

**Keene State College**  
**Chart of Accounts FOAPAL Elements**  
**Quick Reference Card**

Form Name	Form Description	What Can You Find There?	How Can You Find the KSC Funds?
FTVFUND <i>[F in FOAPAL]</i>	Fund Code Validation Form	List of all funds	<b>5%</b> wildcard entry All KSC funds start with the number 5
FTVORGN <i>[O in FOAPAL]</i>	Organization Code Validation Form – Finance	List of all organizations	<b>K%</b> wildcard entry All Keene ORGs start with the letter K
FTVACCT <i>[A in FOAPAL]</i>	Account Code Validation Form	List of all accounts	Accounts are the same for all users in the system. All personnel expenses start with a 6, so you can use <b>6%</b> wildcard to find them. All non-personnel expenses start with a 7, so you can use <b>7%</b> wildcard to find them.
FTVACTV <i>[2<sup>nd</sup> A in FOAPAL]</i>	Activity Code Validation Form	List of all activities	<b>K%</b> wildcard entry. All Keene activity codes start with the letter K. The second letter is the same as the second letter in the ORG code. Characters 3 – 6 are simply sequential, using numbers only.
FTIORGH	Organization Hierarchy Query Form	Display of hierarchy relationship among Orgs, for a specific ORG.	<b>K%</b> wildcard There are up to 8 levels of hierarchy available for ORG.
FTIACTH	Account Hierarchy Query Form	Display of hierarchy relationship among Accounts, for a specific Account	There are 4 levels of hierarchy available for Account.

**Keene State College**  
**Banner Coding Conventions – Funds and Orgs**  
**Quick Reference Sheet**

Presented below is a list of fund and org coding conventions for KSC. It is not all-inclusive, but simply displays those of interest to most end using departments.

**Fund Codes**

		<i>Values of Interest</i>	
<b>Character</b>	<b>Represents</b>	<b>Code</b>	<b>Meaning</b>
1st	Campus	5	Keene
2nd	Fund Group	U	General Operating
		D	Internally Designated
		A	Auxiliary
		00 - 9Z	Grants - # represents sponsoring agency
		G	Gifts
		L	Loan
3rd	Major Resp. Unit	X	Unexpended Plant Funds
		A	VPAA (Academic Affairs/Provost)
		D	Financial Aid
		C	Executive Division
		E	Advancement Division
		F	VPFP (Finance and Planning)
		G	General Institutional
		H	Arts and Humanities
		J	Athletics
		L	Library
		P	Professional and Graduate Studies
		R	VPSA (Student Affairs)
		S	Sciences and Social Sciences
		T	Physical Plant
4th-6th	Individual Funds	sequencer	

**Org Codes**

		<i>Values of Interest</i>	
<b>Character</b>	<b>Represents</b>	<b>Code</b>	<b>Meaning</b>
1st	Campus	K	Keene
2nd	Major Resp. Unit	A	VPAA (Academic Affairs/Provost)
		D	Financial Aid
		C	Executive Division
		E	Advancement Division
		F	VPFP (Finance and Planning)
		G	General Institutional
		H	Arts and Humanities
		J	Athletics
		L	Library
		P	Professional and Graduate Studies
		R	VPSA (Student Affairs)
		S	Sciences and Social Sciences
		T	Physical Plant
3rd	Department	various alphas	various departments
4th-6th	Individual Orgs	as requested	individual departmental orgs

KSC's General Operating Fund	5U0000
KSC's Level 1 Org (summary only-not data entry)	KXXXXX