

Arkansas State University - Jonesboro

Effective Date: 03/01/95

Number: 05-01

Section: Finance and Administration

Subject: Chart of Accounts

The chart of accounts is divided into six elements referred to by the acronym 'FOAPAL' as shown below:

- 1) **Fund**
- 2) **Organization**
- 3) **Account**
- 4) **Program**
- 5) **Activity**
- 6) **Location**

The primary elements are the fund, organization, account and program codes. These fields are mandatory and are used for classification, budgeting, recording and reporting. The remaining two, activity and location, are optional and are used to provide specific performance-related detail for transactions.

Overview

The **Fund** is a six character numeric code that identifies a self-balancing set of accounts and identifies ownership. Some examples are:

110000	Educational and General
140007	Infrastructure
310000	Athletics
930002	Santa's Wolves

The majority of departments will use the E & G (Educational and General) fund. All grants, construction projects, and agencies (clubs) have their own unique fund number.

The Fund numbering sequence is as follows:

110000	Educational and General
120000	Self Insurance
13xxxx	Carryforwards
14xxxx	Designated

15xxxx	Faculty Research
190000	System
2xxxxx	Grants
3xxxxx	Auxiliaries
4xxxxx	Perkins Loan
5xxxxx	Endowments
7xxxxx	Plant
9xxxxx	Agency

Organization is a six character numeric code that identifies a department or organization responsible for the budgeted monies. Organization codes are established in a hierarchy of up to eight levels which roll up to the previous level within that hierarchy. The organization hierarchy can be beneficial in reporting at various levels. Some examples are:

2xxxxx	VC-Academic Affairs and Research
250000	Colleges and Departments
251000	College of Agriculture
251300	Education Farm Programs
251301	Farm Administration
251302	Crops and Soil

Farm Administration and Crops and Soil roll into 251300 (Education Farm Programs) which rolls into 251000 (College of Agriculture). 251000 (College of Agriculture) rolls to Colleges and Departments which then rolls to VC-Academic Affairs and Research.

The Organization numbering sequence is as follows:

1xxxxx	Chancellor
2xxxxx	VC-Academic Affairs and Research
3xxxxx	VC-Finance and Administration
4xxxxx	VC-Student Affairs
5xxxxx	VC-Advancement
6xxxxx	System

Account is a six character numeric code that identifies assets, liabilities, control accounts, fund balances, income, expenses and transfers. Account codes are established in a hierarchy of up to four levels. The account hierarchy can be beneficial in reporting at various levels.

Some examples are:

71xxxx	Supplies
710500	Utilities
710501	Electricity
710502	Water Sewage and Garbage

Electricity and Water Sewage and Garbage roll into 710500 (Utilities) which rolls into Supplies.

The Account numbering is as follows:

1xxxxx	Assets
2xxxxx	Liabilities
3xxxxx	Fund Balances
4xxxxx	Control
5xxxxx	Revenue
6xxxxx	Personal Services
7xxxxx	Expenses
8xxxxx	Transfers
9xxxxx	Fund Additions/Deductions

Program codes are four digit numeric codes that identify a function which aids in classifying transactions for financial reporting across organizations and accounts. Arkansas State University utilizes a program coding similar to the programs defined by the National Association of College and University Business Offices (NACUBO). Program codes may be established in a hierarchy of up to five levels. Examples include:

1110	General Academic Instruction
1410	Deans
3041	Men's Track

The Program Code numbering is as follows:

0000	E&G Revenue
11XX	Instruction
12XX	Research
13xx	Public Service
14xx	Academic Support

- 15xx Student Services
- 16xx Institutional Support
- 17xx Operation and Maintenance of Plant
- 18xx Scholarships and Fellowships
- 19xx Other E & G Expense
- 2000 Self Insurance
- 3xxx Auxiliaries
- 4xxx Other Program Expenses
- 5000 Agencies
- 6000 Endowments

Activity is an optional six digit alpha-numeric code that is non-hierarchical and is used to further define an object of expenditure. Examples of these codes are:

- ATHREC Athletic Recruiting Travel
- COLBOW College Bowl

Location is an optional six character alpha-numeric code that identifies physical locations. This code is primarily used in the purchase and tracking of fixed assets.

General Ledger

The general ledger carries all activity of the assets, liabilities, and fund balances of the institution. Most university personnel will have limited need for access to the general ledger accounts. Required account elements for the general ledger are the Fund and Account codes. Examples of some general ledger account numbers would be:

Fund	Account	Name
110000	230500	E&G-International Student Deposits
310000	170000	Athletics-Prepaid Expense
930002	110500	Santa's Wolves-Claim on Cash

Operating Ledger

The operating ledger contains all the revenues, expenses and transfers of the University. Data that is maintained within this ledger are the budget, year to date activity, encumbrance activity and grant project to date activity.

Required account elements for the operating ledger are the Fund, Organization, Account and Program codes. The activity and location codes are optional. Examples of subsidiary ledger account numbers are:

Fund	Organization	Account	Program
110000	251101	612400	1410
E & G--Dean of Agriculture and Technology--Classified 12 Month--Deans			
140007	256101	711200	1110
Infrastructure—Dean of Fine Arts—P Card Purchases—General Instruction			
310000	152101	561026	3020
Athletics—Football—Season Ticket Sales—Football			

The following chart will help ensure that the correct Fund, Organization and Program are used in combination.

If the fund is/begins with:	The Program must be:
110000	1XXX*
12XXXX	2000
13XXXX	1XXX*
14XXXX	1XXX*
15XXXX	1XXX*
190000	1XXX*
2XXXXX	1XXX*
3XXXXX	3XXX
4XXXXX	4XXX
5XXXXX	6000
7XXXXX	4200 OR 4300
9XXXX	5000

*If the account code begins with a 5, the program code should be 0000.

Reviewed on 06/30/13.