The chart of accounts is divided into six elements referred to by the acronym ‘FOAPAL’ as shown below:

1) Fund
2) Organization
3) Account
4) Program
5) Activity
6) Location

The primary elements are the fund, organization, account and program codes. These fields are mandatory and are used for classification, budgeting, recording and reporting. The remaining two, activity and location, are optional and are used to provide specific performance-related detail for transactions.

**Overview**

The Fund is a six character numeric code that identifies a self-balancing set of accounts and identifies ownership. Some examples are:

110000   Educational and General
140007   Infrastructure
310000   Athletics
930002   Santa’s Wolves

The majority of departments will use the E & G (Educational and General) fund. All grants, construction projects, and agencies (clubs) have their own unique fund number.

The Fund numbering sequence is as follows:

110000   Educational and General
120000   Self Insurance
13xxxx   Carryforwards
14xxxx   Designated
Organization is a six character numeric code that identifies a department or organization responsible for the budgeted monies. Organization codes are established in a hierarchy of up to eight levels which roll up to the previous level within that hierarchy. The organization hierarchy can be beneficial in reporting at various levels. Some examples are:

2xxxxx    VC-Academic Affairs and Research
250000    Colleges and Departments
251000    College of Agriculture
251300    Education Farm Programs
251301    Farm Administration
251302    Crops and Soil

Farm Administration and Crops and Soil roll into 251300 (Education Farm Programs) which rolls into 251000 (College of Agriculture). 251000 (College of Agriculture) rolls to Colleges and Departments which then rolls to VC-Academic Affairs and Research.

The Organization numbering sequence is as follows:

1xxxxx    Chancellor
2xxxxx    VC-Academic Affairs and Research
3xxxxx    VC-Finance and Administration
4xxxxx    VC-Student Affairs
5xxxxx    VC-Advancement
6xxxxx    System

Account is a six character numeric code that identifies assets, liabilities, control accounts, fund balances, income, expenses and transfers. Account codes are established in a hierarchy of up to four levels. The account hierarchy can be beneficial in reporting at various levels.
Some examples are:

71xxxx Supplies

    710500 Utilities

        710501 Electricity

        710502 Water Sewage and Garbage

Electricity and Water Sewage and Garbage roll into 710500 (Utilities) which rolls into Supplies.

The Account numbering is as follows:

1xxxxx Assets
2xxxxx Liabilities
3xxxxx Fund Balances
4xxxxx Control
5xxxxx Revenue
6xxxxx Personal Services
7xxxxx Expenses
8xxxxx Transfers
9xxxxx Fund Additions/Deductions

**Program** codes are four digit numeric codes that identify a function which aids in classifying transactions for financial reporting across organizations and accounts. Arkansas State University utilizes a program coding similar to the programs defined by the National Association of College and University Business Offices (NACUBO). Program codes may be established in a hierarchy of up to five levels. Examples include:

1110 General Academic Instruction
1410 Deans
3041 Men's Track

The Program Code numbering is as follows:

0000 E&G Revenue
11XX Instruction
12XX Research
13xx Public Service
14xx Academic Support
15xx  Student Services
16xx  Institutional Support
17xx  Operation and Maintenance of Plant
18xx  Scholarships and Fellowships
19xx  Other E & G Expense
2000  Self Insurance
3xxx  Auxiliaries
4xxx  Other Program Expenses
5000  Agencies
6000  Endowments

**Activity** is an optional six digit alpha-numeric code that is non-hierarchical and is used to further define an object of expenditure. Examples of these codes are:

ATHREC   Athletic Recruiting Travel
COLBOW   College Bowl

**Location** is an optional six character alpha-numeric code that identifies physical locations. This code is primarily used in the purchase and tracking of fixed assets.

**General Ledger**
The general ledger carries all activity of the assets, liabilities, and fund balances of the institution. Most university personnel will have limited need for access to the general ledger accounts. Required account elements for the general ledger are the Fund and Account codes. Examples of some general ledger account numbers would be:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>110000</td>
<td>230500</td>
<td>E&amp;G-International Student Deposits</td>
</tr>
<tr>
<td>310000</td>
<td>170000</td>
<td>Athletics-Prepaid Expense</td>
</tr>
<tr>
<td>930002</td>
<td>110500</td>
<td>Santa's Wolves-Claim on Cash</td>
</tr>
</tbody>
</table>

**Operating Ledger**
The operating ledger contains all the revenues, expenses and transfers of the University. Data that is maintained within this ledger are the budget, year to date activity, encumbrance activity and grant project to date activity.

Required account elements for the operating ledger are the Fund, Organization, Account and Program codes. The activity and location codes are optional. Examples of subsidiary ledger account numbers are:
<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>110000</td>
<td>251101</td>
<td>612400</td>
<td>1410</td>
</tr>
<tr>
<td></td>
<td>E &amp; G--Dean of Agriculture and Technology--Classified 12 Month--Deans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>140007</td>
<td>256101</td>
<td>711200</td>
<td>1110</td>
</tr>
<tr>
<td></td>
<td>Infrastructure—Dean of Fine Arts—P Card Purchases—General Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>310000</td>
<td>152101</td>
<td>561026</td>
<td>3020</td>
</tr>
<tr>
<td></td>
<td>Athletics—Football—Season Ticket Sales—Football</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following chart will help ensure that the correct Fund, Organization and Program are used in combination.

If the fund is/begins with: The Program must be:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>110000</td>
<td>1XXX*</td>
</tr>
<tr>
<td>12XXXX</td>
<td>2000</td>
</tr>
<tr>
<td>13XXXX</td>
<td>1XXX*</td>
</tr>
<tr>
<td>14XXXX</td>
<td>1XXX*</td>
</tr>
<tr>
<td>15XXXX</td>
<td>1XXX*</td>
</tr>
<tr>
<td>190000</td>
<td>1XXX*</td>
</tr>
<tr>
<td>2XXXXX</td>
<td>1XXX*</td>
</tr>
<tr>
<td>3XXXXX</td>
<td>3XXX</td>
</tr>
<tr>
<td>4XXXXX</td>
<td>4XXX</td>
</tr>
<tr>
<td>5XXXXX</td>
<td>6000</td>
</tr>
<tr>
<td>7XXXXX</td>
<td>4200 OR 4300</td>
</tr>
<tr>
<td>9XXXXX</td>
<td>5000</td>
</tr>
</tbody>
</table>

*If the account code begins with a 5, the program code should be 0000.

Reviewed on 06/30/13.