Chart Of Accounts Workbook

The Project Cost Accounting System allows University Departments to track financial data for Projects using their own project oriented "Chart of Accounts" maintained within FIN.

This workbook is designed to aid you with your department Chart of Accounts to be used with Project Cost Accounting (PCA).

In this workbook, you will find:

- A template to help prepare your Chart of Accounts

- Information to help you enter your Chart of Accounts into FIN*

*To enter the Chart of Accounts, request access to the PCA subsystem (in FIN) through Administrative Applications.

For more information and to view other department examples, visit: http://f2.washington.edu/fm/myfd/pca

Task	Option	Project
# Task	# Option	# Project
•Three-character code that can have any combination of UPPERCASE letters and numbers •Can be independent of the project and option codes	•Three-character code that can have any combination of UPPERCASE letters and numbers •Can be independent of the project and task codes	•Six-character code that can have any combination of UPPERCASE letters and numbers •Can be independent of the task and option codes
_ _ _	_ _ _	_ _ _ _ _ _
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_ _ _	_ _ _	_ _ _ _ _ _

After a Chart of Accounts is built, and activated, default codes may appear on reports. This will happen when codes are not applied to all task, option, and project fields for a given transaction. The system assigned default is 999 for Task and Option and varies for Project codes.

Task Default : 999	Option Default : 999	Project Default : Project Close Offset: 9999P Restricted Fund Default: 99999X Salary Saving Default: 99999Y Indirect Cost Default: 99999Z

Description of Fields Required to enter your Chart of Accounts into FIN

The following is *informational only* to help users enter their Chart of Accounts into FIN.

In order to receive access to the PCA screens in FIN, please contact Administrative Applications.

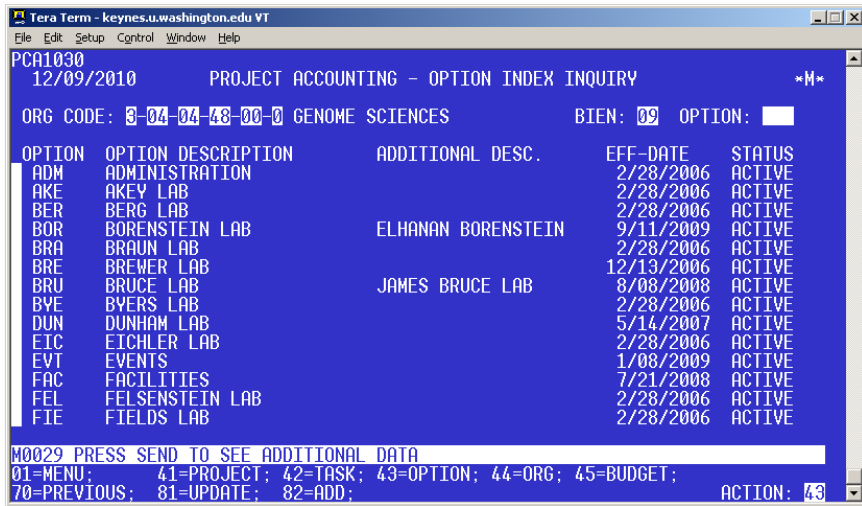For more information, please visit: http://f2.washington.edu/fm/myfd/pca
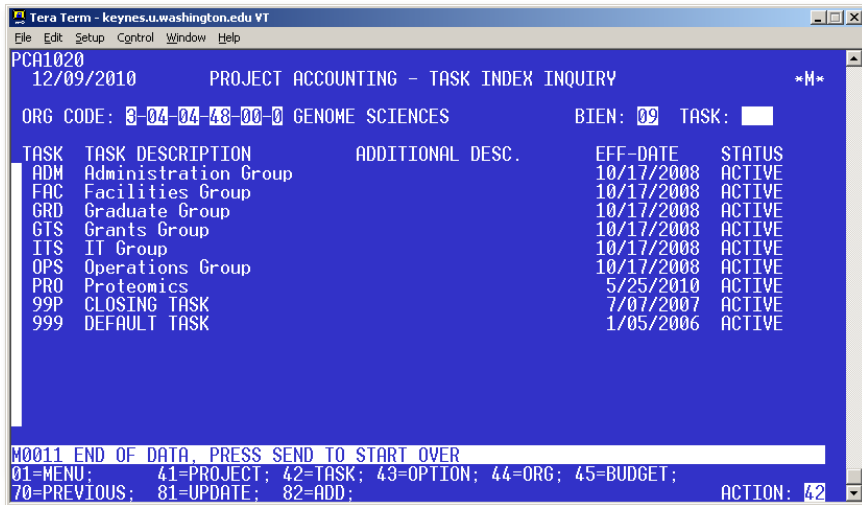
Entering TASK codes into FIN

In order to receive access to the PCA screens in FIN, please contact Administrative Applications.

Below are helpful hints for information that will be required when entering Task codes into FIN.

Note: Task codes are independent of Project and Option codes, and are not required in order to successfully use PCA.

Field Name	Required?	Description
Task	YES	Must be unique with three UPPERCASE letters and/or numbers, no blanks or special characters
Task Description	YES	An alpha numeric description, limited to 25 characters
Additional Description	NO	An alpha numeric description, limited to 20 characters
Eff-Date	NO	Expressed in month, day, year format
Status	NO	Set to 'A' for active

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Tera Term - keynes.u.washington.edu VT
File  Edit  Setup  Control  Window  Help
PCA1030
  12/09/2010      PROJECT ACCOUNTING - OPTION INDEX INQUIRY            *M*

ORG CODE: 3-04-04-48-00-0 GENOME SCIENCES        BIEN: 09  OPTION:

OPTION   OPTION DESCRIPTION     ADDITIONAL DESC.       EFF-DATE   STATUS
ADM      ADMINISTRATION                                2/28/2006  ACTIVE
AKE      AKEY LAB                                      2/28/2006  ACTIVE
BER      BERG LAB                                      2/28/2006  ACTIVE
BOR      BORENSTEIN LAB         ELHANAN BORENSTEIN     9/11/2009  ACTIVE
BRA      BRAUN LAB                                     2/28/2006  ACTIVE
BRE      BREWER LAB                                   12/13/2006  ACTIVE
BRU      BRUCE LAB              JAMES BRUCE LAB        8/08/2008  ACTIVE
BYE      BYERS LAB                                     2/28/2006  ACTIVE
DUN      DUNHAM LAB                                    5/14/2007  ACTIVE
EIC      EICHLER LAB                                   2/28/2006  ACTIVE
EVT      EVENTS                                        1/08/2009  ACTIVE
FAC      FACILITIES                                    7/21/2008  ACTIVE
FEL      FELSENSTEIN LAB                               2/28/2006  ACTIVE
FIE      FIELDS LAB                                    2/28/2006  ACTIVE

M0029 PRESS SEND TO SEE ADDITIONAL DATA
01=MENU;      41=PROJECT; 42=TASK; 43=OPTION; 44=ORG; 45=BUDGET;
70=PREVIOUS;  81=UPDATE;  82=ADD;                     ACTION: 43
```
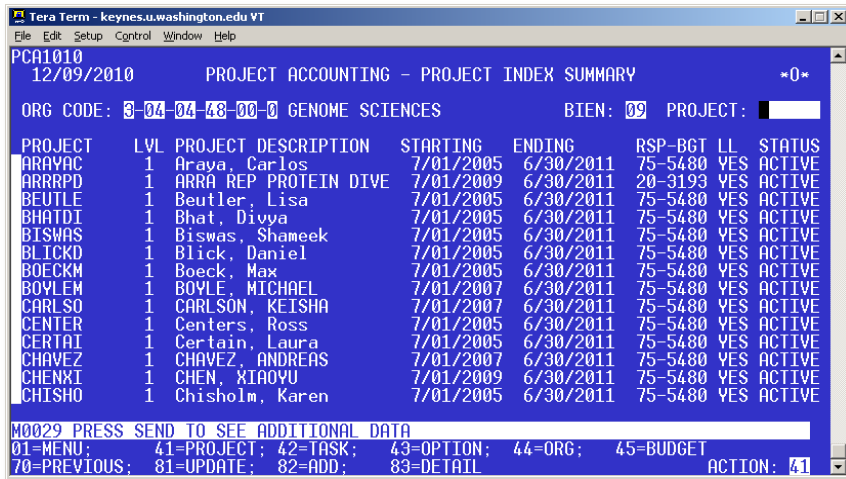
Entering OPTION codes into FIN

In order to receive access to the PCA screens in FIN, please contact Administrative Applications.

Below are helpful hints for information that will be required when entering Option codes into FIN.

Note: Option codes are independent of Project and Task codes, and are not required in order to successfully use PCA.

Field Name	Required?	Description
Option	YES	Must be unique with three UPPERCASE letters and/or numbers, no blanks or special characters
Option Description	YES	An alpha numeric description, limited to 25 characters
Additional Description	NO	An alpha numeric description, limited to 20 characters
Eff-Date	NO	Expressed in month, day, year format
Status	NO	Set to 'A' for active

Entering PROJECT codes into FIN

In order to receive access to the PCA screens in FIN, please contact Administrative Applications.

Below are helpful hints for information that will be required when entering Project codes into FIN.

Note: Project codes are independent of Option and Task codes, and are not required in order to successfully use PCA.

Field Name	Required?	Description
Project	YES	Must be unique with six UPPERCASE letters and/or numbers, no blanks or special characters
Project Description	YES	An alpha numeric description, limited to 22 characters
Start/End	YES	Dates expressed in month, day, year format; It is recommended that the default dates be used
Rsp-Bgt	YES	Must be filled in with any budget number within the organization code. NO IMPACT ON ANY FINANCIAL FUNCTIONS
LL	YES	Lowest Level Flag: ALWAYS NEEDS TO BE CHANGED TO "Y" unless a hierarchical coding structure is being used
Status	YES	Set to 'A' for active
Additional Description, Principal Investigator & Overhd Rate	NO	Memo entries with NO IMPACT ON ANY FINANCIAL FUNCTIONS