

University of Wyoming

CHART OF ACCOUNTS USER GUIDE

Effective: 7/1/2017

The Chart of Accounts is the language of any accounting system. The University of Wyoming's new Chart of Accounts structure is made up of nine segments. Each segment contains values of a defined length. Some of the segments are required for any coding that is done in the new WyoCloud system and some are optional. This Chart of Accounts User Guide serves as a reference for University of Wyoming users who are inputting transactions into the WyoCloud system to select the correct accounting string for their transactions. The nine segments are described below and the detailed values are contained in the Chart of Accounts segment values reference document.

ENTITY

An Entity is a subset of the University reporting unit that is either a separate legal entity, a separately funded state agency or is required to issue its own financial statements. The University of Wyoming is the overall "Business Unit" and all of the entity segments will roll up to that value to create our annual financial statement. Most transactions will fall within the UW value, 10, unless your department falls into one of these specialized entities, in which case select one of the other options, 11 – 31 will be selected.

NATURAL ACCOUNT

This segment captures the true nature of the transaction you are recording. This is either revenue-producing, an expenditure, an asset that is owned or a liability that is owed.

The most common high-level revenue values are:

- Tuition, from 40001 – 40999.
- Federal Appropriations, 43501 – 43501 (currently one string, only)
- Federal grants and contracts, 43801 – 43899
- State and local grants and contracts, 51001 – 51999
- Gifts, investment income, interest, 53001 - 56999
- Sales of goods and services (room and board, other auxiliary services), 41001 – 42999

Expenditures ranges are:

- For payroll, 60001 - 61999.
- For most procurement purposes (supplies, travel, services, utilities, repairs) 62000 – 66999.
- For an acquisition of a fixed asset *over* \$5,000 (land, buildings, equipment, books and collections, leasehold improvements, infrastructure, livestock, construction in progress), 12201 – 12399

- For an acquisition of a fixed asset *under* \$5,000 (equipment, buildings, land, books, art, livestock), 70001 – 71999
 - Sensitive items, such as computers, costing between \$2,500 and \$5,000 are tracked and tagged separately by Asset Management in WyoCloud
- Sponsored programs (including participant costs, and research and development), 67001 – 67999
- Interdepartmental charges and credits, 76001-76601

Due to the importance of the Account segment to classify and record expenses accurately, a definition of each expense account value has been produced – see Expense Account Description document.

FUND CLASS

The Fund Class is the high level classification of the source of funds for a transaction. There are 5 Fund Class categories with detailed values under each. The general category descriptions are:

Unrestricted	All other funds not defined below which may be used for general operations of the University.
Restricted Expendable	These assets may be fully expended but only for specific purposes identified by the donor or external entity providing the funds
Restricted Nonexpendable	Endowment and similar type funds in which donors or other third parties have stipulated, as a condition of the gift, that the principal be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal.
Plant Funds	These represent the university’s net investment in campus facilities, equipment, and infrastructure, net of outstanding debt obligations related to these capital assets.
Agency Funds	These are funds held at the university on behalf of another entity for which UW has custodial responsibility. They are not used for university operations and show the movement of assets and liabilities.

FUND SOURCE

The Fund Source expands upon the 5 Fund Class categories, specifying the exact nature of the source of funds, e.g. specific reserves, designated funds, endowments, loans, etc.

Designated Funds are resources received by the University that have no limitations or stipulations placed on them by external agencies or donors but are internally restricted by the university for a specific purpose. They roll up to the Unrestricted net assets section in the financial statements, so care must be taken to ensure that they are not legally restricted. A Designated Fund Source is not required for all such earmarked instances, if an organization string and/or program/activity segment can be used.

EXPENSE CLASSIFICATION

This segment tracks the NACUBO-defined functional expense classification. *The expense classification is used to display expenses in the University's annual financial report.* If it is not evident which Expense Classification value to use, please consult with the Accounting Office. If you are entering a non-expense transaction, you will select 001 as the value for this segment.

The Expense Classifications are defined as follows:

100	Instruction	Expenses for all activities that are part of an institution's instruction program. Expense for credit and noncredit courses; academic, vocational and technical instruction; remedial and tutorial instruction; and regular, special and extension sessions.
200	Research	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. Includes expenses for individual and/or project research as well as that of institutes and research centers.
225	Agriculture Experiment Station	This is a subcategory of Research and applies to the research activities of the Agriculture Experiment Station.
305	Public Service	Expenses for activities established primarily to provide non-instructional services for the benefit of individuals and groups that are external to the institution. These activities include community service programs and cooperative extension services. Included in this classification are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting and similar non-instructional services to particular sectors of the community.
315	University of Wyoming Extension	This is a subcategory of the Public Service and applies to the activities of the Cooperative Extension Service.
400	Academic Support	Expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. It includes provision of services for libraries, museums and galleries, educational media services, ancillary support, academic administration, academic personnel development and academic support information technology.
500	Student Services	Expenses incurred for offices of admissions and the registrar and activities that, as their primary purpose, contribute to student's emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program. Includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance, student aid administration and student health service (if not operated as an auxiliary enterprise).

550	Institutional Support	Expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative information technology; space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing and transportation services; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.
600	Operations and Maintenance	Expenses for the administration, supervision, operating, maintenance, preservation and protection of the institution's physical plant. Expenses include Janitorial and utility services, repairs and ordinary or normal alternations of building, furniture and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; safety; hazardous waste disposal; property, liability and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.
630	Scholarships and Fellowships	Generally, institutions report most scholarships and fellowships as tuition discounts and allowances. Other student awards that are funded by third parties are agency transactions and do not result in revenue or expenses for the institution. Expenses for scholarships and fellowships 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. This classification excludes student awards that are made in exchange for services provided to the institution, such as graduate and teaching assistantships and student work-study programs.
650	Depreciation and Amortization	Allocation of the cost of capital assets over the useful life of the asset.
700	Auxiliary Enterprise	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. Expenses relating to the operation of the auxiliary enterprise are coded with this code.
750	Athletics	Expenses for intercollegiate athletics.
850	Capital Projects	Expenses incurred in the construction, renovation or major repair of capital assets.

ORGANIZATION

Organization refers to the Department or unit (UW Accounting Office, Mathematics department) where the transaction originates. An Organization represents a unit where Human Resources can identify staff, performance reviews can take place, and business is transacted.

PROGRAM

The program segment pertains to the unique specialization (e.g. Recruitment, International Studies, Help Desk) within the Department, School, etc. Values will be grouped by division/department/unit, but can be used by departments from across campus if applicable.

ACTIVITY

The activity segment provides more opportunity to further differentiate a transaction for departmental or unit reporting purposes. This segment is definable by the department by using the generic values that have been loaded to the system - there are placeholders for Project 1, Project 2, etc. Activity 1, Activity 2, etc. Game 1, Game 2, etc. Exhibit 1, Exhibit 2 – and assigning what that value means to your department. Departments are not able to add their own specific values to the system.

FUTURE SEGMENT

In the future, we may have need to add an additional segment value to the Chart of Accounts. To maintain the flexibility to do this, a placeholder for that segment has been built into the system. The value for this segment will always be 0.

CROSSWALKS

For initial conversion into the WyoCloud system, all of the existing Pistol fund/orgs, accounts have been mapped to new values in the WyoCloud Chart of Accounts. The crosswalk document contains these mappings for reference during the initial use of the system to aid in tracing resources between the two systems.

Fund Org Crosswalk:

For this mapping, there is no account (this is a Fund Org crosswalk, only), and Expense Classification, Program and Activity segments are not applicable in all scenarios.

Example 1. 4300-21166 Mary Lou Pence History Scholar maps to:

1. Entity 10 (University of Wyoming)
2. Fund Class 305 (Restricted True Endowment Spendable)
3. Fund Source 630485 (Mary Lou Pence History Scholar)
4. Organization 14151 (History)

Example 2. 1100 -12453 Registrar Summer School, maps to:

1. Entity 10 (University of Wyoming)
2. Fund Class 105 (Unrestricted Operating)
3. Fund Source 000001 (Unrestricted Operating)
4. Organization 11521 (Registration & Records)
5. Expense Classification 500 (Student Services)
6. Activity 3354 (Summer Session)

Example 3. 1600-17686 Forensics Speech and Debate, maps to:

1. Entity 10 (University of Wyoming)
2. Fund Class 300 (Restricted Expendable Contribution)
3. Fund Source 500182 (Forensics Speech and Debate)
4. Organization 14091 (Communication & Journalism)
5. Expense Classification 100 (Instruction)
6. Program 1304 (Forensics/Debate)

Accounts Crosswalk:

The Accounts Crosswalk shows the current Natural Accounts in PISTOL and where those will map to in the Natural Accounts in the WyoCloud system. You will notice that most of the descriptions will be similar, but that the account numbers will be different. This will help you to start learning the numbers for the new Natural Accounts. *Please note that there are some Pistol accounts that do not directly map to a new account and have been mapped to an account with the word CONVERSION in the title.* You should look at the list of Natural Accounts to determine what the new, more detailed, account is for the coding of new transactions in the WyoCloud system.

Example: 1910 Deferred Charges maps to 15003 Pension Related Deferred Outflows

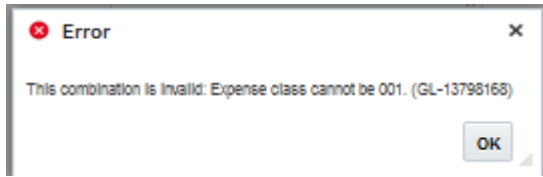
CROSS VALIDATION RULES

Behind the scenes, software rules are in place to prevent certain invalid combinations of chart of account strings from being created. This is intended to simplify the selection of strings while also preventing accidental errors in selecting incompatible strings between segments.

An example of these rules, would be that you cannot select an Unrestricted Fund Class with a Restricted Fund Source.

Similarly, if an expense account is selected, there must be a value selected in the Expense Classification segment that is not the default value.

If you enter a chart of accounts string into the system that violates one of the cross validation rules, you will get an error message, such as the one shown below. It should alert you to which of the segments may need to have a new value chosen to make a valid account string.



Based on the error message that you receive, you will need to select a new value for one or more of the segments of the account string. If you feel your string is valid, consult with the Accounting Office for assistance.

MAINTENANCE

After Go Live in July 2017, maintenance and updates will need to be performed on a periodic and as-needed basis on the Chart of Accounts values. Additional fund sources will need to be added as new donations are received by the University and additional program or activity values may be needed as operations change.

To request a new value in one of the Chart of Accounts segments, fill out a Chart of Accounts Maintenance form (to be released in July 2017) and submit it to the Controller's Office. Requests will be evaluated on a weekly basis and additions to the values made as necessary.