

# Guide to Terminating FOAPAL Segments

## OBFS – UAFR University Accounting Services

Version: 9/19/06

**Overview:** This document explains what terminating a FOAPAL code means, issues surrounding terminating a FOAPAL code, how to quickly determine if terminating a FOAPAL code will cause any problems, and how to request the termination of a FOAPAL code.

**Question:** What does it mean when a FOAPAL code is terminated?

**Answer:** Terminating an individual FOAPAL code prevents future transactions from posting to that specific code. This includes all transactions: journal vouchers, feeder systems, etc. This might prevent “rogue FOAPALS” by stopping users from using the code by mistake.

**Question:** How can I tell if a specific FOAPAL code is terminated?

**Answer:** View the Banner FOAPAL code maintenance forms listed below to determine if a code has been terminated. Select the maintenance form, select enter query, enter the chart and code value, execute query. The date in the “Termination Date” field is the date the code was terminated.

Fund=FZMFUND  
Organization=FZMORGN  
Account=FTMACCT  
Program=FZMPROG  
Activity=FTMACTV  
Location=FTMLOCN  
Index=FTMACCI

**Question:** Can I “freeze” a FOAPAL code without terminating it?

**Answer:** No, simply freezing a segment is not possible. The code is both active and valid, or it is terminated.

**Question:** What if I made a mistake? Can a FOAPAL code be “unterminated” and made active again?

**Answer:** Yes, if the code was terminated in error, it can be made active again. However, this can be done only if the code will be used for the same purpose. Generally, FOAPAL codes cannot be reused for different purposes.

**Question:** Can I terminate an entire FOP (Fund, Organization and Program) combination?

**Answer:** No, we cannot terminate or prevent specific combinations of FOAPAL codes. Banner validates each FOAPAL code segment separately. Banner does not validate the entire FOP string as a whole, so we are unable to prevent how combinations of FOAPAL codes are used.

**Question:** Will I continue to receive monthly statements even though a FOAPAL code is terminated?

**Answer:** You will continue to receive monthly statements in View Direct for the remainder of the fiscal year if there has been activity during the fiscal year. If the balance is \$0 at fiscal year-end, it will not roll into the next fiscal year and you will then stop receiving these statements.

**Question:** How do I request a FOAPAL code be terminated?

**Answer:** Send an email request including the chart, code value, and type of FOAPAL segment to [CFOAPALMAINTENANCE@uillinois.edu](mailto:CFOAPALMAINTENANCE@uillinois.edu).

**Question:** Is terminating a FOAPAL code in Banner difficult?

**Answer:** Yes, terminating FOAPAL codes in Banner is very complicated because Banner is an integrated system. For example, if we terminate a FOAPAL code that is used on a Banner Accounts Receivable Detail Code, then the Accounts Receivable feed to the General Ledger will not post. Even though only one of the FOAPAL codes might be invalid, the entire GL feed from AR will not post until it is corrected. Because FOAPAL codes are used in many Banner related systems, we must first ensure that terminating it won't cause a problem in another area.

**Question:** What are some of the items verified before terminating a FOAPAL code?

**Answer:** Below is a [technical outline](#) detailing the items verified before terminating a FOAPAL code. General questions can be directed to [CFOAPALMAINTENANCE@uillinois.edu](mailto:CFOAPALMAINTENANCE@uillinois.edu).

Checklist for Terminating FOAPAL codes								
Segment								
F	O	P	A	L	Potential Problem	Description	How to identify	Who to ask
X	X	X	X	X	Open Encumbrances	Open encumbrances create problems with the encumbrance roll process which rolls encumbrances from one fiscal year to the next.	The Encumbrance Balances report in View Direct, Eddie, and My-UI-Financials.	(A) General encumbrance documents start with "E". These can be closed via JV. See job aid located: <b>OBFS » Training Center » Job Aids &amp; Training Materials » Accounting &amp; Financial Reporting » General Encumbrances</b> <a href="https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91714#encumbrances">https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91714#encumbrances</a> (B) Indirect Cost encumbrances documents start with "IC". Liquidating all other encumbrances will liquidate the IC encumbrance. If there is still a balance, OBFS Grants and Contracts can remove. (C) Payroll encumbrance documents begin with "PR". Encumbrances will remain if active payroll job records exist having that specific labor distribution. If you feel there are no current jobs with that labor distribution, send an email to <a href="mailto:UAS@uillinois.edu">UAS@uillinois.edu</a> to liquidate the encumbrance. (D) Purchase orders begin with "P". If these need to be closed, contact OBFS Purchasing. (E) Requisitions begin with "R". If these need to be closed, contact OBFS Purchasing.
X	X	X	X	X	Accounts Receivable Detail Codes	No detail codes can be effectively used if a FOAPAL code segment is terminated. Failure to change the detail code causes entire daily general ledger feeds from the accounts receivable system to reject.	n/a	To make a change to a detail code, use the detail code request form located at: <a href="https://apps.obfs.uillinois.edu/detailcode/dsp_infopage.cfm">https://apps.obfs.uillinois.edu/detailcode/dsp_infopage.cfm</a>
	X				Responsible Organization for Fixed Assets	Fixed Assets/equipment are tracked with a responsible organization code. If the organization is to be terminated, the fixed asset information must be transferred to a new organization.	n/a	Contact OBFS UAFR - Property Accounting and Reporting at 217-333-4568.
X					General Ledger Balances	General ledger balances create problems with the roll process from one fiscal year to another.	Banner form FGITBSR	General balances must first be transferred to another fund in order to bring the balances to zero. If you are unsure how to record these transfers, contacts for the different fund types are located at: <b>OBFS » Accounting &amp; Financial Reporting » Who To Ask</b> <a href="https://www.obfs.uillinois.edu/accounting-financial-reporting/who-to-ask/">https://www.obfs.uillinois.edu/accounting-financial-reporting/who-to-ask/</a>
X	X	X			Operating Ledger Budget Balance Available (BBA)	Operating ledger balances on certain fund types will fail to roll from one fiscal year to another if the codes involved are terminated.	Banner form FGIBDST	Operating ledger balances must first be transferred to another FOAPAL in order to bring the BBA to zero. If you are unsure how to record these transfers, contacts for the different fund types are located at: <b>OBFS » Accounting &amp; Financial Reporting » Who To Ask</b> <a href="https://www.obfs.uillinois.edu/accounting-financial-reporting/who-to-ask/">https://www.obfs.uillinois.edu/accounting-financial-reporting/who-to-ask/</a>
X	X	X	X	X	Index Codes	If the FOAPAL code to be terminated is used in an active index code, the index code will not be valid either.	Banner form FTMACCI	Questions about index codes can be directed to <a href="mailto:CFOAPALMAINTENANCE@uillinois.edu">CFOAPALMAINTENANCE@uillinois.edu</a>
	X	X	X	X	Fund Code Defaults	Depending on the fund involved, these codes might be set as defaults on a fund.	Banner form FZMFUND	Questions about fund code defaults codes can be directed to <a href="mailto:CFOAPALMAINTENANCE@uillinois.edu">CFOAPALMAINTENANCE@uillinois.edu</a>
X	X	X	X	X	P-Card Defaults	If these are not changed, the default FOAPAL on the P-Card will use a code that is not valid.	n/a	Questions about what the P-Card defaults are for your unit can be directed to <a href="mailto:CFOAPALMAINTENANCE@uillinois.edu">CFOAPALMAINTENANCE@uillinois.edu</a>

Segment					Potential Problem	Description	How to identify	Who to ask
F	O	P	A	L				
X	X	X			ICR Distribution Codes	The feed documents from deferred grant processing will not post to a FOAPAL code that has been terminated.	n/a	Questions about the indirect cost distribution can be directed to OBFS Grants and Contracts.
X	X	X	X	X	Active Payroll Job Records	If there is an active job record that has a labor distribution including the code to be terminated, this creates balances in "payroll suspense" and requires additional entries to correct.	Personnel Encumbrance Statement in View Direct	If there has been payroll charges recently, or if there is a remaining balance on a payroll encumbrance, there might be an active job with this labor distribution. Banner form NJRLBDB can be used to view the labor distribution on an employee.
	X				Timesheet routing and approval	Terminating an organization code could prevent time approval and delay payments to employees.	n/a	Questions about the what codes are used for timesheet reporting can be directed to Payroll Customer Service, <a href="mailto:payinq@uillinois.edu">payinq@uillinois.edu</a>
	X				Organization Position Control	This organization code will default into a new job record.	n/a	Banner form NBAPOSN, choose "Position Salary Budgets" from the Options menu, which will bring you to NBAPBUD. This form will default to the job record and must be changed.
X	X	X	X	X	Departmental Feeder Systems	Units providing Banner feeds, such as Telecommunications charges, Central Stores charges, University of Illinois Foundation feeds, etc., must be notified to change the FOAPAL codes.	n/a	See the document located <a href="https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=96195">https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=96195</a> to find the contact for each feeder system.
	X				Organization code listed as responsible for a Grant code	The responsible organization on grant codes need to be modified for the new organization.	Banner form FZAGRNT	If this grant code is used strictly for inception to date reporting, <a href="mailto:CFOAPALMAINTENANCE@uillinois.edu">CFOAPALMAINTENANCE@uillinois.edu</a> can make this change. For grants or contracts, contact the OBFS Grants and Contracts to make this change.
X	X	X	X	X	Unapproved Invoice Vouchers	These are invoice vouchers which have been entered, but not yet approved (and not yet posted to the operating ledger)	Banner form FOIDOCH	These invoice vouchers need to be modified in order for payment to be made to the vendor.
X	X	X	X	X	Labor Redistributions	Depending on how the operating ledger activity was transferred to a new FOAPAL, performing labor redistributions on prior pay events could create a rogue FOAPAL.	n/a	If prior labor charges are not moved to a different FOAPAL code, and future labor redistributions are performed on prior pay events, Banner Payroll will credit the old FOAPAL code which will have been terminated. Questions about how terminated codes affect labor redistributions can be directed to Nick Unser with University Accounting Services 217-244-6676.