

Introduction to the

Pace University

Chart of Accounts Structure

Chart of Accounts (COA)

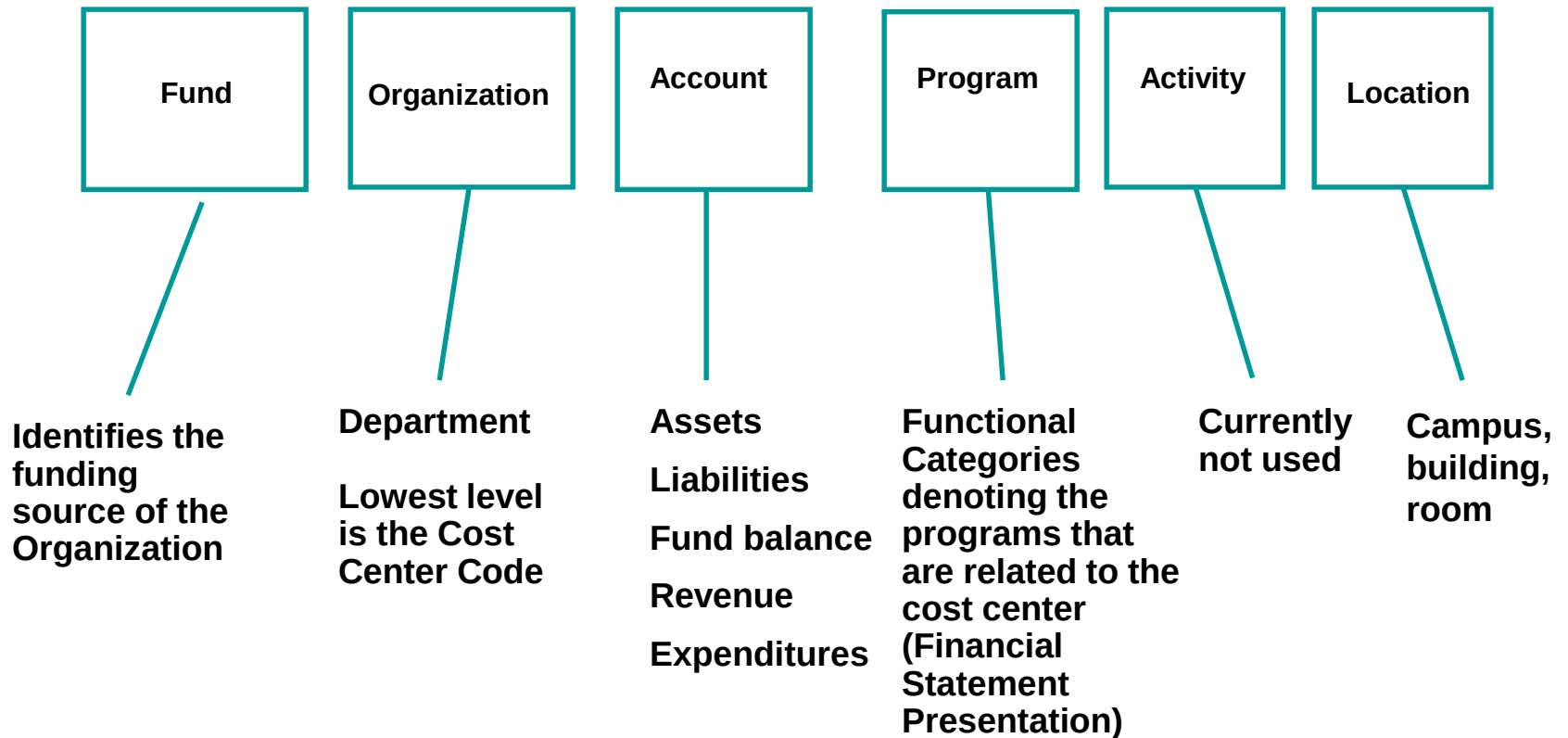
- The core of the Pace University Financial Management System (FMS)
- SCT Banner is the software used to run the FMS
- COA provides for an essential financial management tool
- Essential to the preparation of the institutions financial statements

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

Chart of Accounts elements

F O A P A L



COA Basic Components

FOAPAL

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

COA Basic Components

FOAPAL

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.

COA Basic Components

FOAPAL

Account Code

- Line item within the institutions financial structure
- Used to classify **General Ledger** accounts (Assets, Liabilities, Fund Balances, etc.)
- Used to classify **Operating Ledger** accounts (Revenue, Expenditures,)
- Used for budget control

COA Basic Components

FOA*P*AL

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

COA Basic Components

FOAPAL

Location Code

- Identifies physical location of the organization
- Assists in the management of Fixed Assets and Plant Management

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**

FOAPAL Character Length

Index #	Fund	Organization	Account	Program	Location
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Field size **5** **6** **6** **6** **6** **6**

All elements are alpha/numeric

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

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

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

Organization Code Assignments

AA0000 – AA9999

AS0000 – AS9999

BU0000 – BU9999

CS0000 – CS9999

ED0000 – ED9999

LW0000 – LW9999

NU0000 – NU9999

SA0000 – SA9999

Academic Affairs

Dyson College

Lubin School of Business

Computer Science and Info Sys

Education

Law

Lienhard School of Nursing

Student Affairs

XAD000 – XAD999

XFA000 – XFA999

XHR000 – XHR999

XIT000 – XIT999

XPB000 – XPB999

XUR000 – XUR999

Offices of the President

Offices of Finance & Admin

Offices of Human Resources

Offices Information Technology

Offices of Philanthropy

Offices of University Relations

Organization Hierarchy -- Example

XADALL Total University

AA0000 Provost / EVP Academic Affairs

AA5000 University Librarian

This is the
Cost Center
Code



AA5010 Birnbaum Library

Account Code Assignments

Example

A00000 – A99999

L00000 – L99999

E00000 – E99999

E10001 – E10699

E11001 – E11699

E11800 – E11899

E12401 – E18099

E19001 – E28099

E34201 – E34399

E80000 – E89999

R00000 – R99999

Assets

Liabilities

Expenditures

Full Time Salaries

Part Time Salaries

Work Study Salaries

Fringe Benefits

Supplies & Services

Depreciation

Interest

Revenues

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

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

Program Hierarchy -- example

Program level 1 PP0000 **Program**

Program level 2 P00000 **Instruction**

Program level 3 P00006 **Public Service**

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.