

Introduction to the

# Pace University

## Chart of Accounts Structure

# Chart of Accounts (COA)

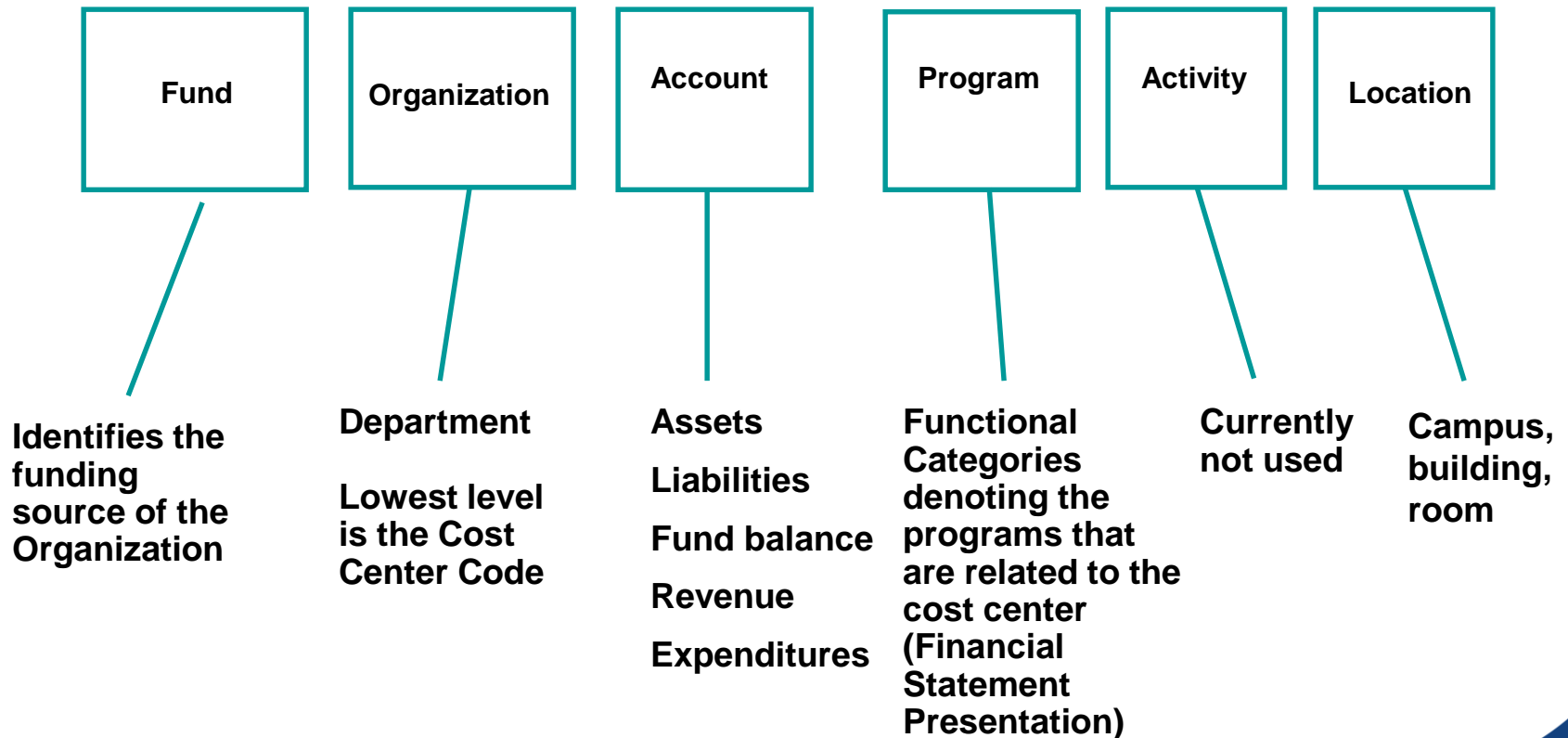
- The core of the Pace University Financial Management System (FMS)
- SCT Banner is the software used to run the FMS
- COA provides for an essential financial management tool
- Essential to the preparation of the institutions financial statements

# 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

## 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



# COA Basic Components

## FOAPAL

### *Location Code*

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

# INDEX

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

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

# 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**

**XAD000 – XAD999**

**XFA000 – XFA999**

**XHR000 – XHR999**

**XIT000 – XIT999**

**XPH000 – XPH999**

**XUR000 – XUR999**

**Academic Affairs**

**Dyson College**

**Lubin School of Business**

**Computer Science and Info Sys**

**Education**

**Law**

**Lienhard School of Nursing**

**Student Affairs**

**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

P00101-P00102

P00301-P00308

P00401-P00408

P00501-P00504

P00601-P00606

P00801-P00804

INSTRUCTION

RESEARCH

ACADEMIC SUPPORT

STUDENT SERVICES

INSTITUTIONAL SUPPORT

OPERATION & MAINT of PLANT

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.