Finance Guide: Understanding the Colleague Finance Account Number
Issue Date: December 27, 2023 **Revised Date:** December 27, 2023

1. The Account Number Purpose

Account numbers' primary purposes are to facilitate budgetary control, compliance, and reporting as outlined below.

• Budgetary Control

    Budget planning
    Spending control

• Compliance

    Transaction Approval/authorization
    Purchasing

• Financial Reporting & Information

    Internal
      Departments
      Board
      Planning

    External
      Audit
      Federal, State, and Local agencies
      Accrediting bodies, SACS etc.
      Fiscal operations, (loan applications, grants and contracts proposals, etc.)

2. The Account Number Composition

The Colleague account number is comprised of five "Components" combined to create an Account Number also known as the Account String.

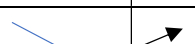Each component has a specific purpose in accommodating the primary purposes stated above.

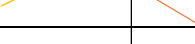Component values are numeric.
Within the Account String, each component is separated by a dash (-)

Account Number Structure					
Component	Fund	Program	Department	Function	Object
Character Count	xx (2)	xxxxxx (6)	xxxxx (5)	xx (2)	xxxxx (5)
Example number format 12-123456-12345-12-12345					

X-Walk

The table below X-walks the Legacy system GP Account Segment to the CF Account Component

Great Plains (GP) Segment		Colleague Finance (CF) Component
Segment		Component
Department		Fund
Object		Program
Fund		
Fund Type		Department
Grant		Function
		Object

3. **Account Number Components**

a. **Fund Code**

The Fund Code is the first Component of the Account String, two numbers in length. It primarily identifies a transaction's funding source and accounting and reporting classification. The Fund Codes are:

Common to general users (Initiators and approvers):

10 – Unrestricted – General and Auxiliary activity
20 – Restricted – Grants & Contracts, and University Restricted Funds (URF)
30 – Temporarily Restricted funds – primarily Advancement/fund raised activity

Less Common to general users
31 – Endowment
40 – Loan
50 - Plant

b. **Program Code**

The Program Code is the second Component of the Account String, six numbers in length. It identifies Grants and Contracts, URF's, Temporarily Restricted Funds, and

Endowments activity by award. In GP this was referred to as the "Grant" number. Each award is assigned a unique Program Code which may change from year to year depending on how the award is accounted for.

The first through the third characters of the Program Code identify the funding source of the award as outlined below.

1 – Federal award
    10 – Dept of Education
        100 – All other than Title III and Title IV
        101 – Title III
        102 – Title IV and other Federal financial aid
    11 – NSF
    12 – NIH
    13 – HHS
    14 – Homeland Security
    15 – Dept of Energy
    16 – Dept of Defense
    17 – Other Federal Agencies

2 – State Grants

3 – Currently not used

4 – Private Grants and Contracts

5 – University Restricted Funds

c. **Department Code**

The Department Code is the third Component of the Account String, five numbers in length. It identifies activity by the Department for Unrestricted Funds, Fund Code 10. It provides a department reference (where applicable) for Restricted Funds, Fund Codes 20 and 30. Example, if an award is applicable to or supports activity in the Life & Physical Science department, the Department Code for Life & Physical Science will be included in the Account String for that award.

The first digit of the Department Code generally identifies the Division that the department reports through as outlined below. On noted exception is Facilities and Grounds.

1 – President's Office
2 – Academic Affairs
3 – Fiscal Affairs
4 – Student Affairs
5 – Institutional Advancement

d. Function Code

The Function Code is the fourth component of the Account String, two numbers in length. It is a new Component for the University's Account String. It is used to facilitate reporting by "Functional Category" a reporting requirement for IPEDS and financial statement reporting.

The Function Code identifies the primary purpose (Function) of a department or grant. The categorization for Fund Code 10 Unrestricted Departments is relatively straight forward, i.e., the Life Sci and Phys Sci Department's primary purpose is to provide Instruction. Therefore, activity for that department is classified as Instruction Function Code 10. However, a grant whose scope is conducting research associated with the Life Sci and Phys Sci Department would have a primary Function of Research and classified as Function Code 20.

This determination of Function Codes for grants relies on information provided in the grant proposal, Grant Award Notification Letter or other documents outlining the award. A grant is only classified as Research when research is its primary scope or purpose. Function Codes are outlined below:

10 – Instruction
20 – Research
30 – Public Service
40 – Academic Support
50 – Student Support
60 – Institutional Support
70 – Operations and Maintenance
80 – Scholarships and Fellowships
90 – Auxiliary Enterprises

e. Object (Account) Code

The Object Code is the fifth component of the Account String, five numbers in length. It identifies the transaction category for reporting and budgeting purposes.

The general user will be most familiar with Expense and Revenue Object (Account) Codes. Expense Object Codes are the most "fluid" of the components because they change depending on the item/service to be purchased/paid for.

Because the Object Code is the most fluid, it is the one most prone to erroneous use, resulting from selecting the wrong Code for the transaction being processed. Proper classification of expenses by object is vitally important to reporting and transaction analysis.

When purchasing an item, the Object Code selected must reasonably identify the item being purchased. The selection of an Object Code should never be based on the availability of funds in the budget line item. Object Code misclassifications result in reporting misstatements and impact the ability to accurately determine the University's spend by expense type. If the "Miscellaneous Exp" Object Code appears as an option, it should ONLY be used if there is no other Expense Object Code for the transaction being processed.

Numbering logic is also built into Object (Account) Codes. The first two numbers of the five-digit Expense Object Code identifying the expense category is outlined below.

5 – Payroll Expense
50 – Salaries and Wages
51 – Employer Payroll Tax Expense
52 – Employer Fringe Benefits Expense

6 – Operating Expenses
60 – Supplies
61 – Services
62 – Utilities
63 – Equipment
64 – Travel
65 – Grants and Scholarships
66 – Other Expenses
67 – Debt Service Exp
68 – Depreciation and Amortization

7 – Transfers
70 – Transfers