Program Codes and Banner Sponsored Project Codes

How They are Used at UA in Research Institutes & Academic Units

Statewide Office of Cost Analysis
- Tanya Hollis, Director
- Briana Walters, Assistant Manager
- Dawn Wall, Accountant

UAA Campus
September 18, 2008
# Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tr>
<td>1:00 - 1:05 pm</td>
<td>Introduction</td>
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<tr>
<td>1:05 – 1:20 pm</td>
<td>Program Code Structure</td>
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<tr>
<td>1:20 – 1:50 pm</td>
<td>Program Code Definitions</td>
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<tr>
<td>1:50 – 2:00 pm</td>
<td>Break</td>
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<td>2:00 – 2:15 pm</td>
<td>Program Code Practice</td>
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<td>2:15 – 2:30 pm</td>
<td>Pre-Award Topics</td>
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<td>2:30 – 2:45 pm</td>
<td>Post Award Topics</td>
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<td>2:45 – 3:00 pm</td>
<td>Program Code Review</td>
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Program Codes - Introduction

- Classifies financial activity for reporting and other management purposes.
- Reflects the actual activity for which the expenditure is incurred or for which revenue is generated.
Program Codes are used for:

- Financial Statement Reporting
- Integrated Postsecondary Education Data System (IPEDS) reporting
- Budget Reporting
- Institutional Research
- Facilities & Administrative Cost Rate
- Space Survey
Program Code Structure
Program Codes in Banner

- Financial transactions are recorded in organization (org) codes which have a default program code attached via FTMORGN table in BFIN
  - Program code attaches to transaction from “birth to death”
    - Corrected errors result in no net impact

- One data entry program code per org code
  - This is a UA decision
The establishment of default program codes on the org table enables all expenditure transactions to be classified to specific activities for reporting and management purposes.
Program Codes in Banner

FTIPRGH - Program Code Hierarchy

Level 1-MAU/Appropriation code
Level 2-Budget Allocation code
Level 3-Budget NCHEM code
Level 4-Data entry program code

Last two characters of a level 4-data entry program code are ALWAYS alphabetic
Only level 4-data entry program codes are attached to data enterable organization codes
Program Code Structure

- **Level 1 - MAU/Appropriation program code**
  (predecessor program code for the level 2 program code)
  - Dependent on fiscal year appropriations
    - 1\textsuperscript{st} - 2\textsuperscript{nd} digits - MAU and/or Appropriation.
    - 3\textsuperscript{rd} - 4\textsuperscript{th} digits - Zero filled
    - 5\textsuperscript{th} - 6\textsuperscript{th} digits - Normally zero filled, except when UA receives special appropriations these are populated with other characters to identify the funds/authorization
Program Code Structure

- **Level 2 - Budget Allocation program code**
  (predecessor program code for the level 3 program code)
  - Defines the distribution of the State Appropriation
    - 1<sup>st</sup> - 2<sup>nd</sup> digits - MAU and/or state appropriation
    - 3<sup>rd</sup> - 4<sup>th</sup> digits - Zero filled
    - 5<sup>rd</sup> - 6<sup>th</sup> digits - Allocation at the highest level, such as program code 300001 - *Fairbanks Campus Allocation*
Program Code Structure

- **Level 3 - Budget NCHEM program code** (predecessor program code for the level 4 program code)
  - Classification as defined by the National Center for Higher Education Management Systems (NCHEMS)
    - **1st - 2nd digits**: MAU/Appropriation/Authorization and campus/satellite allocation
    - **3rd - 4th digits**: NCHEM category
      - 10 - Instruction; 20 - Research; 30 - Public Service; 40 - Academic Support; 45 - Library; 50 - Student Services; 55 - Intercollegiate Athletic; 60 - Institutional Support; 70 - Physical Plant; 80 - Scholarships/Financial Aid; 90 - Auxiliary Services; 95 - Debt Service; 0X - Unallocated Appropriations (used primarily by financial services offices)
    - For example, restricted fund budget authority not in use
    - **5th - 6th digits**: Zero filled
Program Code Structure

- Level 4 – Data Entry program code
  - Classifies the transaction activity for financial statement, IPEDS, budget & institutional research, facilities & administrative costs and space survey
    - 1st - 3rd digits - MAU/Appropriation, Allocation, and the Budget NCHEM
    - 4th digit - Department or other sub-category, numeric & alpha character are used: 0 through 9 and A through Z
    - 5th digit - Financial statements and IPEDS
    - 6th digit - In conjunction with 5th digit, further classifies the transaction activity in accordance with the provisions and cost principles mandated by 2 CFR 220 (formerly the Federal OMB Circular A-21)
Program Code Definitions
Program Code Definitions

Common Terminology

- **Direct Costs**
  - Per A-21 those costs identified specifically with a sponsored project, instructional activity or other institutional activity or that can be directly assigned to such activities easily with a high degree of accuracy
  - Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or F&A costs

- **Indirect Costs (F&A Costs)**
  - Costs incurred for common or joint objectives and cannot be identified readily and specifically with a particular sponsored project, instructional activity, or other institutional activity
Separately budgeted and accounted for:

- Sponsored Projects
- Matching funds
- Research in organized research unit
- Org established to track research activity funded with:
  - Natural resource funds (18XXXX)
  - Initiative funds
NCHEMS Classifications

- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Operations & Maintenance
- Student Aid
- Auxiliaries
Program Code Definitions

- **Instruction**
  - Expenditures for teaching and training, except research training, that are part of an institution’s instruction program
    - ID – Clerical and administrative support activities for academic departments, not deans/directors offices
    - IM – Operations and maintenance expenditures for an academic department not covered by the Physical Plant
    - IN – Direct cost expenditures for all teaching activities, except research training (see research program code definition)
Program Code Definitions

- **Instruction (continued)**
  - IR – Departmental research defined in 2 CFR 220 as research and development activities that do not meet the criteria to be considered “separately budgeted and accounted for.”
    - Considered incidental to primary activity occurring in the dept and is included under the instruction function for F&A purposes
  - IY – Instruction unit recharge activities
  - IZ – Instruction activities unallowable per federal regulations
Program Code Definitions

- **Research**
  - Expenditures for activities specifically organized to produce research outcomes, whether commissioned by an external agency, or ‘separately budgeted and accounted for’ by UA:
    - The primary activity of an organized research unit meets the definition of research
    - Organized research units will not have departmental research
Program Code Definitions

- **Research (continued)**
  - RD – Clerical and administrative support activities for organized research units, includes directors
  - RM – Operations and maintenance expenditures for an organized research unit not covered by the Physical Plant
  - RO – Direct cost expenditures for organized research (separately budgeted and accounted for) activities within a non-organized research unit
  - RR – Direct cost expenditures for organized research activities within an organized research unit
Program Code Definitions

- Research (continued)
  - RT – Direct cost expenditures for training activities with the primary purpose of training of individuals in research techniques
    - Purpose of funding is training rather than research
    - Utilizes the same facilities as other research activities
  - RY – Organized research recharge activities
  - RZ – Organized research activities unallowable per federal regulations
Program Code Definitions

- Research (continued)
  - UAA Organized Research Units
    - CAAS – CHSW Center for Alcohol & Addiction Studies
    - ENRI – CAS Environment & Natural Resources Institute
      - AKNHP – CAS ENRI Alaska Native Heritage Program
    - ICHS – CHSW Institute for Circumpolar Health Studies
    - ISER – CBPP Institute of Social & Economic Research
    - JC – CHSW Justice Center
Program Code Definitions

- Public Service
  - Expenditures for activities established primarily to provide non-instructional services beneficial to individuals and groups external to UA
  - Does not include activities carried out by faculty as part of their tripartite assignment; those activities are classified as instruction or research, consistent with their primary assignment
    - PD – Clerical and administrative support activities for public service units, includes directors
    - PM – Operations and maintenance expenditures for public service not covered by the Physical Plant
    - PS – Direct cost expenditures for public service activities
    - PY – Public service recharge activities
    - PZ – Public service activities unallowable per federal regulations
Program Code Definitions

- **Academic Support**
  - Expenditures to provide support services for instruction.
  - Includes the retention, preservation, display of educational materials, and galleries
  - Does **not** include expenditures for dept chairpersons or dept clerical and administrative support
    - AC – Central level academic support activities
    - AL – Libraries used by public, students, staff and faculty
    - AM – Organized museum activities
    - AP – Operations and maintenance expenditures for academic support not covered by the Physical Plant
Program Code Definitions

- **Academic Support (continued)**
  - AS – College level academic support such as academic deans and their staff
  - AY – Academic support recharge activities
  - AZ – Academic support activities unallowable per federal regulations
Program Code Definitions

- **Student Services**
  - Funds expended for the administration of student affairs and for services to students
    - SA – Intercollegiate athletics
    - SS – Administration of student affairs and for services to students
    - SY – Student services recharge activities
    - SZ – Student services activities unallowable be federal regulations
Program Code Definitions

- **Institutional Support**
  - Central executive-level activities concerned with management and long-range planning for the **entire institution/campus**
  - Fiscal operations
  - General administration and logistical services
  - Administrative computing support
  - Public relations or development activities
Program Code Definitions

- Institutional Support (continued)
  - GA – General and administrative expenditures at the institution/campus level
  - GB – Staff benefits expenditures, used with SW org codes only
  - GM – Operations & maintenance for institutional support unit, includes security, environmental safety, hazardous waste disposal, insurance relating to property, space management, and central receiving
  - GP – Central campus pre-award and post-award offices
  - GS – Specific student related general administrative activities, includes costs related to commencement, graduation, and convocation costs
  - GY – General and administrative recharge activities
  - GZ – General and administrative activities unallowable per federal regulations
Program Code Definitions

- **Operations and Maintenance**
  - Expenditures of current funds for the administration, supervision, operation, maintenance, preservation, and protection of the institution’s physical plant
    - OM – Operations and maintenance expenditures include:
      - Janitorial and utility services
      - Repairs and ordinary/normal alterations of buildings, furniture & equipment
      - Care of grounds
      - Maintenance and operation of buildings and other plant facilities
      - Fire protection
    - OY – Operations and maintenance recharge activities
    - OZ – Operations and maintenance activities unallowable per federal regulations
Program Code Definitions

Scholarships and Fellowships

- Expenditures for student aid (from restricted or unrestricted current funds) in the form of grants to students resulting from selection by the institution or from an entitlement program
- Includes trainee stipends, prizes, awards, and tuition and fee waivers. Fellowships are grants-in-aid and trainee stipends to graduate students
  - FA – Student aid activities
Program Code Definitions

Auxiliary Enterprises

- Furnishes goods or services to students, faculty, or staff, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services
- Essentially managed as a self-supporting activity
  - UM – Maintenance and repair expenditures
  - UR – Renewal and replacement expenditures
  - UX – Expenditures and transfers of an auxiliary operation except for certain physical plant costs that must be identified separately for Budget reporting purposes
  - UZ – Auxiliary enterprise activities unallowable per federal regulations
Program Code Definitions

- Debt Service
  - Non-discretionary funding for the retirement of debt obligations
    - DS – Debt service activities
PRACTICE TEST

Thinking… thinking… thinking…
Question #1

You have a faculty member who is teaching a class. What program code should be charged for this effort?
Question #2

The dean’s salary should be charged to what type of program code?
Question #3

The director’s salary for a research institute should be charged to what type of program code?
Question #4

Your department is part of an organized research unit. A faculty member has a sponsored research project. How should their effort be coded?
Question #5

One of your department faculty is working on a research project funded with unrestricted funds. Your department is an organized research unit.
Question #6

Your organized research unit department is paying for maintenance in a research lab. What type of program code should be used to record the expenses?
Question #7

Your department is organizing a conference. What type of program code should be used to record the conference expenses?
Question #8

Public service department administrative support expenses should be recorded to what type of program code?
Question #9

Your organized research unit is involved with a fundraising activity. What type of program code should be used?
Question #10

Your department grants scholarships and student aid to students. These students do not perform any work in return for the scholarship. How should these scholarships be coded?
Question #11

A student in your department has received a grant to train her in research techniques. How should this be coded?
Question #12

Organized research unit department administrative support expenses should be charged to what type of program code?
Question #13 (Part I)

One of your faculty has been assigned to serve on a central level curriculum development committee. What type of program code should be charged for this effort?
Question #13 (Part II)

Using the same information from the previous question #13 Part I, what if the effort is for college level curriculum development?
Final Question #14

You have a faculty member in your organized research unit that is working on the cost sharing portion of a sponsored research project for another non-organized research department. How should the professor’s effort be coded?
TEST OVER!

Excellent!
Pre-Award Topics
### OSP Proposal Transmittal Excerpt

#### Version 4-2008 – Replaces All Previous Versions

Minimum of five (5) business days for review

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**Page 1 of 2**

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**OSP USE ONLY**

Date Stamp Recv’d in OSP:

Date sent to GCS:

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Consistency in Classification

- **FRAPROP**
  - Category code
    - 1 Instruction
    - 2 Applied Research
    - 3 Basic Research
    - 4 Public Service
    - 5 Academic Support
    - 6 Student Services
    - 7 Institutional Support
    - 8 Scholarship/Fellowship
FRAPROP: Proposal Maintenance

Proposal Code: S00011460  ✔
Chart of Accounts: ✔
Responsible Organization: C1PAIS  ✔
Long Title: Research Assistance for the International Commercial Fishing Management Regime Safety Study
Title: International Fishing Safety Study
Agency: FCDC004  ✔ Centers for Disease Control and Prevention
Principal Investigator ID: 30057249  ✔ Knapp, Gunnar P.
Amount Requested: 20,000.00
Pass Through Indicator: ✔

Due Date: 31-DEC-2006
Submit Date: 25-AUG-2008
Status Date: 02-SEP-2006
Grant: G00005052  ✔
Expected Date:
Probability Rate: ✔

Proposed Type: NN  ✔
Category: ✔ 3  ✔
Sub Category: ✔
Dept/Unit #: ISER 09-05
### FRAPROP: Category Detail Tab

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Consistency in Classification

- FRAPROP
  - F&A rate code
    - ARN – UAA Research Negotiated
    - ARW – UAA Research Waived (other than Negotiated)
    - ASN – UAA OSA Negotiated
    - ASW – UAA OSA Waived (other than Negotiated)
    - ATN – UAA Sponsored Training Negotiated
    - ATW – UAA Sponsored Training Waived (other than Negotiated)
## FRAPROP: Cost Code Tab

![Image of the FRAPROP: Cost Code Tab interface](image)

- **Proposal Code:** S00011460
- **Text Exists:** N

### Chart of Accounts:

- **Indirect Cost Basis:** 2MTDC - Modified Total Direct Eff. FY02
- **Indirect Cost Rate Code:** ARN340 - UAA Research Neg. 34.0% Predetermin
- **Indirect Cost Charge Account Code:** 7811 - Restricted charge 7811
- **Indirect Cost Distribute To Code:** ABIS01 - UAA SBPP ISER 12015 56%
Post Award Topics
HANDOUT #2

Post Award Flowchart

Start Here

Award Document & Proposal are reviewed to identify type of activity

Activity Is Organized Research

Choose User Defined Value of RESEARCH/DEVL

Is F&A Waived or at a Reduced Rate?

Use F&A Rate Code like ARN

Use F&A Rate Code like ARW

Verify that program code for budget org is correct and is identified as Organized Research on the Program Code List

Activity Is Sponsored Training

Choose User Defined Value of OTHER-TRAINING

Is F&A Waived or at a Reduced Rate?

Use F&A Rate Code like ATN

Use F&A Rate Code like ATW

Verify that program code for budget org is correct and is identified as Instruction on the Program Code List

Activity Is Other Sponsored Activity

Choose User Defined Value of OTHER-OSA

Is F&A Waived or at a Reduced Rate?

Use F&A Rate Code like ASN

Use F&A Rate Code like ASW

Verify that program code for budget org is correct and is identified as OSA on the Program Code List
Consistency in Classification

- FRAGRNT
  - Indirect (F&A) rate code
    - ARN – UAA Research Negotiated
    - ARW – UAA Research Waived (other than Negotiated)
    - ASN – UAA OSA Negotiated
    - ASW – UAA OSA Waived (other than Negotiated)
    - ATN – UAA Sponsored Training Negotiated
    - ATW – UAA Sponsored Training Waived (other than Negotiated)
  - User defined data
    - A-133 codes
# BRF – Grant Setup

## BUDGET REQUEST FORM -- GRANT SETUP

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### Defined Field Codes

- Research/Devel: ☐
- Other - GSA: ☐
- Other - Training: ☐
- Fixed (Price Agmt): ☐ Multiple Funds: ☐
- Financial Aid: ☐
- Program Income: ☐ Assump/PFG IN: ☐
- Assump/PFG OUT: ☐
- MICS Required: ☐ F&A waived for MICS: ☐
- MICS from 3rd party: ☐

### Matching/Cost Share Information:

- Matching: ☐
- Co-share: ☐
- Total Required MICS: $ |
- ORG: ☐
  - Fund: |
  - Amount: $ |
- ORG: ☐
  - Fund: |
  - Amount: $ |
- Match – Link Info (FCC/FRN): |
  - Grant Code: |
  - Match Fund Code: |
- Add’l MICS Information: (misd, waived, IDC, source, data, etc)

### FRAEVGA

- Event Code: |
  - Bill: |
  - RPT: |
  - RPT2: |
  - Date To: |
- Frequency: |
- Payment Method Type: |
- Period To: |
- Bill Format: |
- Default Keyp User ID: |

### Add’l Info to facilitate Grant setup:

- FRAINPUT DATE: |
  - INPUT BY: |
- FRAEVGA INPUT DATE: |
  - INPUT BY: |

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**FRAPROP UPDATED:**

**Prepared By:**

**Reviewed By:**

**Date:**

**Revised:** 11-04-04
FRAGRNT: Grant Maintenance

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<td>Principal Investigator ID:</td>
<td>Knapp, Gunnar P.</td>
<td></td>
</tr>
<tr>
<td>Project Start Date:</td>
<td>15-Jul-2008</td>
<td></td>
</tr>
<tr>
<td>Project End Date:</td>
<td>31-Dec-2008</td>
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<td>Status:</td>
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<tr>
<td>Alternate Description:</td>
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<td>Current Amount:</td>
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<tr>
<td>Cumulative Amount:</td>
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<tr>
<td>Maximum Amount:</td>
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<td>Grant Type:</td>
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<tr>
<td>CFDA Number:</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>Equipment Code:</td>
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<tr>
<td>Sponsor ID:</td>
<td>214-2006-M-26366</td>
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</table>

Proposal: 500011460
FRAGRNT: Cost Code Tab

Chart of Accounts:

Indirect Cost Basis: 2MTDC, Modified Total Direct Eff, FY02
Indirect Cost Rate Code: ARN340, UAA Research Neg. 34.0% Predetermin
Indirect Cost Charge Account Code: 7811, Restricted charge 7811
Indirect Cost Distribute To Code: ABIS01, UAA SBPP ISER 12015 56%
FRAGRNT: User Defined Data Tab

<table>
<thead>
<tr>
<th>Multiple Selection</th>
<th>Literal</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>RESEARCH/DEVL</td>
<td>GRANT Research/Development</td>
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</table>
Consistency in Classification

- **FRMFUND**
  - Indirect cost (F&A) rate code
    - ARN – UAA Research Negotiated
    - ARW – UAA Research Waived (other than Negotiated)
    - ASN – UAA OSA Negotiated
    - ASW – UAA OSA Waived (other than Negotiated)
    - ATN – UAA Sponsored Training Negotiated
    - ATW – UAA Sponsored Training Waived (other than Negotiated)
BRF – Fund Setup & Budget Input

BUDGET REQUEST FORM -- FUND SETUP & BUDGET INPUT

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Budget Code:</th>
<th>Budget Description:</th>
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<tr>
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<table>
<thead>
<tr>
<th>Budget</th>
<th>Description:</th>
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<th>Fliscal Year:</th>
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<tr>
<th>Accounting Component:</th>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Prog</th>
<th>Add</th>
<th>Loan</th>
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<tbody>
<tr>
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BUDGETS ARE IN WHOLE DOLLARS ONLY

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<thead>
<tr>
<th>Budget Account Code</th>
<th>Revision</th>
<th>Current</th>
<th>Total Project</th>
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<tbody>
<tr>
<td>1001 Salaries</td>
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<tr>
<td>1970 Staff Benefits</td>
<td></td>
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</tr>
<tr>
<td>2001 Travel • Domestic</td>
<td></td>
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<tr>
<td>2301 Travel • Foreign</td>
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<tr>
<td>3001 Services</td>
<td></td>
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<tr>
<td>3100 Services — NO F&amp;A</td>
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<td></td>
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</tr>
<tr>
<td>4001 Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5001 Equipment — NO F&amp;A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6001 Student Aid — No F&amp;A</td>
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<td></td>
</tr>
<tr>
<td>7001 F&amp;A Cost %</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8001 Other Expenses</td>
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<td>8003 Assumption Budget</td>
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<table>
<thead>
<tr>
<th>9</th>
<th>Revenue</th>
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<table>
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<tr>
<th>BUDGET AV NUMBER</th>
<th>DATE BUDGET INPUT</th>
<th>GRANT RECEIVABLE</th>
<th>DATE FORM INPUT/RELEASED</th>
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<tr>
<th>REVIEWED BY:</th>
<th>DATE:</th>
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<th>COMMENTS:</th>
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<thead>
<tr>
<th>RBUD</th>
<th>RBFO</th>
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<table>
<thead>
<tr>
<th>PHONE:</th>
<th>DATE:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>PREPARED BY:</th>
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<tbody>
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<tr>
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<th>PHONE:</th>
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<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>PREPARED BY:</th>
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<tbody>
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<table>
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<th>DATE:</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>
FTMFUND: Fund Code Maintenance

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Chart of Accounts</td>
<td>Grant: G00060652, International Fishing Safety Study</td>
</tr>
<tr>
<td>Proposal</td>
<td>500011460, International Fishing Safety Study</td>
</tr>
<tr>
<td>Fund</td>
<td>233623, Title: International Fishing Safety Study</td>
</tr>
<tr>
<td>Effective Date</td>
<td>15-JUL-2005, Termination Date: 15-FEB-2009</td>
</tr>
<tr>
<td>Expenditure End Date</td>
<td>01-MAR-2009, Next Change Date:</td>
</tr>
<tr>
<td>Fund Type</td>
<td>A2 - Anchorage -- Restricted</td>
</tr>
<tr>
<td>Predecessor Fund</td>
<td>ARFOTH - UAA Other Federal - Reimb</td>
</tr>
<tr>
<td>Financial Manager</td>
<td>30009303, Trudger, Merle L.</td>
</tr>
<tr>
<td>Researcher ID/Name</td>
<td>30057249, Knapp, Gunmar P.</td>
</tr>
<tr>
<td>Unbilled AR Account</td>
<td>0302, Uncapped Contract Receivable</td>
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<tr>
<td>Revenue Account</td>
<td>9355, Federal Grant &amp; Contracts Rev</td>
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<tr>
<td>Bank</td>
<td>AC - FNBA CHECKING FOR ANCHORAGE MAU</td>
</tr>
<tr>
<td>Cash Receipt Bank Code</td>
<td>AD - FNBA DEPOSITORY FOR ANCHORAGE CAMP.</td>
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<tr>
<td>Capitalization Fund Indicator</td>
<td>Cap Different or No Cap</td>
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<tr>
<td>Capitalization Equity Account</td>
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<td>Capitalization Fund</td>
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<td>Multiple Fund Balance Indicator</td>
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<td>Restriction Indicator</td>
<td>(None)</td>
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<tr>
<td>Defaults</td>
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Program Code Review
Accurate Program Code

Accounting

- Consistency from year-to-year
- Same “sheet of music” for everyone
- Required by CAS
- When users classify costs results are:
  - More accurate information
  - Avoid “Butrovich classification”
- Corrections are painful
Program Code Review

- Responsibility for correct program code use resides with the MAU
  - MAU to review activity on a monthly basis
    - Establish new orgs as needed
    - Initiate clean-up of errors
      - Move budget and expenditures
  - SW review activity on quarterly basis
    - Upcoming review will be through September 30 and disseminated in October for campus review
UAA Program Code Review

- **Campus/MAU Review**
  - UAA Budget & Finance
    - Unrestricted funds
    - Program code mismatches
  - UAA Grant & Contracts
    - Restricted funds
    - Matching funds
    - Reviews BRF’s for correct coding
Statewide Program Code Review

- SW Review from Cost Analysis & Fund Accounting
  - Year-to-date activity
    - All fund-org-program code combinations
    - Errors
      - Program code mismatches
      - Org/Fund mismatches
    - Potential errors
      - Fund title, department, fund type, org title, program code, indirect cost code, A-133 category code
  - Communicates with MAU central personnel
Common problems

- Organization codes
  - Non-descriptive titles
    - Example: SFOS vs. SFOS Instruction
  - Titles inconsistent with the program code
- Mismatches
  - Org/program code
  - Org/fund
Common problems

- Restricted Funds
  - Inconsistency with
    - Program code
    - Indirect cost code
    - F&A rate
    - A-133 category
  - Organized research unit using program codes that are reserved for non-organized research units
    - Non-organized research unit should be RO
Common problems

- Unrestricted Funds
  - Organized research unit using ‘IR’ type program code for department research
    - Should be RR
Program Code and F&A Implications

- FY09 F&A Base Year
  - Data must be accounted for accurately
  - Affects F&A rates
  - FY09 data will be used to calculate FY11-FY13 rates
Primary UAA Campus Contacts

- **UAA Budget & Finance**
  - Joan Harings, Manager, 786-4636
- **UAA Grants & Contracts**
  - Karol Weatherby, Director, 786-1663
- **UAA Sponsored Programs**
  - Director (vacant), 786-1443
  - Kristi Elkins, Senior Research Administrator, 786-1065
Primary Statewide Contacts

- Cost Analysis
  - Tanya Hollis, Director, 450-8069
  - Briana Walters, Assistant Manager, 450-8077
  - Dawn Wall, Accountant, 450-8076

- Fund Accounting
  - Jan Coker, Director, 450-8063
  - Michelle Wood, Accountant, 450-8066
Thanks for Attending!!!

- Please complete your evaluation sheets.