Introduction to the

Pace University

Chart of Accounts Structure
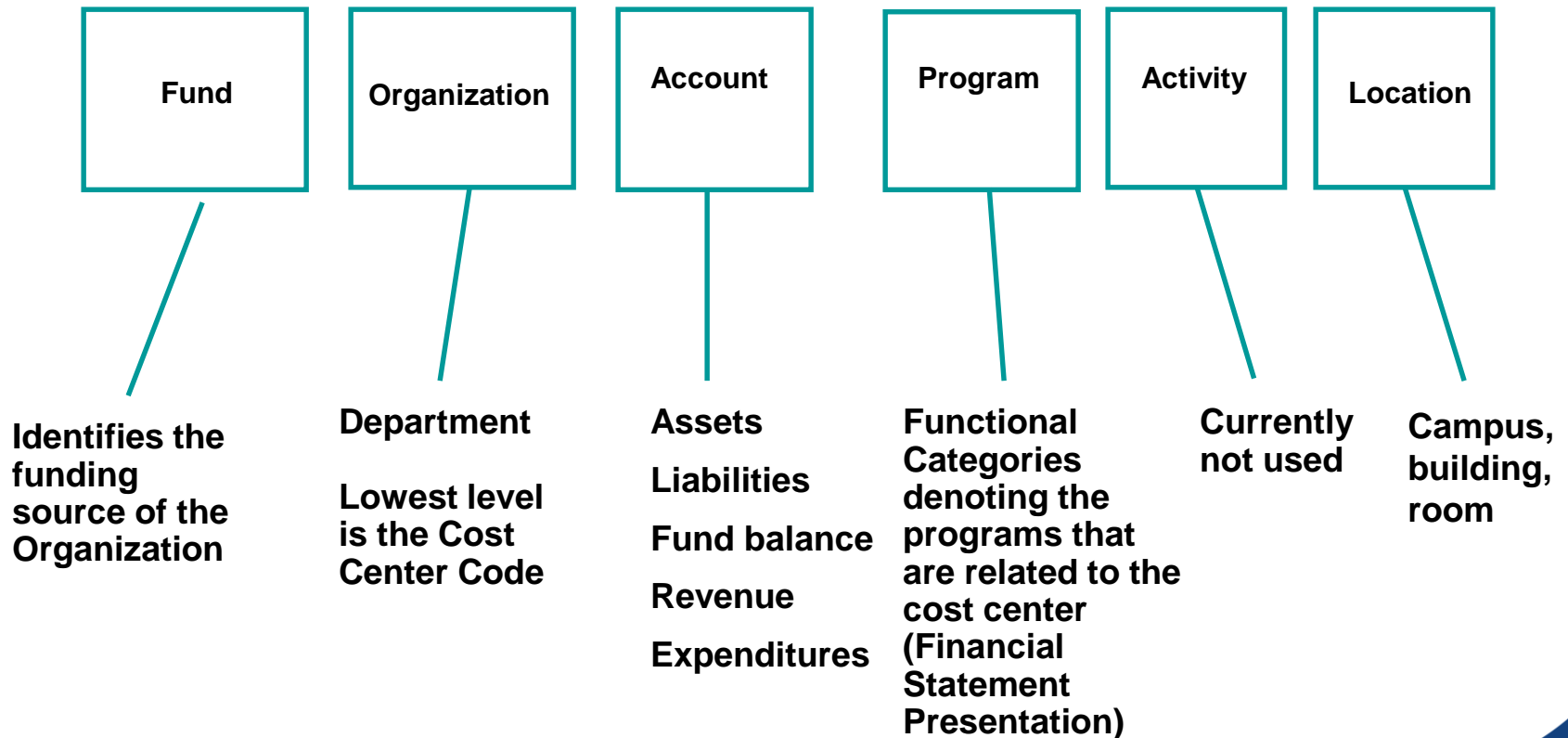
Chart of Accounts (COA)

- The core of the Pace University Financial Management System (FMS)

- SCT Banner is the software used to run the FMS

- COA provides for an essential financial management tool

- Essential to the preparation of the institutions financial statements

Chart of Accounts cont.

- Provides the basis for reporting (year-end, organizational, comparison), budget control
- Drives finance functions(Accounts Payable, General Ledger, and Fixed Assets)
- Used in both the Student and Human Resource Systems as well as all other systems at the University that interface with the Finance System

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Chart of Accounts elements

F O A P A L

Fund	Organization	Account	Program	Activity	Location

Identifies the funding source of the Organization

Department

Lowest level is the Cost Center Code

Assets

Liabilities

Fund balance

Revenue

Expenditures

Functional Categories denoting the programs that are related to the cost center (Financial Statement Presentation)

Currently not used

Campus, building, room

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COA Basic Components
F*O*APAL
Organization Code

- Identifies a unit of budget responsibility or units within the institution

- Defines who spends the money

- Used for budget control, budget management, and reporting

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COA Basic Components
*F*OAPAL
Fund Code

- Defines the funding sources for the University

Unrestricted – funds that are not subject to donor-imposed restrictions and are expendable for general operating purposes

Temporarily Restricted – funds that are subject to donor-imposed restrictions that will be utilized either by actions of the University or the passage of time

Endowments- funds that are subject to donor-imposed restriction that stipulate that they will be maintained permanently by the University to expend part or all of the income derived therefrom.

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COA Basic Components
FO*A*PAL
Account Code

- Line item within the institutions financial structure

- Used to classify <u>General Ledger</u> accounts (Assets, Liabilities, Fund Balances, etc.)

- Used to classify <u>Operating Ledger</u> accounts (Revenue, Expenditures,)

- Used for budget control

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COA Basic Components
FOAPAL
Program Code

- Enables the institution to identify a functional level of activity such as Instruction, Research, Academic Support, etc.

- Each Organization is assigned a Program code

- Used to prepare financial statements

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COA Basic Components
FOAPA*L*
Location Code

- Identifies physical location of the organization

- Assists in the management of Fixed Assets and Plant Management

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INDEX

Index		Fund	Orgn	Program	Location
FA501	infers	F00101	XFA501	P00503	CB17 (Unrestricted example)
N6515	infers	F08561	NU6515	P00001	CN30 (Temporarily Restricted example)
B1164	infers	F31164	BU4000	P00001	C00100 (Permanently Restricted example)

The Index code links elements of the FOAPAL.

*Use INDEX code for recording all revenues and expenses

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FOAPAL Character Length

Index #	Fund	Organization	Account	Program	Location

Field size   5   6   6   6   6   6

All elements are alpha/numeric

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COA - Hierarchy

- Each Chart Of Accounts Element is created with a reporting hierarchy (Fund, Organization, Account, Program, Location)

- Allows for the summarization at varied levels

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Fund Code Assignments

F00101 – F00136	Current Operating Funds
F01601 – F06261	Temp Restricted Federal
F06301 – F07551	Temp Restricted State
F07701 – F08341	Temp Restricted Local
F08401 – F09137	Temp Restricted Private
F31001 – F31508	Endowment
F36101 – F36107	Federal Pell
F36201 – F36608	Tuition Assistance (TAP)
F37001 – F50002	Student Organizations

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Fund Hierarchy -- Example

Fund level 1   F95300   Temp Restricted Federal

Fund level 2   F90310   Dept of Health and Human Services

Fund level 3   F02700   Advance Education Nursing

Fund level 4   F02709   Professional Nurse Trainingship

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Organization Code Assignments

AA0000 – AA9999   Academic Affairs

AS0000 – AS9999   Dyson College

BU0000 – BU9999   Lubin School of Business

CS0000 – CS9999   Computer Science and Info Sys

ED0000 – ED9999   Education

LW0000 – LW9999   Law

NU0000 – NU9999   Lienhard School of Nursing

SA0000 – SA9999   Student Affairs

XAD000 – XAD999   Offices of the President

XFA000 – XFA999   Offices of Finance & Admin

XHR000 – XHR999   Offices of Human Resources

XIT000 – XIT999   Offices Information Technology

XPH000 – XPH999   Offices of Philanthropy

XUR000 – XUR999   Offices of University Relations

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Organization Hierarchy -- Example

XADALL   Total University

  AA0000   Provost / EVP Academic Affairs

    AA5000   University Librarian

This is the Cost Center Code

   →   **AA5010**   **<u>Birnbaum Library</u>**

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Account Code Assignments Example

A00000 – A99999   Assets

L00000 – L99999   Liabilities

E00000 – E99999   Expenditures

   E10001 – E10699   Full Time Salaries

   E11001 – E11699   Part Time Salaries

   E11800 – E11899   Work Study Salaries

   E12401 – E18099   Fringe Benefits

   E19001 – E28099   Supplies & Services

   E34201 – E34399   Depreciation

   E80000 – E89999   Interest

R00000 – R99999   Revenues

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Account Rollup -- example

Account level 1   **E01100 Supplies & Services**

Account level 2   **E01110 Supplies**

Account level 3   **E19200   Supplies Computer**

Account level 4   **E19202   Computer Accessories**

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Program Code Assignments

P00001-P00006   INSTRUCTION

P00101-P00102   RESEARCH

P00301-P00308   ACADEMIC SUPPORT

P00401-P00408   STUDENT SERVICES

P00501-P00504   INSTITUTIONAL SUPPORT

P00601-P00606   OPERATION & MAINT of PLANT

P00801-P00804   AUXILIARY ENTERPRISES

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Program Hierarchy -- example

Program level 1   **PP0000 Program**

Program level 2   **P00000   Instruction**

Program level 3   **P00006   Public Service**

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Chart of Accounts

- Things to remember:

    - Know your ORGANIZATION code
    - Know your INDEX code
    - All expense accounts are 6 characters that start with the letter E.
    - All revenue accounts are 6 characters that start with the letter R.

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