



Chart of Accounts Quick Reference

COA: Key Facts

7 total segments

Example COA String: 321.32230.101.3600177.93800.155.1901

Approx. # of available selections



Entity

Major organizational unit; Division. The entity is held accountable for performance and financial results of all departments, units and activity for falling within the entity's hierarchy.

Example:
321
Arts & Sciences

50

Department

Distinct, separately managed part of the organizational structure of the university which meets 3 or more criteria: 5 or more employees; \$100K+ in annual expenses; Ongoing activities throughout the year or over multiple years; Distinguishable physical location; Generates measurable output. The department answers WHO questions.

Example:
32230
Biology

200

Fund

The classification of funding received, whether unrestricted, internally designation, or externally restricted. This segment answers questions about the sources of funds.

Example:
101
Operating-University
Funded

70

Designation

Used when it is important to segregate activity from individual sources of funding, both internal and external. Designations represent unique pots of money.

Example:
3600177
Moore Jean Fielder
Endowment

5000

Account

Type / nature of transaction. Necessary to accumulate data about transactions and balances for both internal and external reporting. The account element answers WHAT questions.

Example:
93800
Supplies Expense

700

Purpose

Functional purpose of the transaction. The purpose answers WHY questions.

Example:
155
Instruction –
Undergraduate
Traditional

50

Activity

Inter or cross-departmental initiative related to the transaction. These are usually distinct activities but do not rise to the level of a department because they do not meet the defined criteria.

Example:
1901
Student Program A

175

ignite Chart of Accounts Quick Reference

PPM & POETAF: Key Facts

Projects Portfolio Management (PPM): A subledger to track activities that span over multiple fiscal years. Each project is assigned a unique project number. A different string (POETAF) is used to charge expenses to a project.

POETAF SEGMENTS	P	Project # Automatically assigned unique number to each project upon creation by the system.
	O	Organization A number that owns the project expenditure; closely ties to the COA department number.
	E	Expenditure Type Identifies specific type of transaction; corresponds to Account segment in COA.
	T	Task Identifies project activity; multiple tasks can be under one project.
	A	Award Umbrella record containing overall financial and demographic information.
	F	Funding Source Represents who is supporting a specific expenditure; options include sponsor or internal source.

USING COA & POETAF IN IGNITE

Requisitions

Expenses

During creation of a requisition or expense report, users must enter the funding source for each line by entering either COA or POETAF (or a combination where costs are being split)

Equipment Purchase Request to Grant:	POETAF
Professional Services Request to Department:	COA
Expense Report to Faculty Fund:	POET
Expense Report to Department:	COA

PPM SUBLEDGER USES (PROJECT TYPES)

GRANTS

All grant related transactions will use the full **POETAF** chart string.

Owner: OVPR

FACULTY FUNDS

All Faculty Funds will use the shortened **POET** chart string (no Award or Funding Source is required).

Owner: Financial Services

CAPITAL PROJECTS

All Capital Projects will use the shortened **POET** chart string (no Award or Funding Source is required).

Owner: Financial Services