

General Ledger Account Structure

<u>Fund</u>	<u>Unit</u>	<u>Object</u>	<u>Project (optional)</u>
AB	CDEEE	FGHH	(AYYBBB_CCCCCC)

Fund Segment – Funds specify the source or type of funds, and provide information on restrictions on use.

A Fund Group – Relates to current fund accounting structure, allowing useful conventions such as plant funds.

1	General funds	5	Endowment funds
2	Designated funds	6	Plant funds
3	Donor restricted funds	7	Debt service funds
4	Life income funds	8	ESG endowment funds

B Fund Class – Identifies net asset class as with donor restrictions or without donor restrictions. Also defines different types of funds within the net asset classes. A fund can be set up to close to one net asset account (general funds) or each unit can maintain its own net asset.

0-5	Without donor restrictions	6-9	With donor restrictions
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Unit Segment – Units relate to management of funds, generally correlating to organizational structure.

C Function – Classifies expenses into the appropriate lines on the Statement of Activities.

1	Instruction	6	Institutional Support
2	Research	7	Operation and maintenance of plant
3	Public Service	8	Auxiliary enterprises
4	Academic support	9	No functional designation (SOFP, rev, etc.)
5	Student services		

D Special Purpose Type – Used in endowment funds to distinguish restrictions on use of income. May similarly be used for classification purposes in restricted funds; for instance, to group types of grants together. Default for general funds is 0.

EEE Department/Fund – Identifies individual departments or funds. Note for scholarships, these digits correspond to the financial aid code.

Object Segment – Objects relate to transaction types, and provides a means of grouping like transactions.

F GL Class – Required by Colleague to distinguish between assets, liabilities, net assets, revenue or expenses.

1	Assets	5	Payroll and benefits
2	Liabilities	6-7	Operating expenses
3	Net Asset	8	Financial aid
4	Revenue	9	Releases/transfers

G Subclass – Correlates to financial statement lines for non-expense objects.

HH Object – Used to define individual object codes.

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Optional Project

Projects may span funds, units and objects, and are assigned at the transaction level. In addition, project budgets may be configured that are independent from the University budget, and project reporting spans fiscal years. G/L accounts to be used with a certain project must be specified as part of the project definition and assigned to an item code, and a G/L account may only be connected to one item code per project. Projects are primarily used for capital projects and sponsored programs. Some limited use is available in operations.

A Category – *Broadly defines project category, and determines specific meaning of other segments.*

- F Facilities projects
- W IT projects
- G Grants
- B Special purpose (other limited duration projects)
- O Operations (typically ongoing)

YY Fiscal Year – *In facilities and grants projects, denotes fiscal year during which project began*

BBB Location/Agency/Dept – *Location of project (facilities), granting agency (grants) or department (operational projects)*

Examples:

- NSF National Science Foundation
- BAX Baxter Hall
- ADV Advancement

CCCCCC Description – *Simplified description of project, used to distinguish individual projects.*