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I. CHAPTER 5 – ACCOUNTING STRUCTURE

The purpose of this chapter of *The Guide* is to provide information about the coding structure that as utilized by the University of Colorado Finance System.

II. CHARTFIELDS

The financial system coding structure for the University of Colorado is made up of ten blocks of information called ChartFields. These ChartFields can be joined together in various combinations to tell the Finance System where to record a transaction. The entire ChartField is as follows:

1. Business Unit
2. Fund
3. Organization
4. Program
5. Project/Grant
6. Sub-Class
7. Account
8. Budget Year
9. Statistics Code
10. Currency

It is not necessary to enter data into all ten ChartField values for every transaction. An Excel Chart of Accounts is accessible from the System Controller's website.

A. Business Unit ChartField: Default

The Business Unit is an entity created to accommodate different operating rules, reporting rules, and regulations. UCOLO is the business unit used by all campuses of the University of Colorado. Using the Business Unit ChartField within a FOPPS is mandatory. Since the Business Unit ChartField of UCOLO is a default value within The Finance System, it never needs to be entered manually when doing online data entry.

B. FOPP

The FOPP, which stands for **F**und, **O**rganization, **P**rogram or **P**roject, serves as the central element of the Finance System coding. This Fund/Org/Program or Project combination describes a functional unit that has been established for a specific purpose within the university. Each FOPP has a designated individual who holds responsibility for overseeing the transaction activity and financial health of the FOPP. FOPPs are used to maintain the financial records of a unit or activity within the university.

The FOPP is typically a 12 digit number that includes a two digit fund code, a five digit organization code, and a five digit program code. For every Boulder campus FOPP, the five-digit organization will always begin with a 1.

Note: A FOPP in Fund 30 contains a seven-digit project code in lieu of the five-digit program code.

The FOPP describes either:

- What type of money (Fund) is being **received** by whom (Org) on what type of activity (Program) *or*,
- What type of money (Fund) is being **spent** by whom (Org) on what type of activity (Program)

C. Fund ChartField: 2 Digits, Required, Input By User

The Fund ChartField contains values that broadly classify types of funding. This ChartField identifies the type of money being received or the type of money being spent. Using the Fund ChartField within a FOPP is mandatory.

1. Fund

A Fund is a self-balancing set of records that includes assets, liabilities, revenue, expense, and fund balance.

2. Fund Group

A Fund Group is a collection of funds that have a common purpose. The Fund Group is used to identify a general classification of resources. CU-Boulder uses the following Fund Groups in its Finance System.

10	Unrestricted – General Fund Appropriations
11	Unrestricted – General Fund ICR (Indirect Cost Recovery)
20	Auxiliary Fund – TABOR Enterprise
26	Auxiliary Fund – Other Exempt
28	Auxiliary Fund – Internal Service Unit
29	Auxiliary Fund – Non-Enterprises
30	Restricted Fund – Sponsored Federal, Local Govt, and Private
31	Restricted Fund – Sponsored Colorado State Government
34	Restricted Fund – Gift
36	Development (for Office of Advancement staff only)
50	Loan Fund
71	Unexpended Plant Fund – Capital Construction Exempt
72	Unexpended Plant Fund – Renewal & Replacement Exempt
73	Retirement of Indebtedness Plant Fund Exempt
74	Invested in Plant Fund
78	Unexpended Plant Fund – Auxiliary Renewal & Replacement
80	Agency Fund
99	Presentation Fund – GASB 34-35 Reporting

D. Organization ChartField: 5 Digits, Required, Input by User

The Organization ChartField identifies the entity (campus, school, department, etc.) receiving or spending the funds. The first digit of the Organization

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ChartField represents the respective University of Colorado campus as follows:

1	Boulder
2	Health Sciences Center* (old)
3	Denver* (old)
4	Colorado Springs
5	System Administration
6	UCD/AMC* (new)

* The identifier for the consolidated Denver and Anshutz (formerly Health Sciences Center) campus is "**6**" and "**UCD**" includes both campuses. Organization numbers created for the Denver campus and Health Sciences Center *prior to* the consolidation will not change.

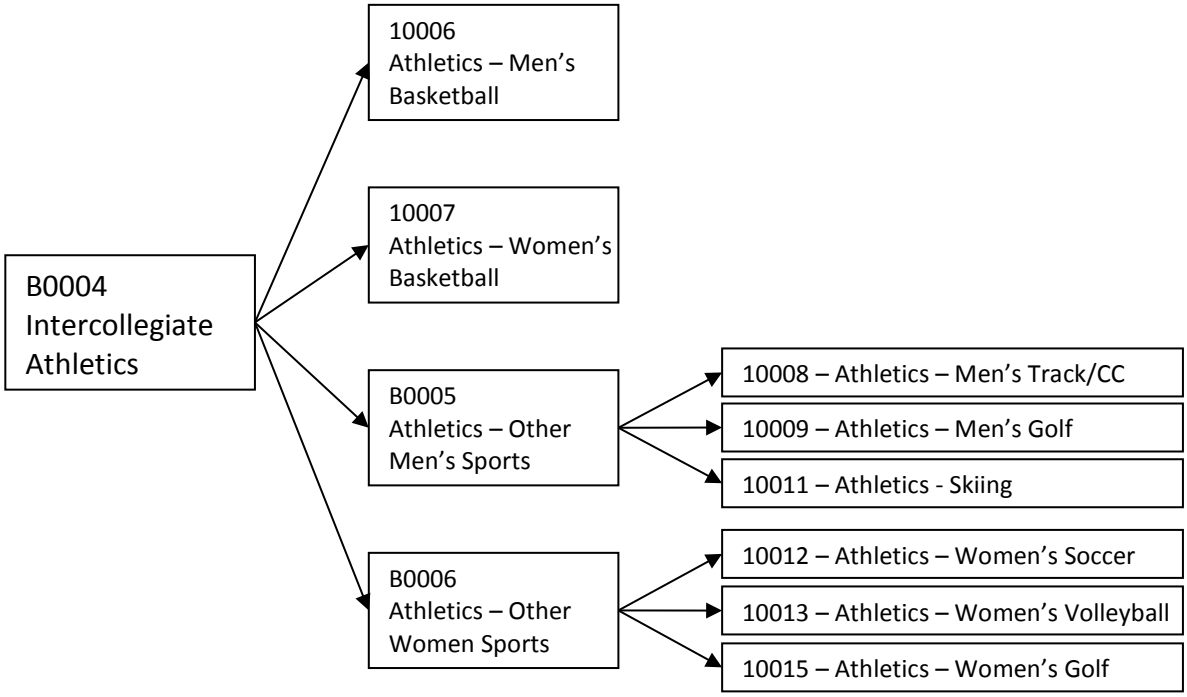
Use of the Organization ChartField is mandatory in the Finance System.

The Finance System permits the use of a hierarchy of different levels when working with organizations. Some departments may choose to run all of their operations from one organization, while other departments may choose to break down their overall operations into smaller segments that reflect responsibility units within the larger organization.

For example, Intercollegiate Athletics has chosen to break down its overall department into smaller organization levels.

Athletics is first divided into organizations reflecting smaller segments of the department's programs and operations such as Men's Basketball, Women's Basketball, Other Men's Sports, Other Women's Sports, etc. Then, the Other Men's Sports and Other Women's Sports organizations are further segmented into organizations for Men's Track, Men's Golf, Men's Tennis, Men's Skiing, etc., and Women's Soccer Women's Volleyball, Women's Track, Women's Golf, etc.

This is illustrated by the diagram on the following page.



Contact your area accountant if you would like assistance in understanding the Finance System organizational structure for your department, or if you would like to adjust the organizational structure for your department.

E. Program/Project ChartField: 5 Digits, Required, Input by User

Each activity will either be a Program or Project, but never both. Using either the Program or Project/Grant ChartField within a FOPPS is mandatory.

1. Program

The Program ChartField identifies distinct university activities for one or more fund(s) and organization(s). Programs are based on the university's fiscal year. Thus, a program is used to track the financial impact during a budget (fiscal) year of a distinct activity within an organization. The Program ChartField is used in the following funds:

10, 11	General
20, 26, 28, 29	Auxiliary
34	Gift
72, 78	Renewal & Replacement
73	Retirement of Indebtedness
74	Invested in Plant Fund
80	Agency Fund
99	Presentation Fund

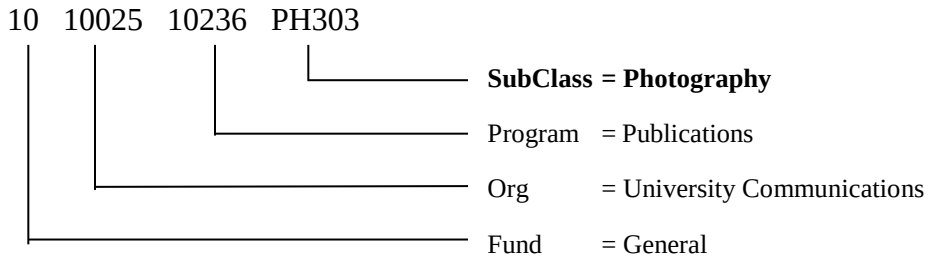
2. Project/Grant

Similar to the Program ChartField, the Project/Grant ChartField identifies a specific activity within the university. However, a project is not fiscal year based. Rather, a project is based upon the period of the project. The Project ChartField is used in the following funds:

50	Loan
30, 31	Grant/Contract Restricted
71	Capital Construction

F. Sub-Class ChartField: Not Required

The Sub-Class ChartField is used to capture department-defined needs. Its use is optional. The FOPPS below shows the use of a Sub-Class. The Sub-Class ChartField can be alpha-numeric and consists of 5 characters.



G. Account ChartField: 6 Digits, Required, Input By User

The Account ChartField describes the activity that is being done by identifying the natural classification of the transaction: Asset, Liability, Fund Balance/Net Assets, Revenue, Expense, or Transfer. All financial transactions must be designated by one of these categories. The use of the Account ChartField is mandatory. A list that describes frequently used accounts follows:

1. Asset — Account Range: 000000-099999

An Asset is tangible or intangible personal and real property such as cash, investments, inventory, accounts receivable, loans receivable, prepaid expenses, equipment, building, etc. Assets are found on the balance sheet.

2. Liability — Account Range: 100000-199899

A Liability is an amount owed to an external entity. Liabilities are found on the balance sheet.

3. Fund Balance/Net Assets — Account Range: 199900-199999

Fund Balance/Net Assets equals Assets minus Liabilities or A - L = FB. Fund Balance/Net Assets is found on the balance sheet.

4. **Revenue** **Account Range: 200000-399999**
   Revenue results from the sale of goods or services. It is measured by the charge made to customers for the goods or services furnished to them. CU-Boulder records revenue when it is earned—that is when the goods or services have been furnished—regardless of when the payment is actually received from the customer.

5. **Expenditure** **Account Range: 400000-989999**
   Expenditure is an accounting entry that recognizes the consumption of assets. Salaries, fringe benefits, office supplies, travel, depreciation, etc. are examples of expenses. CU-Boulder recognizes expense at the time the goods or services have been received, regardless of when the actual payment is made.

6. **Transfer** **Account Range: 990000-999999**
   A transfer occurs when cash is moved from one FOPPS to another FOPPS, and no exchange of goods or services is provided in exchange for the cash. Both the fund giving away the money and the fund receiving the money must use a transfer code. Transfers must offset one another. Refer to the Transfer Table located on page 40 in Chapter 4 of *The Guide* for information about which fund-pairs are permitted to transfer cash and fund balance between one another, and which fund-pairs are prohibited from doing so.

> The accuracy of the university's financial reports depends upon correct account usage. Chapters 6 and 9 of *The Guide* discuss accounts.

H. Budget Year: Default

The Budget Year ChartField is a default field in the Finance System. The default value is the current fiscal year.

I. Statistics Code: Not Required

The Statistics Code ChartField is used to capture non-monetary units of measurements. Some examples include FTE, mileage, and square footage.

J. Currency Code: Default

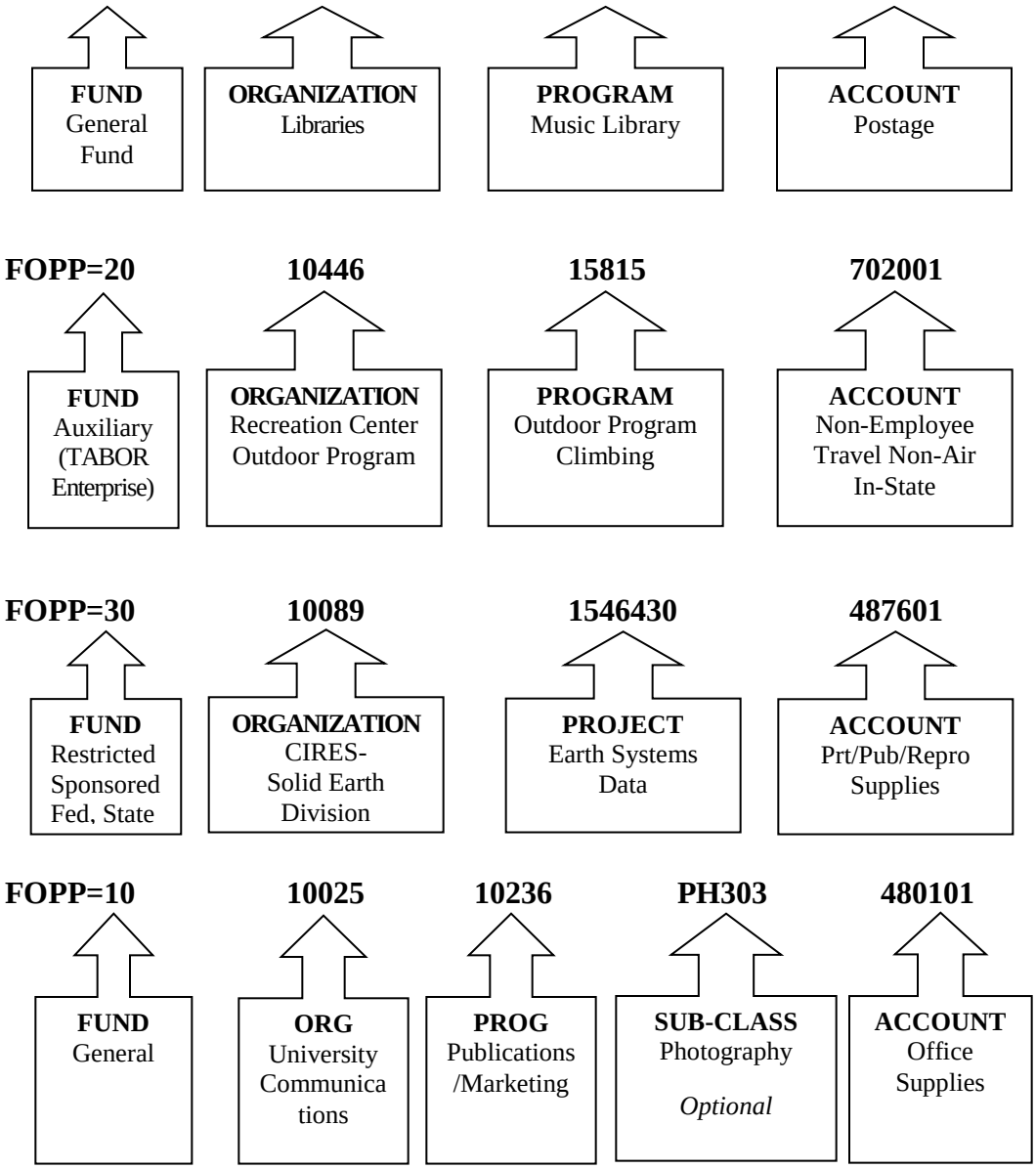
The Currency Code ChartField is set by the Finance System system to default to United States Dollars ($USD).

K. Sample FOPPS

The figures that follow present four sample FOPPS and include descriptions of the associated ChartFields. All fields are required unless noted otherwise.

FOPP=10	**10369**	**14991**	**485107**

ACCOUNTING STRUCTURE

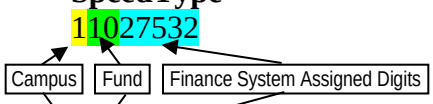


L. SpeedType: 8 Digits

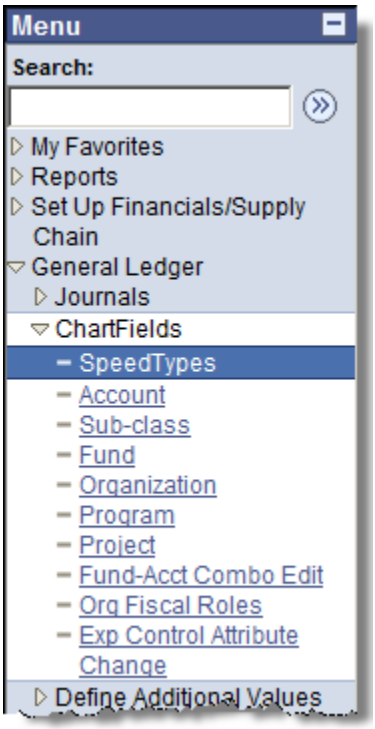
The Finance System also uses SpeedTypes. The first digit of a SpeedType represents the campus, the second and third digits stand for the fund, and the remaining five digits of the SpeedType represent a unique combination of Fund, Organization, Program/Project and, where applicable, Sub-Class. The Finance System assigns SpeedTypes to FOPPS automatically at the time a request to create a new ChartField is made. SpeedTypes are used to facilitate Fund, Organization, Program/Project data on transactions. Some systems, such as Mailing Services or Human Resources, use only SpeedTypes.

SpeedTypes corresponding to the first two FOPPS in Section K, above, are:

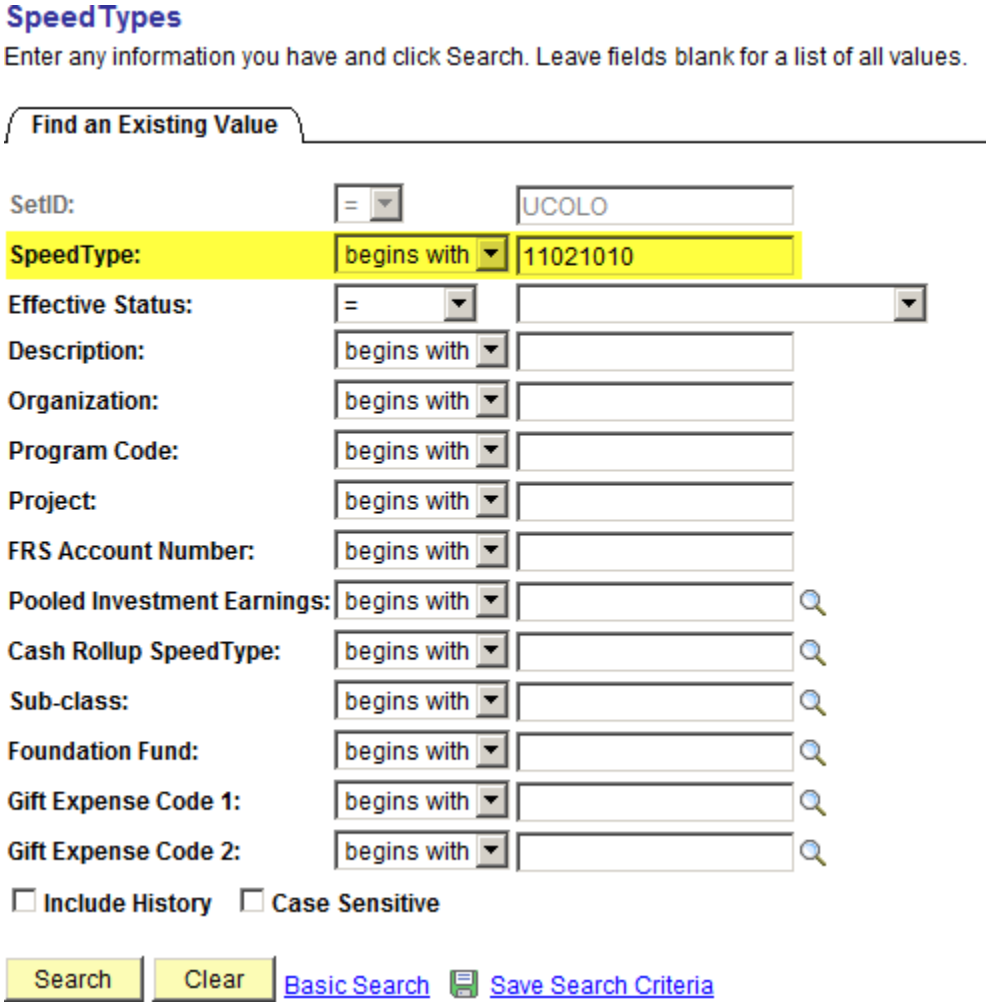
FOPPS	**SpeedType**
10 10369 14991	11027532
20 10446 15815	12021496.



SpeedType information can be found in the Finance System: **General Ledger** > **ChartFields** > **SpeedTyp**e.

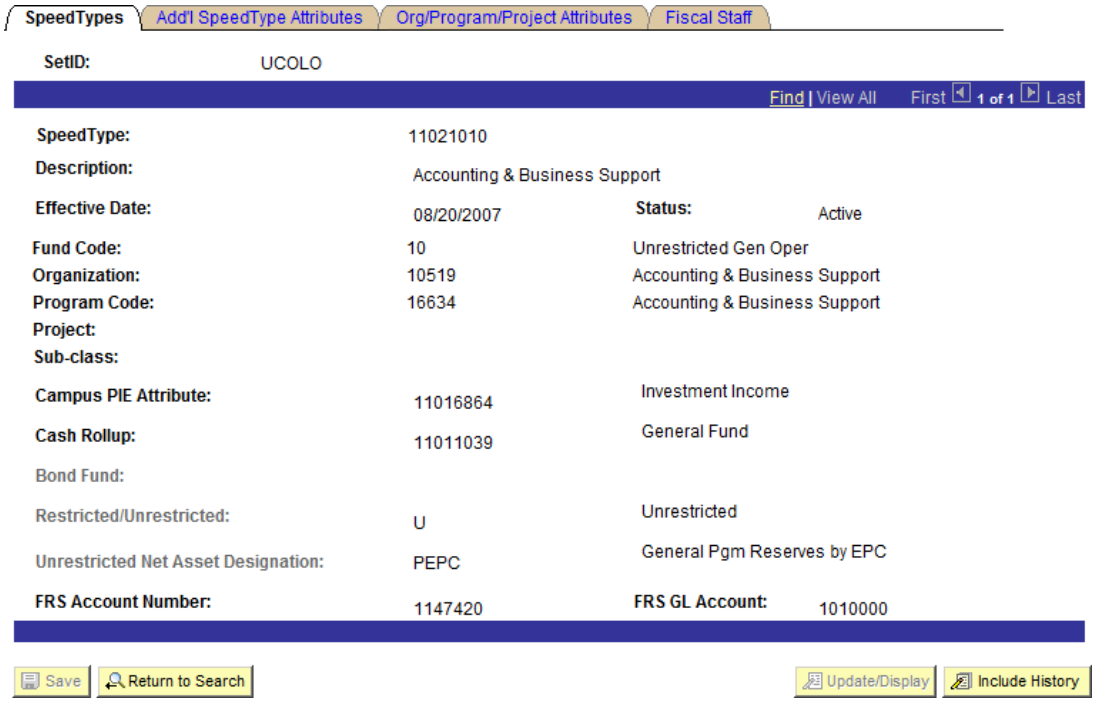
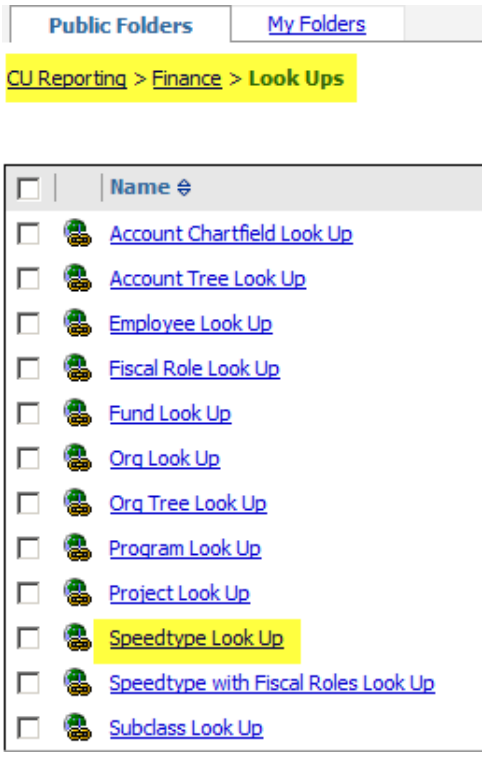


When the SpeedType Search Page opens, enter the SpeedType number about which you want more information.



Click on the Search key.
The SpeedType component opens, and you can select tab that contains the information you are looking for:

- SpeedTypes
- Additional SpeedType Attributes
- Org/Program/Project Attributes
- Fiscal Staff



Speedtype information can also be found in the Reporting System (Cognos) in the **Look Ups** folder. Reporting System Step-by-Step Guides are available online.