Budgets & Accounting

The University, like any other entity that takes in and spends money, has an accounting system with a chart of accounts. The chart of accounts is the structure, within the accounting system, that lists the programs, operating centers, and categories by which the revenues and expenses will be recorded and assigns a number to each line item. The UA system’s chart of accounts is made up of four main components:

1. **Fund Number**: 6-digit number that reflects the source of funding. State/general funds begins with 1 (UAF uses 103010). Grant funds/sponsored projects generally begin with a 3. Sometimes state/general funds are called “fund 1” while sponsored projects/restricted funds are called “fund 3.”

As part of the University of Alaska Fairbanks, CES & SNRAS-AFES receive funding from different sources:

- Legislative Appropriations (General/State Funds, Capital Improvement Funds)
- Tuition/Fees & Indirect Costs Recovery
- Grants, Contracts, and Other Income
- Federal Programs (Formula, Earmarks & Direct)
- Contracts and Local Grants (State & Local Govt.)
- Gifts and Contributions (Endowment, Donors, etc.)
- Others (Dept. Sales, Program Income, Rental, etc.)

Funds from different sources have different requirements. Proper management and handling of these funds is necessary for us to meet university, state and federal policies, procedures, laws and regulations to ensure sound fiscal integrity and responsibility for our units.

2. **Organization Number**: 5-digit number that identifies the department/unit/organization. CES organization numbers begin with 64XXX; SNRAS-AFES organization numbers begin with 63XXX.

3. **Account Code**: 4-digit number that categorizes/identifies the type of revenue/expense (sometimes referred to as Object Code). (Example: Travel expenditure account codes begin with 2, Services begin with 3, and Commodities begin with 4.) Account codes classify the type of revenue/expense [examples include postage (3444), program supplies (4015), and vehicle fuel (4111)] and, as such, is the most commonly changed part of the accounting structure when making departmental purchases. Accurate use of account codes is critical for proper classification of account activity and yet is the code most commonly misused.

4. **Program Code**: 6 characters in length, program codes are tied to the organization code and are used to classify financial activity for reporting and other management purposes. All financial transactions should be charged to organization codes with program codes that reflect the actual activity for which the expenditure is incurred or for which revenue is generated. The makeup of the Program Code is somewhat complex, more information can be found at UAF Financial Service’s web page:

   [http://www.alaska.edu/cost-analysis/downloads/Codes/program_codes.pdf](http://www.alaska.edu/cost-analysis/downloads/Codes/program_codes.pdf)

For CES & SNRAS-AFES we are generally most concerned with the last few characters:

Program Codes Ending In:
- **D, M, or AS** are Administrative/Maintenance Orgs
- **USE 4010/4014** (but NOT 4015)
Program Codes Ending In:
**PS, IN, RR** are **Public Service-Instruction-Research** (program/project delivery)
NO ADMIN CODES (do not use 4010/4014)

Program codes that end with the letter (D, M, or AS) are for Administration or Maintenance orgs. Statewide prohibits use of 4015 on administrative orgs. So, office and computer supplies on administrative orgs should use 4010 and 4014, respectively, while those same supplies, purchased for program or project use (posted to non-administrative orgs), should be charged to 4015.

All others (IN, RR, PS) are for program/project delivery orgs, and should use 4015. Anything that is Program Delivery, such as Instruction (IN) or Public Service (PS), must use either 4011 (teaching/instruction supplies--specifically for classroom use), 4012 (research/lab supplies), or 4015 (general project supplies).