

Quick Reference Guide:
Topic Chart of Accounts (CoA)



Purpose:

The Chart of Accounts is a tracking method to identify and account for line-item transactions----an essential component for accurate financial reporting at the Departmental, School, and University level.

Segment Name	Segment Format	Description	Replaces
Cost Center	123456	The unit responsible for the transaction	Organization
Fund	123	Where the money comes from	Fund Code
Natural Account	12345	The accounting nature or classification of the transaction	Natural Account
Classification	123	The mission/purpose of the transaction	Purpose Code
Cost Center Program	12345	Specific nonrecurring expenditures/activities tracked by a Department, Unit or School	Department Use Code
University Activity	123	Describes common University Initiatives to be tracked	New Field
Project	AA123456	Describes what GL, Non-Sponsored, or Sponsored Project made the financial transaction	Ledgers

Introducing:
Alphabetic Prefixes for Project Segments-
the alphabetic prefix indicates what *kind* project is being used.

Example Chart String						
130110	100	62110	670	75410	1000	GL221031
Sr. VP and COO	Unrestricted	Office Supplies	Institutional Support	Student Emergencies	Emergency Event	COO Operations