

## Understanding our Chart of Accounts

Understanding our Chart of Accounts will help in reviewing and processing transactions on SSB and Administrative Banner:

**U** – University Chart of Accounts

**F** – Foundation Chart of Accounts

All Finance transactions are recorded with a Fund and Account code. All Budget, revenue, expense and transfer transactions posted against departmental funds will also include an Organization and Program Code. In addition, some departments may include Activity codes.

These elements make up the Chart of Accounts and are often referred to as a FOAPAL or FOAP. All elements include hierarchy 'roll-up' levels that are available for reporting purposes only. Transaction level detail exists in the lowest level of the Chart group.

### 1. Our Funds:

Funds identify a set of self-balancing accounts and include hierarchical ownership by Cost Center. Transaction level Fund codes consist of 6 characters. For University Funds, the first character of the fund code indicates the type of fund and the second indicates the campus (0=Springfield, 7= China, 9=West Plains). General categories of the types of funds you will be working with include:

- Operating Funds:
  - The two operating Funds of the university are A02000(Springfield) and A92000(West Plains). These funds contain the primary operating funds for the university and departments are allocated a share of these in the form of an annual budget. At the end of a fiscal year, any remaining balances from those annual budgets are allocated to the departments Cost Center as Budget Carryforward in the following year.
- Non-Operating UnBudgeted Funds:
  - These funds contain designated funding for a specific purpose or activity, are often revenue generating and include fund types A7(China), B(Income), E(Designated) and F(Research). These funds are not allocated to an annual budget. At the end of a fiscal year, any revenue over/under expenses and transfers is made available to each individual fund as Net Asset carryover in the following year.
- Non-Operating Budgeted Funds:
  - These funds also contain designated funding for a specific purpose and are revenue generating and include fund types like D (service centers) H (Auxiliary) and some E (Designated ) funds. Unlike other non-operating funds, they also include an annual 'Projected' Budget. However, this projected budget will not result in Budget Carryforward. Instead, any actual revenue over/under expenses and transfers will become part of each individual funds Net Asset Balance. Net Asset Balances for some Designated Funds may also be made available as 'Net Asset carryover'.

- **Grants and Project Funds:**

- These funds are externally funded or include funding designated for a specific project and include fund types like I (Federal), K (state), M (local), O (Private) and X (Project). Budgets are based on a contract and associated expenditures may span more than fiscal year and are cumulative in nature.

All Foundation funds begin with the letter F and include these general categories:

- **Unrestricted Fund:**

- The FA2000 fund contains the unrestricted funds of the Foundation. Limited areas are allocated a share of these funds in the form of an annual budget.

- **Restricted Funds:**

- Fund Type FN(Restricted) funds are revenue generating in terms of gifts, interest, etc. and are restricted by specifications of related donor agreements.

- **Endowed Funds:**

- Fund Type FS(Endowed) funds are revenue generating in terms of gifts, interest, etc. and are non-spendable. These funds serve to generate interest revenue for associated restricted funds. Authorized access to FS funds is limited.

*Fund Code example. Predecessor Fund is a 'roll-up' Fund.*

Predecessor Fund	B00201	COAL INCOME ACCOUNTS
FUND CLASS	B0	INCOME ACCOUNTS
FUND COST CENTER	B002	PROVOST INCOME ACCOUNTS
FUND SUB COST CENTER	B00201	COAL INCOME ACCOUNTS
FUND	B02354	ENG-MOON CITY PRESS

## **2. Our Organizations:**

Organizations identify a unit of responsibility and are also hierarchical by Cost Center. Transaction level Organization codes consist of 6 characters.

Both University and Foundation organization Codes are numeric, and, in most cases, the first two numbers of the code correspond to a unit. General categories of the types of organizations codes you will be working with include:

- **University Operating Organization Codes:**

- The Organization or Org code used to record Operating fund activity for a unit.

- **University Non-Operating Organization Codes:**

- The Organization or Org Code used to record Non-Operating fund activity for a unit.

- **University Auxiliary Organization Codes:**

- The Organization or Org code used to record Non-Operating Budgeted Auxiliary fund activity.

- **Foundation Organization Codes:**

- The organization code used to record Foundation fund activity. This code is typically the same code as the University Non-Operating code for that unit.

*Org Hierarchy Example. Predecessor Org is a 'roll-up' org.*

Predecessor	050100	FINANCIAL SERVICES
Organization		
UNIVERSITY	01	MISSOURI STATE UNIVERSITY SYSTEM
ORG COST CENTER	050	CHIEF FINANCIAL OFFICER
ORG DIVISION	0501	CHIEF FINANCIAL OFFICER
ORG SUB DIVISION	05010	CHIEF FINANCIAL OFFICER
ORG DEPARTMENT	050100	FINANCIAL SERVICES
ORGANIZATION	052000	FINANCIAL SERVICES-CFO ADMIN-OPER

Note: Your 'Home Department' Org code is used for HR/Payroll Purposes only.

### 3. Our Accounts:

Accounts classify the type of transaction. Transaction level Account codes consist of 5 characters, while Category level Account codes where some of your expense budgets will be recorded have 3 digits.

Both University and Foundation account codes are numeric, and in many cases are the same, although some are unique to the entity and the types of activities they perform. General categories of the types of account codes you will be working with include:

1	Revenue	5XXXXX
2	Salaries and Benefits	6XXXXX
3	Expenses	7XXXXX
4	Transfers	8XXXXX

Account codes are also hierarchical in nature and are grouped into categories to reflect the general activities of the University or Foundation. Transactions are recorded at the Account level. For Budgeting purposes, Revenue, Salaries and Benefits and transfers are also recorded at the Account level. Most Expense Budgets are recorded at the Account Category level and apply to all expenses 'rolling up' to that level. Predecessor Account is a 'roll-up' account.

*Account Hierarchy example. Predecessor Account is a 'Roll-up' account.*

Predecessor Account	7320	SUPPLIES
ACCOUNT CLASS	73	TRAVEL - SUPPLIES - SERVICES
ACCOUNT CATEGORY	732	SUPPLIES
ACCOUNT SUB CATEGORY	7320	SUPPLIES
ACCOUNT	73212	SUP-OFFICE

## 4. Our Program codes:

Programs classify the function or purpose of the transaction. Transaction level Program codes consist of 3 characters, are numeric and are mostly the same for the University and Foundation charts.

General Categories include:

- Expense Function Program Codes:
  - These should reflect the purpose of the expense as it relates to general university functions such as Instruction (011), Research (022), Community Service (032), etc.
- Revenue Program Codes:
  - Program code 001 is used to record all Non-Auxiliary revenue except for Service centers which will use their expense function program code to record revenue.
- Auxiliary Program Code:
  - Program Code 201 is used to record all Auxiliary (H-Fund) transactions.

Program Hierarchy Example. Predecessor Program is a 'roll-up' code.

Predecessor Program	010	GENERAL INSTRUCTION	
	<i>PROGRAM CLASS</i>	010	<i>GENERAL INSTRUCTION</i>
	<i>PROGRAM</i>	011	<i>ON-CAMPUS INSTRUCTION FOR CREDIT</i>

## 5. Our Activity and Location Codes:

These codes vary in nature and are used on in specific instances as instructed by [Your Budget Analyst](#) in Financial Services or your Grant Accountant in the Grants and Contracts department of Financial Services.