Financial Resources

Financial Resources (Colors of Money)

The University of North Texas has 4 primary categories (sources) of funding. Each category is governed by specific rules.
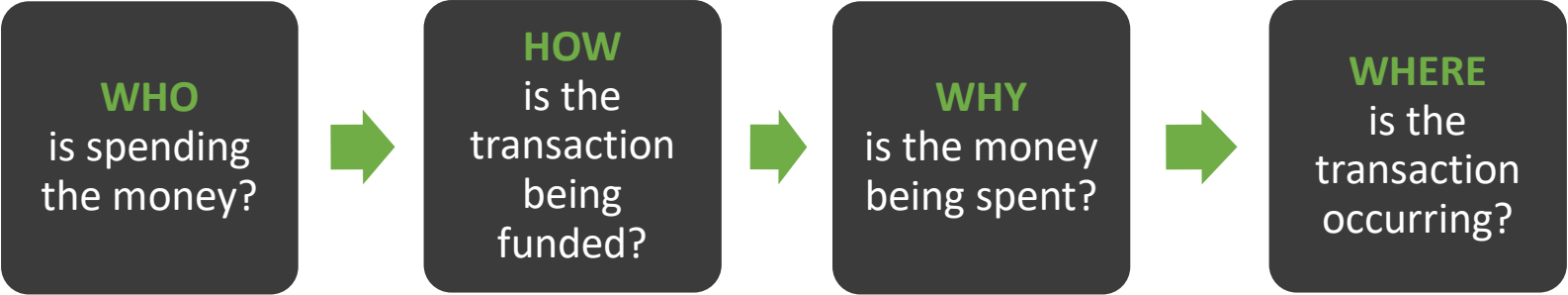
1. State Funds (Educational & General, E&G). Funds given by the state of Texas. At UNT, State Funds are primarily used for salaries.

2. Designated Operating Funds (Local). Funds that are not State Funds, Auxiliary Funds, or Restricted Funds. Local Funds primarily come from tuition and fees paid by students. These Funds also include, but are not limited to, revenues related to camps, conferences, and events.

3. Auxiliary Funds. Auxiliary Funds come from self-supporting, business enterprises that provide services to students, faculty, staff, and the public. Auxiliary units can have both internal and external customers. Examples include housing, dining, and parking.

4. Restricted Funds. Restricted funds are given by donors or external agencies, for nothing in return, for specific purposes. Examples include grants, gifts, and endowments.

Chart of Accounts: Chartfields

Chart of Accounts

The Chart of Accounts refers to the 9 individual fields that make up a chartstring. A chartstring identifies the "bank account" making the purchase.

Chartfield	GL Business Unit	Department	Fund Category	Fund	Function	Program	Purpose	Site	Project*
Field Length	5	6	3	6	3	4	5	4	7
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?

WHO is spending the money? → **HOW** is the transaction being funded? → **WHY** is the money being spent? → **WHERE** is the transaction occurring?

Chartfield: GL Business Unit

The GL Business Unit reflects the UNT System Component

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Project
Field Length	5	6	3	6	3	4	5	4	7
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?
Example	NT752 University of North Texas	122300 Physics	105 Educational & General	800001 GRD-General	100 Instruction General			1274 Planetarium	

EXAMPLES:
- NT752 UNT Denton
- SY769 UNT System
- HS763 UNT HSC
- DL773 UNT Dallas

Chartfield: Department

Department represents the academic or operating unit responsible for the transaction.

Departments typically have the following characteristics:
- Found on an organizational chart
- Have ongoing purpose (permanence) with the institution
- Have budget responsibility
- Occupy space

Signature authority is held at the Dept level.

Chartfield: Department

The Department is a six-digit number and answers "who" is making the transaction.

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Project
Field Length	5	6	3	6	3	4	5	4	7
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?
Example	NT752 University of North Texas	122300 Physics	105 Educational & General	800001 GRD-General	100 Instruction General			1274 Planetarium	
Example	NT752 University of North Texas	134000 College of Music – Gen	105 Educational & General	805038 State Appropriation HEF	400 Academic Support				
Example	NT752 University of North Texas	160100 Division of Student Affairs	200 Designated Operating Managed	880002 Student Service FFF	500 Student Services	6600 First Flight Week			

Chartfield: Fund Category & Fund

Fund Category identifies the source of money: **E&G (state)**, Auxiliary, Restricted, or Designated (Local).

Fund identifies the different types of money within each source. Fund Category/Fund answers **How** the transaction is being funded.

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Project
Field Length	5	6	3	6	3	4	5	4	7
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?
Example	NT752 University of North Texas	122300 Physics	105 Educational & General	800001 GRD-General	100 Instruction General			1274 Planetarium	
Example	NT752 University of North Texas	134000 College of Music – Gen	105 Educational & General	805038 State Appropriation HEF	400 Academic Support				
Example	NT752 University of North Texas	160100 Division of Student Affairs	200 Designated Operating Managed	880002 Student Service FFF	500 Student Services	6600 First Flight Week			

Fund Cats and Funds – (Colors of Money Revisited)

FUND CAT	E&G (STATE)	DESIGNATED (LOCAL)	AUXILIARY	RESTRICTED
	• 105 Education & General • 106 Education & General - Projects	•200 Designated Operating Managed •202 Designated Operating General •201 Designated Operating - Project	• 120 Auxiliary • 121 Auxiliary - Projects	Fund Cats – VARIOUS

FUND	E&G (STATE)	DESIGNATED (LOCAL)	AUXILIARY	RESTRICTED
	• 800001 GRD General Revenue Dedicated • 800003 Laboratory Fees • 805009 Core Research • 805038 Higher Education Fund (HEF)	• 830001 Tuition • 880001 Instructional FFF • 830029 Designated Oper-Central Alloc • 840001 Faculty Discretionary • 850000 F&A Recovery Fund • 885000 Departmental Discretionary	•810002 Auxiliary Union •810004 Auxiliary Parking •810020 Auxiliary Housing •810030 Auxiliary Dining	• 349000 Schol/Rest-Departmental • 190000 Federal Direct • 195001 State of TX Direct • 200010 DepOp/End-Bill & Ann Stokes

Chartfield: Function

Function designates the purpose of the expense. It is required for federal, state, and other reporting.

Function classes and descriptions are set by the National Association of College and University Budget Officers (NACUBO). UNT uses 13 functions:

FUNCTIONS:

- 100 Instruction-General
- 110 Instruction-Sponsored
- 200 Research-Sponsored
- 210 Research-Sponsored C/S
- 220 Research-General
- 300 Public Service
- 310 Public Service-Sponsored

- 400 Academic Support
- 500 Student Services
- 550 Institutional Support
- 600 Operations and Maintenance
- 630 Scholarships & Fellowships
- 700 Auxiliary Enterprise
- 850 Capital Projects

Chartfield: Function

Function answers for whatever reason, **why**, the transaction is occurring.

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Project
Field Length	5	6	3	6	3	4	5	4	7
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?
Example	NT752 University of North Texas	122300 Physics	105 Educational & General	800001 GRD-General	100 Instruction General			1274 Planetarium	
Example	NT752 University of North Texas	134000 College of Music – Gen	105 Educational & General	805038 State Appropriation HEF	400 Academic Support				
Example	NT752 University of North Texas	160100 Division of Student Affairs	200 Designated Operating Managed	880002 Student Service FFF	500 Student Services	6600 First Flight Week			
Example	NT752 University of North Texas	135360 Public Administration	303 Restricted Expendable	340305 Schol/Rest H Sumners Public	630 Scholarships & Fellowships				

Chartfield: Program & Purpose

Program is used to track formal institutional programs and initiatives.

Purpose is used to track informal activities.

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Project
Field Length	5	6	3	6	3	4	5	4	7
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?
Example	NT752 University of North Texas	160100 Division of Student Affairs	200 Designated Operating Managed	880002 Student Service FFF	500 Student Services	6600 First Flight Week			
Example	NT752 University of North Texas	163800 Housing Admin	120 Auxiliary Housing	810020 Auxiliary Housing	700 Auxiliary Enterprises		13781 Professional Development	1260 Crumley Hall	
Example	NT752 University of North Texas	220600 Athletic Dev – Gen	202 Designated Operating General	885000 Departmental Discretionary	500 Student Services	3010 Letterman's Association	11308 R08-Contributions		

Chartfield: Site

Site identifies the **physical location** at which a transaction is occurring.

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Project
Field Length	5	6	3	6	3	4	5	4	7
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?
Example	NT752 University of North Texas	122300 Physics	105 Educational & General	800001 GRD-General	100 Instruction General			1274 Planetarium	
Example	NT752 University of North Texas	163800 Housing Admin	120 Auxiliary Housing	810020 Auxiliary Housing	700 Auxiliary Enterprises		13781 Professional Development	1260 Crumley Hall	

Chartfield: Project

Projects are used to track activities with a finite life. Signature authority is held at the project level. Multiple chartstrings (and funding sources) can be tied to a single project code

Bonus Fields!

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Project	PC Business Unit	Activity
Field Length	5	6	3	6	3	4	5	4	7	5	3
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Where?	Why?		
Example	NT752 University of North Texas	152000 Facilities - Gen	106 Educational & General - Projects	805038 State Appropriation HEF	600 Operations & Maintenance				1000202 Music Courtyard Feasibility St	NFCAP Facilities and Capital Projects	101
Example	NT752 University of North Texas	152000 Facilities - Gen	304 Restricted Expendable - Projects	305015 Specs Charit Found Courtyard	600 Operations & Maintenance				1000202 Music Courtyard Feasibility St	NFCAP Facilities and Capital Projects	101

Understanding Chartstrings & Accounts

Understanding Chartstrings

Each unique combination of chartfields creates a separate chartstring. This means that chartfield codes can be used by different departments without the budgets being combined.

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Remaining Budget
Example	NT752 University of North Texas	160100 Division of Student Affairs	200 Designated Operating Managed	880002 Student Service FFF	500 Student Services	6600 First Flight Week			$5,000
Example	NT752 University of North Texas	151200 University Budget & Analytics	200 Designated Operating Managed	830001 Designated Tuition	550 Institutional Support	6600 First Flight Week			$1,000

Understanding Chartstrings

The PeopleSoft System will recognize a chartstring as valid so long as the first five fields are present: GL Business Unit, Org Dept, Fund Cat, Fund, & Function.

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Program	Purpose	Site	Budget
Example	NT752 University of North Texas	160100 Division of Student Affairs	200 Designated Operating Managed	880002 Student Service FFF	500 Student Services				$20,000
Example	NT752 University of North Texas	160100 Division of Student Affairs	200 Designated Operating Managed	880002 Student Service FFF	500 Student Services	6600 First Flight Week			$5,000

Chartstring vs Account

Chartstring

Who's buying it?
(The "bank account")

- Chemistry
  (121200-105-800001-100)
- Retail Dining Services
  (163710-120-810030-700)

VS

Account

What are you buying?
(Object of Expense)

- Salaries
- M&O
- Travel

Accounts

Accounts are used to identify what was purchased, or what type of revenue was received. There are 5 types of accounts for *Actuals*.

Description	Natural Accounting Balance	Account Range	Reports
Asset	+	1XXXX	GL
Liability	-	2XXXX	GL
Equity	-	3XXXX	GL
Revenue	-	4XXXX,6XXXX, some 7XXXX	GL and Cognos
Expense	+	5XXXX, 8XXXX, some 7XXXX	GL and Cognos

These accounts are the base level account and roll up to budgetary accounts later addressed in the Hierarchy segment.

GL = General Ledger | Cognos = current reporting tool

Accounts cont. - General Ledger Accounts

- **Assets – 1xxxx**

  o Used for depositing cash/checks

- **Liabilities – 2xxxx**

  o Used with the guidance of the Controller's Office

- **Equity – 3xxxx**

  o Used with the guidance of the Controller's Office

For questions, please email: CO_CashAcctg@unt.edu

Note: These specific GL accounts will not appear in Cognos

Accounts cont. – Cognos Accounts

Revenue and Expense ranges

- **6XXXX Revenues & 8XXXX Expenses**
  - Used to record internal activity.
  - Internal activity is the sale or purchase of goods/services between departments.
  - These account descriptions begin with "I/C."
    Examples: Parking, Copy Center, Facilities, Verde Catering, Union Room reservations
  - For every 6-account there is a corresponding 8-account.
    Example: 60066 I/C Lab Supplies-Inc & 80066 I/C Lab Supplies-Exp.

- **4XXXX Revenues & 5XXXX Expenses**
  - Used to record external activity. External activity is the sale or purchase of goods/services between UNT and a non-UNT entity/person.
  - Examples: Tuition, Fees, Conferences, Services not to a department

- **7XXXX: Transfer revenues and transfer expenses**
  - Used to transfer funds between departments or between components.
  - Transfers can also reflect endowment distributions from UNT-held endowments.
  - Examples: 70001/70003 Internal Transfer to and from Other Funds; 70005/70007 Internal Sponsorship

Full listing can be found at: https://www.untsystem.edu/chart-accounts-coa. Select Account KK.xls file.

Chartstrings & Accounts in Cognos

In Cognos, the chartstring is listed across the top of the Budget Summary. The Account is listed in the first column of the Budget Summary.

Department: 131100 - RCOB-Dean's Office ███████████ (NT752) Fund Category: 200 - Designated Operating-Managed Fund: 830001 - Designated Tuition

Account	Function	Program	Purpose	Site	Associated Revenue	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Expense										
D5101 - Professional Fees & Svcs	400 - Academic Support	1818 - Sport Entertainment Mgmt MBA	11554 - Enrollment Incentives		0.00	71,000.00	0.00	0.00	0.00	71,000.00
D5101 - Professional Fees & Svcs	400 - Academic Support	1818 - Sport Entertainment Mgmt MBA				20.00		0.00	0.00	(4,020.00)
D5101 - Professional Fees & Svcs	400 - Academic Support		10024 - Recruit-Faculty Search 4		0.00	0.00	0.00	0.00	1,299.00	(1,299.00)
D5101 - Professional Fees & Svcs	400 - Academic Support		13701 - Fac/Staff Recognition Act-A		0.00	6,000.00	0.00	0.00	0.00	6,000.00
D5101 - Professional Fees & Svcs	400 - Academic Support				0.00	5,000.00	0.00	6,000.00	0.00	(1,000.00)
D5301 - Materials & Supplies Exp	400 - Academic Support	1151 - Professional Leadership Prog			0.00	927.00	750.00	0.00	9,000.00	(8,823.00)
D5301 - Materials & Supplies Exp	400 - Academic Support		10024 - Recruit-Faculty Search 4		0.00	3,000.00	0.00	0.00	0.00	3,000.00
D5301 - Materials & Supplies Exp	400 - Academic Support				0.00	13,246.00	705.00	7,755.00	0.00	4,786.00
D5501 - Other Operating Exp	100 - Instruction-General		14214 - Student Travel		0.00	0.00	50.00	0.00	0.00	(50.00)
D5501 - Other Operating Exp	400 - Academic Support	1151 - Professional Leadership Prog			0.00	1,200.00	0.00	0.00	0.00	1,200.00
D5501 - Other Operating Exp	400 - Academic Support		13701 - Fac/Staff Recognition Act-A		0.00	1,000.00	0.00	0.00	0.00	1,000.00
D5501 - Other Operating Exp	400 - Academic Support		13790 - Faculty Travel		0.00	5,000.00	0.00	0.00	0.00	5,000.00
D5501 - Other Operating Exp	400 - Academic Support		14214 - Student Travel		0.00	2,000.00	0.00	0.00	0.00	2,000.00
D5501 - Other Operating Exp	400 - Academic Support				0.00	36,265.09	40,130.97	0.00	10,000.00	(13,865.88)
B5060 - Non-Personnel Costs					0.00	144,638.09	45,655.97	13,755.00	20,299.00	64,928.12
Expense - Total					0.00	144,638.09	45,655.97	13,755.00	20,299.00	64,928.12
Net Total					0.00	(144,638.09)	(45,655.97)	13,755.00	20,299.00	64,928.12

Chartstring

Account

Chartstring Types

Chartstring Types

There are two types of chartstrings: Departmental Chartstrings and Project Chartstrings.

- **Departmental Chartstrings**
  - Used to track operations that will occur each year, indefinitely.
  - Reporting is broken out by fiscal year.
  - Chartstrings do not contain a project code.

- **Project Chartstrings**
  - Used to track activity that has a finite life.
  - Reporting is life-to-date which means reports cannot be run for a particular year.
  - Chartstrings contain a project code.
  - Examples: Grants, Faculty, Construction, Internally funded research.

Chartstring Types

Departmental

Project
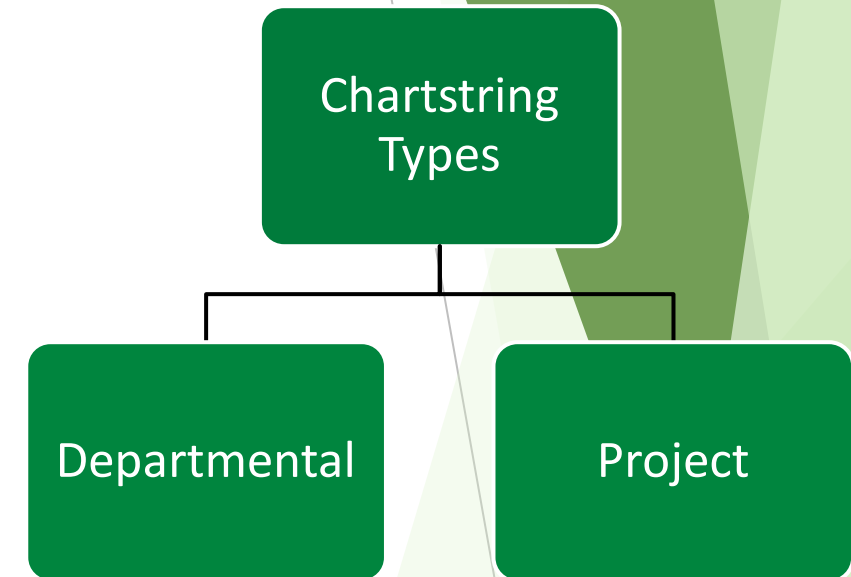
Chartstring Types

Departmental chartstrings are further broken out into Budgetary and Non-Budgetary.

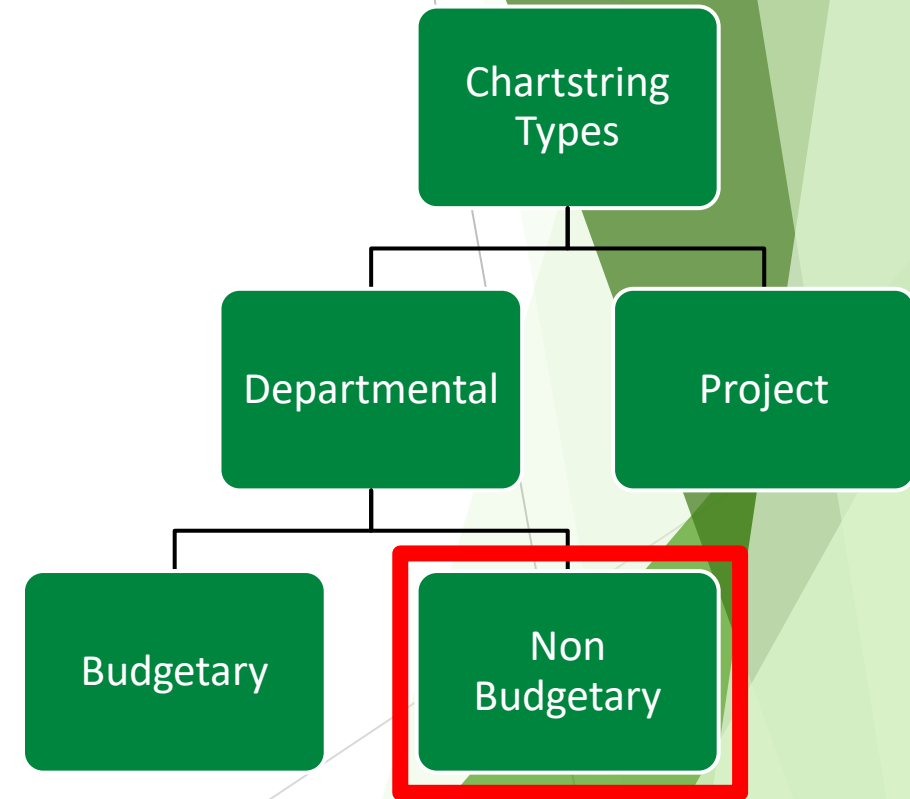- **Budgetary Chartstrings**
  - Budgetary Chartstrings are those for which the budget can be reasonably guaranteed <u>and</u> estimated year over year.

  - Fund Category = 105, 120, or 200

  - Balances may or may not rollforward. Depends on the Fund.

  - Examples: State Appropriations, Tuition, Fees, Summer Camps, Parking, Housing
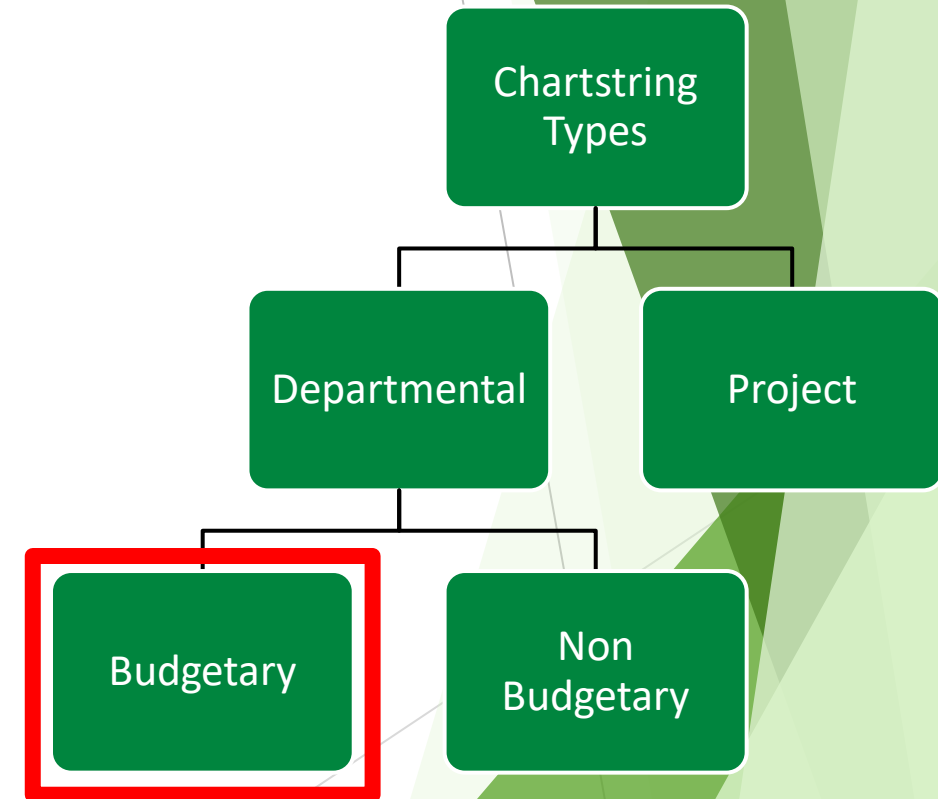
Chartstring Types

- **Non-Budgetary Chartstrings**
  - Non-Budgetary Chartstrings are those for which the budget cannot be reasonably guaranteed and estimated year over year.

  - Fund Category = 202 or greater <u>AND</u> does not contain the term "proj" in the Fund Category description.

  - Funds always rollforward.

  - Examples: Gifts, one-time speaking engagements, F&A, royalties

Chartstring Types: Departmental Budgetary

Departmental, budgetary chartstrings can be **Centrally Funded** or **Not Centrally Funded**

- **Centrally Funded** chartstrings are those funded by UNT. They contain the following Fund Cat & Fund combinations. These balances do not roll forward.

Fund Cat	Fund Cat Description	Fund	Fund Description
105	Education & General	800001	GRD-General
105	Education & General	805001	State Approp-BSA
200	Designated Operating-Managed	830001	Designated Tuition

- **Not Centrally Funded** chartstrings are those funded by the Department (i.e. all other chartstrings). The department is responsible for generating sufficient revenues to cover its expenses. Most of these balances roll forward.
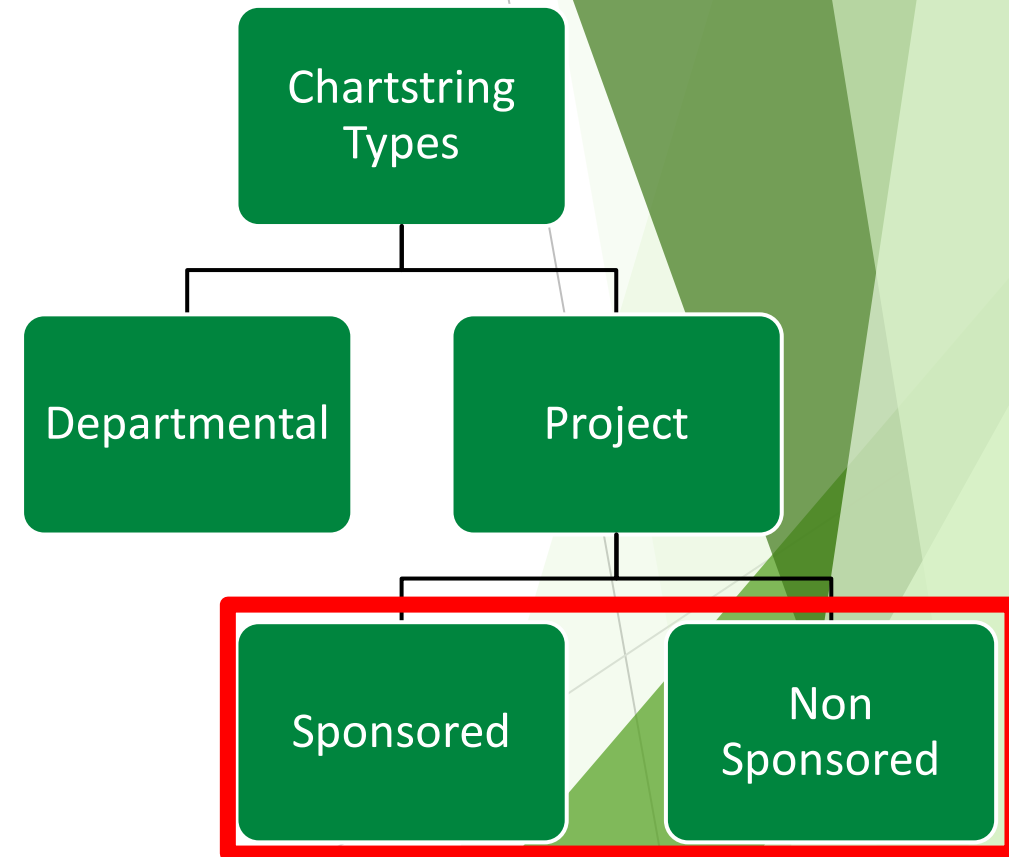
Chartstring Types

Project chartstrings are further broken out into Sponsored and Non-Sponsored Projects

Sponsored
- Fund Cat = 400
- PC Business Unit
   1. NGRCT – Grants & Contracts. Externally funded research awards. Managed by OGCA.

Non-Sponsored
- Fund Cat ≠ 400, AND contains "PROJ" in the description
- PC Business Unit:
   1. NDISC – Discretionary. Faculty funds.
   2. NFCAP – Facilities and Capital. Construction and rehab projects. Managed by the Facilities Department.
   3. NINTP – Other Internal.

Chartstring Types by Funding Source

- **When trying to determine the funding source, look to the Fund Category.**

Classification	Fund Categories			
	Departmental Budgetary	Departmental Non-Budgetary	Project Non-Sponsored	Project Sponsored
E&G (State)	105 Education and General		106 Education and General – Projects	
Auxiliary	120 Auxiliary		121 Auxiliary – Project	
Designated (Local)	200 Designated Operating Managed	202 Designated Operating General 207 Quasi Endowment Spendable	201 Designated Operating – Project 208 Quasi Endowment Spendable – Proj	
Restricted		Various Fund cats > 202	Various fund cats containing "Proj" in description	400 Sponsored Restricted – Projects 401 Sponsored Restricted

TIPS!
- Departmental, Budgetary Chartstrings have Fund Cats equal to 105, 120, 200
- Departmental, Non-Budgetary Chartstrings have Fund Cats equal to 202 or greater, AND **do not contain "Proj"** in the description
- **Project Chartstrings contain the word "Proj"** in the Fund Cat description

How to Read a Chartstring

In addition to answering the questions of who, how, why, and where, the Chart of Accounts provides insight as to whether the chartstring:

1. Is Budgetary, Non-Budgetary, or a Project (based on the Fund Cat)

2. Is funded Centrally (based on the Fund)

3. Rolls Forward or is swept (closes) at year end. (based on the Fund Cat-Fund combination)

CHARTFIELD	GL Business Unit	Organization Department	Fund Category	Fund	Function	Project	Program	Purpose	Site
Field Length	5	6	3	6	3	7	4	5	4
Use	Who?	Who?	How?	How?	Why?	Why?	Why?	Why?	Where?
Example	NT752 University of North Texas	122300 Physics	105 Educational & General	800001 GRD-General	100 Instruction General				1274 Planetarium
Example	NT752 University of North Texas	134300 Composition Studies	201 Designated Operating Projects	840002 Faculty Start Up	220 Research Departmental	1600346 Fac NSP-Stout, David		12258 iARTA	
Example	NT752 University of North Texas	135360 Public Administration	303 Restricted Expendable	340305 Schol/Rest H Sumners Public	630 Scholarships & Fellowships				

Chart of Accounts:

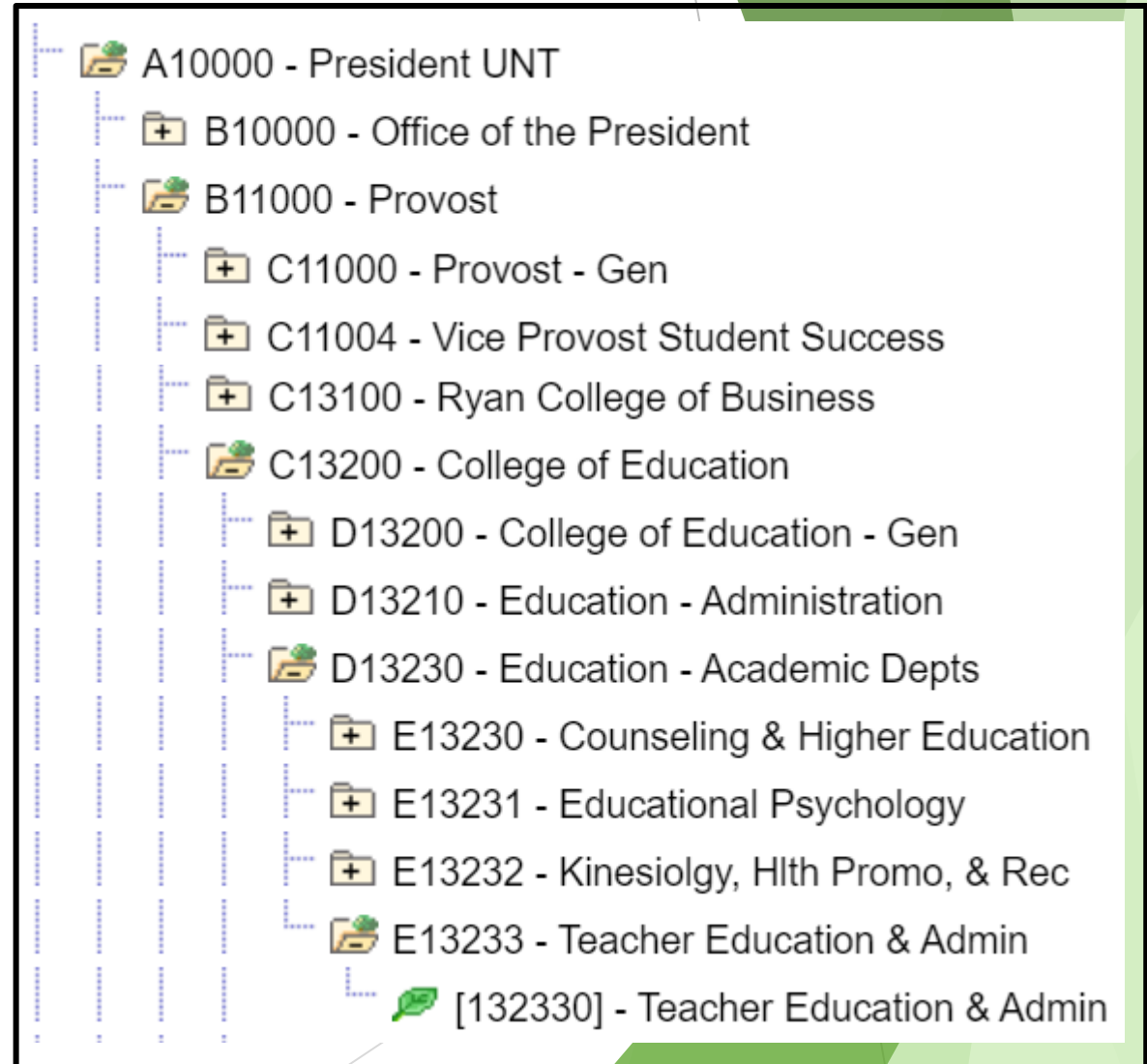# Hierarchies

Chart of Accounts Hierarchies

- **Each chartfield has a hierarchy structure.**
    - There is a base chartfield level (all numeric characters) where transactions are coded.
    - Each base chartfield value rolls-up to a higher level. These levels begin with alpha-characters: "A," "B," "C," etc.

Department - Hierarchy

Ex. Org Department Hierarchy:

132330 Teacher Education & Admin

- Rolls under E-Level → D-Level → C→ B→ A-Level

- There is a holder/manager for each dept level

Department - Hierarchy

The roll-up structure for Org Departments affects workflow (i.e., approval) routing

- The hierarchy levels affect approval routing for all transaction types: ePro (procurement), ePar (payroll), ABA, IDT, PCard, etc.
- The System allows for a holder at each of the A, B, C, D, E, and base Org Dept levels.

Workflows differ based on the transaction type

- Some transactions may only require the base Org Dept Holder to approve the transaction
- Some may require the B, C, D, and base Org Dept holders to approve the transaction

Budget Checking

- Budget checking means that PeopleSoft will review the chartstrings' available balance to ensure that funds are available.

- Prior to submitting a <u>financial transaction</u> for approval, PeopleSoft (EIS) will *budget check* the transaction. The transaction cannot be submitted for approval if it does not pass budget check*.

- **Budget Checking occurs at different account levels in the hierarchy** based on the chartstring type.

*ABAs can still be submitted if Budget Status is in 'Warning' status.

Budget Checking – Account Hierarchy

The roll-up structure for Accounts affects reporting and budget checking.

Budgetary	Non-Budgetary	Non-Sponsored Projects
Budgeting occurs for: -Revenues at the base account -Expenses at the D-Level	Budgeting does not apply	Budgeting occurs for: -Revenues at the base account -Expenses at the A-Level
Budget Checking occurs at the B-Level account, **without** regard to Function, Program, Purpose, or Site	**Budget checking occurs at the 00000 account**, **with** regard to Function	**Budget Checking occurs at the A-Level** (there are only two: A5000 and A7001)