Controller’s Office Website

- Go to the “Banner Finance” tab on the portal and find the “Controller Policies & Forms” channel.
Click on the “Controller’s Office Main Page” then click on the “Banner Finance Guides and Chart of Accounts.”
• This section provides information on the FOAP elements (i.e., F – Fund, O – Organization, A – Account, P – Program), including a listing of all funds, organizations, accounts and programs that the university currently maintains. A brief explanation of fund numbering logic is also provided. In addition, the website offers information on the various types of documents that post to finance and other information that helps to further identify each transaction.

• Each FOAP element has a hierarchy in place to summarize data for reporting.
• You will want to become acquainted with your areas F-Fund, O-Organization and P-Program that are commonly used by your department. Fund 100000 represents the general operating fund for the university and is distinguished by your organization (department code). Accounts are used university wide and are based on various types of revenue and expense.

• Go back to the “Controller’s Office Main Page” and click on “Banner Finance Training”.

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**Controller’s Office**

The Controller’s Office is a dedicated team consisting of various delivering a wide range of financial and operational services to ensure overall University compliance with accounting, tax, and financial requirements.

**Vision**
To have the best private university Controller.

**Mission**
To provide to all customers accurate and efficient, trusted, and ethical team.

**Promise**
Total Customer Satisfaction

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**Important Links**

- [2014 Fiscal Year End Close Memo](#)
- [Banner Finance Guides and Charts of Accounts](#)
- [Banner Finance Training](#)
- [Controller’s Office Policies and Procedures](#)
This section is broken out into the below Finance training documents:

**Banner Finance Training**
- Controller’s Office – Banner Finance Training Overview
- Banner Finance Security Form
- Monthly Distributed Financial Reports
- [Organization Financial Manager Report](#)

**Self Service Banner SSB**
- Self Service Banner SSB

**Internet Native Banner INB**
- Internet Native Banner INB

**Grant and Contract Accounting**
- Time and Effort Reporting Manual

**Purchasing – Requisition Processing**
- [Banner Purchasing Training](#)
- [Purchasing Requisition Training Booklet](#)
- [Purchasing Requisition Entry Training Video](#)
- [How to use Commodity Level Accounting video](#)