



The University of Vermont

Chart of Accounts Overview



The University of Vermont

Chart of Accounts

- **Ten chartfields (or segments)**
- **Records the financial effect of each transaction**
- **Provides flexibility to allow for internal and external financial reporting**
- **Specific combination of chartfields brings meaning to transaction**



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Chart of Accounts

Chartfield Name	Account	Operating Unit	Dept.	Fund	Source	Function	Project	Program	Purpose	Property
Field Length	5	2	5	3	6	3	6	4	4	4
	XXXXX	XX	XXXXX	XXX	XXXXXXX	XXX	XXXXXXX	XXXX	XXXX	XXXX



Chart of Accounts

Account 5 XXXXX	Accounting Unit	Dept.	Fund	Source	Function	Project	Program	Purpose	Property
		5	3	6	3	6	4	4	4
	X	XXXXX	XXX	XXXXXXX	XXX	XXXXXXX	XXXX	XXXX	XXXX

- **Categorizes the nature of the transaction as a specific type of revenue, expense, asset, liability, or net position**
- **Key chartfield for financial reporting**



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Assets	10000 – 19999
Liabilities	20000 – 29999
Net Position	30000 – 39999
Revenue	40000 – 49999
Expense	50000 – 99999

- **Asset – Ownership of value or a future economic benefit**
- **Liability – Obligation arising from a past transaction that will result in the transfer or use of assets**
- **Net Position – Assets less Liabilities**
- **Revenue – Recognition of income for goods or services provided**
- **Expense – Recognition of costs for goods and services received**



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Asset Accounts

UV_Account Range (Tree Level)	Long Description
10000-10099	Cash
10100-10199	Cash Equivalents
11000-11399	Accounts Receivable
11400-11499	Other Accounts Receivable
11500-11599	Notes Receivable
11600-11699	Pledges Receivable
12000-12999	Inventory
13000-13999	Prepaid Expenses
14000-14999	Investments
15000-18999	Property, Plant and Equipment
15000-15099	Land
15100-15999	Buildings
16000-16999	Moveable Equipment
17000-17099	Work in Progress
18000-18999	Accumulated Depreciation
19000-19999	Inter-fund



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Liability Accounts

UV_Account Range (Tree Level)	Long Description
20000-20199	Accounts Payable
20200-20299	Taxes Payable
20300-20399	Abandoned Property Payable
20400-20499	Interest Payable
21000-21099	Other Accrued Liabilities
21100-21199	Deposits
21500-21599	Fees
21600-21699	Unearned Revenue
21700-21799	Unidentified Receipts
21990-21999	Funds Held for Others
22000-22999	Compensation Payable
23000-23999	Tax - Withholding
24000-24999	Garnishments
25000-25199	Retirement Plan- Withholding
25200-25249	Life Insurance Withholding
25250-25299	Disability Insrnce Withholding
25300-25399	Health Insurance Withholding
25400-25499	Union Dues Withholding
25500-25799	Other Withholding & Deductions
26000-26999	Non-current Other Liabilities
27000-27999	Non-current Bonds and Notes Payable



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Revenue Accounts

UV_Account Range (Tree Level)	Long Description
40000-41499	Tuition and Fees
41500-41599	State Appropriations
42000-42099	Sponsored Projects
42100-42199	Non-Sponsored Contract Revenue
44000-44099	Loan Income
44100-44199	Income on Investments
44200-44299	Income on Endowments
44300-44399	Development & Fundraising
45000-45199	Product Sales and Auxiliary Income
45200-45299	Product Sales Internal Charges
45400-45449	Agric Sales/Svcs
46000-46019	Auxiliary Other Income
46100-46999	Other Revenue Sources
47000-47299	IBB Revenue Re-Distribution
48000-48999	Internal Revenue and Support
49900-49949	Internal Funding
49950-49999	Revenue Suspense



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Expense Accounts

UV_Account Range (Tree Level)	Long Description
50000-57999	Salaries, Wages
58000-58999	Payroll Suspense
59000-59999	Benefit Plan Expenses
60000-69999	Operating Expenses
60000-60019	General Supplies & Materials
79000-79099	Cost of Goods Sold
80000-80999	Internal Charges
81000-81019	IE - Equipment Transfer
81900-82999	Internal Funding
86900-86999	Intergovernmental Transfer
87000-87299	IBB Expense Re-Distribution
90000-90999	Operating Suspense



Chart of Accounts

Chartfield Name	Account	Operating Unit	Dept.	Fund	Source	Function	Project	Program	Purpose	Property
	5		2	5	3	6	3	6	4	4
Field Length	XXX	XX	XXXXXX	XXX	XXXXXXX	XXX	XXXXXXX	XXXX	XXXX	XXXX

- UVM units that have a need for full financial reporting
- Includes Colleges, Auxiliary enterprises, and key service areas
- Represents a roll-up of departments



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GENERAL UNIVERSITY

- 01 General University
- 03 Treasury Operations

SCHOOLS AND COLLEGES

- 11 College of Agriculture and Life Sciences
- 12 College of Arts and Sciences
- 13 College of Education and Social Services
- 14 College of Engineering and Mathematics
- 15 Robert Larner, M.D. College of Medicine
- 16 College of Nursing and Health Services
- 21 Grossman School of Business
- 22 Rubenstein School of Environment and Natural Resources
- 31 Continuing Education
- 32 Extension
- 35 Distance Education

AUXILIARY

- 41 Other Auxiliary
- 42 Transportation and Parking
- 43 Residential Life
- 44 Davis Center



Chart of Accounts

			Dept.							
Chartfield Name	Account	Oper Un		Fund	Source	Function	Project	Program	Purpose	Property
	5	2	5	3	6	3	6	4	4	4
Field Length	XXXXX	X		XXX	XXXXXX	XXX	XXXXXX	XXXX	XXXX	XXXX
			XXXXX							

Departments meet the following criteria:

- 1. Ongoing business purpose within UVM**
- 2. Has an established budget**
- 3. Has fiscal oversight by a responsible person**
- 4. Has employees**
- 5. Occupies space**



Chart of Accounts

				Fund						
Chartfield Name	Account	Operating Unit	Dept.		Source	Function	Project	Program	Purpose	Property
	5	2	5	3		3	6	4	4	4
Field Length	XXXXX	XX	XXXXX	XXX	XXX	XXXXXX	XXXX	XXXX	XXXX	XXXX
				XXX						

- Tracks spending restrictions and designations
- Used to categorize UVM’s net assets for external reporting on the Statement of Net Position



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Net Position Class	Value	Description
Unrestricted	100	General Fund
	108	Non-General Funds
	110	Unrestricted Loans
	130	SGA Student Fee Funds
	131	SGA Raised Funds
	150	Income and Expense
	200	Plant
	210	Quasi Endowment



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Net Position Class	Value	Description
Restricted Expendable	300	Sponsored Grants and Contracts
	305	Other Grants and Contracts
	310	Gifts
	311	Foundation Gifts
	320	Endowment Income
	321	Foundation Endowment Income
	330	Extension
	340	Federal Loans
	342	UVM Loans
	350	Quasi Endowment
	352	Term Endowment
	354	Reinvested Endowment
	360	Life Income
	362	Charitable Gift Annuities
	364	Charitable Remainder Annuity Trusts
	366	Charitable Remainder Unitrusts
370	Plant	
371	Foundation Plant	



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Net Position Class	Value	Description
Restricted Non-Expendable	400	Permanent Endowment
Net Investment in Capital Assets	500	Capital Assets
	501	Sponsored Capital Assets
Agency	900	Agency Funds



Chart of Accounts

					Source					
Chartfield Name	Account	Operating Unit	Dept.	Fund	Function	Project	Program	Purpose	Property	
Field Length	5	2	5	3	3	6	4	4	4	
	XXXXX	XX	XXXXX	XXX	XXX	XXXXXX	XXXX	XXXX	XXXX	
					6					
					XXXXXX					

Identifies revenue earned from educational and operating programs, sponsored projects, contributions from donors, and endowment income



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000100-000199	General Institutional
100000-100199	General Operating Funds
100300-100399	General Operating Funds - Scholarships
100500-100699	General Operating Funds - Debt Sources
100700-100799	General Operating Funds - Facility Management
100900-100999	General Operating Funds - Reappropriation
130000-149999	Income & Expense Operations
105000-105999	Non-General Funds
200000-200099	Commitment Funds
200100-200199	Discretionary Funds
201000-201219	Sponsor Funds
202000-202499	Loan Funds
300000-399999	Endowment and Similar Funds
400000-499999	Expendable Gifts
700000-799999	Plant Funds
800000-810000	SGA Funds
900000-999999	Agency Funds



Chart of Accounts

						Function				
Chartfield Name	Account	Operating Unit	Dept.	Fund	Source		Object	Program	Purpose	Property
Field Length	5	2	5	3	6	3	6	4	4	4
	XXXXX	XX	XXXXX	XXX	XXXXXX	XXX	XXXX	XXXX	XXXX	XXXX

- Designates the purpose of the revenue or expense transactions as it applies to federal and other external reporting requirements
- Tells why revenue and expense was incurred
- Provides information to external parties such as donors, grantors, and creditors



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Revenue Functions

Value	Description
000	Balance Sheet Only
101	Tuition & Fees
103	Auxiliary Enterprises
105	Grants & Contracts
107	Sales & Services of Educational Activities
109	Other Revenues
131	Private Gifts & Grants
133	Realized Gains & Losses
135	Investment Income



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M. Operating Expenses by Function

Operating expenses by functional classification for the years ended June 30, 2016 and 2015 are summarized as follows:

Year ended June 30, 2016						
Function	Compensation And Benefits	Supplies And Services	Scholarships And Fellowships	Depreciation	Total	
Instruction	\$ 153,593	\$ 20,859	\$ -	\$ -	\$ 174,452	
Research	58,828	27,276			86,104	
Public service	45,238	15,887			61,125	
Academic support	46,158	15,628			61,786	
Student services	27,446	17,256			44,702	
Institutional support	30,924	6,003			36,927	
Operations and maintenance of plant	23,796	23,110			46,906	
Scholarships and fellowships			16,002		16,002	
Auxiliary enterprises	33,815	45,700			79,515	
Depreciation				26,422	26,422	
TOTAL	\$ 419,798	\$ 171,719	\$ 16,002	\$ 26,422	\$ 633,941	

Year ended June 30, 2015						
Function	Compensation And Benefits	Supplies And Services	Scholarships And Fellowships	Depreciation	Total	
Instruction	\$ 144,236	\$ 22,226	\$ -	\$ -	\$ 166,462	
Research	56,033	28,572			84,605	
Public service	43,378	12,924			56,302	
Academic support	43,431	15,520			58,951	
Student services	25,808	14,325			40,133	
Institutional support	30,640	9,906			40,546	
Operations and maintenance of plant	22,579	23,378			45,957	
Scholarships and fellowships			16,405		16,405	
Auxiliary enterprises	32,269	43,183			75,452	
Depreciation				26,596	26,596	
TOTAL	\$ 398,374	\$ 170,034	\$ 16,405	\$ 26,596	\$ 611,409	



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Functional Expense Classification Descriptions

- Instruction - Includes expenses for all activities that are part of an institution's instruction program. (200-299)
- Research - Includes all expenses for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. (300-399)
- Public Service - Includes expenses for activities established primarily to provide non-instructional services for the benefit of individuals and groups that are external to the institution. (400-429)
- Academic Support - Includes expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. (500-519)



Functional Expense Classification Descriptions, continued

- Student Services - Includes expenses incurred for offices of admissions and the registrar and activities that, as their primary purpose, contribute to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. (700-709)
- Institutional Support - Includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution. (520-549)
- Scholarships and Fellowships - Includes expenses for scholarships and fellowships—from restricted or unrestricted funds—in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source. (900-904)



Functional Expense Classification Descriptions, continued

- Operations and Maintenance of Plant - Includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. (600-609)
- Auxiliary Enterprises - Includes all expenses relating to the operation of auxiliary enterprises. An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of an auxiliary enterprise is that it is managed to operate as a self-supporting activity. (430-439)



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Field Length	5	2	5	3	6	3	6	4	4	4
	XXXXX	XX	XXXXX	XXX	XXXXXX	XXX	XXXXXX	XXX	XXXX	XXXX

Identifies transactions associated with a specific sponsored project (grant) or non-sponsored project



Chart of Accounts

Chartfield Name	PC Business Unit	Project	Activity	Analysis Type
Field Length	5	6	4	3
	AAMXX	XXXXXX	AAAA	AAA

- **PC Business Unit - GCA01 or PC001**
- **Project list depends on PC Business Unit selection**
- **Activity field options setup at time of project setup**
- **Analysis Type used to populate various tables in PeopleSoft**



Chart of Accounts

Chartfield Name	Account	Operating Unit	Dept.	Fund	Source	Function	Project	Program	Purpose	Property
Field Length	5	2	5	3	6	3	6	4	4	4
	XXXXX	XX	XXXXX	XXX	XXXXXX	XXX	XXXXX	XXXX	XX	XXXX

- Records transactions associated with formal or informal programs
- May be groups of activities conducted within or across departments or organizations



Chart of Accounts

Chartfield Name	Account	Operating Unit	Dept.	Fund	Source	Function	Project	Program	Purpose	Property
Field Length	5	2	5	3	6	3	6	4	4	4
	XXXXX	XX	XXXXX	XXX	XXXXXXX	XXX	XXXXXXX	XXXX	XXXX	XXX

Provides a way to track financial activity related to University-wide activities, as well as activities within and/or across departments, organizations, programs and funds such as faculty recruiting



Chart of Accounts

Chartfield Name	Account	Operating Unit	Dept.	Fund	Source	Function	Project	Program	Purpose	Property
Field Length	5	2	5	3	6	3	6	4	4	4
	XXXXX	XX	XXXXX	XXX	XXXXXXX	XXX	XXXXXXX	XXXX	XXXX	XXXX

Used to track maintenance costs, and capital additions and deletions associated with University buildings



Find the Errors

Account	Operating Unit	Department	Fund	Source	Function	Program	Purpose	Property
60009	15	52150	100	100001	109	0000	Blank	0000
Other Supplies	College of Medicine	English	General Fund	General Operating	Other Revenues	Unspecified		Unspecified

Journal Entry:

Account	Operating Unit	Department	Fund	Source	Function	Program	Purpose	Property	Amount
81900	12	52260	311	410340	201	0000	0000	0000	15,000.00
Internal Transfer	College of Arts and Sciences	Philosophy	Foundation Gifts	Philosophy Fund	Instruction	Unspecified	Unspecified	Unspecified	
45201	12	52260	100	100001	109	0000	0000	0000	(15,000.00)
Internal Sales	College of Arts and Sciences	Philosophy	General Fund	General Operating	Other Revenues	Unspecified	Unspecified	Unspecified	

Journal Entry:

Account	Operating Unit	Department	Fund	Source	Function	Program	Purpose	Property	Amount
60009	12	52260	100	100001	201	0000	0000	0000	1,000.00
Other Supplies	College of Arts and Sciences	Philosophy	General Fund	General Operating	Instruction	Unspecified	Unspecified	Unspecified	
45201	41	11585	100	140018	105	0000	0000	0000	(1,050.00)
Internal Sales	Auxiliary Other	UVM Bookstore	General Fund	UVM Bookstore	Grants & Contracts	Unspecified	Unspecified	Unspecified	



Header Lines Totals Errors Approval

Unit: UVM01 Journal ID: 0000116795 Date: 01/21/2011 *Process: Edit Journal Process

[Template List](#) [Search Criteria](#) [Change Values](#) Errors Only Line: 10

Select	Line	*Unit	*Ledger	Base Amount	Account	Oper Unit	Dept	Fund	Source	Fund
<input type="checkbox"/>	1	UVM01	ACTUALS	187.50	65105	15	55100	300	201001	311
<input type="checkbox"/>	2	UVM01	ACTUALS	-187.50	65105	15	55100	100	100001	201
<input type="checkbox"/>	3	UVM01	ACTUALS	-187.50	19100			300		
<input type="checkbox"/>	4	UVM01	ACTUALS	187.50	19100			100		

To look up valid values for a chartfield click on the lookup glass



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Look Up

Look Up Account

SetID: SHARE

Account: begins with

Description: contains supplies

Account Type: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-33 of 33 Last

Account	Description	Account Type	Control Flag
50061	Agriculture Supplies	E	N
64281	Animal Cagewasher Supplies	E	N
64283	Animal Care Sanitatin Supplies	E	N
64251	Animal Husbandry Supplies	E	N
64256	Animal Import/Export Supplies	E	N
60031	Animal Lab Supplies	E	N

This is the look up screen that will pop up



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UV_GL_ACCOUNT_LIST	GL Account Chartfield Values	Public		HTML	Excel	XML
UV_GL_DEPARTMENT_LIST	GL Department Chartfield Values	Public		HTML	Excel	XML
UV_GL_FUNCTION_LIST	GL Function Chartfield Values	Public		HTML	Excel	XML
UV_GL_FUND_LIST	GL Fund Chartfield Values	Public		HTML	Excel	XML
UV_GL_OPER_UNIT_LIST	GL Operating Unit Chartfields	Public		HTML	Excel	XML
UV_GL_PROGRAM_LIST	GL Program Chartfield Values	Public		HTML	Excel	XML
UV_GL_PROJECT_LIST	GL Project Chartfield Values	Public		HTML	Excel	XML
UV_GL_PROPERTY_LIST	GL Property Chartfield Values	Public		HTML	Excel	XML
UV_GL_PURPOSE_LIST	GL Purpose Chartfield Values	Public		HTML	Excel	XML
UV_GL_SOURCE_LIST	Current GL Source Query	Public		HTML	Excel	XML

Another option for looking up valid values in PeopleSoft are these queries



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Chart of Accounts

Additional Resources:

- [Chart Of Accounts User Guide](#)
- [Chart Field Values](#)
- [UVM Financial Statements](#)
- [Transfer Instructions](#)



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Chart of Accounts

Questions?