# Chart of Accounts

Regina Moore, Accounting Financial Analyst

# Agenda

- Chart of Accounts
  - Fund
  - Account Code
  - Function
  - Department ID/Cost Center/Project ID/Activity
  - Chartfield String, Speedtypes
- Program Code
  - Purpose
  - Chart of Accounts (COA) Maintenance Request Form changes

# Chart of Account (COA)

UTSA has unique obligations to stakeholders to account for the use of funds according to their source.

The Chart of Accounts is the foundation of the UTSA financial accounting system:

- Provides each fund, department, cost center, project and grant with a unique numbering system and a common language for identifying financial transactions.
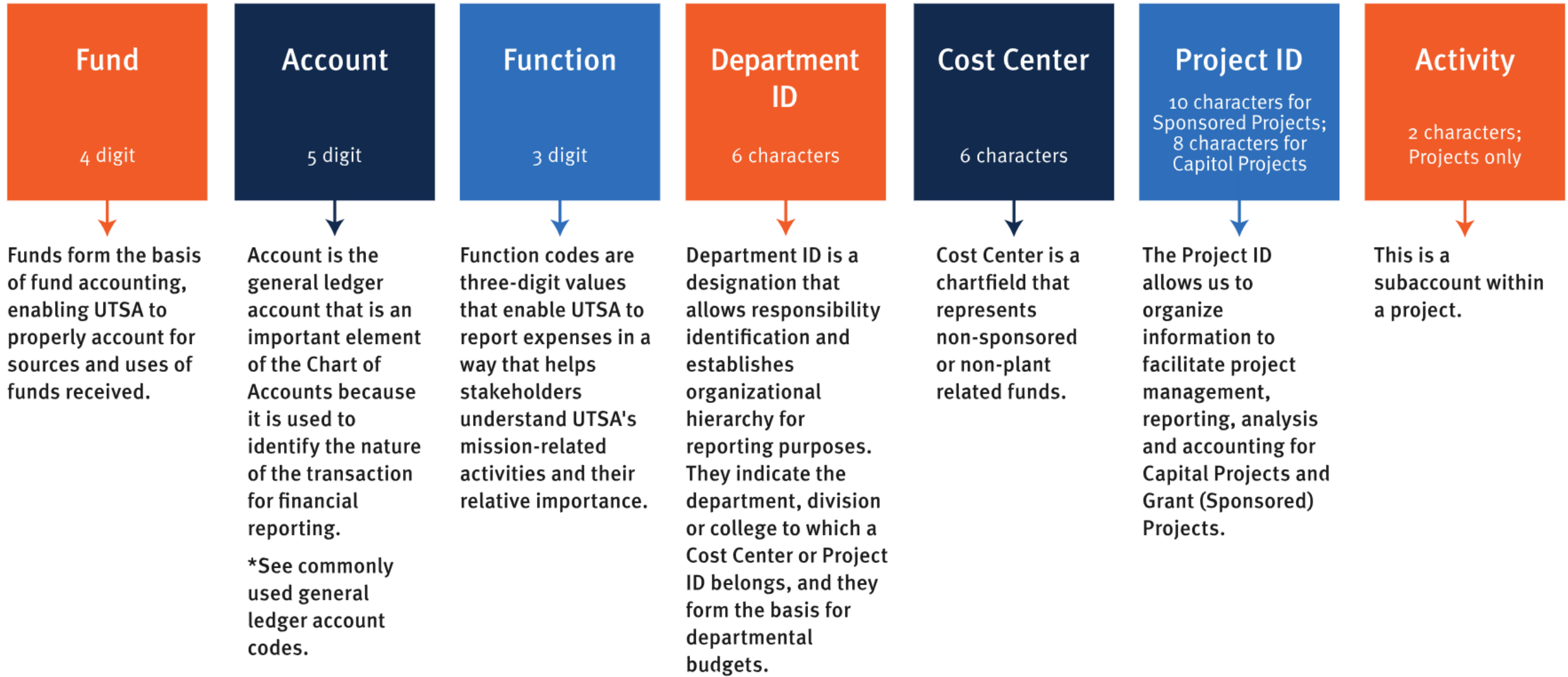
# Chart of Accounts

## Chartfields

| Fund | Account | Function | Department ID | Cost Center | Project ID | Activity |
|------|---------|----------|---------------|-------------|------------|----------|
| 4 digit | 5 digit | 3 digit | 6 characters | 6 characters | 10 characters for Sponsored Projects; 8 characters for Capitol Projects | 2 characters; Projects only |

**Fund:** Funds form the basis of fund accounting, enabling UTSA to properly account for sources and uses of funds received.

**Account:** Account is the general ledger account that is an important element of the Chart of Accounts because it is used to identify the nature of the transaction for financial reporting.

*See commonly used general ledger account codes.

**Function:** Function codes are three-digit values that enable UTSA to report expenses in a way that helps stakeholders understand UTSA's mission-related activities and their relative importance.

**Department ID:** Department ID is a designation that allows responsibility identification and establishes organizational hierarchy for reporting purposes. They indicate the department, division or college to which a Cost Center or Project ID belongs, and they form the basis for departmental budgets.

**Cost Center:** Cost Center is a chartfield that represents non-sponsored or non-plant related funds.

**Project ID:** The Project ID allows us to organize information to facilitate project management, reporting, analysis and accounting for Capital Projects and Grant (Sponsored) Projects.

**Activity:** This is a subaccount within a project.

UTSA. CREATING BOLD FUTURES.

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# Chart of Accounts (New Chartfield)

**Program Code**

Up to 5 characters

Program code is an optional field primarily used for reporting purposes or tracking (CV 19, THECB)

# Funds

Funds form the basis of fund accounting, enabling UTSA to properly account for sources and uses of funds received.

| | |
|---|---|
| 21XX | Educational and General (E&G) |
| 31XX | Designated Funds |
| 3200 | Designated (Service Centers) |
| 41XX | Auxiliary |
| 5100-5400 | Grants and Contracts |
| 5500-5600 | Restricted Gifts |
| 71XX | Unexpended Plant Funds |
| 8100 | Loan Funds |
| 9200 | Fiduciary (formerly Agency Funds) |
| 9910 | Clearing Accounts |

# Funds cont'd

However, we do have some new funds to mention below.

| | |
|---|---|
| 3106 | Designated Differential Tuition (new for FY 24) |
| 5800 | Restricted Other (for Business Type Activity that belongs to an external identity) |

# Account Code

**Account Code** is an important element of the Chart of Accounts because it is used to identify the nature of the transaction for financial reporting. The function of this five-digit Chartfield is to classify the following:

- 1xxxx = Assets
- 2xxxx = Liabilities
- 3xxxx = Fund Equity
- 4xxxx = Revenue
- 5xxxx = Expense (Salary, Wages, Benefits)
- 6xxxx = Expense
- 7xxxx = Transfers
- 8xxxx = Capital Assets
- 9xxxx = Suspense

# Function

- Function codes are three-digit values that enable UTSA to report expenses in a way that helps stakeholders understand UTSA's mission-related activities and their relative importance.

- UTSA uses Functions in accordance with the functional expense classifications developed by the National Association of College and University Business Officers (NACUBO) to indicate the mission-related purpose of expenses.

| Function | Description |
|---|---|
| 100-Instruction | Expenses for instructional programs, including credit and non-credit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions. Expenses for departmental research and public service that are not separately budgeted are included in this classification. |
| 200-Research | Organized research activities, whether commissioned by external agencies or budgeted by a unit within UTSA. Subject to these conditions, the category includes expenses for individual and/or project research as well as that of institutes and research centers. Expenses for departmental research that are separately budgeted are included in this category. |

# Dept, Cost Center, Project, Activity

- **Dept ID:** Provides hierarchy information, ownership and responsibility (six-digit alpha numeric)
- **Cost Center:** Defines specific purpose for transactions (six-digit alpha numeric)
- **Project:** Used to identify transactions for grant or capital projects
  - Starts with "S" for **capital** projects, eight digits
  - Starts with "1" for **grant** projects, 10 digits
- **Activity:** Further defines transactions on projects
  - One digit for grants

Chart of Accounts financial guideline

# Chartfield

The basic unit of UTSA's chart of accounts is the Chartfield

- It is an individual component or field.

- The combination or grouping of Chartfields is called a Chartfield string.

- An individual Speedtype will be associated with a specific Chartfield string.

- The Chartfield string provides financial information for UTSA departments and other units for reporting and tracking purposes.

| Dept ID | Function | Fund | Cost Center | Project ID | Program | Activity | Amount | Account |
|---------|----------|------|-------------|------------|---------|----------|--------|---------|
| ABC123 |  | 200 | 3105 DAG001 |  |  |  | 274.50 | 63003 |

# Program Code Overview

- Primarily used for reporting purposes, but can also be used for tracking.

- A new program code requires

  - A new cost center and needs to be added to SpeedType at the time the cost center is requested and created in PeopleSoft if program code is for reporting purposes

  - Prior approval of the controller or assistant controller before COA request is submitted for new cost center

- Can be up to five-digit alphanumeric

  - CV19 (COVID-19)

  - THECB (NRUF)

# Program Code – Reporting Purposes
# National Research University Fund (NRUF)

- Program code for NRUF has been approved and established (**THECB**)

- COA Maintenance Request Form has been revised to include program information and you will see it when you use the option to create a new cost center. If no program code is needed, leave these fields blank.

- A COA Maintenance Request Form submitted with a 200 function for research is automatically routed to Post Award Administration for review to determine if it meets NRUF qualification criteria. If it qualifies, "**THECB**" will be added to the SpeedType of the new proposed cost center.

# Program Code - Chart of Accounts (COA) Maintenance Request Form Reporting Purposes

Select Options from the drop down boxes on these fields

# Program Code - Chart of Accounts (COA) Maintenance Request Form Tracking Purposes

- Program codes can also be requested for tracking purposes, but these will not be added to the SpeedTypes on the cost centers

- Must be populated on each transaction by end user

- This type of program code can be used by any department or cost center

# Resources

- Chart of Accounts [webpage](webpage)
- Introduction to Chart of Accounts [training](training)
- [UTSA Chart of Accounts Quick Reference](UTSA Chart of Accounts Quick Reference)

# Summary

- The Chart of Accounts, composed of Chartfields, provides the basic structure for UTSA's financial accounting system.

- The Chartfield string provides financial information for UTSA departments and other units for reporting and tracking purposes.

- Use this presentation's resource links to understand and maintain the Chart of Accounts.

Questions?