment in Plant Funds are used to record the equity of campus assets. This subgroup in plant should reflect the total amount of resources expended for additions to assets.

9. **Agency Funds** - Agency Funds are used to record funds held by the University for outside groups who have a close relationship with the University. The University is acting as a custodian of these funds.

**Organization** - The Organization segment, a required field in Banner, represents a unit of financial responsibility. An organization is established for tracking financial activities of a financial reporting unit.

**Program** - The Program segment, a required field in Banner, is used to track the sources and uses of institutional funds by functional classification (purpose). This segment follows the NM Higher Education Department (HED) standards and supports institutional reporting.

**Activity** - The Activity segment is used to group and track revenues and expenditures as a single, generally non-permanent, occurrence that is not identifiable by any other accounting string segment. These are normally used to track specific events such as a conference being hosted by a UNM department.

**Index** - The Index code is a Banner field used as a short cut to default one or more segments of a Banner Accounting String (FOPA). Within the University's Chart of Accounts structure, the index code will be key to establishing and recognizing the appropriate use and the grouping of Banner segments.

**Account** - Designates asset, liability, equity, revenue, expenditure, and transfer account classifications

### [Accessing the COA Maintenance Application](#)

The Chart of Accounts form is located in the MyUNM portal:

1. Go to MyUNM Portal and Login (<http://my.unm.edu>).
2. Select the Employee Life tab.
3. Go to the UNM Business Applications Channel, Banner Resources section.
4. Click on Electronic Forms.
5. Click on UNM Banner Finance Chart of Account Requests Application.
6. Login to the COA using your NetID and password.

## Tips and Assistance

### Resources:

If you have trouble logging into the COA application, please send an email to [fsm@salud.unm.edu](mailto:fsm@salud.unm.edu) .

If you have questions about which chart elements to use in your request, you should contact your Fiscal Agent for guidance.

Where can I find a list of Fiscal Agents?

FastInfo Answer ID 4415 <http://fastinfo.unm.edu/prod/index.php>

How do I find a list of Banner Finance Index/Fund/organization/Activity or Account Codes?

FastInfo Answer ID 277 <http://fastinfo.unm.edu/prod/index.php>

The following Banner Finance forms can be queried for each chart element:

- FTMACCI - Account Index Maintenance Form
- FTMFUND - Fund Code Maintenance Form
- FTMPROG - Program Code Maintenance Form
- FTMORGN - Organization Code Maintenance Form
- FTMACTV - Activity Code Maintenance Form
- FTMACCT - Account Code Maintenance Form

To access the application, you must have the Department Chart of Account Requester security role. Approval for this role is routed to the Fiscal Agent.

Organization Codes cannot be requested in the Application. The “New Organization Request Form” must be submitted. Please see <http://www.unm.edu/~fsm/forms.html>.

### Standards:

You cannot make changes to existing chart elements using the application. These are not allowed typically because it removes the ability for consistent historical reporting which must be maintained. Valid edit requests are rare and are processed only on an individual basis. If you need to make a change to an element, please send a detailed request to [fsm@salud.unm.edu](mailto:fsm@salud.unm.edu) for review. (Title changes to indexes that are for a new business purpose will be **disapproved**.)

Two indexes cannot have the same fund-organization-program-activity combination. Each index must have a unique combination of these elements.

A separate request for each new chart element must be submitted. For example, if a new activity is required for a new index, the activity must be submitted and approved separately prior to submitting a request for the new index.

Do not use all CAPS in a title.

Titles of all chart segments are limited to 35 characters.

Titles must be unique.

New index requests will be disapproved if they are for a business purpose that is already established in an account code. For example, an index request for 'Business Office Phone Charges' would be disapproved because an account code exists for phone charges.

### **Navigation:**

All filtering and searches are case sensitive. Example: a search for 'FINANCE' will not return records if the index title is 'Finance'.

The percent sign "%" can be used as a wildcard character. Example: Enter 851% in the Banner organization field to search for all indexes that have organizations that begin with '851'.

If a field label is highlighted in **blue**, an existing List of Values (LOV) is available by double clicking in the field.

The 'Requestor Comments' field (limited to 100 characters) can be used to provide specific information related to the request.

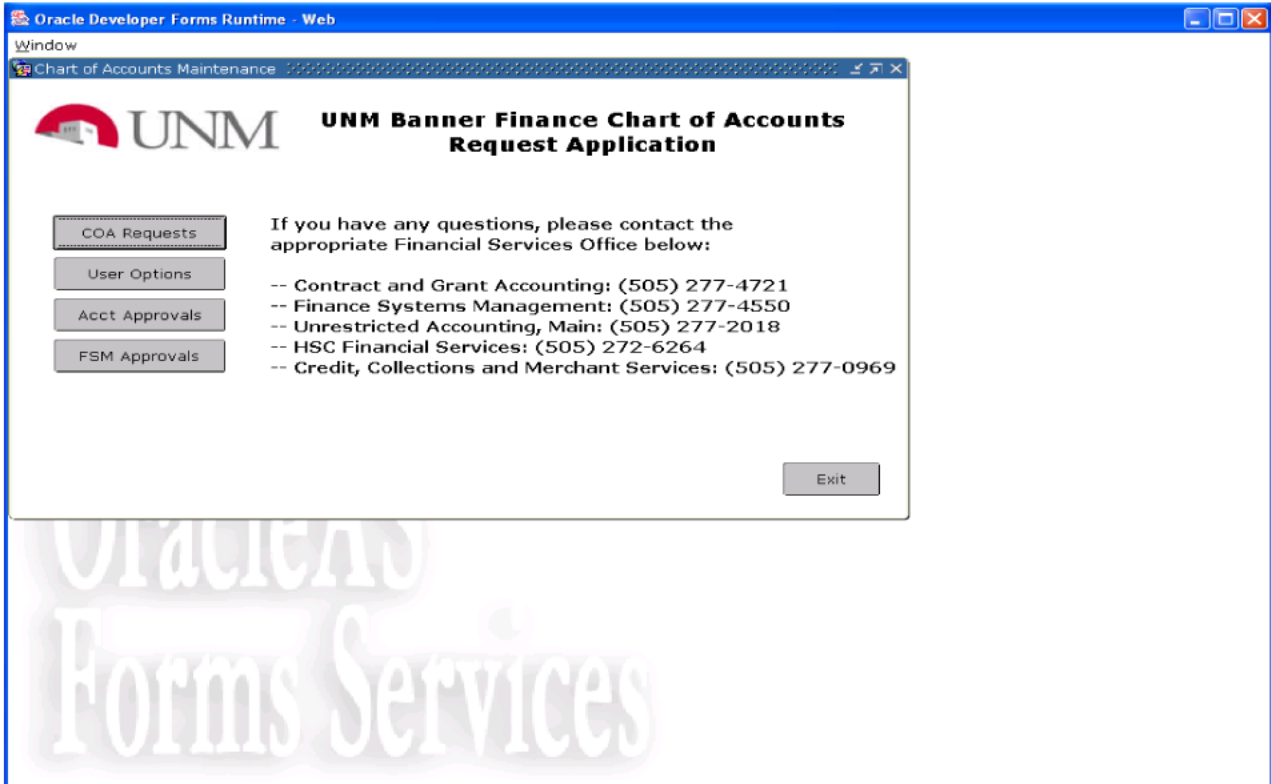
If you submit a request in the COA application that needs modification before it's created in Banner, please email Finance Systems Management at [FSM@salud.unm.edu](mailto:FSM@salud.unm.edu). Please provide the Request ID #, the change requested, and the reason.

Clicking "Exit" will always take you back to the previous menu.

Clicking "Exit" on the main menu will prompt a dialogue box that will ask you if you wish to leave the application.

## **[Application Overview](#)**

This is the first menu the user will see upon successfully logging into the application.



A. The "COA Requests" button allows these request functions:

1. Request a new index.
2. Request a new fund.
3. Request a new program.
4. Request a new activity.
5. Request a new account code.
6. Request the termination of an index.

B. The "User Options" button allows these inquiry functions:

1. View the status of a current request.
2. Query for existing index information in Banner.

C. The "Acct Approvals" button is used to review and approve/disapprove requests. This is for Financial Services' use only.

D. The "FSM Approvals" button is used to process requests by Finance Systems Management only.

### [How to Use the Chart of Accounts Request Application](#)

#### **Using the Index Lookup Feature**

All elements of the index must exist in Banner before the request can be submitted. If you need a new fund, program, activity, or organization code, you must request these prior to requesting the index. If you try to request a new index that already exists with the same fund, program, organization code, and activity that you desire, then you'll receive an error message to change one of the elements. This prevents duplicate indexes and reporting problems in Banner Finance.

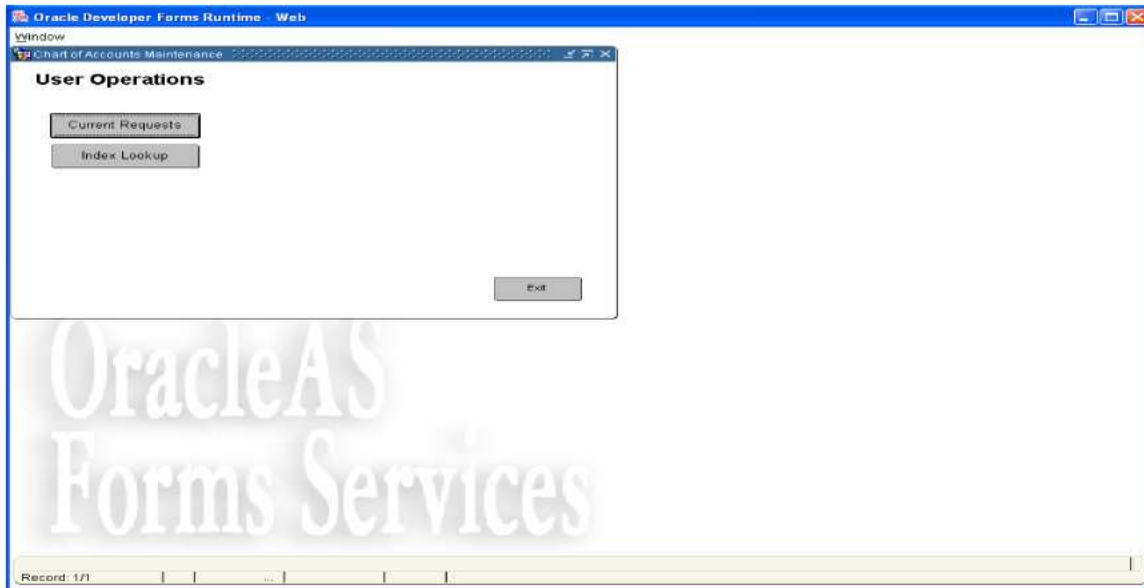
To avoid requesting a duplicate index, use the "Index Lookup" button to search whether the index already exists in Banner Finance. This function displays the FOPA (Fund, Organization, Program, Activity) combination of the index.

1. Click the "User Options" button.

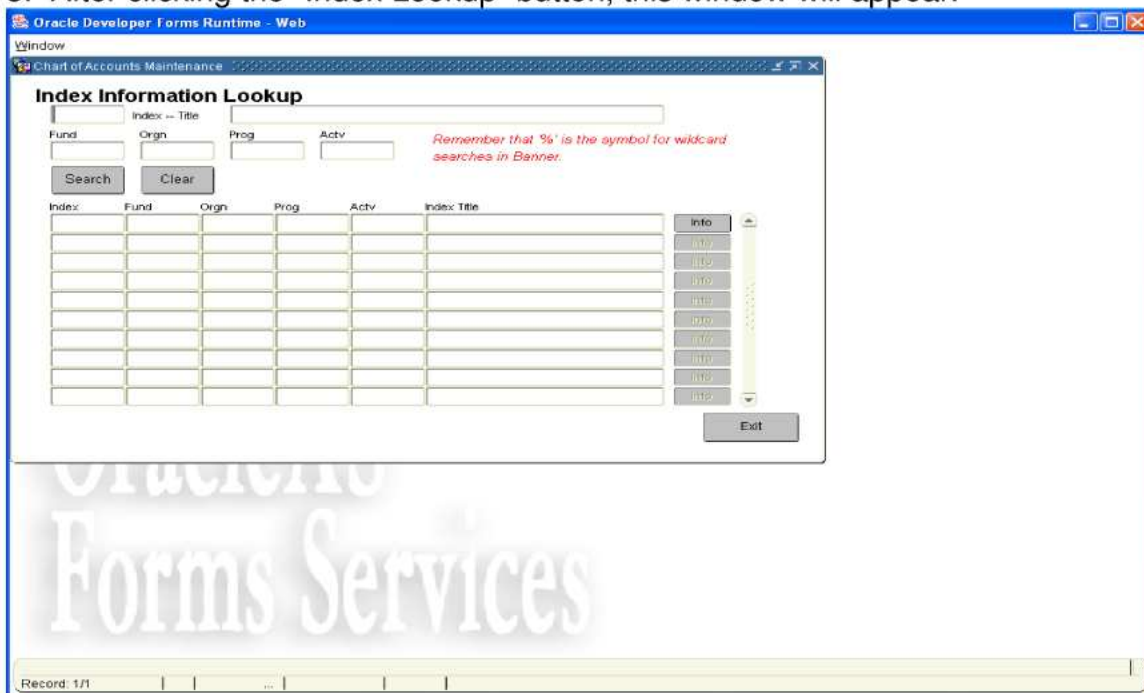


2. Click the "Index Lookup" button.





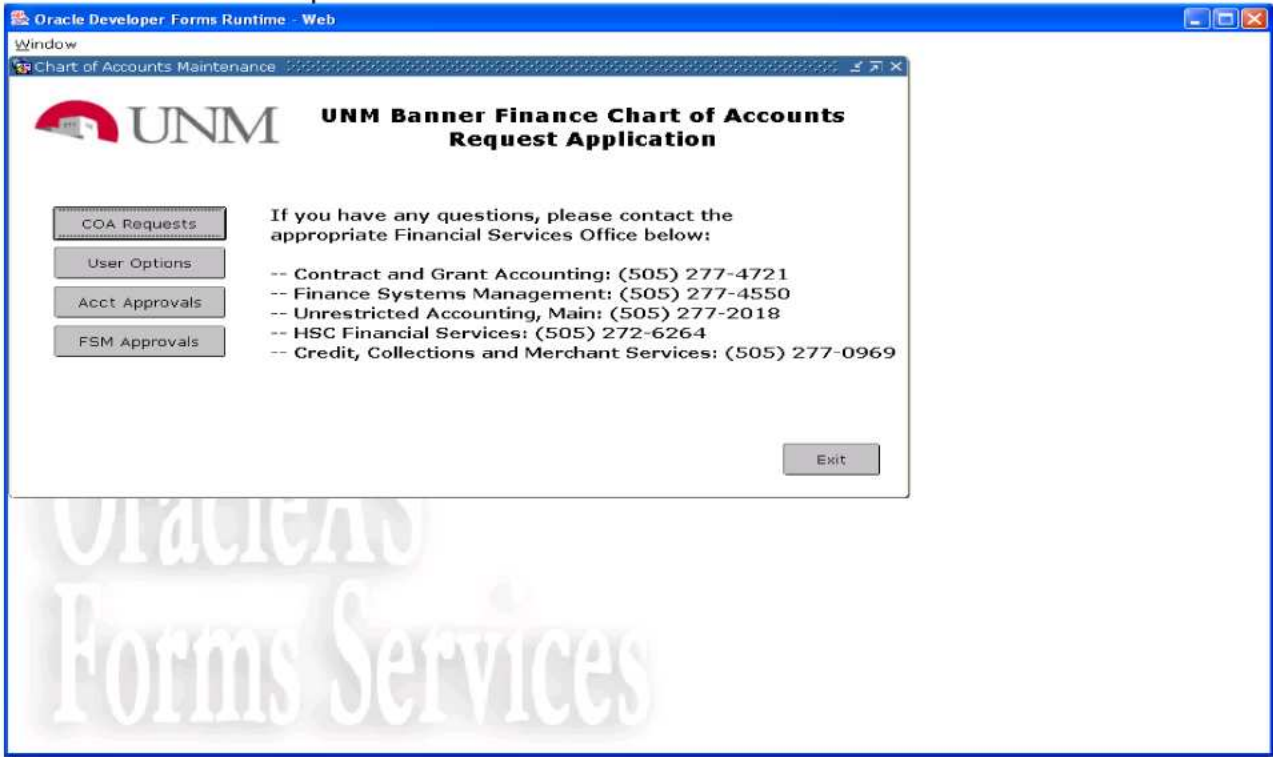
3. After clicking the “Index Lookup” button, this window will appear.



4. Choose from these two options below:
  - a. Enter an existing index in Index field OR
  - b. Enter any one of the following: Fund, Organization, Program, or Activity codes in fields.
5. Click on the “Search” button to display the results.
6. Click the “Info” button to view the index information and then click “Exit” when done.
7. To view another index, click the “Clear” button, and repeat the steps above.
8. Click “Exit” to return to the “User Requests Lookup” menu.

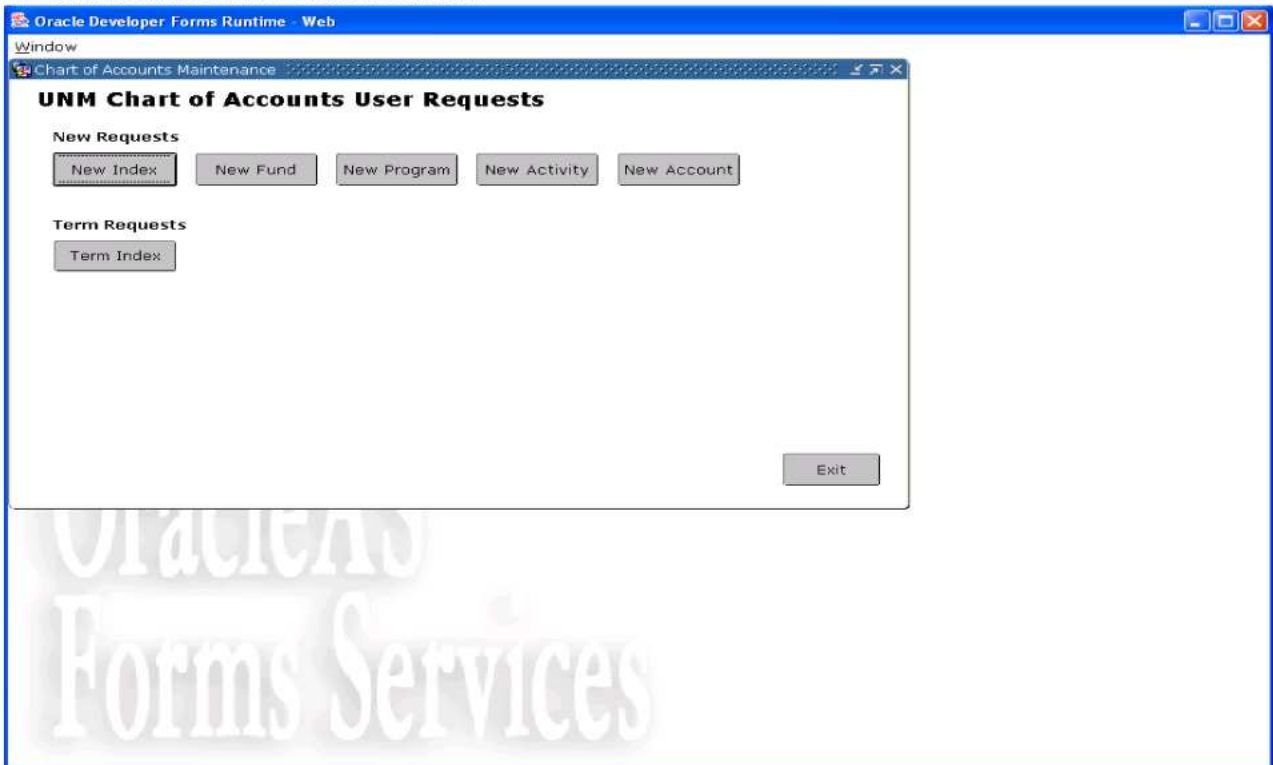
## To Request a New Index

1. Click the COA Requests button.



The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web" with a sub-window titled "Chart of Accounts Maintenance". The main content area features the UNM logo and the title "UNM Banner Finance Chart of Accounts Request Application". On the left, there is a vertical stack of buttons: "COA Requests", "User Options", "Acct Approvals", and "FSM Approvals". The "COA Requests" button is highlighted. To the right of these buttons, there is a text block: "If you have any questions, please contact the appropriate Financial Services Office below:" followed by a list of contact information: "-- Contract and Grant Accounting: (505) 277-4721", "-- Finance Systems Management: (505) 277-4550", "-- Unrestricted Accounting, Main: (505) 277-2018", "-- HSC Financial Services: (505) 272-6264", and "-- Credit, Collections and Merchant Services: (505) 277-0969". An "Exit" button is located at the bottom right of the window.

2. Click on the New Index button:



The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web" with a sub-window titled "Chart of Accounts Maintenance". The main content area features the title "UNM Chart of Accounts User Requests". Under the heading "New Requests", there is a horizontal row of five buttons: "New Index", "New Fund", "New Program", "New Activity", and "New Account". The "New Index" button is highlighted. Below this row, under the heading "Term Requests", there is a single button: "Term Index". An "Exit" button is located at the bottom right of the window.

The New Index request window will appear:

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web". Inside, there is a form titled "User Requests: New Index Code Submission". The form contains the following elements:

- A prompt: "Input a valid FOIPA for the New Index" with a "Copy From Index:" field.
- A text input field for "Desired Index Title (35 Characters)".
- Fields for "Fund", "Organization", "Organization Fin Manager", "Program", and "Activity", each with a corresponding input box.
- Two text areas: "Requestor Comments" and "Submission Comments".
- Three buttons at the bottom: "Submit Request", "Cancel Request", and "Exit".

A large, semi-transparent watermark reading "Oracle Forms Services" is overlaid on the bottom half of the screenshot.

3. Enter the desired title for the new index.
4. Enter the Fund code for index.
5. Enter the Organization code.
6. Enter the Program code.
7. Enter the Activity code.
8. Click the "Submit Request" button and then click "OK" to finalize request.
9. Click the "Exit" button when finished.

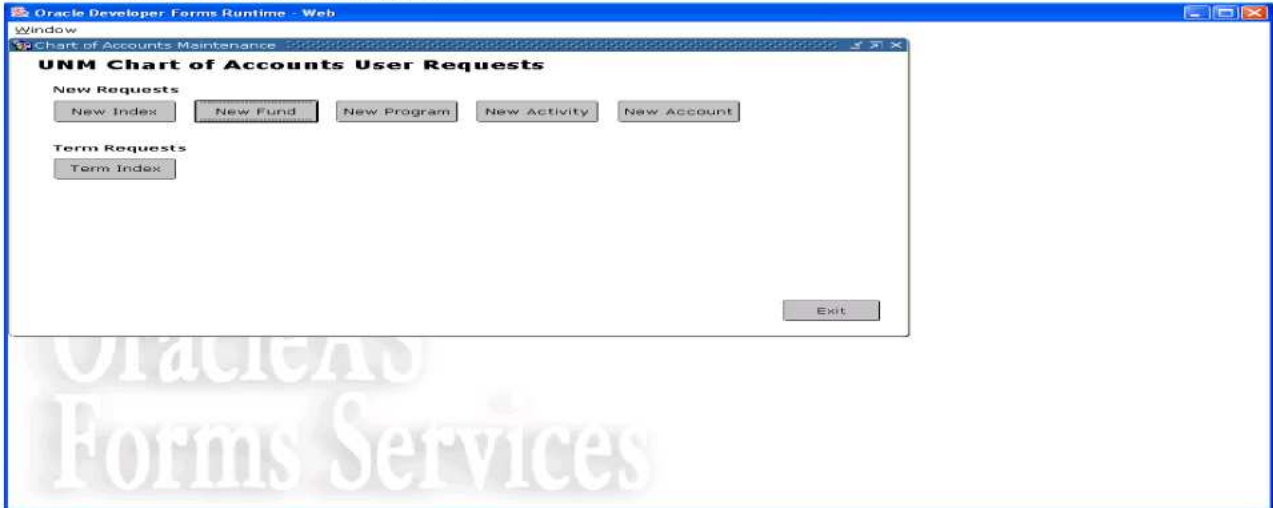
## OR

1. You can also use an existing index as a template by entering the index in the "Copy From Index" field.
2. Press "enter" to retrieve the information for the index template.
3. Modify the index title to the new one desired.
4. Please note the comment "Please change at least one element" in the "Submissions Comment" box.
5. Click in any chart segment field to edit the information on the index request.
6. Enter an element and tab out of that field.
7. Click the "Submit Request" button and then click "OK" to finalize request.

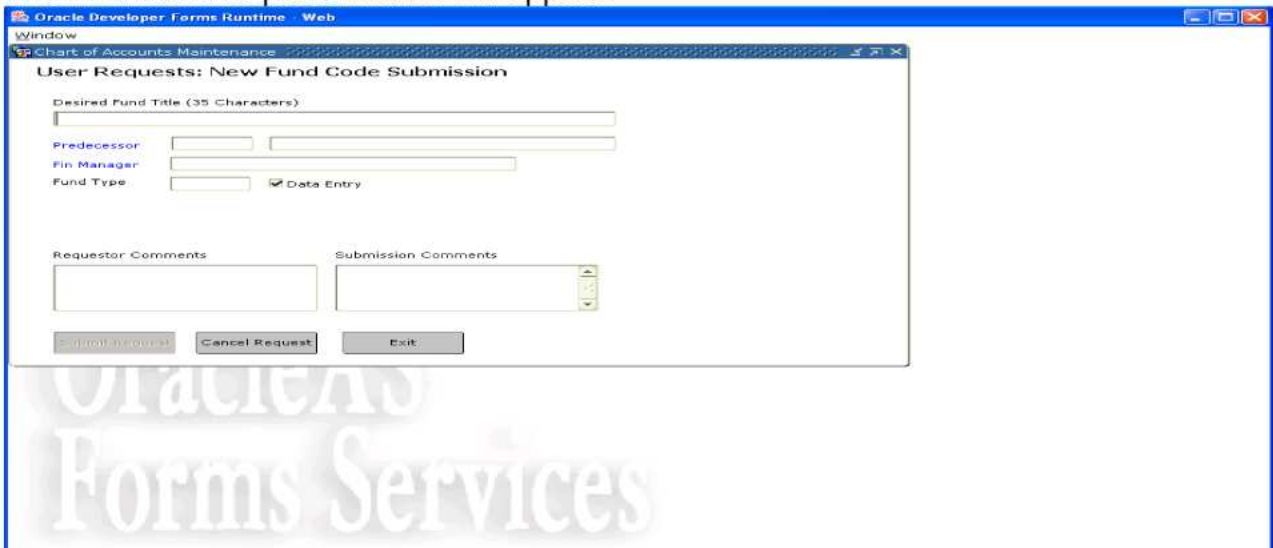
## To Request a New Fund

Restricted funds for Main and Branch campuses are processed by Restricted Accounting, Main. Restricted funds for HSC are processed by Restricted Accounting, HSC. Plant funds are processed by Property Accounting.

1. Click on the New Fund button.



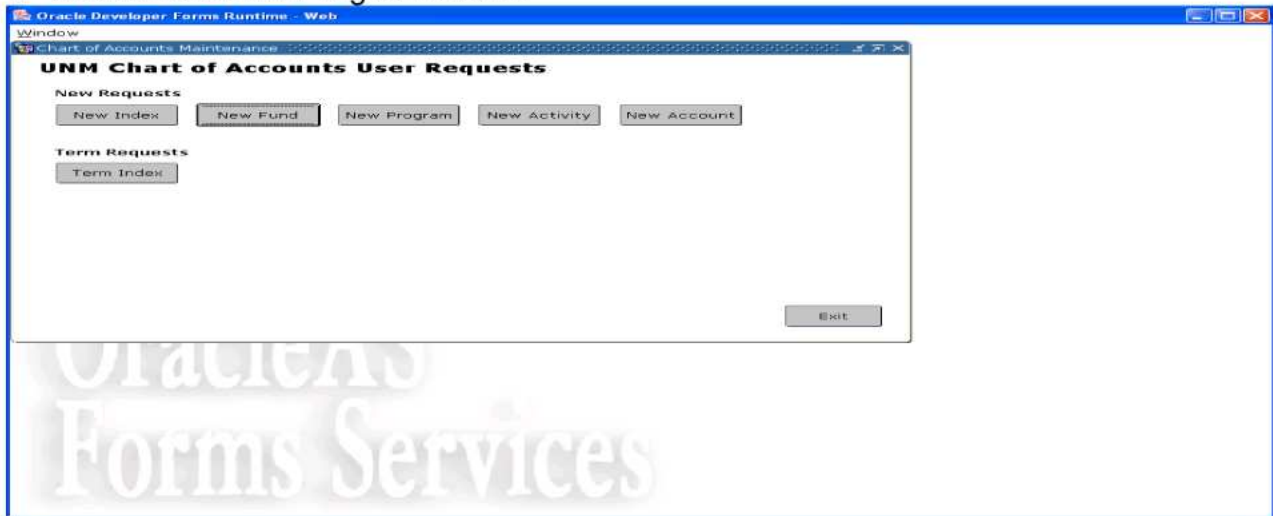
The New Fund request window will appear:



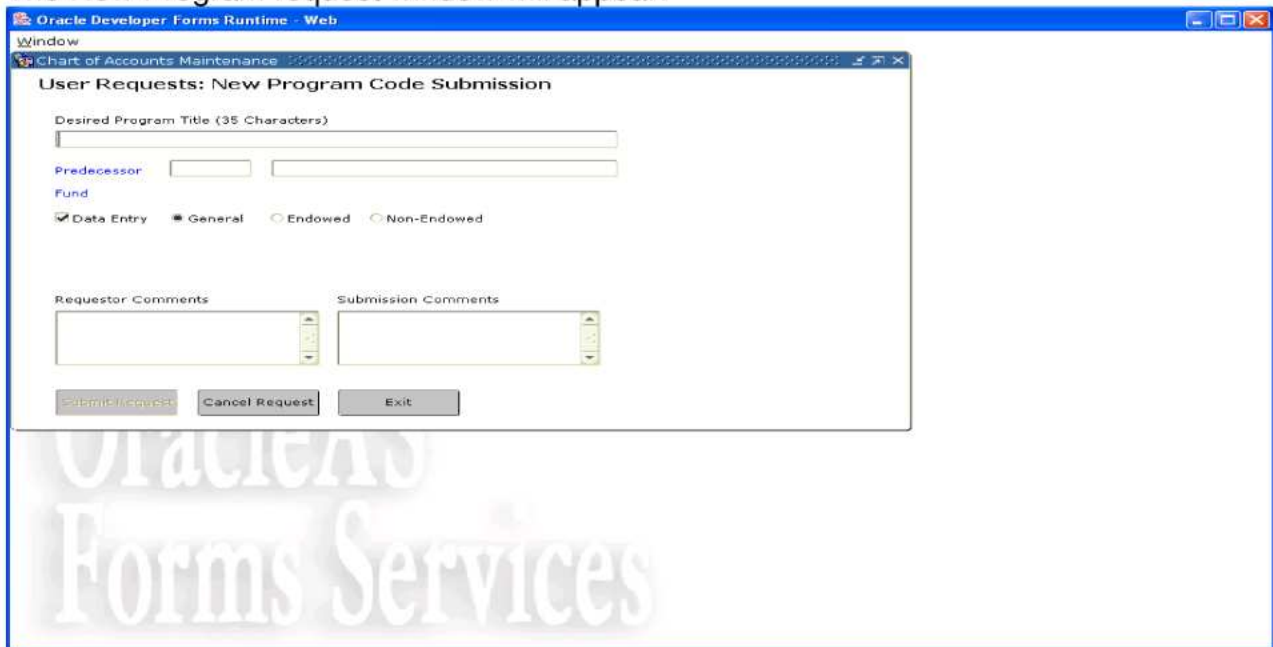
2. Enter the title for the new fund.
3. Enter the Predecessor code for the new fund.
4. The Fund Financial Manager field is not required. This will default after clicking the "Submit Request" button.
5. If you do not want the Fund Financial Manager to be defaulted, you can choose one by double clicking in the Fund Financial Manager field and then select the name. (You cannot enter data in this field.)
6. Click the "Submit Request" button and then click "OK" to finalize the request.
7. Click the "Exit" button when finished.

## To Request a New Program

1. Click on the New Program button.



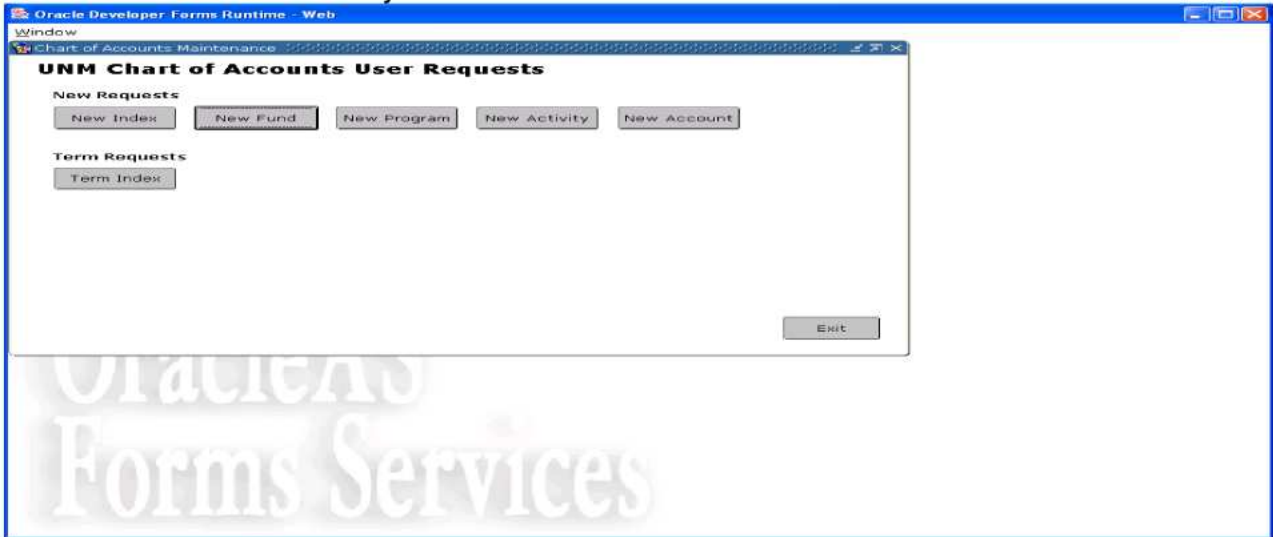
The New Program request window will appear:



2. Enter the title of the New Program.
3. Enter the predecessor program.
4. If the program predecessor is not known, double click on the "Predecessor" field and a dialogue button will appear displaying the valid selections available.
5. Select a predecessor program code and click "OK" to populate the "Predecessor" field.
6. The Data Entry field must be checked.
7. Click the button(s) that pertain(s) to the program if they are General, Endowed or Non-Endowed programs.
8. Click the "Submit Request" button and then click "OK" to finalize request.
9. Click the "Exit" button when finished.

## To Request a New Activity

1. Click on the New Activity button.



Oracle Developer Forms Runtime - Web

Window

Chart of Accounts Maintenance

**UNM Chart of Accounts User Requests**

New Requests

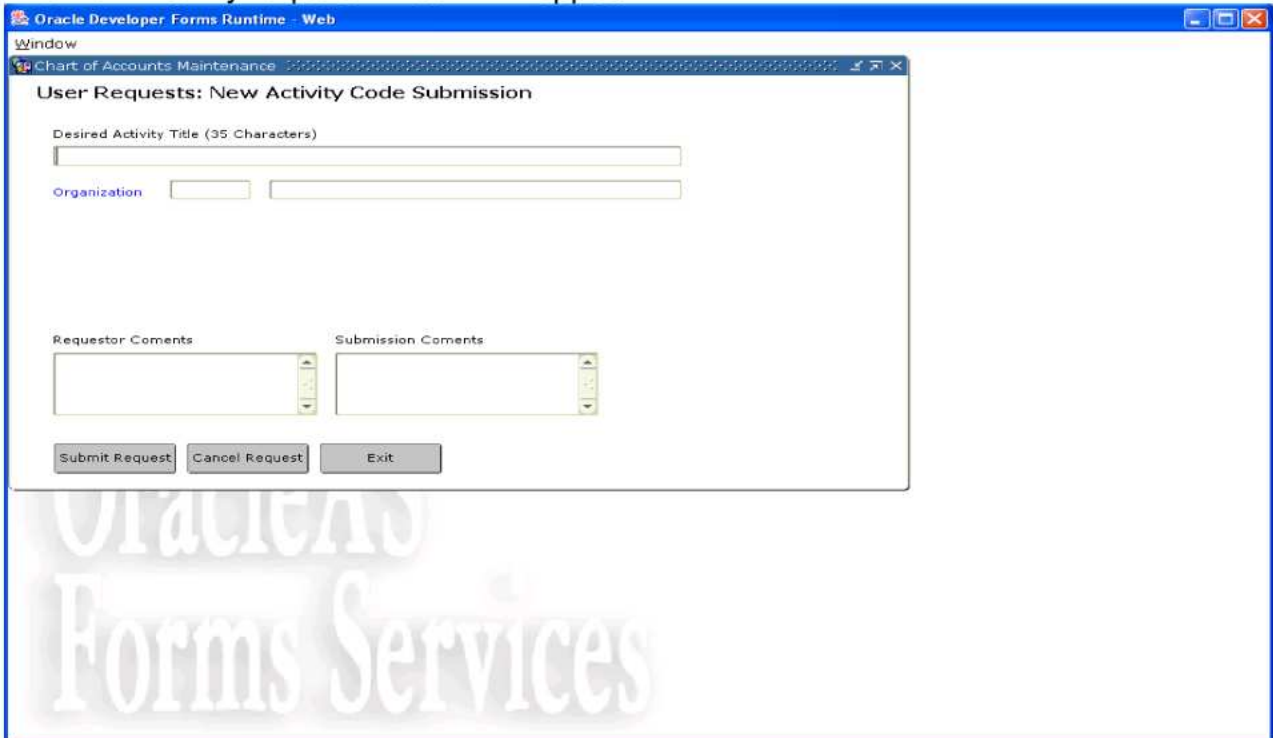
New Index New Fund New Program New Activity New Account

Term Requests

Term Index

EXIT

The New Activity request window will appear:



Oracle Developer Forms Runtime - Web

Window

Chart of Accounts Maintenance

**User Requests: New Activity Code Submission**

Desired Activity Title (35 Characters)

Organization

Requestor Comments

Submission Comments

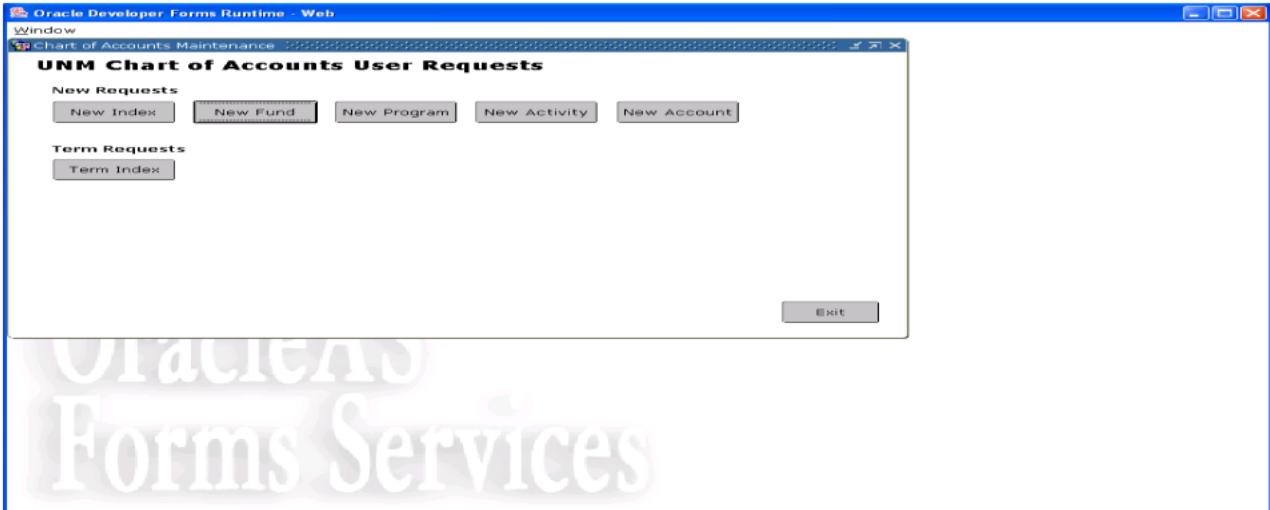
Submit Request Cancel Request Exit

2. Enter new activity title.
3. You can enter the number or double click on the "Organization" field to display a dialogue box of valid selections. Select the appropriate organization. Click "OK" to populate the "Organization" field. A valid organization code must be input.
4. Click the "Submit Request" button and then click "OK" to finalize request.
5. Click the "Exit" button when finished.

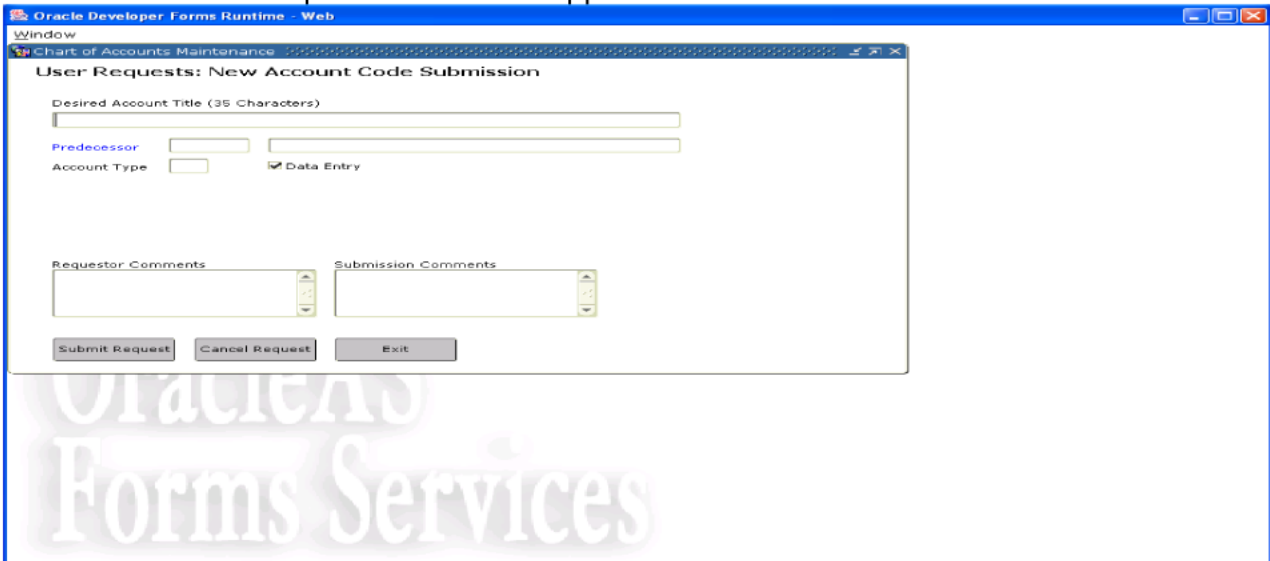
## To Request a New Account

The entire University uses Account Codes. If you are requesting an account code specific to your department you should instead request a new Activity.

1. Click on the New Account button.



The New Account request window will appear:



2. Enter the title of the new account code.
3. Enter the Predecessor for the new account code.
4. Users can also double click in the "predecessor" field to display a dialogue box, which shows all the valid selections available
5. The "Account Type" will automatically be populated when you submit your request. You cannot enter data in this field.
6. Make sure the "Data Entry" box is checked.
7. New account codes needed for unrestricted purposes are required to include a comment indicating the business purpose of the new account.
8. Click the "Submit Request" button and then click "OK" to finalize request.
9. Click the "Exit" button when finished.

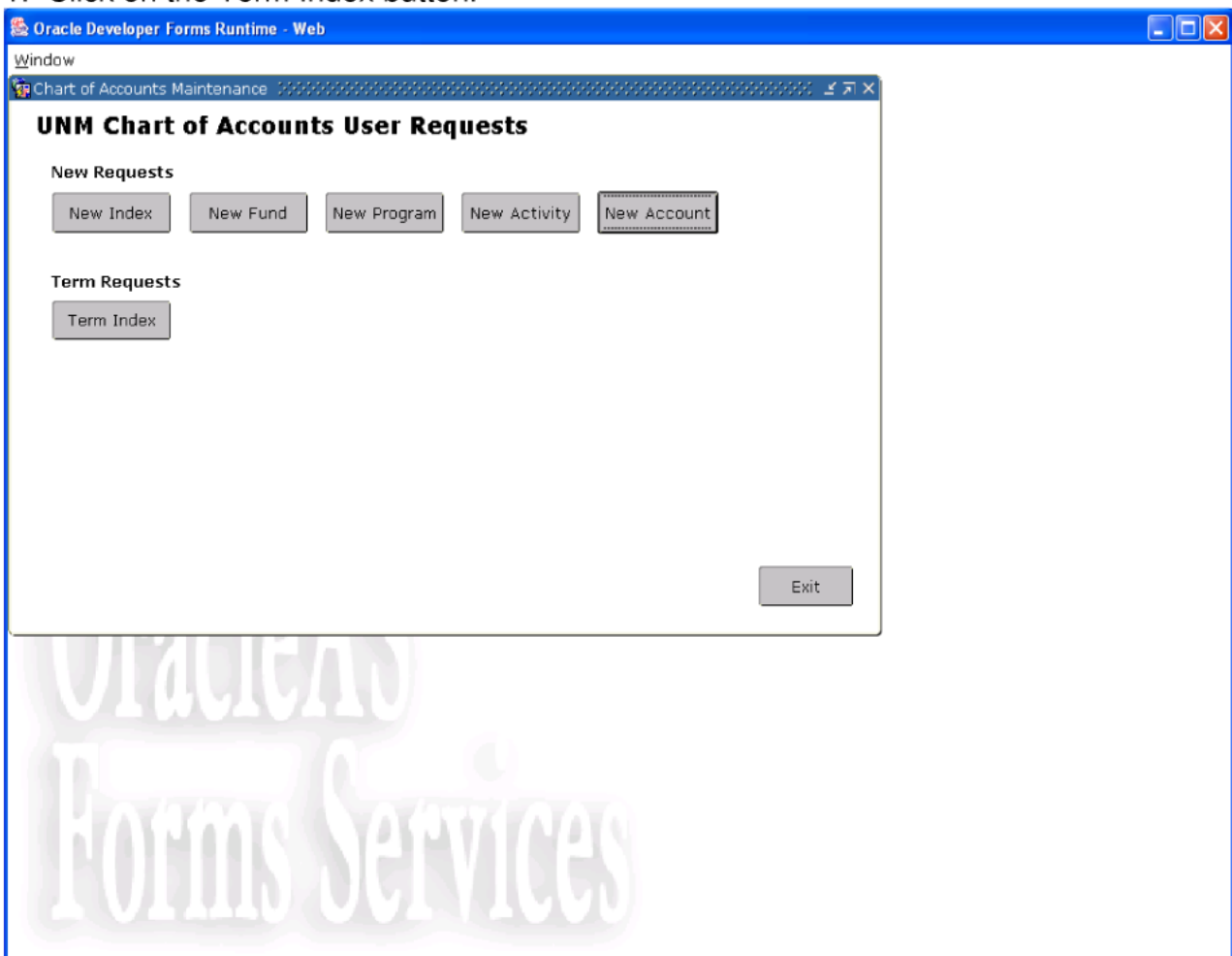
## Request Index Termination

Termination requests can only be submitted when an index has no current activity balance (i.e. standing PO's, Labor Distributions, P-Cards, unreconciled checks, etc.) A termed index prevents future postings to it.

Please note that requests to terminate Restricted Indexes will be disapproved.

If you would like to terminate more than 10 indexes at one time, please email an excel file to [fsm@salud.unm.edu](mailto:fsm@salud.unm.edu). Include the index, fund, organization code, program code, and activity in the excel file.

1. Click on the Term Index button.





The term index request window will appear.

Oracle Developer Forms Runtime - Web

Window

Chart of Accounts Maintenance

### User Requests: Terminate Index Code Submission

Input an Index: Index Title

Fund

Organization

Organization Fin Manager

Program

Activity

Requestor Comments

Submission Comments

**Note to users:**  
Termination requests can only be submitted when index has no current activity balance (i.e. standing PO's, Labor Distributions, P-Cards, unreconciled checks etc.).  
**Please note that requests to terminate Restricted Indexes will be Disapproved.**  
If you would like to terminate more than 10 indexes at one time, please email an excel file to fsm@salud.unm.edu. Please include the index, fund, organization code, program code and activity in the excel file.

Submit Request Cancel Request Exit

Forms Services

2. Enter the existing Banner index code.
3. Press enter or tab to retrieve the existing information.
4. Click the "Submit Request" button and then click "OK" to finalize request.
5. Click the "Exit" button when finished.

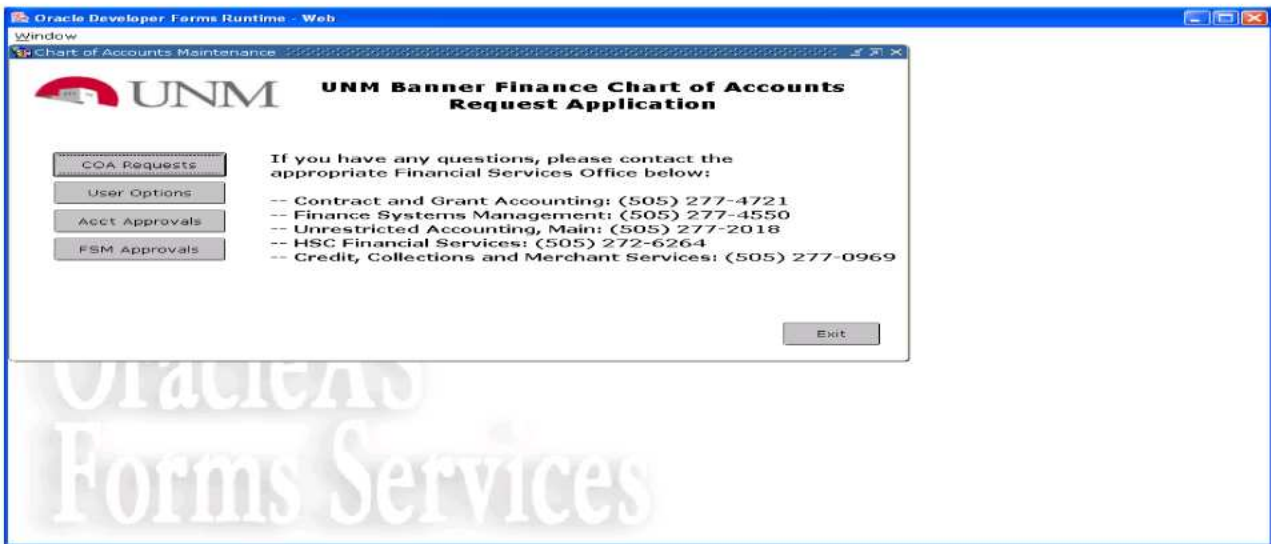
## How to track the status of a Request

If the request is not approved or it cannot be processed, the requestor will be notified by email.

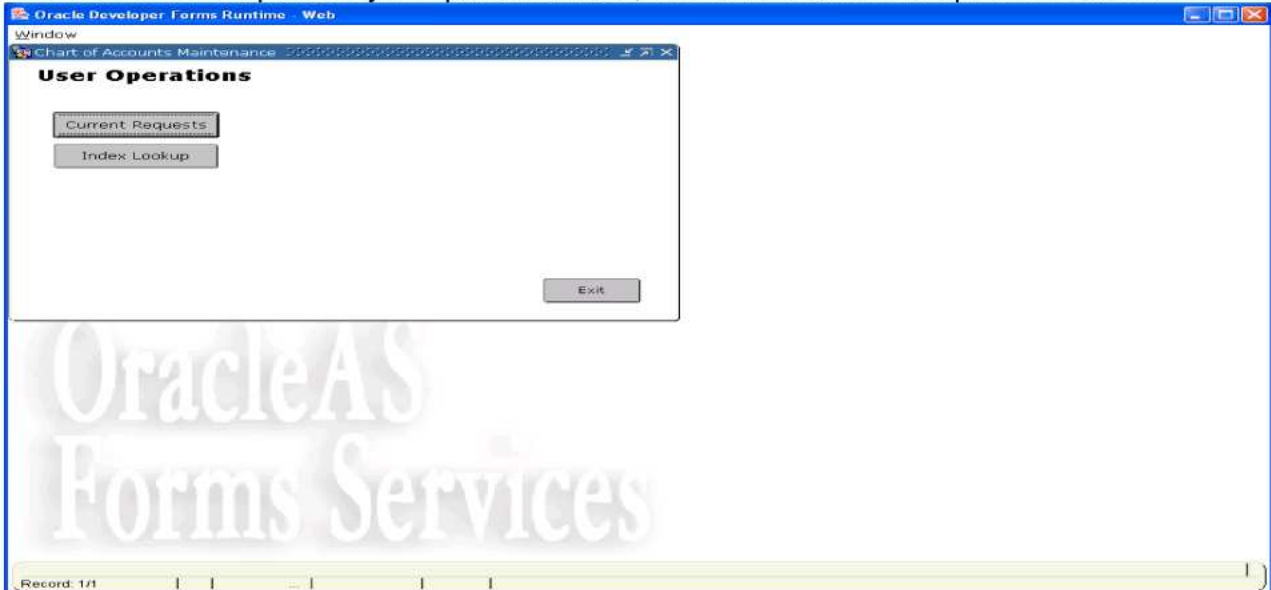
After all applicable approvals have been received; Banner Finance is updated with the new element. The requestor is then notified by email, the email includes the number of the new chart element that was requested.

If you have not received an email, you can view the “User Options” button in the application to view the status of a request.

1. Click “User Options” button.



2. To Search Requests by Request Number, click the “Current Requests” button.



After clicking the “Current Request” button, the COA: User Requests Lookup window will appear.

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web". Inside, there is a form titled "COA: User Requests Lookup". The form has the following elements:

- Input field for "Request #"
- Input field for "Initiator NetID" and "Approver NetID"
- Radio buttons for status selection:  Pending,  All,  In Banner,  Rejected
- "Search" and "Clear" buttons
- A table with columns: Req#, Requested Action, Status, Date Entered. Each row has a "View" button to its right.
- An "Exit" button at the bottom right.

At the bottom of the window, there is a status bar showing "Record: 1/1".

3. Enter the Request # from the COA application that you wish to view.
4. Click on the “Search” button to display the results.
5. Click “View” to view the request.
6. To view another request, click the “Clear” button, and repeat the steps above.
7. Click “Exit” to return to the “User Requests Lookup” menu.

### Search Current Requests by Initiator NetID

1. Enter the Initiator NetID who created the request.
2. Choose from these four options below:
  - a. Click on the “Pending” radio button OR
  - b. Click on the “In Banner” radio button OR
  - c. Click on the “All” radio button OR
  - d. Click on the “Rejected” radio button.
3. Click on the “Search” button to display the results.
4. Click “View” to view the request.
5. To view another request, click the “Clear” button, and repeat the steps above.
6. Click “Exit” to return to the “User Requests Lookup” menu.

\*\*\* END\*\*\*