

# Budget Basics Cheat Sheet

## Chart of Accounts

- Chart of Accounts refers to the individual fields that make up a chartstring and their corresponding tree-roll ups.
- 9 Chartfields

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?	Why? / Where?

- **Organization Department:** represents the academic or operating unit responsible for the transaction
- **Fund Category:** identifies the “bucket” of money
- **Fund:** identifies the different types of money within that bucket

State	Local – Budgeted	Local – Non Budgeted	Auxiliary	Restricted
Fund Cat 105/106 Education & General	Fund Cat 200/201 Designated Operating Managed	Fund Cat 202/201 Designated Operating General	Fund Cat 120/121 Auxiliary	Fund Cats - Various
<ul style="list-style-type: none"> <li>• GRD-General Revenue Dedicated</li> <li>• Higher Education Fund (HEF)</li> <li>• Core Research</li> <li>• Laboratory Fees</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional Fees</li> <li>• Student Services Fees</li> <li>• Application Fees</li> <li>• Recurring External Revenues (Camps, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• IDC Funds</li> <li>• Non Recurring External Revenues (One time conference speaking fees)</li> </ul>	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Dining</li> <li>• Parking</li> <li>• Union</li> </ul>	<ul style="list-style-type: none"> <li>• Gifts</li> <li>• Grants</li> <li>• Endowments</li> </ul>

- **Function:** designates the purpose of the expense. Required for federal, state, and other reporting. Determined by NACUBO
- **Project:** used to track sponsored (grants), capital, other non-capital internal, and faculty discretionary activity
  - When using a project code, the chartstring will include two other fields: PC Business Unit & Activity
- **Program:** used to account for formal institutional programs and initiatives including public service activities, and cross disciplinary centers
- **Purpose:** used to account for informal activities
- **Site:** identifies the physical location at which a transaction is occurring