Budget Organization & Coding
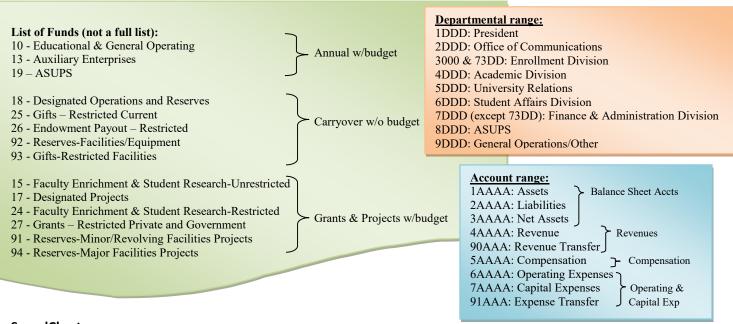
What is the Chart of Accounts?

➢ The Chart of Accounts is a numbering system for recording, tracking, classifying, and reporting on financial (budget and actual) transactions comprised of various Chartfields.

➢ Chart of Account structure:

> FF.DDDD.PPPPPP.AAAAA.CCCCCC
> Fund.Department.Project.Account.Chartfield1 (optional)

Chartfields are numeric except Chartfield1 where it may contain alpha characters.

Chartfield Element				---Optional---
Fund	**Department**	**Project**	**Account**	**Chartfield1**
Uniquely identifies primary <u>funding sources</u>	Uniquely identifies all <u>departments</u> or <u>units</u>	Uniquely identifies <u>project, proposal, or purpose</u>	Assets, Liabilities, Net Assets, <u>Revenues</u>, Operating & Capital <u>Expenses, Transfers</u>	<u>Selective</u> use - tracks department events or projects

List of Funds (not a full list):
10 - Educational & General Operating
13 - Auxiliary Enterprises
19 – ASUPS

⎫ Annual w/budget

18 - Designated Operations and Reserves
25 - Gifts – Restricted Current
26 - Endowment Payout – Restricted
92 - Reserves-Facilities/Equipment
93 - Gifts-Restricted Facilities

⎫ Carryover w/o budget

15 - Faculty Enrichment & Student Research-Unrestricted
17 - Designated Projects
24 - Faculty Enrichment & Student Research-Restricted
27 - Grants – Restricted Private and Government
91 - Reserves-Minor/Revolving Facilities Projects
94 - Reserves-Major Facilities Projects

⎫ Grants & Projects w/budget

Departmental range:
1DDD: President
2DDD: Office of Communications
3000 & 73DD: Enrollment Division
4DDD: Academic Division
5DDD: University Relations
6DDD: Student Affairs Division
7DDD (except 73DD): Finance & Administration Division
8DDD: ASUPS
9DDD: General Operations/Other

Account range:
1AAAA: Assets ⎫
2AAAA: Liabilities ⎬ Balance Sheet Accts
3AAAA: Net Assets ⎭
4AAAA: Revenue ⎫ Revenues
90AAA: Revenue Transfer ⎭
5AAAA: Compensation ⎬ Compensation
6AAAA: Operating Expenses ⎫
7AAAA: Capital Expenses ⎬ Operating & Capital Exp
91AAA: Expense Transfer ⎭

SpeedChart

Puget Sound uses a "shortcut" to three of the Chartfield elements; fund, department, and project codes. This "shortcut" is referred to as the **SpeedChart**.

A SpeedChart is six numeric digits long and in most cases, not all, comprised of either;
1) FFDDDD - the combination of fund and department; or
2) PPPPPP - the project code (where project code always trumps the fund-department combination)

For department (annual) operating/capital budgets, the SpeedChart = the Department code preceded by the Fund code (example: 107101 = Office of Finance)

For designated and restricted (carryover or grants) funds, the SpeedChart is the Project code (PPPPPP). This is true for the majority of Chart of Accounts strings, but not all. To verify your SpeedChart, use the Chartfield Value Lookup tool under "Financials" in myPugetSound.