Budget Organization & Coding

What is the Chart of Accounts?

- The Chart of Accounts is a numbering system for recording, tracking, classifying, and reporting on financial (budget and actual) transactions comprised of various Chartfields.

- Chart of Account structure:
  FF.DDDD.PPPPPP.AAAAA.CCCCCC

Chartfields are numeric except Chartfield1 where it may contain alpha characters.

<table>
<thead>
<tr>
<th>Chartfield Element</th>
<th>---Optional---</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Account</td>
</tr>
<tr>
<td>Fund</td>
<td>Department</td>
</tr>
<tr>
<td>Department</td>
<td>Project</td>
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<td>Project</td>
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<tr>
<td>Department</td>
<td>Account</td>
</tr>
</tbody>
</table>

List of Funds (not a full list):

- 10 - Educational & General Operating
- 13 - Auxiliary Enterprises
- 19 – ASUPS
- 18 - Designated Operations and Reserves
- 25 - Gifts – Restricted Current
- 26 - Endowment Payout – Restricted
- 92 - Reserves-Facilities/Equipment
- 93 - Gifts-Restricted Facilities
- 15 - Faculty Enrichment & Student Research-Unrestricted
- 17 - Designated Projects
- 24 - Faculty Enrichment & Student Research-Restricted
- 27 - Grants – Restricted Private and Government
- 91 - Reserves-Minor/Revolving Facilities Projects
- 94 - Reserves-Major Facilities Projects

SpeedChart

Puget Sound uses a “shortcut” to three of the Chartfield elements; fund, department, and project codes. This “shortcut” is referred to as the SpeedChart.

A SpeedChart is six numeric digits long and in most cases, not all, comprised of either;

1) FFDDDD - the combination of fund and department; or
2) PPPPPP - the project code (where project code always trumps the fund-department combination)

For department (annual) operating/capital budgets, the SpeedChart = the Department code preceded by the Fund code (example: 107101 = Office of Finance)

For designated and restricted (carryover or grants) funds, the SpeedChart is the Project code (PPPPP). This is true for the majority of Chart of Accounts strings, but not all. To verify your SpeedChart, use the Chartfield Value Lookup tool under “Financials” in myPugetSound.