



# IU Chart of Accounts

August 2016

# OBJECTIVE

- ACQUAINT YOU WITH CHART OF ACCOUNT STRUCTURE
- ROUTING
- RESPONSIBILITIES
- THE CHART SUPPORTS EVERY TRANSACTION

# CHARTS

- Each IU campus has a chart of accounts including University Administration (UA) – ALL CAMPUS CHARTS MAP TO UA.
- IUB & IUPUI have two
- BL CHART
  - One for auxiliaries (BA) which maps into BL
  - One for academic and non-academic RCs (BL)

# IU CHART OF ACCOUNTS

- Versatile and Precise
- Supports any RC and ORG structure
- Has the flexibility to create new organizations, support mergers and reorganization
- Has the flexibility to “terminate” any RC, org, account (but keeps the history for reporting)

# BLOOMINGTON CAMPUS

- BL has 23 different RC's
  - 10 Academic
  - 13 Support
- Each RC is unique and has its own ORG structure
- UA has 16 different RC's and has its own ORG structure

# RC – RESPONSIBILITY CENTERS

- Each RC has a code# (04 Arts & Sciences)
- Each RC has a code (ARSC-Arts & Sciences). These never change
- Reports in IUIE can be at the RC level
- Routing approvals at the RC level
- Each ORG has a type – R is the RC
- For instance, RC 81 DEAN of budget– general administration houses the majority of BL auxiliaries
- Residential Programs is 10 levels deep
  - Imagine budget construction and getting the accounts at the right level
- Each RC has a fiscal officer

# BL RC

- Academic
  - 04 – College of Arts & Science
  - 13 – Public Health
  - 24 – Kelley School of Business
  - 26 – Education
  - 32 – Maurer School of Law
  - 36 – SPEA
  - 42 – Jacobs School of Music
  - 44 – Optometry
  - 45 – Informatics
  - 52 – Other Academics – Nursing,  
2 ROTC, Overseas
- Support
  - 60 – Undergraduate Ed
  - 64 – Vice Provost for Research
  - 68 – Wells Library
  - 70 – Student Services
  - 74 – Executive Management
  - 75 – Executive Management –  
Academic Support
  - 80 – Budget & Fiscal Affairs
  - 80 – Budget/Student Support
  - 82 – Facility Operations
  - 83 – Enrollment Management
  - 84 – Intercampus Transfers
  - 85 – Facilities Debt Service
  - 86 – Vice President Diversity, Equity  
& Multi-Cultural Affairs

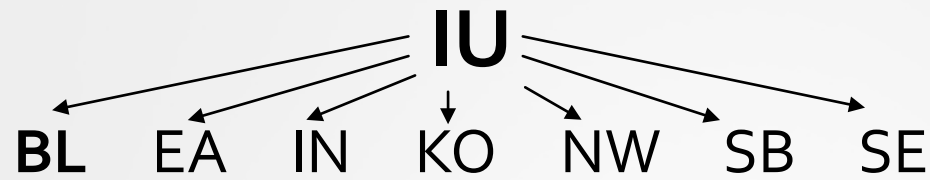
# ORGS

- Houses accounts – all types/sub funds
- Houses positions (HRMS)
- Each Org has 1 fiscal approver and 1 personnel approver (may have delegates)
- Reports can be run at ORG level or ORG hierarchy
- ORGs map to an RC---Orgs can report to another Org (Sub-Org)
- Routing approvals can be at the ORG level
- Each Org has a fiscal office
- Approvals at the org also includes workgroup approvals, approvals can be by document by person



# BL CHART OF ACCOUNTS

- IU
  - Campus (BL/BA)
    - RC [OACA has mini-RC (Nursing)]
      - ORG
        - Sub-Org
          - Account
            - Sub-account
              - Object code
                - Sub-object code
                - Project code



**BL** Campus contains 23 RC's:

04 10 24 26 32 26 42 44 45 52 60 64 68 ...

04 **ARSC** (College of Arts & Sciences) areas of study includes:

A&H (Arts & Humanities Division);


SGIS (School of Global & International Studies);

MSCH (Media School);

**NMS** (Natural & Mathematical Sciences Division);

SOAD (School of Art & Design);

SHS (Social & Historical Sciences Division)



**NMS** (Natural & Mathematical Sciences Division)  
contains 17 departments:

AST BIOC **BI** CHEM COGS CBRC GEOL ...

**BI** (Biology) contains 4 Orgs:

**BIAX** BIOT ISAB IMBM

**BIAX** (Biology Auxiliary Activity) contains 6 Orgs:

ARGX STOC BDSC DNA FLY SABX

# ACCOUNT

- Each account has a fiscal officer, account supervisor and account manager (see Policy FIN-I-10)
- Each account may have several delegates, delegates can be by document (no workgroups)
- An account maps to a sub-fund
- An account can be cash based on the income stream, (policy)
- An account may be budgeted and mandated if general funds (policy)
- Accounts must have a purpose, income guideline, expenditures guideline – these identify the type, function code and sub-fund
- Reports MOS/MOD, and other reports are by account
- Each account can have a sub-account and sub-object codes

# BL CHART OF ACCOUNTS

- IU
  - Campus (BL)
    - RC: 04 ARSC-College of Arts & Science
      - ORG: CHEM-Chemistry
        - Account: 10-247-00
          - Sub-Org: CMAX-Chemistry Auxiliary Activity
          - Account: 66-247-09 (Glass Shop)
        - ORG: BI-Biology
          - Account: 10-246-00
            - Sub-Org: BIAX-Biology Auxiliary Activity
            - Account:
              - Sub-account : GLAS
              - Object code: 7900
                - Sub-object code: EQ (equipment)
                - Project code: RAIN

# FUND & SUB-FUND GROUPS

- IU has 12 fund groups
- IU has 101 sub-funds
- A Sub-Fund maps to a Fund Group
- The Funds are either Restricted vs Unrestricted

# FUND GROUPS

## Policy: FIN-ACC-I-120

- AE - Auxiliary Enterprises (60-66)
- AF - Agency Funds (96-98)
- CG - Contract & Grants (4X-5X)
- CL - Clearing and Rotating (68)
- DS - Designated Funds (01, 22, 23, 24)
- EN - Endowments (80, 81)
- GF - General Funds (10, 19)
- LF - Loan Funds (70)
- PF – Plant Funds (9X)
- RF - Restricted Funds (25, 26, 27, 28, 29)

# UNRESTRICTED CURRENT FUNDS [10 (BL) and 19 (UA)]

- These funds are “General Funds”. General Fund accounts must be base budgeted
- Resources of the institution which are expendable for a defined purpose in performing the primary objectives of the institution
- Are appropriated by the State of Indiana
- Are based on funds from:
  - Student tuition/fees
  - Contributed or earned funds by the University, free from restrictions imposed by payers or donors



# DESIGNATED SUB-FUNDS

- Continuing Education (DCEDU) 20-Accounts
  - Self-supporting from user fees
  - Continuing Education
- Public Service (DPSA) 21-Accounts
  - Funds provided by the public sector for special programs to support the public
  - Public Service (PBS)

# DESIGNATED

- Faculty Research (DFRES) -- 22-accounts
  - General funds as source
  - Faculty who received monetary awards
  - Faculty research (Start Up Funding)
- \*Note: Should only be funded by general funds, can transfer in and out, can have a budget

# DESIGNATED OTHER FUNDS (DOFDS) 23-accounts

- Special academic activities and programs
- Other designated funds
- Centers & institutes
- Conferences (other income)
- Revenue producing activities
- \*Note: Can be funded by IUF if donor intent is unrestricted. Should be budgeted if income stream is \$30,000 or greater, or has compensation, can transfer in and out (Policy: FIN-BUD-II-10).

# UNRESTRICTED FINANCIAL AID (DSCFE) 24-accounts

- Provided by campus general funds
- No-restrictions for Scholarship and Fellowships
- **Note: Funds are budgeted in general funds then transferred-in, cannot accept outside or IUF funding**

# RESTRICTED FUNDS

- Funds expendable for purposes restricted by donor intent or other outside entities
- Accounts 25-29

# RESTRICTED SUB-FUNDS

- Restricted Scholarships (RESSCH) 25-accounts
  - Restricted for undergraduate aid
  - Restricted scholarships based on donor intent
  - **Note: Can only accept funds from IUF or other restricted sources, cannot transfer out or accepted transfer in from unrestricted sources.**

# RESTRICTED FELLOWSHIPS (RESFEL) 26-accounts

- Restricted for graduate and professional student aid
- Restricted Fellowships based on donor intent
- Note: Can only accept funds from IUR or other restricted sources, cannot transfer out or accept transfer in from unrestricted sources.

# SPECIAL STATE APPROPRIATIONS (RSSAPP) 27-accounts

- Special State Appropriation
- E.g., Geological Survey, IIDC
- **Note: Must be budgeted, considered base funds, cannot transfer-in from other unrestricted funds (general funds).**



# RESTRICTED OTHER FUNDS (ROFDS) 29-accounts

- Funds donated with restricted donor intent
- Restricted other funding sources

# CONTRACT & GRANTS

## (4X-5X)(Policy: SPA-II-014)

- This policy applies to all gift/grant determinations at Indiana University and to all Indiana University faculty and staff involved in the preparation, submission, and processing of proposals and processing of awards for external funding.
- Situations may arise where the proper classification cannot be readily determined by the guidance provided in this document. These situations should be referred to and shall be resolved mutually by and between the Chief Financial Officer of the Indiana University Foundation and the Associate Vice President for Research Administration.

# AUXILIARY ENTERPRISES

- Auxiliary Enterprises (AUXEN) 60-accounts
  - Activities conducted for the benefit of students, faculty, staff and general public
  - Funding generated by services provided
  - Examples: BL/BA: Halls of Residence, IMU, Parking Operations, Health Center, Motor Pool & Athletics. UA-IUPD

# AUXILIARY SERVICES

- Auxiliary Services (AUXCOM) 63 or (AUXSER) 66-accounts
  - Goods and services provided to departments of the University
  - Income provided by intra-university billing
  - Example: BL/BA Physical Plant, Document Services. UA-UITs, IUPD and Creative Services

# CLEARING ACCOUNTS

- Clearing (CLEAR) 68-accounts
  - This group of accounts incur activities which subsequently will be “cleared” to other accounts.
  - Example: Application Fees for IU Admissions

# LOAN FUNDS

- Student Loans (LOANFD) 70-accounts
  - Records loan activity to students, faculty, and staff
  - Provides a record of resources available for such purposes
  - Funds operate on a revolving basis
  - All or part of the loan may be forgiven under certain circumstances

# ENDOWMENT & SIMILAR FUNDS

- Endowments (ENDoW) 80-accounts
  - Endowments given to IU
    - Quasi Endowments (FFEND) 81-accounts
    - Funds functioning as endowments held at IU
    - Life Estate Endowments (LEEND) 82-accounts
      - Life estate endowments held at IU

# PLANT FUNDS

- This groups consists of:
  - Funds to be used for acquisition of physical properties
  - Funds set aside for renewal and replacement
  - Funds set aside for debt service charges for indebtedness
  - Funds expended for and thus invested in institutional properties



# PLANT FUNDS

- Construction & Major Remodeling (PFCMR) 90-accounts
- Retirement of Indebtedness (PFRI) 91-accounts
- Renewal & Replacement (PFRR) 92-accounts (Computer Life Cycle)
- Investment in Plant (PFIP) 95-accounts

# AGENCY FUNDS

- These accounts represent processes for major payments that take place by Central Administration, such as payroll deductions, medical insurance payments, etc.

# AGENCY FUNDS

- Internal Agency Funds (INTAGY) 96-accounts
- External Agency Funds (EXTAGY) 97-accounts
- Work Study Agency Funds (WSAGY) 98-accounts

# GROUP ACTIVITY

- GROUP 1 – New RC: Engineering & Aviation
  - GROUP 2 – Merge Med Sci with Nursing
  - GROUP 3 – New organization for Lakes Lemon & Monroe Research -- you decide to where it maps
  - GROUP 4 – New degree in Corvette restoration – you decide where it maps to
  - GROUP 5 – A new sister campus to IUB on the west side.
- WHY WOULD YOU NEED:
    - New Organization Structure?
    - Merge current organizations from other RC?
    - New Account?
    - What Kind of accounts would you choose to have in the new org?
    - Is there anything special you could also do with the chart?
    - Any Impacts that you can think of?



# KFS & IUIE DEMO



# **LEVELS & OBJECT CODES**

# OBJECT CODES

- Each object code identifies income and expenses
- Each Chart has a list of object codes
- Each object code maps to a level
- Each level maps to a consolidation –level
- Each object code is a type
- Each type may be tied to tax such honorariums, compensation, financial aid, awards

# CONSOLIDATION LEVELS (17)

- INCOME LEVELS
  - STFE - STUDENT FEES
  - SAPR - STATE APPROPRIATION
  - OTRE - OTHER REVENUE
  - IDIN - INDIRECT COST INCOME
  - ASRE - ASSESSMENTS REVENUE



# CONSOLIDATION LEVELS

- EXPENDITURE LEVELS
  - CMPN - COMPENSATION
  - SCHL- FINANCIAL AID
  - GENX – GENERAL EXPENSE
  - TRVL - TRAVEL
  - CPTL - CAPITAL
  - IDEX – INDIRECT COST EXPENSE
  - ASEX – ASSESSMENTS EXPENDITURES

# CONSOLIDATION LEVELS

- EXPENDITURES
  - RSRX - RESERVES
  - ASST - ASSETS
  - LIAB - LIABILITIES
  - FDBL - FUND BALANCE
  - TRSF - TRANSFER OF FUNDS

# LEVEL LEVELS (90)

- INCOME CONSOLIDATION
- INCOME LEVEL-LEVELS MAP TO
  - ASRE - ASSESSMENTS REVENUE
    - BASR - ASSESSMENTS REVENUE (LEVEL)(1212-1295)
  - IDIN - INDIRECT COST INCOME
  - ICOR - INDIRECT COST RECOVERY INCOME (1803)



- OTRE-OTHER REVENUE

- BCAS - BEGINNING CASH (0110)
- BORE - BUDGET OTHER REVENUE
- C&G - CONTRACT & GRANT (SPONSORED RESEARCH) (1113-1182)
- CAPR - CAPITAL APPROPRIATION (1116)
- CRIN - COST RECOVERIES-INCOME (1000,1200,1204,1805)
- GIFT - GIFTS (1170-1179)
- INVR - INVESTMENTS (1830 & 1831)
- OTHR - OTHER REVENUE (1591, 1598, 1800-1899)
- SASV - SALES & SERVICES (1500-1599& 1817-1872)

- **SAPR - STATE APPROPRIATION**
  - **STAP - STATE APPROPRIATION**

**STFE - STUDENT FEES**

**BSTF - BUDGET STUDENT FEES**

**DIST - DISTANCE EDUCATION FEES (0801)**

**INS<sub>1</sub> - STUDENT FEES SUMMER<sub>1</sub> (1008-1037)**

**INS<sub>2</sub> - STUDENT FEES SUMMER 2 (0708-0737)**

**INSF - STUDENT FEES FALL (0808-0837)**

**INSS - STUDENT FEES SPRING(0908-0937)**

**OTH<sub>1</sub> - STUDENT FEES OTHER-SUMMER 1 (1040-1096)**

**OTH<sub>2</sub> - STUDENT FEES OTHER SUMMER 2**

**OTHF - STUDENT FEES OTHER FALL (0599-0898)**

**OTHS - STUDENT FEES OTHER SPRING (0940-0998)**

**STUF - STUDENT FEES (0702,0703,0704,0705,706,0707, 0709, 0772, 0775)**


# EXPENSE-LEVEL LEVELS

- CMPN - COMPENSATION
  - ACSA - ACADEMIC SALARIES (2000-2290 & 4582)
  - BCOM - BUDGET COMPENSATION
  - BENF - BENEFITS (5113-5775)
  - BISA - BIWEEKLY SALARIES (2500-2550)
  - HRCO - HOURLY COMPENSATION (2815, 3000-)
  - PART - PART-TIME INSTRUCTIONS-NON-STUDENT (2300-2349)
  - PRSA - PROFESSIONAL SALARIES (2400-2488)
  - SAAC - SALARY ACCRUAL EXPENSES (2999)
  - SAAP - STUDENT ACADEMIC APPOINTEES (2331-2394)
  - SUPL - SUPPLEMENTAL PAYS (4580, 4588, 4590)

- GENX - GENERAL EXPENSES
  - ADV - ADVERTISING (4020, 4159, 4502, 4505, 4506, 4600, 4670, 4671, 4673) Includes Royalties
  - ASSE - ASSESSMENTS
  - BGEX - BUDGET GENERAL EXPENSE
  - COMP - COMPUTING SERVICES (4009, 4015-4021, 4615)
  - COSV - CONTRACTUAL SERVICES (4073-4077, 4152, 4509-4562, 4710, 5023-5025)
  - CREX - COST RECOVERY EXPENSES (4003-4034, 5001-5095)
  - DEBT - FINANCIAL/DEBT SERVICES (4400-4435, 5008, 5009)
  - DEPR - DEPRECIATION (5112-5161)
  - NC - NON-CAPITAL EQUIPMENT (5202, 5217, 5218)
  - OEXP - OTHER SPECIFIC OPERATING EXPENSE (4013-4081, 4581, 5050, 5197, 5198, 5831, 5860)
  - PHON - TELEPHONE & POSTAGE (4082-4086, 4300-4309)
  - PRIN - PRINTING & DUPLICATING (4110, 4151, 4166)
  - R&M - REPAIRS & REMODELLING (4060, 4125, 4574, 4617, 4700-4772, 5166)
  - RENT - RENTALS & NON-CAPITAL LEASE (4610-4694)
  - RESA - PURCHASES FOR RESALE (5300-5390)
  - S&E - SUPPLIES & EXPENSE (4000-4080, 4100-4109, 4200-4280, 4370, 4405, 4566, 4616-4618, 4660, 4690, 4762 & 5000-5690)
  - SERV - OTHER SERVICES (4030, 4061, 4087, 4500-4576 & 5046-5154)
  - TAX - TAXES (5004, 5100-5175)
  - UTIL - UTILITIES (4070-4098)
  - VADJ - VALIDATION AND ADJUSTMENT (5109-5196 & 7073, 7074)

- SCHL - FINANCIAL AID
  - BFRE - BUDGET-FEE REMISSIONS
  - FINA - STUDENT FINANCIAL AID (5400, 5401, 5800-5822)
- TRVL - TRAVEL
  - TRAV - TRAVEL (4088, 4089, 6000-6280)
  - CPTL - CAPITAL
    - CAP - CAPITAL ASSETS (7000-7805)
  - IDEX - INDEX COST
    - ICOE - INDIRECT COST RECOVERY EXPENSE (5500, 5501)




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- ASEX - ASSESSMENT EXPENSE
    - BASE - ASSESSMENT EXPENSE
  - RSRX - RESERVES
    - RESV - RESERVES (7900-7990)
    - FDBL - FUND BALANCE
      - FUBL - FUND BALANCE (9889-9899)

- ASST - ASSETS

- AR - ACCOUNTS RECEIVABLE (8015, 8100-8163, 8700, 8750, 8950-8951)
- BASS - BUDGET ASSETS
- CASH - CASH (8000-8008)
- CSEQ - CASH EQUIVALENTS
- INV - INVENTORY (8300, 8306, 8307, 8324, 8392, 8394, 8955, 8956)
- NORE - NOTES RECEIVABLE (8200-8260)
- OASS - OTHER (8400-8460)
- OLTA - OTHER LONG-TERM ASSET (8170)
- PLNT - PLANT (8601-8965)
- SINV - SHORT-TERM INVESTMENTS

- LIAB - LIABILITIES
  - ACLI - ACCRUED LIABILITIES
  - ACPA - ACCOUNTS PAYABLE
  - ACPY - ACCRUED PAYROLL
  - AVSL - ACCRUED VACATION & SICK LIABILITY
  - BLIA - BUDGET-LIABILITY
  - BNDP - BONDS PAYABLE
  - DEFR - DEFERRED REVENUE
  - DREV - DEFERRED REVENUE
  - ILOA - INTERNAL LOANS
  - NOTP - NOTES PAYABLE (9100-9105, 9206, 9602-9607)
  - OLIA - OTHER LIABILITIES (9020, 9060, 9065, 9075, 9080, 9300, 9304, 9430, 9500)
  - OTHL - OTHER LONG-TERM LIABILITIES
  - TAXP - TAXES PAYABLE (9015, 9016, 9055)

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- TRSF - TRANSFER OF FUNDS
    - CORE - ALLOTMENTS & CHARGES OUT (9951-9977)
    - CORI - ALLOTMENTS & CHARGES IN (9912, 9918)
    - TREX - TRANSFER-5199 EXP (9900)
    - TRIN - TRANSFER-1699 INC (9915-99XX)

# ROUTING

- KFS – FINANCIAL SYSTEM
  - TRAVEL
  - PURCHASING
  - FINANCIAL
- HRMS – HUMAN RESOURCE SYSTEM
- SIS – STUDENT INFORMATION SYSTEM
- KC – RESEARCH

# KFS ROUTING BY ACCOUNT

- KFS (financial, purchasing, travel, research)
  - Default—each document/transaction will route to fiscal officer
  - Fiscal officer may have delegate
    - Primary for all
    - Primary by specific document
    - Secondary for all
    - Secondary for specific document

# KFS ROUTING BY ORG

- KFS (purchasing, travel, financial, research)
  - After fiscal officer/delegate approval
    - Organization hierarchy: all or by document
    - Organization hierarchy: workgroup
    - RC & Campus can be set up as primary for all or by document --- proceeds based on account, org, RC and campus set up.

# HRMS ROUTING

- HRMS-HUMAN RESOURCES
  - Routing for HRMS documents is based on the organization structure.
  - If the Organization has positions tied/mapped to the org the routing will begin with that Organization
  - Each Organization requires a Personnel Approver and Fiscal Approver
  - Each Personnel or Fiscal Approver may have a secondary delegate (multi)
  - Optional Routing may be created to approved at the RC level and/or Campus level either one person based on document type or workgroup



# INTERNAL CONTROLS - VALUE ADDED

- Documents that do not route:
  - Service Billings
  - Indirect Billings (end of month, postage, physical plant)
  - Cash receipts/deposits
  - Financial aid

# GROUP ACTIVITY

- If you are creating a new unit structure what would you create?
- What question would you like to be able to answer?
- What is confusing about object codes?
- Questions?

# DISCUSSION

- What process would you put in place to:
  - Reconcile
  - Approve
  - Monitor/manage
- Concerns: duplicates, lost funds, fraud