



UAF Finance 101

Finance Structure

Hierarchy Levels

Major UAF Fund Types

Organization Codes

Account Codes

Program Codes

Activity Codes

Heirarchy Levels

Banner Screen – FTIORGH

Levels 1 – 8

1. University
2. Cabinet
3. Unit
4. Division
5. Cluster
6. Department (Dlevel) – Financial Manager Assignment
7. Program
8. Organization Code – Data Entry

Common UAF Fund Types

Fund codes are 6 Digits

- Unrestricted (103010)
- Auxiliary (19XXXX)
- Designated and Offset (18XXXX)
- Restricted and Offset (3XXXXX)
- Plant (5XXXXX)
- Agency (9XXXXX)
- Recharge (17XXXX)
- Multi-Year Event (15XXXX)
- Match and Offset (14XXXX)

Note - Not an exhaustive list

Fund Type definitions

- Unrestricted – State allocated funding
- Auxiliary – Selling stuff to public
- Designated – Endowments
- Restricted – Funds issued by various agencies
- Plant – Mostly used by Facilities for building upgrades and repairs
- Agency – Student clubs, outside agencies
- Recharge – Providing services or commodities to UA departments
- Multi-Year Event – Event or activities crossing fiscal years
- Match – UA funds to meet requirements for restricted funds

Organization Codes

AKA – Org Codes

UAA – 10000-29999

UAF – 40000-69999

UAS – 70000-79999

SW – 80000-99999

Account Codes

- 1XXX – Labor
- 2XXX – Travel
- 3XXX – Contractual Services
- 4XXX – Commodities
- 5XXX – Capital Equipment
- 6XXX – Student Aid
- 7XXX - Facilities and Administrative (F&A) Cost Recovery Expenditures
- 8XXX – Miscellaneous & Transfers
- 9XXX - Revenue

Program Codes

National Center for Higher Education in Management Systems (NCHEMS)

NCHEMS is a private nonprofit (501)(c)(3) organization whose mission is to improve strategic decision making in higher education for states and institutions in the United States and abroad. The University of Alaska classifies all expenditures into these standardized categories defined by this organization that are recognized and utilized by most institutions of higher education.

The topic of NCHEMS comes up very often with the Board of Regents and the Legislature when it comes to developing a budget and tracking how the university is investing their money. It is program codes that provide us the ability to track these activities.

Definitions – SW Controller Accounting & Administrative Manual

<https://www.alaska.edu/controller/acct-admin-manual/account-codes/ProgCodeDef.pdf>

Additional Training – OFA Training Recorded Sessions

<https://uaf.edu/finserv/finance-accounting/training/index.php>

Banner

Basic financial research

- **FGIBDST – Budget Status**
- **FOIDOCH – Document History**
- **FRIGITD – Grant Inception to Date**
- **FRAGRNT – Grant Information**
- **FTMFUND – Fund Information**

Toad

Queries and Training

OFA Toad Resources Website

<https://uaf.edu/finserv/finance-accounting/resources/toad.php>

- Current and Future Labor Distribution
- Transaction Detail
- Subledger
- Incomplete Documents

Bluewhale Drive

Training

- OIT – Reader and Writer classes

<https://www.alaska.edu/oit/services/training-services/calendar/>

- OFA – Specialized (task specific)

<https://uaf.edu/finserv/finance-accounting/training/index.php>

Transaction Types

Rule Class Codes - Transaction Types

Complete List – <https://uaf.edu/finserv/finance-accounting/resources/rule-class-codes.php>

Common:

- Journal Voucher – JV01, JV02
- Labor Journal Voucher – JPAY
- Credit Card – CCRD
- Work Orders – WO01 – Facilities
- Invoices – INEI
- Auto generated – F – Payroll, Bursars Office, etc.

Compliance

Program Code

https://uaf.edu/finserv/finance-accounting/reports/program_code_compliance.php

Non Cash Gift Reporting

<https://uaf.edu/finserv/finance-accounting/resources/noncash-gifts-raffles.php>

Labor Report

<https://uaf.edu/finserv/finance-accounting/reports/labor.php>

Helpful Websites

- **UAF Office of Finance & Accounting (OFA)**

<https://uaf.edu/finserv/finance-accounting/>

- **University of Alaska Finance**

<https://alaska.edu/financial-systems/>

- **Office of Information Technology (OIT)**

<https://www.alaska.edu/oit/services/>

- **OIT Banner**

<https://alaska.edu/oit/services/#/banner>

- **OIT Training**

<https://www.alaska.edu/oit/services/training-services/calendar/>

Contacts

- UAF Budget – uaf-budget@alaska.edu
Labor corrections, Budget Revisions, Security Access, Management Reports, Position Management, Compliance
- UAF Office of Finance & Accounting General – uaf-ofa@alaska.edu
General Inquiries, Journal Vouchers, Non-Cash Gift Reporting
- UAF Travel – uaf-travel-ofa@alaska.edu
Concur and anything related to travel
- UAF Accounts Payable – uaf-ofa-ap@alaska.edu
Encumbrances, Invoices, Checks, Payments



Thank You