



Understanding the Chart of Accounts

# The Chart of Accounts

## ➤ Chart of Accounts

- A chart of accounts (COA) is a list of all the financial accounts in a institution, along with their reference numbers. The reference numbers typically have segments with different meanings and hierarchy. It's a key tool for accounting, analysis, and financial reporting.
- **Purpose**
  - Helps institutions keep track of money
  - Helps categorize transactions
  - Helps group similar transactions together
  - Helps create financial statements
  - Helps make financial analyses easier
  - Helps external auditors and budgeters do their jobs



## ➤ Chart of Accounts

- The proper application of the Chart of Accounts (COA) is crucial to creating and maintaining accurate and actionable data in the general ledger.
- The backbone of the COA is the FOAPal, or the numeric identifiers used for categorize each transaction in the general ledger.

### What is a FOAPal?

<b>F</b> <b>Fund</b>	<b>O</b> <b>Organization</b>	<b>A</b> <b>Account</b>	<b>P</b> <b>Program</b>	<b>a</b> <b>Activity</b>	<b>l</b> <b>Location</b>
Where did the money come from?	Who is responsible for the money?	What was the nature of the transaction?	How do we compare to others externally?	Why did this transaction take place? For what?	Which campus location was impacted?
(required) 6 digits	(required) 5 digits	(required) 6 digits	(required) 2 digits	(optional) Up to 6 digits	(optional) Up to 6 digits
Required Always	Revenue, Expense, Transfers Only	Required, Always	Revenue, Expense, Transfers Only	Required in Emburse. Optional elsewhere.	Optional

## ➤ Funds

- A Fund identifies the source or use of resources received
- Funds track revenues, expenses, asset and liabilities
- All funds, whether restricted or unrestricted, may only be expended according to College purchasing, approval, and financial policies and procedures
- With the **exception** of the operating funds that start with 100###:
  - Fund balances roll forward from year to year
  - Funds have a default Organization and Program code to be used in conjunction with the Fund
- Funds can be restricted or unrestricted, meaning the use of the fund can be designated for a certain project or activity.

**F****Fund**

Where did  
the money  
come from?

(required)  
6 digits

➤ **Organizations (Orgs)**

- Orgs identify the College department or “budget unit” involved in a transaction
- The Orgs are very similar to the College organizational chart
- Orgs track revenues, expenses, and transfers
- Orgs do not track cash, accounts receivable, accounts payable, etc. (balance sheet accounts)
- An Org can be associated to multiple funds
- **Transaction approvals and access to budget reporting are driven primarily by the Org.**

**O****Organization**

Who is  
responsible  
for the  
money?

(required)  
5 digits

## O Organization

### ➤ Organizations (Orgs)

The Operating Budget is comprised of over 400 Orgs

<b>Academic Division</b>	<b>173</b>	<b>Athletics Division</b>	<b>38</b>	<b>Finance and Administration</b>	<b>143</b>
Office of the Provost	27	Athletic Administration	5	EVP of F&A	1
Report to Office of the Provost	12	Athletic Camps	9	Capital Budget	3
Academic Departments: Arts	10	Sports	24	Central Business Services	19
Academic Departments: Engineering	8			Centralized Costs	2
Academic Departments: Humanities	8	<b>Communications and Marketing Division</b>	<b>7</b>	Contingency	1
Academic Departments: Music	7	Office-VP for Communications	2	Debt	2
Academic Departments: Natural Sciences	12	Athletic Communications	1	Dining Services	1
Academic Departments: Social Sciences	6	Design Services	1	Expendable Capital Projects	1
Academic Other	15	Digital Communications	1	Facility Expendable Projects	32
Academic Programs: Interdisciplinary Major	10	Lafayette Sports Network	1	Facility Operations	16
Academic Programs: Interdisciplinary Minor	9	News and Editorial Services	1	Finance Operations	10
Dean of the College	14			Finance Other	9
Director Of Engineering	4	<b>College Relations and Development Division</b>	<b>26</b>	Fringe Benefits	30
Library & Special Collections	3	Office VP for College Relations and Development	1	Gen Counsel	1
Study Abroad and Interim Programs	24	Alumni Relations	14	Human Resources	2
Community Engagement	4	Capital Campaign	1	ITS	5
		Development	10	Public Safety	2
				Sustainability	6
<b>Enrollment Management Division</b>	<b>15</b>	<b>Investment Office</b>	<b>1</b>	<b>Student Life</b>	<b>22</b>
Enrollment Management Division	3	Investment Office	1	Gateway Career Center	2
Financial Aid	12			Residence Programs	4
		<b>President's Office</b>	<b>12</b>	Student Programs	16
<b>Inclusion Division</b>	<b>9</b>	President's Office	12		
Inclusion	9				

As of Dec '24

### ➤ Accounts

- The Account is used to describe the nature of the transaction
- Choose the account that accurately reflects the expense (or revenue), instead of selecting an account based on available budgeted funds.
- Choosing the appropriate account enhances reporting and budget analysis

**A**

**Account**

What was the nature of the transaction?

(required)  
6 digits

Beginning With	Account Group	Examples of Account Types
1XXXXX	Assets	Cash, Investments, Accounts Receivable, Property and Equipment
2XXXXX	Liabilities	Accounts Payable, Deposits Held, Deferred Revenue, Debt
3XXXXX	Equity	Prior year balance for each fund type
4XXXXX	Control (internal, temporary)	Current year total expenses, revenues, encumbrances, etc.
5XXXXX	Revenue	Tuition, Student Fees, Gifts, Grant Revenue, Investment Income
6XXXXX	Expense – Payroll	Salaries and Benefits
7XXXXX	Expense – Operating	Supplies, Travel, Hospitality, Equipment, Services, Utilities
8XXXXX	Transfers	A transfer moves balances between funds
9XXXXX	Fund Additions & Deductions	Retire debt, roll funds (finance only)

### ➤ Accounts

- Account examples:

- Assets: 111045 – Checking 131101 – Accts Rec – Student
  - 164038 – Prepaid Expense 172000 – Land
- Liabilities: 201700 – Accts Payable 202301 – Fed Tax Withholding
  - 228126 – Bond Payable 225117 – Sec Deposits Held
- Revenues: 502100 – Tuition – Fall 593700 – Transcript Fees
  - 550100 – Gifts 531010 – Fed Grants
  - 573010 – Bookstore Sales 595300 – Rental of Facilities
- Expenses: 610111 – Admin Salaries 710440 – Rental of Facilities
  - 710383 – Consultants 710337 – Supplies: Computer
  - 710491 – Electricity 710473 – Books
- Transfers: 815093 – Transfer between funds

**A**

**Account**

What was the nature of the transaction?

(required)  
6 digits

**A**

**Account**

What was the nature of the transaction?

(required)  
6 digits

➤ **Accounts**

- With the implementation of Emburse, a number of changes are being made to the to the account structure
- One of the areas most impacted is Travel and Entertainment:

**Travel**

Account	Account Name	Note
710393	<del>Alumni Travel Program</del>	Activity Code 208
710344	<del>Field Trips</del>	Activity Code 205
710392	<del>Foreign Travel</del>	Use Emburse field
710345	<del>Recruiting</del>	Activity Code 202/203
710341	<del>Regular Travel</del>	Choose by type
710395	<del>Regular Travel - REU</del>	Activity Code 207
710342	<del>Team Travel/Housing</del>	Activity Code 204
710373	<del>Travel: Alpha</del>	Activity Code 206
740111	Travel: Airfare	New
740112	Travel: Ground: Rental, Taxi, Parking	New
740113	Travel: Mileage	New
740130	Travel: Hotels / Lodging	New
740140	Travel: Meals While Traveling	New

**Hospitality and Entertainment (New Category)**

Account	Account Name	Note
710453	Banquets	
710461	Business Meals (non-travel)	For meals when not in travel status
710455	Catering / Food - Dining Services	Dining Vendor Only
710456	Catering / Food - Outside Vendors	New
710370	Entertainment	
710441	Housing Allowance	
710432	<del>Housing Allowance - REU</del>	Acct 710441 Act 207
710458	Lafayette Inn Lodging Charges	Lafayette Inn Only
710363	Meetings & Ceremonies	
710451	Special Events	
710651	<del>Training Table</del>	Activity Code 211

## ➤ Accounts

- With so many changes, how can you keep it all straight?
  - Visit the Lafayette [Emburse website](#) for lists of active accounts
    - Summary Account Listing
    - Account Definition Listing
  - Let Emburse guide the account select for Expenses
  - For Invoices, search the account dropdown for key words related to the transaction
- How can you enhance reporting?
  - Utilize the account that best describes the nature of the transaction
    - Account 710349 – Miscellaneous should be an absolute last resort!!!
  - Realign account budgets to match spending needs; budgets are secured/approved at the Org level, so moving budgets dollars between accounts is within your department's discretion

**A****Account**

What was the nature of the transaction?

(required)  
6 digits

### ➤ Program Codes

- The Program Code is used to capture financial classification of revenues and expenses (e.g. instructional expense, student services, research).
- **All Orgs have a default Program Code** that should be used for all expenses. Transfers using account 815093 use program 85.
- The definitions for Program Codes are set out in NACUBO's *Financial Accounting and Reporting Manual for Higher Education (FARM Manual)*
- Program Codes allow for proper presentation of external financial statements, IPEDS, and surveys.

<b>P</b>
<b>Program</b>
How do we compare to others externally?
(required) 2 digits

### Expense Program Codes

70 Instruction	### Auxiliary Services
71 Public Service	86 Residence Halls
72 Research	87 College Owned Fraternities
73 Academic Support	88 Dining Services
74 Student Services	89 Bookstore
77 Institutional Support	90 Rental Properties
79 Investment Office	91 College Hill Rental Program
80 Physical Plant Operations	93 Telephone Services
85 Other Transfers Adds/Deductions	94 LC Early Learning Center
98 Nonoperating	97 Service Electric Cable TV

### ➤ Activity Codes

- Activity Codes are used to track activities at the institutional level, across departments (Orgs), or within departments (Orgs), without losing the data integrity of the Account to be charged.
- Emburse requires an Activity Code selection, even if N/A is chosen.
- It is very important that Activity Codes are carefully and consistently used to ensure transactions are accurately reported
- Activity Codes can be reported on using My Finance Query (Banner) and through Cognos

<b>a</b>
Activity
Why did this transaction take place? For what?
(optional) Up to 6 digits

#### Sample Institutional Level

- 208 Alumni Travel Program
- 121 Bicentennial Celebration/Events
- 201 CHAMPS Lifeskills SAAC
- 135 COVID-19
- 212 Employee Prof Development/ Training
- 205 Field Trips
- 209 Other Research Activities
- 203 Recruitment - Employees
- 202 Recruitment - Students
- 207 REU - Research Experiences for Undegraduates
- 210 Summer School
- 204 Team Travel / Housing
- 211 Training Table (Athletics)
- 206 Travel to from Alpha Building

#### Sample Department Level

- 170 Administrative (Dyer)
- 171 Direct Student Funding (Dyer)
- 172 Student Experience (Dyer)
- 173 MakerSpace
- 174 Administrative (Real Estate)
- 175 Direct Student Funding (Real Estate)
- 176 Student Experience (Real Estate)
- 177 Administrative (Fellow)
- 178 Direct Student Funding (Fellow)
- 179 Student Experience (Fellow)

### ➤ Location

- Location is optional and used primarily by Facilities Operations

### Sample Location Codes

LOCATION	LOCATION_DESC
180000	All Campus Buildings
180001	Pardee Hall
180002	Van Wickle Hall
180003	Kirby Hall of Civil Rights
180004	Jenks Hall
180005	Hugel Science Center
180006	Acopian Engineering Center
180008	Oechsle Hall
180009	Feather House
180010	Skillman Library
180011	Pfenning Alumni Center
180012	W.E. Simon Center
180013	Kirby Sports Center
180014	Kamine Varsity House

LOCATION	LOCATION_DESC
180015	Williams Center For The Arts
180016	Boat House
180017	Maroon Club Strength Center
180019	Oil Storage Building
180020	Markle Hall
180022	Colton Chapel
180023	Hogg Hall
180024	Bailey Health Center
180025	Farinon College Center
180026	511 College Avenue
180028	Williams Visual Arts Building
180029	Ramer History House
180030	South College
180031	Easton Hall

L
Location
Which campus location was impacted?
(optional) Up to 6 digits

## ➤ Emburse and the Chart of Accounts

- Emburse utilizes drop down fields for selecting from the chart of accounts. The fields are also searchable by text.
- The chart fields in Emburse are:

Required  
In  
Emburse

- Funding Source – Fund/Org/Program
- Account
- Activity Code
- Location

Emburse Screenshot

Funding Source - Fund/Org/Program	
fin	
🕒 100100-50400-77 Operating Budget - Op Rev & Exp FINADMIN- Office-Controller	
🕒 100100-53101-77 Operating Budget - Op Rev & Exp FINADMIN- Capital Financing	
100100-10206-77 Operating Budget - Op Rev & Exp FINADMIN- Events and Hospitality	



<b>F</b> Fund	<b>O</b> Organization	<b>A</b> Account	<b>P</b> Program	<b>a</b> Activity	<b>l</b> Location
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## ➤ Emburse and the Chart of Accounts

- Charging Balance Sheet accounts in Emburse
  - From time to time you may need to charge a balance sheet account for an invoice entered to Emburse.
    - You will still be required to select a Funding Source.
      - Please be sure to choose the correct fund and most relevant Org in the Funding Source.
    - The transaction will route for approval based on the Org selected.
    - When the transaction interfaces with Banner, the Org, Program Code, and Activity Code will be dropped. Balance sheet accounts only use the Fund and Account.

### Example:

An invoice is entered to Emburse. The transaction requires a portion of the invoice to be posted to a miscellaneous receivable because Lafayette is expecting to be reimbursed for the charge. In Emburse, the end user will choose Account “135001 Misc Receivables” from the Account drop down. For the Funding Source, the user will need to select the allocation that reflects the proper Fund and Org. The Fund will be charged, and the Org will drive the approval process.

Selected: 100100-50400-77

Account charged in Banner: 100100-135001