

## Introduction to FOAPAL

The University's new Chart of Accounts consists of six elements commonly referred to as a **FOAPAL**. The acronym is broken down as follows:

<b>F Fund</b>	<b>Required</b>	<b>6 digits</b>
<b>O Organization</b>	<b>Required</b>	<b>6 digits</b>
<b>A Account</b>	<b>Required</b>	<b>6 digits</b>
<b>P Program</b>	<b>Required</b>	<b>4 digits</b>
<b>A Activity</b>	<b>Optional</b>	<b>6 digits</b>
<b>L Location</b>	<b>Optional</b>	<b>6 digits</b>

### **Fund**

Used for identifying the *source* of funds. Examples are Operating, Research, Endowment, etc.

### **Organization**

Identifies *who* spent the money. Usually a unit of budget responsibility and/or department(s) within an institution. This can be a faculty, school, department or administrative unit.

### **Account**

Identifies *what* the money was spent on, the type of revenue, and also used to define assets and liabilities.

### **Program**

Classifies the revenue or expense as defined by the *purpose of your Unit or Grant*. Typically used for such examples as Academic, Research, Support Services, Physical Plant, etc.

### **Activity**

Used to define unique activities such as Campus Beautification Day, Emergency Preparedness activities, etc.

### **Location**

Optional in Aurora and cannot budget by this category. Primarily used by, but not limited to, the Fixed Assets module.