Chart of Accounts (COA)

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

SCT Banner is the software used to run the FMS

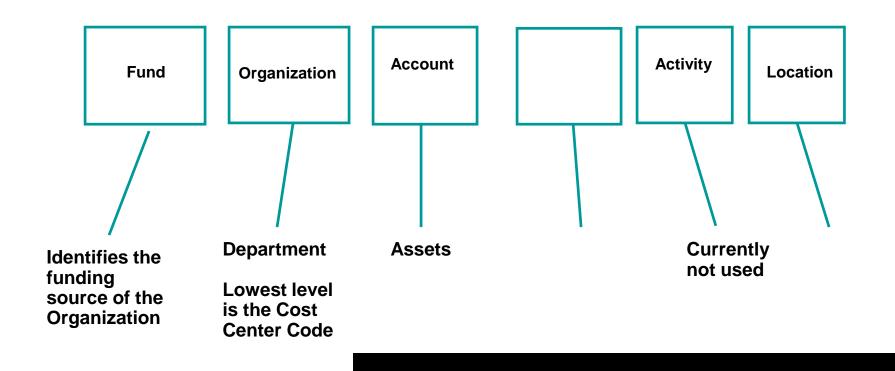
COA provides for an essential financial management tool

Essential to the preparation of the institutions financial statements

Provides the basis for reporting (year-end, organizational, comparison), budget control Drives finance functions(Accounts Payable, General Ledger, and Fixed Assets)

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Chart of Accounts elements



COA Basic Components FOAPAL Organization Code

Identifies a unit of budget responsibility or units within the institution

Defines who spends the money

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

Used to classify Operating Ledger accounts (Revenue, Expenditures,)

Used for budget control

COA Basic Components FOA PAL 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 FOAPA L

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 FOADAL

*Use INDEX code for re

FOAPAL Character Length



Field size

All elements are alpha/numeric



Fund Code Assignments

F00101 - F00136

F01601 - F06261

F06301 - F07551

F07701 - F08341

F08401 - F09137

F31001 - F31508

F36101 - F36107

F36201 - F36608

F37001 - F50002

Current Operating Funds

Temp Restricted Federal

Temp Restricted State

Temp Restricted Local

Temp Restricted Private

Endowment

Federal Pell

Tuition Assistance (TAP)

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

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



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